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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 [March 12, 2020, Meeting](#)
3. Chair's Report
4. President of the College's Report
5. Student Trustee's Report
6. CCC Development Foundation, Inc., Report
7. Approval of Agenda
8. Approval of Consent Agenda

RESOLUTION #T4665-20 – [Appointments, Promotions, and Separations](#)

RESOLUTION #T4666-20 – Position Activity

9. Regular Agenda

[CASS Committee](#)

RESOLUTION #T4667-20 – [Approval of Program Review for Information Technology A.A.S.](#)

RESOLUTION #T4668-20 – [Approval of Program Review for LAS: Childhood Education A.S Discontinuance and Continuance](#)

RESOLUTION #T4669-20 – [Approval of Program Review for Accounting A.A.S. Deactivation](#)

RESOLUTION #T4670-20 – [Approval of Program Review for the new Accounting/Finance A.S.](#)

RESOLUTION #T4671-20 – [Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients](#)

RESOLUTION #T4672-20 – [Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients](#)

[EXECUTIVE Committee](#)

RESOLUTION #T4673-20 – [Emeritus Designation – Dr. Katherine P. Douglas](#)

RESOLUTION #T4674-20 – [Resolution of Appreciation – Dr. L. Dean Fisher](#)

RESOLUTION #T4682-20 – [RBOT Statement on Social Justice](#)

RESOLUTION #T4683-20 – [Resolution of Appreciation – David Burdick](#)

[EXTERNAL AFFAIRS Committee](#)

RESOLUTION #T4675-20 – [Recomendation for the Student Trustee Award](#)

[FINANCE AND FACILITIES Committee](#)

RESOLUTION #T4676-20 – [Operating Report for march and April 2020](#)

RESOLUTION #T4683-20 – [Resolution of Appreciation – David Burdick](#)

[HUMAN RESOURCES Committee](#)

RESOLUTION #T4677-20 – [Laureen Sassaman Retirement](#)

RESOLUTION #T4678-20 – [Dale Crandall Retirement](#)

RESOLUTION #T4679-20 – [Dave Luckner](#)

RESOLUTION #T4680-20 – [Debra Dudick](#)

RESOLUTION #T4681-20 – [Loretta Hendrickson](#)

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**

April 30, 2020

Via Google Hangouts

MEETING MINUTES

In attendance: Trustees: Vice-Chair Wightman, R. Allison, G. Baity, T. Beers, P. Chu, C. Heyward, J. McKinney-Cherry, A. Moretti, H. Reynolds, N. Parks (via Google Hangouts), H. Reynolds, M. Wayne, A. Winston

Senior Staff: President Mullaney, Provost Fisher, VP Garnier, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay

Support Staff: S. Radford, M. Brown, J. Toribio

Guests: H. Segur, Dr. MacDonald

Excused: Chair Blowers

1. CALL TO ORDER. Vice-Chair Wightman called the meeting to order at 5 p.m.
2. APPROVAL OF THE MINUTES of the March 12, 2020, meeting (Allison, Chu unanimously approved).
3. CHAIR'S REPORT. Chair's report information will be found in the Executive Committee and other reports.
4. PRESIDENT OF THE COLLEGE'S REPORT.
 - Resolution of Appreciation.

RESOLUTION #4656-20 - Resolution of Appreciation for Dr. Kris MacDonald (Heyward, Parks; unanimously approved)

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

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

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

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

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

- Appreciation to VP Garnier for his service to the College.
- President Mullaney introduced the new Interim VP of Administrative Services, Christian Salisbury, Deputy Director of Budget and Community College Financials at SUNY System Administration.
- COVID-19 Update.
 - Three taskforces were formed
 - Campus reactivation Taskforce
 - Fall Academic Planning Taskforce
 - Student and Employee Wellness Taskforce
 - No new positive cases.
 - Perry Hall Update. 23 students and 2 Corning interns
- Academic update
 - Summer 2020 instruction will be delivered synchronous, remote or online
 - Fall 2020 - guided by the work of the Academic Planning Taskforce
 - Virtual ceremonies are planned - student awards, Nurses' pinning ceremony scheduled for Thursday, June 18, at 5 p.m., commencement, Saturday, June 20, 11 a.m.
 - Student services are being provided virtually
 - P/F and W grades are available through finals week - SUNY-wide discussion
 - No students will be academically dismissed at the end of the 2020 spring term
- Workforce Education and Academic Pathways
 - Offering free online courses through Ed2Go
 - SUNY Workforce Grants received extension through August
- Campus update.
 - The College ordered 1,300 masks, has over 800 on-hand, and protocol for use and distribution
 - IT department imaged 125 laptops received from SUNY and are being distributed through the Student Emergency Fund
 - Received 145 applications to-date
- Human Resources
 - Implementing Executive Order on facial coverage
 - Managing employment claims

- Marketing and Communications.
 - COVID-19 updates
 - College website updates
 - Student messaging
 - We are here for you
 - Closer to home
 - Press release
 - Advocacy communication in support of Higher Education Stimulus Package
- Budget update.
 - At the request of SUNY, the College submitted a report outlining three budget scenarios (best, base, low) for FY'21. This document will guide efforts moving forward.
 - Tracking COVID-19 related expenses:
 - \$50,941 (\$36k is payroll related, \$15 PPE and other materials)

5. STUDENT TRUSTEE REPORT.

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

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

- Jamie Johnson has joined the Board
- The Foundation met and approved changes to investment policy and bank resolutions
- The Executive Committee has been meeting monthly
 - The Committee developed a matrix of strategic priorities which are being tracked on a monthly basis
 - Working on a Board member competency matrix, currently looking for someone to represent Schuyler County. Trustee McKinney-Cherry will follow up with President Segur

- Housing LLC completed a marketing RFP; Brailsford and Dunleavy was selected. In an effort to increase occupancy, CCCDF is asking them to conduct research on student demographics and what potential students are looking for in residential offerings
- Strategic marketing initiative - placed the digital marketing contract with Digital Hive on hold
- Perry Hall update. The Foundation has 23 students and two Corning interns in the facility
- To-date, anticipating 40 Corning interns to arrive in mid-May. The Foundation and Housing LLC are working on the logistics. Auditing them to determine plans over the summer months
- RBOT discussed revisiting marketing efforts in light of the pandemic.

7. APPROVAL OF AGENDA (Heyward, Baity; unanimously approved).

8. APPROVAL OF THE CONSENT AGENDA (Wayne, Allison; unanimously approved).

RESOLUTION #4654-20 - Appointments, Promotions, and Separations

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

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

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

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Dustin Storm	Custodian	Physical Plant	New Hire	04/06/2020	This is a 12-month standard position with the CSEA, at an annual rate of \$31,696. This hire was the result of a competitive search.

Justin Parker	Desktop Specialist	Information Technology	New Hire	03/23/2020	This is a 12-month standard position, professional pay grade 202 classified as a Technical Assistant, at an annual rate of \$35,000. This hire was the result of an open search.
Matthew Gardner	Data Research Analyst	Institutional Research Department	New Hire	04/06/2020	This is a 12 month standard position, professional pay grade 203, at an annual rate of \$37,000. This hire was the result of an open search.

9. REGULAR AGENDA

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

The Committee reviewed the Chem-Tech program review. ADI Brad Cole, Dr. Williams

There are four action items on the agenda.

Provost Fisher referred the Board to the agenda.

A question was posed regarding program fees. Provost Fisher will follow up.

RESOLUTION #4655-20 - Program Renewal of the A.A.S. in Chemical Technology (Heyward, Allison; unanimously approved)

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

RESOLUTION #4657-20 - Approval of Regional Board of Trustees' Award for Excellence in Teaching - Dr. Robert Koble (Heyward, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the 2020 Regional Board of Trustees

Excellence in Teaching Award to Dr. Robert Koble.

RESOLUTION #4658-20 - Tenure Recommendation (Heyward, Beers; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves tenure for the following, effective Start-Up Fall, 2020: **DR. ROBERT KOBLE**

EXECUTIVE COMMITTEE. Vice-Chair Wightman provided an overview of highlights, noting there are no action items on the agenda:

1. COVID-19 Update. At the request of Chair Blowers, the Committee discussed the budget scenario document.
2. Search Updates
 - a. Provost. Prof. Herbst has been appointed as interim Provost.
 - b. Executive Office Manager. The President is continuing to interview internal candidates for the interim appointment.
 - c. VP of Administrative Services. Christian Salisbury has been appointed as interim VP of Administrative Services.

