

## TABLE OF CONTENTS

<a href="#">Agenda</a> : Thursday, January 21, 2021	1
<a href="#">Minutes</a> December 3, 2020	2-18
<b>COMMITTEE REPORTS</b>	
<a href="#">Audit Committee Agenda</a>	19
Committee on Academic and Student Services Minutes <a href="#">Report by the Provost</a> <a href="#">Action Items</a>	20-25
<a href="#">Executive Committee Minutes</a> <a href="#">Action Items</a>	26-29
<a href="#">External Affairs Committee Minutes</a> <a href="#">External Affairs Reports</a>	30-39
<a href="#">Finance and Facilities Committee</a> <a href="#">Minutes</a> <a href="#">Report By Executive Director of Auxiliary Campus Services</a> <a href="#">Action Item</a>	40-50 51 52
<a href="#">Human Resources Committee Minutes</a> <a href="#">Consent Agenda Action Items</a> <a href="#">Regular Agenda Action Items</a>	53-55
<b>RESOLUTIONS</b>	
<a href="#">Consent Agenda</a>	55-58
<a href="#">Regular Agenda</a>	59-61

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

**DATE:** Thursday, January 21, 2021

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

**LOCATIONS:** Via Zoom

CALL TO ORDER

APPROVAL OF MEETING MINUTES December 3, 2020 [Minutes](#)

CHAIR'S REPORT

PRESIDENT OF THE COLLEGE REPORT

STUDENT TRUSTEE REPORT

CCC DEVELOPMENT FOUNDATION REPORT

APPROVAL OF AGENDA

APPROVAL OF CONSENT AGENDA

[RESOLUTION #4712-21 Appointments, Promotions and Separations](#)

[RESOLUTION #T4713-21 Position Activity](#)

REGULAR AGENDA

AUDIT Committee

[RESOLUTION #T4715-21- Independent Auditors Report](#)

[CASS Committee](#)

[EXECUTIVE Committee](#)

[RESOLUTION T#4716-21 Appreciation for Public Safety Officers](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

[RESOLUTION T#4714-21-Operating Report for November 2020](#)

[HUMAN RESOURCES Committee](#)

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNEMENT

**SUNY CORNING COMMUNITY COLLEGE**  
**REGIONAL BOARD of TRUSTEES**  
**December 3, 2020**  
Via Zoom  
**MEETING MINUTES**

In attendance: Chair N. Wightman, R. Allison, T. Beers, C. Blowers, J. McKinney-Cherry, H. Reynolds, A. Winston, P. Chu, N. Parks, C. Heyward, M. Cunningham and H. Segur

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

Support Staff: N. Ka-Tandia, M. Brown

Guests: R. Steinberg, J. Macharyas, S. Housworth and community attendees

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:32 p.m., by welcoming everyone.
2. APPROVAL OF THE MINUTES: (C. Blowers, R. Allison, Unanimous).
3. CHAIR'S REPORT. Chair Wightman provided the following report:

**Measurable Standards:**

- RBOT Committees have almost completed their work on updating the measurable standards, except for the Finance Committee which is waiting for the new Executive Director of Finance to be on board and be part of