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

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

- The Foundation assisted the College with the establishment of an Emergency Grant Fund for CCC students impacted by the pandemic; this fund is for their use covering utilities (internet, rent, etc.) To-date, the Foundation has received 143 applications; upon review, the Foundation has disbursed over \$11k to 63 students, including 22 laptops. The fund has achieved 100% participation from Senior Staff. If you are interested in making a contribution to the funds, please go online to the Foundation webpage, make your contribution, and note the donation is intended for the Emergency Grant Fund in the description box. Raised almost \$14k.
- <https://www.corning-cc.edu/foundation/give-now.php>
- Made progress on A Planned Giving plan with communications being mailed towards the end of April/early May. The Planned Giving page of the website has been updated and free downloads have been added.
- Follow-up emails were sent to students to encourage completion of the Scholarship Application by the 4/1 deadline. A total of 80 students completed a Scholarship Application for the 2020-2021 academic year. This figure is low, the Foundation is working on boosting this figure to 120.

Marketing and Communications. Trustee Winston provided an overview of the agenda, including:

COVID-19 – related Communications

- Campus communications

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

Advertising for April 18 Open House

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

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

Academic Pathways Highlights

- K. Perkins sent a survey to all ACE schools re: COVID-19.
 - Sent to 194 teachers at 43 area schools; 161 (83%) responded.
 - Concerns were very similar to SUNY CCC instructors/students: Not all students having internet access or limited access; testing concerns; lab requirements virtually; content ideas for virtual instruction
- Pennsylvania Dept. of Education requires that SUNY CCC complete an application to become an educational enterprise (Resolution).
- Workforce Education Highlights. COVID has substantially impacted revenue generation:
- Revenue Goals—After 58% of fiscal year: Corporate Training: 66% of goal; Open Enrollment: 56% of goal; Room Rentals: 71% of goal; Third-Party Training: 61% of goal.
 - COVID19 Impact: To date, we have lost \$55,030 in corporate contracts, \$7,450 in room rental income, and \$50,834 in delayed corporate contracts.

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

1. Federal and State Update

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

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

The College offers ACE courses in 9 schools, representing 86.53 FTEs for the year. The Board is asking for a financial model indicating financial viability of this proposal.

RESOLUTION #4659-20 - Pennsylvania Education Enterprise (Baity, Winston; unanimously approved)

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

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

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

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

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

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

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

Revenues

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

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

Unrestricted:

- February 2020 total revenues of \$20.007m vs \$20.607m in prior year
- Expenses highlights: salaries continue below compared to prior year 6.9 vs 7.1
- Employee benefits \$2.7m, prior year \$2.9m
- Scholarships. Scholarships are primarily a function of the ACE program. From a SUNY standpoint, the College has to record the ACE revenue. The corresponding expense must be recorded via scholarship, the increase in the budget item is driven by ACE. ACE revenue + ACE scholarship nets zero. There are other scholarships housed in that account.

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

Student Activities

- Athletics. \$259k revenue budgeted \$268k, expenses \$248k vs \$268k. VP Garnier anticipates favorability in March due to the cancellation of spring term sports. Trustee Wayne inquired about stipends to coaches for the term given that the term and sports events were cancelled.
- Revenues \$282k, Expenses \$100k (expected to remain flat)
- Commencement, little expense
- Trustee Wayne indicated awaiting notification from SUNY on rebates/refunds for students.

Planned Capital Projects.

- Schuyler Hall HVAC. Costs came in at \$2.4m. The College risks losing a \$1m grant if the College does not proceed with the project. The College is planning to outfit a smaller area as opposed to the entire facility.
- Energy Retrofit. The project is ongoing.
- DDT. Significant portion of funding from donations. One RFP was submitted, the Committee is still in the planning stages.
- The Committee discussed and agreed that there is no urgency to proceed with these projects at this time.

- VP Garnier explained that the three projects can be put on hold; one project will have an enrollment impact (mechatronics).

Banner Improvement Project Update

- Little change since the last report. To-date, the College has invested \$317k on the project, including a student information system upgrade, Registrar's office module automated update. Much remains to be done, including faculty load upgrade.

RESOLUTION #4660-20 - Operating Report (Wayne, McKinney-Cherry; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending February 29, 2020.

HUMAN RESOURCES COMMITTEE. Trustee Wightman provided an overview of the Committee meeting, noting that there are three action items on the Regular agenda.

Consent Agenda

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

Regular Agenda

- 1 retirement: V. Lisella
- Remote Work Policy
- Confidentiality Policy
- Appointment - H. Jones

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

- Social media posts
- Ongoing Events: videos, experiences with pandemic, being an ally during pandemic, planning leadership webinar

Status of vacant positions. Executive Director Park updated the list, including:

- 2 faculty positions considered active within the Nursing department
- 2 professional service positions are being assessed with internal appointments being considered

- All other positions have paused

RESOLUTION #4661-20 - Vicent Lisella, Professor (retirement) (Allison, McKinney-Cherry; unanimously approved)

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

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

The Board extends its appreciation for Dr. Lisella's service to the College.

RESOLUTION #4662-20 - Regional Board of Trustees Policy on Remote Work (Parks, Baity; unanimously approved)

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

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

RESOLUTION #4663-20 - Regional Board of Trustees Policy on Confidentiality (Parks, Heyward; unanimously approved)

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

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

RESOLUTION #4664-20 - Hannah Jones, New Hire (Instructor) (Parks, Beers; unanimously approved)

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

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

President Mullaney thanked Dr. Fisher for his service to the College. Virtual send-off on May 14, 2020. Vice-Chair Wightman thanked Provost Fisher for his service.

12. EXECUTIVE SESSION.

Motion to exit regular session at 6:59 p.m. (Heyward, Allison)

Motion to enter into executive session at 7:02 p.m. (McKinney-Cherry)

The Board discussed a litigation matter.

The Board discussed a collective bargaining matter.

No action was taken by RBOT.

Motion to exit executive session at 7:16 p.m. (Parks, Allison)

13. ADJOURNMENT. Vice-Chair Wightman adjourned the RBOT meeting at 7:17 p.m. (Baity, McKinney-Cherry)

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
June 10, 2020
Via Google Hangouts

MISSION:

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

MINUTES

DISCUSSION ITEMS:

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

ACTION ITEM:

1. [Approval of Program Review for Information Technology A.A.S.](#)
2. [Approval of Program Review for LAS: Childhood Education A.S Discontinuance and Continuance](#)
3. [Approval of Program Review for Accounting A.A.S. Deactivation](#)
4. [Approval of Program Review for the new Accounting/Finance A.S.](#)
5. [Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients](#)

NEXT COMMITTEE MEETING: TBD

Measurable Standards for the CASS Committee are:

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

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Committee on Academic and Student Services
June 10, 2020
Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, G. Baity, Heyward, J. Polly Chu
Senior Staff: President Mullaney, Interim Provost Herbst
Support Staff: J. Toribio, Nogaye Ka-Tandia
Guests: ADI Cole, Daryl Dates, Tim Bonomo, Bed Beall, Mathew Haas, Julie Dick
Excused: Mike Wayne, A. Moretti, C J. McKinney-Cherry

Trustee Heyward called the CASS Committee meeting to order at 4 :06 pm by introducing Provost Herbst. and noted that there are five action items on the agenda.

1. Approval of Program Review for Information Technology A.A.S
2. Approval of Program Review for LAS: Childhood Education
3. Approval of Program Review for Accounting A.A.S
4. DeactivationApproval of Program Review for the new Accounting/Finance A.S.
5. Resolutions of Congratulations- Chancellor's Student Fellowship Recipients

Discussion items:

Academic Services

- Dual Agreement with Alfred
- Transfer articulations with Alfred
- **Approval of Five new micro-credentials** have been approved through SUNY CCC internal governance
- Exploratory conversations have started with the Waverly (NY) School District leadership about establishment of pathways for localized degree completion for students in PA
- the mathematics requirements have been reduced from six to three credit hours for A.S. degrees
- The Center for Teaching Innovation and Excellence delivered a week-long series of workshops for faculty

Student Services

- SUNY CCC will stream its virtual Commencement on June 20, 2020. There are 560 eligible students to participate; and 248 registered for the virtual event. The virtual Nursing Pinning ceremony has 76 registered participants.

- Student Services partnered with the CCC Development Foundation to implement an emergency student grant program.
- Federal stimulus CARES Act funding has been established for the SUNY CCC student portion at \$968,724.00. Application are already coming
- Special recognition is appropriate for Ryan Steinberg and Dan Duzy from the College staff, and RAs Rhilea Chabot and Britany Burgos for their care and attention for students remaining in Perry Hall during the Spring 2020 semester. The extra attention to the mental health of students was recognized with a catered meal hosted by Assistant Dean Stacy Johnson.
- Enrollment operations in Admissions continue to use virtual means to reach out to school counselors and students. In addition, Workforce Education
- An RFP has been issued for counseling services to identify if the most affordable and flexible service options
- Student activities were transitioned to virtual events after the decision for remote instruction
- SUNY CCC Red Baron Male and Female Student Athletes of the Year have been named: Derik Lisi (Bowling) and Jessica Vidal-DeJesus (Softball).
- The SUNY Chancellor's Student Fellowship recipients are: Autumn Edwards (Education) and Anna Lares (Biology).

Student Trustee Report

- Videos of students to running for next year. New President and new trustee. Held bingos sessions on Instagram and words of encouragements for students. Celebrating virtual commencement for class of 20202

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

Trustee Heyward adjourned the CASS Committee meeting at 5:17 pm.

Committee on Academic and Student Services
Report by the Interim Provost, Frederic Herbst
June 18, 2020

Academic Affairs

- A dual admission agreement has been formalized with Alfred University for students who first matriculate to SUNY Corning Community College; the agreement provides for some joint promotional efforts regarding the agreement.
- An art articulation agreement is being finalized with Alfred University and will provide a transfer pathway for the digital design program (in development).
- Transfer articulations have been established between SUNY Corning Community College and SUNY Canton for: Information Technology Management; Health Care Management; and Information Technology.
- Five new micro-credentials have been approved through SUNY CCC internal governance processes and may be immediately offered. The new micro-credentials are: Bookkeeping/Accounting; Enhanced Bookkeeping/Accounting; Applied Electronics for Manufacturing Assemblers; Applied Electronics for Manufacturing Technologies; and Cisco Certified Network Administrator (CCNA) Bootcamp. These are direct results of identified needs from industry or from advice from advisory committees.
- Exploratory conversations have started with the Waverly (NY) School District leadership about establishment of pathways for localized degree completion for students in PA bordering districts (Sayre and Athens) and Waverly, NY students in identified degree programs and leveraging ACE accumulated credits.
- As a result of governance actions, the mathematics requirements have been reduced from six to three credit hours for A.S. degrees. The specific math requirements will be determined by program faculty in consultation with advisory committees or primary transfer partners.
- The Center for Teaching Innovation and Excellence delivered a week-long series of workshops for faculty and staff to improve/refine their skills in teaching and serving students in a virtual environment. The focus was on learning online teaching techniques and becoming more familiar with the various tools available. The total number of participants in sessions was 216. Similarly, the Learning Commons provided workshops for students to assist them in identifying successful approaches to learning in a remote and/or online platform.

Student Services

- SUNY CCC will stream its virtual Commencement on June 20, 2020. This builds upon several successful virtual events celebrating student success. There are 560 eligible students to participate; and 248 registered for the virtual event. The virtual Nursing Pinning ceremony has 76 registered participants.
- Student Services partnered with the CCC Development Foundation to implement an emergency student grant program.
- Federal stimulus CARES Act funding has been established for the SUNY CCC student portion at \$968,724.00.
- Special recognition is appropriate for Ryan Steinberg and Dan Duzy from the College staff, and RAs Rhilea Chabot and Britany Burgos for their care and attention for students remaining in Perry Hall during the Spring 2020 semester. The extra attention to the mental health of students was recognized with a catered meal hosted by Assistant Dean Stacy Johnson.
- Enrollment operations in Admissions continue to use virtual means to reach out to school counselors and students. In addition, Workforce Education opportunities are being highlighted through newly developed virtual events targeted to that audience.

- An RFP has been issued for counseling services to identify if the most affordable and flexible service options are being made available to students.
- Student activities were transitioned to virtual events after the decision for remote instruction (e.g. Virtual Trivia; Virtual Bingo).
- SUNY CCC Red Baron Male and Female Student Athletes of the Year have been named: Derik Lisi (Bowling) and Jessica Vidal-DeJesus (Softball).
- The SUNY Chancellor's Student Fellowship recipients are: Autumn Edwards (Education) and Anna Lares (Biology).

COMMITTEE ON ACADEMIC AND STUDENT SERVICES
Report by the Student Trustee, Anna Moretti
June 18, 2020

- Due to our delayed election process for next year, each member of SAEB has recorded a video of themselves from home describing the position they hold and a message of encouragement for any students interested in running for next year. These 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.
- We have held bingo sessions on our Instagram page and are continuing to engage with the students with words of encouragement as we head into finals week from home.
- The Student Association Executive Board congratulates the SUNY Corning Community College Class of 2020! We look forward to celebrating your accomplishments during our virtual commencement ceremony.

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

Executive Committee

June 18, 2020

Via Google Hangouts

MISSION:

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

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

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

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

DISCUSSION ITEMS:

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

ACTION ITEM:

1. [Emeritus Designation – Dr. Katherine P. Douglas](#)
2. [Resolution of Appreciation – Dr. L. Dean Fisher](#)
3. [RBOT Public Statement on Social Justice](#)

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

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.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee
April 30, 2020
HEC - 110

MINUTES

In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, C. Heyward, M. Wayne, A. Winston

Other Trustees in Attendance: G. Baity

Senior Staff: President Mullaney, Director Clay

Support Staff: J. Toribio

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

Discussion items:

1. COVID-19 Update.
 - NYS is anticipating making budget cuts that will impact the SUNY system.
 - CARES Act funding has been received by the College, \$984k for students and the \$984k for the institution will be coming. Receipt of the institutional portion of the application has been acknowledged by the State. Financial Aid is determining how to distribute that, there is a framework for how institutional funding can be expended.
 - Budget Reduction.
 - President Mullaney provided an overview of the College COVID-19 update.
 - President Mullaney reviewed the budget management document submitted to SUNY in preparation for anticipated budget reductions, including the following scenarios
 - Base 10% reduction
 - Low 25% reduction
 - Best case scenarios include proposed 4% tuition increase that will be approved by RBOT
 - Operational expense reductions
 - Capital equipment and projects reductions
 - Reduction of additional budgets
 - The Committee recommended considering innovative ways to conduct business

- President Mullaney shared that an Academic Planning Task Force led by Executive Director Eschbach and Director Clay has been formed to address these needs.

2. Search Updates

- a. Provost. Professor Fred Herbst has accepted the interim appointment as Provost. The College engaged the services of the Pauly Group for the permanent search. They anticipate launching this search in June 2020.
- b. Executive Office Manager. The search has failed. The President will be interviewing an internal candidate.
- c. VP of Administrative Services. Christian Salisbury has accepted the interim appointment as VP of Administrative Services. This search will also likely involve the services of a search firm.

3. Strategic Initiatives Update

Strategic initiatives. Director Clay shared the following update:

Pillars of Excellence

- The College received an additional award of \$25k for Guided Pathways funding for proposal: \$25k - (Student Educational Planner and Undecided Student Programming)
- Team attended the Community College Research Center (CCRC) Accelerated Pathways Pilot Project 3/9 (data on high enrollment programs, common courses in the first term, and connection to sustaining-wage jobs and/or transfer in a major)

The Strategic Planning and Institutional Assessment. The Committee is finishing the annual update to the Strategic Plan.

Middle States Commission on Higher Education (MSCHE). The College submitted the update on online instruction due to COVID-19.

Grants

- IITG (virtual chemistry lab) grant decisions have been delayed until late May.
- Local Government Records Management Improvement Fund NYS was submitted on March 13, \$21,388.00 (digitizing "keep" records for access: pre-digital transcripts and payroll)
- SUNY Clean Energy Workforce Opportunity Program, submitted by SUNY Canton in April 6, with SUNY CCC as partner, revised scope and \$300,000 total budget as requested by SUNY, (building automation and control systems)

Vice-Chair Wightman adjourned the Executive Committee at 4:56 p.m.

Strategic Initiatives Update
Submitted by Director Maarit Clay
June 2020

Pillars of Excellence

- SSTF “Revised Core Principles for Transforming Remedial Education within a Comprehensive Student Success Strategy,” 5/14 webinar
- April/May academic program pages -redesigned with degree, forecast, and entry earnings, Career Paths -updated careers lists and content
- “Communicating Guided Pathways,” 5/28 webinar: presented on website career information connected to degrees
- “Divisional Collaboration and Guided Pathways Implementation,” 6/11 webinar

Open Educational Resources (OER)

- OER Degree Initiative will be extended into Fall 2020 (For SUNY CCC LAS: Humanities/Social Sciences, Humanities concentration)
- Math Placement tests being converted to OER
- OER Sustainability Workshop #5, 2019-2020 Cohort Campuses, 6/4 webinar: topics included “Building Sustainability OER Programs in a COVID-19 Campus Culture” (OER opportunities, financial realities, campus strategies)

Strategic Planning and Institutional Assessment

- Student Distance Learning Experience Survey
- Final adjustments to targets in Strategic Plan update
- Annual Institutional Assessment Report

Middle States Commission on Higher Education (MSCHE)

- Annual Institutional Assessment Report delayed until July
- SUNY CCC’s Self-Study will be due in 2023-2024

Grants

Planning: Appalachian Regional Commission (ARC) 8/21/2020, Workforce Opportunity for Rural Communities (WORC) 7/29/2020

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SUNY CORNING COMMUNITY COLLEGE

Regional Board of Trustees

External Affairs Committee

June 18, 2020

Via Google Hangouts

MISSION:

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

MINUTES

DISCUSSION ITEMS:

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

ACTION ITEM:

1. [Recomendation for the Student Trustee Award](#)

NEXT COMMITTEE MEETING: TBD

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

June 9, 2020

Via Google Hangouts

MINUTES

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, R. Allison, N. Parks, H. Reynolds, A. Winston
Senior Staff: President Mullaney, Executive Director Eschbach, Executive Director May, Director Clay, Executive Director Connie Park,
Holly Segur CCCF
Guest: T. Beers
Support Staff: S. Radford, J. Toribio Nogaye Ka-Tandia

Trustee Winston called the External Affairs Committee meeting to order at 4:06 pm and noted that there is one action item on the agenda.

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

Trustee Winston adjourned the External Affairs meeting at 4:48p.m.

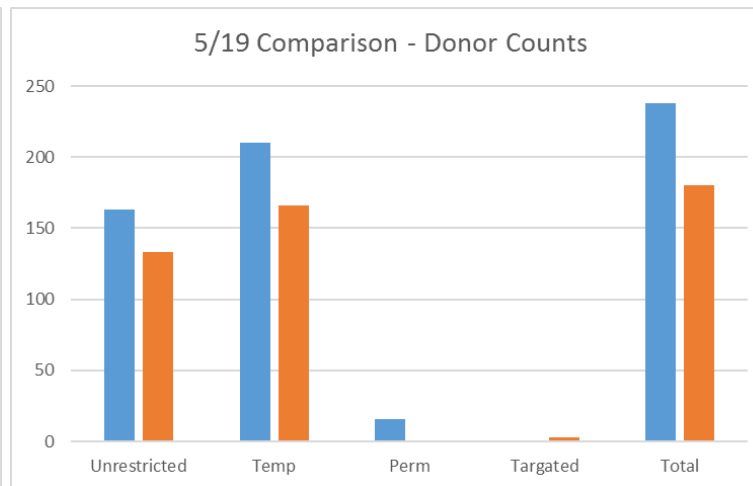
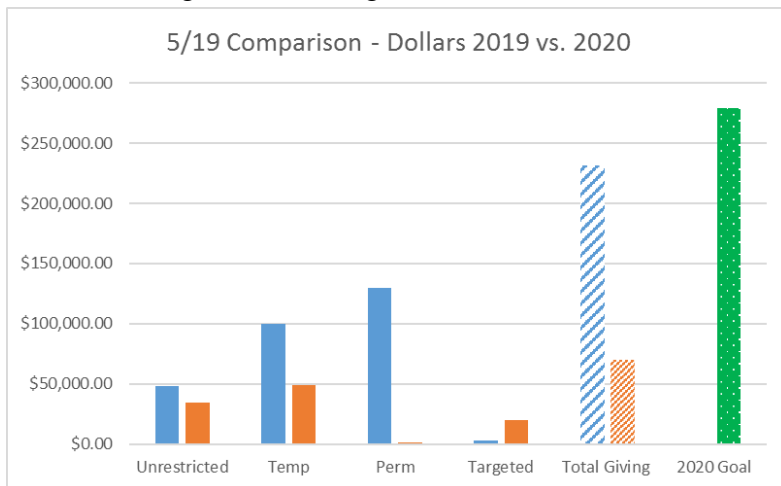
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**External Affairs Committee
June 18, 2020**

CCC Development Foundation Report

Submitted by Executive Director May

- Distributed \$14,400 in Emergency Grant funding to 93 CCC students impacted by the pandemic.
- The Digital Dome Theater Campaign is temporarily on hold due to the pandemic.
- A Planned Giving Communication was mailed in May.
- Scholarship award notifications will be sent to students in June.
- The third Baron Bulletin e-newsletter was sent on May 18. The fourth edition is scheduled for August.
- The second quarter Annual Fund solicitation mailing will be sent in early June.
- The Housing LLC Board met on May 5 and May 19.
 - The Housing LLC's market research and digital marketing campaign have been put on hold and will be re-visited in the fall.
 - Discussed Perry Hall credits/refunds, summer housing for students, litigation status, and fall semester planning.
- The Alumni Association webpages launched on June 1.
 - All alumni are automatically members of the Alumni Association and can claim their membership card online.
- The Class of 2020 graduates will be sent their membership cards, a QR code to take the New Alumni Survey, and a letter from Angela May shortly after the Commencement ceremony.
- A Celebration Box is being sent to all participants of the 2020 Virtual Commencement Ceremony on behalf of the Development Foundation and Student Life that will include alumni pins, Alumni Association Pens, and other SUNY CCC branded gifts.
- Alumni Award and Athletics Hall of Fame nominations are being accepted through June 1 due to COVID-19.
- The Historical Marker Dedication has been postponed from June 11, 2020 to sometime in the fall due to COVID-19.
- Annual Giving results through 5/19/2020:



	2019	2020		2019	2020
Unrestricted	\$48,009.90	\$34,180.08	Unrestricted	163	133
Temp	\$99,447.90	\$48,578.08	Temp	210	166
Perm	\$129,444.30	\$1,145.00	Perm	16	0
Targeted	\$3,000.00	\$20,100.00	Targeted	1	3
Total Giving	\$231,892.20	\$69,823.08	Total	238	180
2020 Goal		\$279,304.00			

Marketing/Communications

Submitted by Director Clay

Marketing

- We're Here for You! Closer to Home (mostly trad.)
- We're Here for You! Career-Building Credentials (mostly non-trad.)
- Student Success Series (Tips and Tools for Remote Learning, May 22, 27, etc.)
- Fall 2020 Starts August 17. Plan for Your Dreams!
- Affordable and Convenient Classes, Community Environment
- "Rebuilding America" Star Gazette, full-page ad on 5/31, digital ads for a month
- Upcoming: 2020 Graduation Sponsorship on Big Fox, WYDC. Over 2500 promotional spots (Horseheads; Corning; Elmira Heights; Elmira; Bradford; Bath; Spencer; Addison; North Penn-Mansfield, PA; Williamson, PA; Troy, PA), bonus spots to run a commercial
- In Development: Inspired Faculty (testimonials), remote live, strengths to career.

SUNY Community College Media Campaign 5/26-6/22, digital Binghamton Cable 6/2-6/22.

Advertising 5/19 Virtual Open House

- Website banner ad, with revised Open House landing page, digital ads and geofencing, First Arena digital sign, Social media: FB, Twitter, LinkedIn
- Emails: Went Somewhere 1291, Went Nowhere 1821
- Postcards: 16-17 service area + and PA 6188, 24-35 - 30 miles, some/no degree 5035
- 64 registered

Advertising for 6/18, Career Planning Virtual Event; 6/23, Career-Building Credentials Virtual Event

Website: Academics, program pages revised with degree, forecast, entry earnings; Career Paths, updated careers lists and content

Social Media

- Recruitment/Admissions messaging and specific offerings for Summer and Fall 2020
- Graduation and Nursing Pinning - fostering community

Press Releases

- SUNY CCC Elmira Academic Workforce Development Center to Re-Open, June 4, 2020

- Two SUNY Corning Community College Students Awarded Chancellor's Scholarships, May 27, 2020
- Art Students at SUNY Corning Community College Brighten Children's Days, May 15, 2020

Virtual Commencement (C. Demers/K. MacDonald), Com. Program and Nursing Pinning Program

Other Projects: WEAP View book, 18 News Reads to Kids: digital resource for parents, student/alum. illustrating two children's stories

Workforce Education & Academic Pathways

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

Academic Pathways Highlights

- ACE has started fall student input into Banner; plan is to have all students entered by August to be ahead of registration process. K. Perkins is encouraging NY schools to expand offerings for fall.
- President Mullaney, Provost Fisher, J. Eschbach, T. Bush and K. Perkins met with PA ACE Superintendents, Principals. Support for SUNY CCC to continue; Northern Tioga (Cowanessque and William High Schools) and Wyalusing School Districts have decided to continue to partner. President Mullaney will respond to PA urging an extension of one year to allow SUNY CCC to submit applications and/or for PA schools to find other partners.
- Educational plans for juniors were mailed. A follow-up meeting was held with Sarah Vakkas re: trying to expand ACE using GST BOCES to coordinate shared courses.
- Adult Enrollment: 1) Cornell Prison Education Program: courses are "on hold" with no outside staff allowed at Elmira Correctional Facility. This will mean incompletes for the current semester with the summer spent completing these courses. This will be a potential loss of FTEs for summer. Also trying to find virtual ways to deliver courses without internet access.
- Southern Tier Law Enforcement Academy: resumed instruction on Monday, May 11.

Workforce Education Highlights

- Workforce Education and Academic Pathways will be considered Professional Business Services and plans to re-open June 8th for workforce training and the Academic and Workforce Development Center with partial staffing and partner staff. Capabilities Customer Service scheduled for July.
- Only revenue was \$800 for Ed2Go offerings. Ed2Go also offered a variety of free professional development courses: 11 people took advantage of these courses.
- Offering virtual Kids College programming this summer with partner Black Rocket.
- Creating HR courses for fall to be offered as eLearning series; target audience is small businesses.
- Testing Center: No paid testing since closure of campus in mid-March. Materials ordered through Perkins Grant to create dividers for testing center. This will meet requirements needed for PearsonVue and Prometric certification, as well as make is safer for all testers. Plan to re-open as Professional Business Services.

Grants Update

- 2019 ARC Grant complete; final payment of \$150,000 expected.
- 2020 ARC Grant currently under revision due to changes in match funds availability.

- 2020 Perkins Grant budget revision submitted. Comprehensive Local Needs Assessment completed and submitted. This will focus funding priorities for next two years.
- CFA Grant MWBE documentation submitted; ready to start renovations as soon as approved

Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

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 1, 2020
Via Google Hangouts

MISSION:

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

MINUTES

ACTION ITEMS:

- Operating Report for April 2020 [resolution](#)
- Resolution of Appreciation of Mr. David Burdick [resolution](#)

DISCUSSION ITEMS:

- April Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project

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 1, 2020

Via Google Hangouts

In Attendance: Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, P. Chu, A. Moretti, M. Wayne
Other Trustees in Attendance:
Senior Staff: President Mullaney, VP Salisbury
Support Staff: T. Jones, N. Ka-Tandia, S. Radford
Excused: C. Heyward

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:01 p.m.
VP Salisbury provided an overview of the agenda, noting there are two action items:

Action Item

- Operating Reports for April 2020
- Appreciation of Mr. David Burdick

Discussion Items

- April Revenue/Expense Highlights. – Cash is at ten million dollars, AP is \$150,000 higher than last year, student AR is down from last year and year prior, cash does not include CARES act money. Will watch cash carefully moving forward, watch for delays and reductions in payments.
- Revenues are at 80% of budget, Expenses area at 58% of budget.
 - The Committee reviewed/discussed accounts payable and receivables
 - Unrestricted
 - Review of revenues, inevitable is State Aid (note there was system error in state aid should be around 5 million dollars correction will be shown next month)
 - Review of Expenses – down in salaries and benefits (below where budgeted), Scholarships difference is due to the way we are recording ACE
 - Reviewed estimates for mid-year – majority are same estimates as last month, student fees increased, transfer out number changed due to the American Dining contract.
 - Restricted
 - Review of athletics budget
 - Student Activities
 - Total revenues and total expenses – difference possibly related to services online less costly than in person
 - Review of revenues and expenditures Graduations, Orientation and PTK
 - # of days of operation – 135 days

- Capital Projects Update
 - Principal and Interest payments still need to be paid and Energy Project is still being completed
 - Active projects – all projects are currently on hold, mostly due to concern/uncertainty of when state match funding will come in.
 - Review of Completed projects – including Security cameras, Planetarium Roof, Goff Road Heat pump

- Banner Improvement Project
 - Total expenditures of \$325,428
 - FLAC project still ongoing

- Discussion of Budget process for Fiscal Year 20/21 and a different way to approach due to uncertainty of state funding and enrollment.
- Postpone budget decisions until July meeting due to timing as we don't know what state cuts could look like and there has been little movement in enrollment numbers, will also give additional time to discuss collective bargaining matters.
- Propose to complete two budgets – one where we assume COVID didn't happen that would show where we would be if state didn't make cuts and enrollment meets goals, with additional language as part of resolution that board will receive continual updates to our progress,
- Secondary budget will reflect what we believe is going to happen, expenditures cuts to balance budget and update continually as we go along.
- SUNY board meets in September, middle of August would be deadline from SUNY perspective to approve budget.
- Discussion around costs savings, exploring all options, creative financing and having logistics lined up.
- Resolution for Appreciation for Dave Burdick – resolution outlines all the things he has completed in regards to COVID including leading the Emergency Response Team and the campus reactivation task force, various subcommittees,

The Committee agreed to forward two action items to the full Board for consideration and approval.
 Trustee Wayne adjourned the Finance and Facilities Committee meeting at 4:53 p.m.

SUNY Corning Community College

Operating Reports

April 2020

April 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
April 2020	\$10,055,115	\$410,090	\$1,304,804
April 2019	\$14,923,084	\$265,046	\$2,364,676
April 2018	\$14,786,626	330,646	\$1,479,439

The current cash position of \$10,055,115 represents 135 days of College operations.

Unrestricted Fund Operations – April 2020

- Operating revenues of \$22,459,522 represents 80% of budgeted revenues.
- Operating expenses of \$16,208,242 represents 58% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,251,280.

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

	April-20	April-19	Variance
Tuition & Fees	\$12,153,257	\$12,875,072	-\$721,815
Personnel Services	\$11,275,204	\$11,838,279	-\$563,075

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Corning Community College-Unrestricted		@ 4/30/19	@ 4/30/20	Actual	Mid-Year
	2019-2020 Amended Budget	18-19 Actual	19-20 Actual	Increase/(Decrease)	Estimate 2020
REVENUES					
Tuition	\$11,241,447	\$11,367,133	\$10,786,334	(\$580,799)	\$10,599,574
Student Fees	\$1,573,500	\$1,507,939	\$1,366,923	(\$141,017)	\$1,234,736
State Aid	\$7,464,849	\$6,375,551	\$3,748,677	(\$2,626,874)	\$7,404,890
Federal appropriations	\$30,000	\$1,965	\$7,308	\$5,343	\$20,000
County Operating Chargebacks	\$6,939,174	\$6,048,834	\$6,072,336	\$23,503	\$6,307,141
Other sources	\$691,112	\$450,513	\$477,944	\$27,431	\$527,918
Applied Fund Balance	-	-	-	-	-
Total Revenues	\$27,940,082	\$25,751,934	\$22,459,522	(\$3,292,413)	\$26,094,259
EXPENSES					
Salaries	\$15,515,817	\$8,401,105	\$8,067,553	(\$333,552)	\$13,369,154
Employee Benefits	\$6,455,372	\$3,437,175	\$3,207,651	(\$229,525)	\$6,240,000
Equipment	\$300,000	\$119,407	\$101,620	(\$17,786)	\$130,000
Contractual Expenditures					
<i>Purchased Services</i>	\$103,700	\$92,262	\$22,517	(\$69,744)	\$50,000
<i>Materials & Supplies</i>	\$512,515	\$326,645	\$310,943	(\$15,702)	\$350,000
<i>Consultants and Contractors</i>	\$190,300	\$299,456	\$238,190	(\$61,266)	\$190,300
<i>Accreditation</i>	\$20,000	\$0	\$17,979	\$17,979	\$20,000
<i>Marketing</i>	\$250,000	\$140,192	\$201,871	\$61,679	\$250,000
<i>Conference & Travel</i>	\$166,500	\$111,930	\$76,150	(\$35,780)	\$90,000
<i>Utilities</i>	\$400,000	\$282,993	\$224,828	(\$58,165)	\$360,000
<i>Maintenance & Repairs</i>	\$246,600	\$132,907	\$101,441	(\$31,465)	\$200,000
<i>Software & Contracts</i>	\$493,650	\$335,654	\$383,092	\$47,438	\$493,650
<i>Voice & Data Communication</i>	\$100,000	\$46,287	\$52,656	\$6,369	\$100,000
<i>Special Projects, Programs & Events</i>	\$168,061	\$54,632	\$29,551	(\$25,081)	\$100,000
<i>Maintenance Contracts</i>	\$437,550	\$315,900	\$245,327	(\$70,573)	\$437,550
<i>Rentals (HEC)</i>	\$336,000	\$225,616	\$226,896	\$1,281	\$336,000
General Institutional	\$911,404	\$588,247	\$669,036	\$80,789	\$911,404
Other Expenditures	\$140,256	\$75,793	\$105,722	\$29,929	\$140,256
Scholarships	\$1,192,357	\$536,909	\$1,825,018	\$1,288,109	\$1,875,018
Transfer Out	-	-	\$100,200	\$100,200	\$505,200
Total Expenses	\$27,940,082	\$15,523,108	\$16,208,242	\$685,134	\$26,148,532

<u>Association</u>		@ 4/30/20
<u>ATHLETICS BUDGET</u>	2019-2020 Approved Budget	19-20 Actual
<u>REVENUES</u>		
Athletic Fee	\$260,610	\$247,267
Concession	\$2,350	\$0
Gate	\$2,300	\$0
Miscellaneous Sales	\$3,000	\$11,255
Fundraising	\$0	\$400
Total Revenues	\$268,260	\$258,922
<u>EXPENSES</u>		
General Athletics	\$141,610	\$130,531
Men's Basketball	\$16,150	\$24,231
Men's Soccer	\$13,200	\$13,200
Women's Soccer	\$11,400	\$9,060
Baseball	\$15,800	\$27,119
Volleyball	\$12,600	\$14,757
Bowling	\$12,800	\$30,021
Women's Basketball	\$15,100	\$18,081
Softball	\$17,600	\$5,142
Cross Country	\$12,000	\$11,613
Total Expenses	\$268,260	\$283,755

STUDENT ACTIVITIES BUDGET	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Student Activity Fee	\$280,000	\$264,382
Fundraising	\$0	\$30,533
Total Revenues	\$280,000	\$294,915
EXPENSES		
Muse of Fire	\$8,200	\$5,616
Activities Programming Committee	\$130,000	\$70,197
Elmira Center	\$6,000	\$1,399
Student Association Executive Board	\$37,650	\$7,608
Senators	\$5,500	(\$100)
Tech Guild	\$900	\$0
Nursing Society	\$6,000	\$9,119
Nurses Programs	\$5,200	\$3,234
Food Pantry	\$1,000	\$637
Diversity Council	\$4,000	\$3,229
Sustainability Committee	\$1,500	\$659
CRIER	\$5,500	\$3,247
Music Licenses	\$3,500	\$2,547
Job Fair	\$1,350	\$0
Intramurals & Recreation	\$17,850	\$8,180
Student Leadership Workshop	\$8,000	\$4,294
SCOP	\$700	\$455
Fitness Center-Lease	\$34,000	\$0
Individual Clubs (14)	\$3,150	\$1,383
Total Expenses	\$280,000	\$121,705

Graduation	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Fee Revenue	\$44,613	\$38,994
Total Revenues	\$44,613	\$38,994
EXPENSES		
Contractual Expenditures	\$44,613	\$5,640
Total Expenses	\$44,613	\$5,640
New Student Orientation & ID Card		
REVENUES		
Fee Revenue	\$104,705	\$95,564
Total Revenues	\$104,705	\$95,564
EXPENSES		
Salaries	\$65,815	\$26,688
Contractual Expenditures	\$38,890	\$20,438
Total Expenses	\$104,705	\$47,125
PTK		
REVENUES		
Dues Revenue	\$0	\$405
Total Revenues	\$0	\$405
EXPENSES		
Contractual Expenses	\$0	\$38
Total Expenses	\$0	\$38

Planned Fiscal Year 19-20 Capital Projects

Fiscal Year 19-20 Capital Projects	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 4.30.20	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	\$ 8,000.00	\$ 33,000.00	\$ 25,000.00	\$ 66,000.00	\$ 14,977.08	\$ 51,022.92
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ -	\$ 300,000.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 1,196,558.00	\$ 1,196,558.00	\$ -	\$ 2,393,116.00	\$ 68,268.74	\$ 2,324,847.26
AC/Mechtronics 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	\$ 27,172.50	\$ 27,172.50	\$ -	\$ 54,345.00	\$ 3,145.00	\$ 51,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 17,450.00	\$ 17,450.00	\$ -	\$ 34,900.00	\$ 14,901.46	\$ 19,998.54
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00
Academic Building Safety						
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.20	\$ 34,563.80

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Banner Improvement Project

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

Consultants have been working with Human Resources on FLAC.

Expenditures to date: \$325,428

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee
May 4, 2020
Via Google Hangouts

MISSION:

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

MINUTES

ACTION ITEMS:

Operating Report for March 2020 [resolution](#)

DISCUSSION ITEMS:

- March Revenue/Expense Highlights
- FYE20 Projection

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
May 4, 2020
Via Google Hangouts

MINUTES

In Attendance: Trustees: Vice-Chair Wightman, P. Chu, C. Heyward, A. Moretti, M. Wayne
Other Trustees in Attendance:
Senior Staff: President Mullaney, VP Garnier
Support Staff: T. Jones, S. Radford, S. Housworth
Excused: Trustees: Chair Blowers, G. Baity, J. McKinney-Cherry

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:08 p.m.

VP Garnier provided an overview of the agenda, noting there is one action item:

Action Item

- Operating Reports for March 2020

Discussion Items

- March Revenue/Expense Highlights.
 - The Committee reviewed/discussed accounts payable and receivables and an overview of the balance sheet.
 - Unrestricted budget review of revenue, tuition, student fees, county chargebacks, all total revenue is 22.4 vs 25.7 for prior year. Review of expense including salaries and benefits, equipment, scholarships (ACE scholarship nets to zero), total expenses 16 mil vs 15.5 mil. Transfer out budget line is the fall variance to contract for residence hall students and our contract with food service, any shortfall we have to pay the difference.
 - Restricted review athletic revenues, athletic expenses, discussion in regards to coaches were paid per SUNY guidance and an Executive order to pay anyone that would normally be paid through May 15.
 - Student Activities review of student orientation, ID cards, PTK budgets.
- Fiscal Year 20 Projections
 - Conservative – didn't take in any consideration for state aid and CARES act component. State Aid is an open issue, we should hear soon on what the impact will be.
 - Extremely likely June state aid payment could be cut or delayed.
 - Majority of decrease is related to credits/refunds of fees, includes residence hall fees. A proposal was drafted in regards to credit/refunds waiting for feedback from Housing, LLC and then will send to SUNY for approval. We have completed calculations, looked at number of days on campus and came up with a percentage based on that information.
 - County Operating chargebacks – calculated as a discount for summer with assumption enrollment could be lower.
 - Largest Expense is salaries – did a deep dive, ran reports and full year would come in about 13.3 million, corresponding benefits were also updated.

- Software/Contracts includes the Banner Improvement project. Any Banner Improvement Projects will be ranked by priority and move forward on order of importance, very few projects to move forward.
- Transfer out - \$30,000 for Spring meals and \$250,000 for Perry Hall shortfall.
- Discussion as to whether there should be a second review before new purchases are made or new contracts are signed. Also, should there be a prioritization of purchases. A memo was sent from President Mullaney out-lining spending constraints including implementing a hiring freeze and traveling. We will be looking at every purchase moving forward and being as frugal as possible. Senior Staff is digging into budget, looking at cuts and preparing for deeper cuts from the State.
- Discussion regarding impact of uncollected payments from students. The projection in tuition of 10.6 million includes \$800,000 assumption of uncollectable student accounts.
- Any surplus would go back into our fund balance.
- Discussion of Salary/Benefits budget line to be broke down by program to see what programs are more costly. Put a value proposition on each of the academic programs to review value and how many people graduate. A metric would need to be created to determine value.
- Request to add a column to the budget review on the agenda to include comments.

Trustee Wayne expressed appreciation for VP Garnier's efforts during his time at SUNY Corning Community College. The Finance and Facilities committee also appreciates his guidance to Christian Salisbury in his transition. Thank you to Stacy Housworth and Tanya Jones for your efforts.

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 4:51 p.m.

SUNY Corning Community College

Operating Reports

March 2020

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SUNY Corning Community College

March 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
March 2020	\$14,793,500	\$410,090	\$1,304,804
March 2019	\$16,706,122	\$265,047	\$2,364,676
March 2018	\$16,120,353	\$330,646	\$1,479,439

The current cash position of \$14,793,500 represents 193 days of College operations.

Unrestricted Fund Operations – March 2020

- Operating revenues of \$22,457,651 represents 80% of budgeted revenues.
- Operating expenses of \$16,224,385 represents 58% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,233,266.

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

	March-20	March-19	Variance
Tuition & Fees	\$12,153,107	\$12,875,309	\$772,202
Personnel Services	\$8,067,523	\$8,401,302	\$333,779

March 2020

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Corning Community College-Unrestricted		@ 3/31/20	@ 3/31/19
	2019-2020 Amended Budget	19-20 Actual	18-19 Actual
<u>REVENUES</u>			
Tuition	\$11,241,447	\$10,786,333	\$11,367,134
Student Fees	\$1,573,500	\$1,366,774	\$1,507,938
State Aid	\$7,464,849	\$3,748,677	\$6,375,551
Federal appropriations	\$30,000	\$5,613	\$1,965
County Operating Chargebacks	\$6,939,174	\$6,072,336	\$6,048,834
Other sources	\$691,112	\$477,918	\$450,513
Applied Fund Balance			
Total Revenues	\$27,940,082	\$22,457,651	\$25,751,935
<u>EXPENSES</u>			
Salaries	\$15,515,817	\$8,067,523	\$8,401,105
Employee Benefits	\$6,455,372	\$3,230,363	\$3,437,175
Equipment	\$300,000	\$101,620	\$119,407
Contractual Expenditures			
<i>Purchased Services</i>	\$103,700	\$22,518	\$92,262
<i>Materials & Supplies</i>	\$512,515	\$309,040	\$326,643
<i>Consultants and Contractors</i>	\$190,300	\$238,190	\$299,456
<i>Accreditation</i>	\$20,000	\$17,979	
<i>Marketing</i>	\$250,000	\$201,871	\$140,192
<i>Conference & Travel</i>	\$166,500	\$76,150	\$111,930
<i>Utilities</i>	\$400,000	\$224,828	\$282,993
<i>Maintenance & Repairs</i>	\$246,600	\$101,442	\$132,907
<i>Software & Contracts</i>	\$493,650	\$383,092	\$335,655
<i>Voice & Data Communication</i>	\$100,000	\$52,656	\$46,287
<i>Special Projects, Programs & Events</i>	\$168,061	\$29,550	\$54,632
<i>Maintenance Contracts</i>	\$437,550	\$245,327	\$315,900
<i>Rentals (HEC)</i>	\$336,000	\$226,897	\$225,616
General Institutional	\$911,404	\$664,398	\$588,247
Other Expenditures	\$140,256	\$105,723	\$75,794
Scholarships	\$1,192,357	\$1,825,018	\$536,909
Transfer Out		\$100,200	
Total Expenses	\$27,940,082	\$16,224,385	\$15,523,110

<u>Association</u>		@ 3/31/20
<u>ATHLETICS BUDGET</u>	2019-2020 Approved Budget	19-20 Actual
<u>REVENUES</u>		
Athletic Fee	\$260,610	\$247,393
Concession	\$2,350	\$0
Gate	\$2,300	\$0
Miscellaneous Sales	\$3,000	\$11,255
Fundraising	\$0	\$400
Total Revenues	\$268,260	\$259,048
<u>EXPENSES</u>		
General Athletics	\$141,610	\$128,688
Men's Basketball	\$16,150	\$26,123
Men's Soccer	\$13,200	\$10,377
Women's Soccer	\$11,400	\$9,060
Baseball	\$15,800	\$25,147
Volleyball	\$12,600	\$14,757
Bowling	\$12,800	\$25,721
Women's Basketball	\$15,100	\$19,623
Softball	\$17,600	\$6,338
Cross Country	\$12,000	\$11,613
Total Expenses	\$268,260	\$277,447

STUDENT ACTIVITIES BUDGET	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Student Activity Fee	\$280,000	\$264,541
Fundraising	\$0	\$30,533
Total Revenues	\$280,000	\$295,075
EXPENSES		
Muse of Fire	\$8,200	\$5,536
Activities Programming Committee	\$130,000	\$66,071
Elmira Center	\$6,000	\$1,399
Student Association Executive Board	\$37,650	\$6,075
Senators	\$5,500	(\$100)
Tech Guild	\$900	
Nursing Society	\$6,000	\$6,525
Nurses Programs	\$5,200	\$2,771
Food Pantry	\$1,000	\$637
Diversity Council	\$4,000	\$3,229
Sustainability Committee	\$1,500	\$659
CRIER	\$5,500	\$3,318
Music Licenses	\$3,500	\$2,547
Job Fair	\$1,350	
Intramurals & Recreation	\$17,850	\$9,766
Student Leadership Workshop	\$8,000	\$4,294
SCOP	\$700	\$455
Fitness Center-Lease	\$34,000	
Individual Clubs (14)	\$3,150	\$1,356
Total Expenses	\$280,000	\$114,538

Graduation	2019-2020 Approved Budget	19-20 Actual
REVENUES		
Fee Revenue	\$44,613	\$37,560
Total Revenues	\$44,613	\$37,560
EXPENSES		
Contractual Expenditures	\$44,613	\$5,640
Total Expenses	\$44,613	\$5,640
New Student Orientation & ID Card		
REVENUES		
Fee Revenue	\$104,705	\$93,781
Total Revenues	\$104,705	\$93,781
EXPENSES		
Salaries	\$65,815	\$26,688
Contractual Expenditures	\$38,890	\$20,463
Total Expenses	\$104,705	\$47,150
PTK		
REVENUES		
Dues Revenue	\$0	\$405
Total Revenues	\$0	\$405
EXPENSES		
Contractual Expenses	\$0	\$38
Total Expenses	\$0	\$38

Fiscal Year 20 Projection

Corning Community College-Unrestricted		@ 3/31/20	@ 3/31/19	Mid-Year
	2019-2020 Amended Budget	19-20 Actual	18-19 Actual	Estimate 2020
REVENUES				
Tuition	\$11,241,447	\$10,786,333	\$11,367,134	\$10,599,574
Student Fees	\$1,573,500	\$1,366,774	\$1,507,938	\$961,890
State Aid	\$7,464,849	\$3,748,677	\$6,375,551	\$7,404,890
Federal appropriations	\$30,000	\$5,613	\$1,965	\$20,000
County Operating Chargebacks	\$6,939,174	\$6,072,336	\$6,048,834	\$6,307,141
Other sources	\$691,112	\$477,918	\$450,513	\$527,918
Applied Fund Balance				
Total Revenues	\$27,940,082	\$22,457,651	\$25,751,935	\$25,821,413
EXPENSES				
Salaries	\$15,515,817	\$8,067,523	\$8,401,105	\$13,369,154
Employee Benefits	\$6,455,372	\$3,230,363	\$3,437,175	\$6,240,000
Equipment	\$300,000	\$101,620	\$119,407	\$130,000
Contractual Expenditures				
<i>Purchased Services</i>	\$103,700	\$22,518	\$92,262	\$50,000
<i>Materials & Supplies</i>	\$512,515	\$309,040	\$326,643	\$350,000
<i>Consultants and Contractors</i>	\$190,300	\$238,190	\$299,456	\$190,300
<i>Accreditation</i>	\$20,000	\$17,979		\$20,000
<i>Marketing</i>	\$250,000	\$201,871	\$140,192	\$250,000
<i>Conference & Travel</i>	\$166,500	\$76,150	\$111,930	\$90,000
<i>Utilities</i>	\$400,000	\$224,828	\$282,993	\$360,000
<i>Maintenance & Repairs</i>	\$246,600	\$101,442	\$132,907	\$200,000
<i>Software & Contracts</i>	\$493,650	\$383,092	\$335,655	\$493,650
<i>Voice & Data Communication</i>	\$100,000	\$52,656	\$46,287	\$100,000
<i>Special Projects, Programs & Events</i>	\$168,061	\$29,550	\$54,632	\$100,000
<i>Maintenance Contracts</i>	\$437,550	\$245,327	\$315,900	\$437,550
<i>Rentals (HEC)</i>	\$336,000	\$226,897	\$225,616	\$336,000
General Institutional	\$911,404	\$664,398	\$588,247	\$911,404
Other Expenditures	\$140,256	\$105,723	\$75,794	\$140,256
Scholarships	\$1,192,357	\$1,825,018	\$536,909	\$1,875,018
Transfer Out		\$100,200		\$380,200
Total Expenses	\$27,940,082	\$16,224,385	\$15,523,110	\$26,023,532
Net (Surplus/Deficit)	\$0	\$6,233,266	\$10,228,825	(\$202,119)

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
June 18, 2020
Via Google Hangouts

MISSION:

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

MINUTES

DISCUSSION ITEMS:

1. International Hiring at the College
2. Diversity, Equity and Inclusion Programming
3. [Review Status of Vacant Positions](#)

ACTION ITEMS:

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

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

NEXT COMMITTEE MEETING: 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
June 9, 2020
Via Google Hangouts

MINUTES

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

Trustee Wightman called the Human Resources Committee meeting to order at 4:48 p.m.

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

Action Items

Consent Agenda

- Appointments, Promotions and Separations
- Position Activity: with added oversight over marketing and public relations as well as Institutional Research, Recommendation for reclassification for Maarit Clay for reclassification to a paygrade 210 with an effective date of April 1, 2020

Regular Agenda

- Laureen Sassaman, Retirement
- Dale Crandall, Retirement
- Dave Luckner, Retirement
- Debra Dudick, Emeritus Status
- Loretta Hendrickson, RAVE

Discussion Items

- International hiring at the College
- Diversity, Equity, and Inclusion Programming
- Summary of vacant positions

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

Trustee Wightman adjourned the Human Resources Committee meeting at 5:18 p.m.

Status of Vacant Positions

AS OF June 9, 2020

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

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

April 30, 2020
Via Google Hangouts

Executive Session Minutes

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

Senior Staff: President Mullaney, Provost Fisher, Executive Director Eschbach, Executive Director Park

Support Staff: J. Toribio

Motion to exit regular session at 6:59 p.m. (Heyward, Allison)

Motion to enter into executive session at 7:02 p.m. (McKinney-Cherry)

The Board discussed a litigation matter.

The Board discussed a collective bargaining matter.

No action was taken by RBOT.

Motion to exit executive session at 7:16 p.m. (Parks, Allison)

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

June 4, 2020
Via Google Hangouts

Executive Session Minutes

In attendance:

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

Senior Staff: President Mullaney, Interim Provost Herbst, Interim VP Salisbury, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay, N. Ka-Tandia, J. Toribio

Excused: A. Winston

Chair Blowers called the emergency meeting to order at 2:15 pm.

Motion to enter into executive session at 2:16 pm (Mc-Kinney Cherry, Wayne).

RBOT discussed a particular employee and a disciplinary matter.

Motion to exit executive session at 2:53 pm (Wayne, Wightman).

Motion to adjourn at 2:57 pm (Wayne, Allison)

HUMAN RESOURCES COMMITTEE

RESOLUTION #T4665-20

Appointments, Promotions, and Separations

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Todd Garnier	VP Administrative Services	Administrative Services	Resignation	05/08/2020	Mr. Garnier served the College for almost 1 year, he will be working at Mansfield University.
Zachary Desjardins	Educational Planner	Student Support Services	Resignation	05/29/2020	Mr. Desjardins started with the College on 1/23/20. With the ending of the TRiO program, he will be moving on to U. of Albany.
L. Dean Fisher	Provost	Academic Affairs	Resignation	06/05/2020	Dr. Fisher served the College for almost 3 years and has accepted a presidency of a community college in Idaho.
Jina Toribio	Office Manager	President's Office	Resignation	06/30/2020	Ms. Toribio has served the College for more than 6 years. She and her family will be moving out of the area.
Jason Stanbro	Assistant Professor	STEM	Position Reduction	05/23/2020	Mr Stanbro has served the College for 14 years. His position was reduced due to enrollment.
Colleen Kaminski	Visiting Instructor	Professional Studies	End of Appointment	05/23/2020	Ms. Kaminski will be ending her 1 semester, full time appointment (Spring 2020) and returning as an adjunct.
Nicolette Butler	Visiting Instructor	Nurse Education	End of Appointment	05/23/2020	Ms. Butler will be ending her 1 semester, full time appointment (Spring 2020) and returning as an adjunct.
Jolene Burun	Visiting Instructor	Nurse Education	End of Appointment	05/23/2020	Ms. Burun will be ending her 1 semester, full time appointment (Spring 2020) and

					returning as an adjunct.
Calvin Stedge	Visiting Instructor	STEM	End of Appointment	08/11/2020	Mr. Stedge has served the College for 3 years. His position was reduced due to enrollment.
Mark McCarty	Visiting Instructor	STEM	End of Appointment	08/11/2020	Mr. McCarty will be ending his 1 year, full time appointment (Spring 2020).
Nogaye Ka-Tandia	Interim Executive Office Manager	President's Office	Interim Stipend	05/25/2020	Ms. Ka-Tandia will be filling this role on an interim basis with an annualized increase of \$4,941 (10% of annualized base)
Frederic Herbst	Interim Provost	Provost Office	Interim Stipend	06/01/2020	As the interim Provost, Mr Herbst is provided an annualized increase of \$30,203 (35% increase of annualized base)
Stacy Johnson	Assistant Dean of Student Services	Student Services	Interim Stipend	06/01/2020	For additional interim duties assigned, Ms. Johnson is provided an annualized increase of \$8,340 (10% of annualized base)
Ashley Molina	Visiting Instructor	Nurse Education	Reappointment	08/12/2020	1 year term reappointment to Nurse Education
Kimberly Brost	Instructor	Nurse Education	New Hire	08/12/2020	Ms. Brost has been hired as a tenure track Instructor in Nurse Education, annualized salary of \$50,000 on a 10-month academic appointment

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

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4666-20

Position Activity

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 Strategic Initiatives	Maarit Clay	Reclassification	4/1/20	With added oversight over marketing and public relations as well as Institutional Research, this position is recommended for reclassification to a paygrade 210 with an increase of \$8,066 (10% of annualized base)

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

COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4667-20

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

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

BACKGROUND NOTES:

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

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4668-20

Program Actions for A. S. in Liberal Arts and Sciences: Childhood Education:

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the continuance of the A.S. in Liberal Arts and Sciences: Childhood Education and also authorizes the deactivation of the A.S. in Liberal Arts and Sciences: Childhood Education (Elmira College partnership) that is jointly registered with the New York State Department of Education.

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 the indicated actions.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4669-20

Deactivation of the Accounting A.A.S. Program:

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the deactivation of the A.A.S. in Accounting as a result of the regular program review advanced through governance.

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 the indicated actions.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4670-20

Approval for the New Accounting/Finance A.S. Program:

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the new Accounting/Finance A.S. Program as a result of this proposed program review being advanced through governance which creates an additional transfer pathway for students.

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 the indicated actions.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4671-20

Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its congratulations to Chancellor's Student Fellowship Recipient Autumn Edwards.

The Regional Board of Trustees commends Autumn Edwards for her exceptional work at SUNY CCC earning a 3.86 GPA in the LAS: Mathematics and Sciences AS program. In addition, she was a two-sport athlete playing volleyball and basketball for two years. She will be attending SUNY Cortland in the fall to pursue a Bachelor's degree in Education. Ms. Edwards is from Greenwood, New York.

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COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4672-20

Resolutions of Congratulations -- Chancellor's Student Fellowship Recipients

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its congratulations to Chancellor's Student Fellowship Recipient Anna Lares.

The Regional Board of Trustees commends Anna Lares for her exceptional work at SUNY CCC earning a 3.77 GPA in the LAS: Mathematics and Sciences AS program. She was also a member of the women's cross-country team for two years. She will be attending SUNY Geneseo in the fall to pursue a Bachelor's degree in Biology with the goal of attending medical school. Ms. Lares is from Elmira, New York.

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EXECUTIVE COMMITTEE

RESOLUTION #T4673-20

Emeritus Status – Dr. Katherine P. Douglas

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.

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EXECUTIVE COMMITTEE

RESOLUTION #T4674-20

Resolution of Appreciation – Dr. L. Dean Fisher

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.

EXECUTIVE COMMITTEE

RESOLUTION # T4682-20

Resolution of RBOT Public Statement on Social Justice

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

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 a 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.

EXTERNAL AFFAIRS COMMITTEE

RESOLUTION #T4675-20

Recommendation of the CCC Student Trustee Award Recipient

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.

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FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4676-20

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending March 31, 2020, and April 30, 2020.

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Finances and Facilities

RESOLUTION #T4683-20

Resolution of Appreciation – David Burdick

WHEREAS, the Director of Public Safety led campus efforts to establish new guidances in regards to COVID including leading the Emergency Response Team and the campus reactivation task force, various subcommittees.

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

HUMAN RESOURCES COMMITTEE

RESOLUTION #T4677-20

Laureen Sassaman, Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Laureen 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 Laureen Sassaman for her service to the College and recognizes her outstanding commitment to the College and her community.

Background

Ms. Sassaman has served the College for 21 years much of it as a tutor with the Student Support Services and Math department but has also contributed as an adjunct instructor, advisor, and in a variety of capacities all supporting students and the community.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4678-20

Dale Crandall, Retirement

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

Background:

Dale Crandall has consistently been an active member of the College community since his hire as a fulltime faculty member in August 2005. Mr. Crandall has helped to shape successful technology academic programs and has been an engaged member of the community in governance and committee work.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4679-20

David Luckner, Retirement

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.

Background:

Mr. Luckner has served the College for 36 years using his electronic, hardware, and technology skills in support of academics and instruction which has supported student learning. Mr. Luckner was recognized with the Chancellor's award for professional service in recognition of his dedication and commitment to the College.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4680-20

Emeritus Status - 2020

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:

BACKGROUND NOTES

Professor Dudick began at the College in 1988, she provided 31 years of service as a faculty member in Science, Technology, Engineering, and Math. Over that time, she has supported the department and college in many roles and has been an active contributor in the community. She is distinct in her contributions in two divisions – as a faculty member of Engineering as well as instructing courses in Art. Professor Dudick held a Master of Science in Industrial Engineering from Binghamton University, a Bachelor of Science from Clarkson and an Associates in Science from CCC.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4681-20

Loretta Hendrickson, RAVE Award

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 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.

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

BACKGROUND:

As the 49th RAVE award recipient, Loretta Hendrickson, is recognized for her outstanding contributions to the College. Ms. Hendrickson has worked at the College for 31 years. Starting in 1986 as a Typist, she has never stopped learning and growing. During her time as Secretary, she obtained her Master of Science Degree from the University of Phoenix in 2010. In 2016, she accepted the role of Retention Specialist and June 2019, she accepted the position of Registrar. Ms. Hendrickson provides a model for continuous professional development and dedication to the College.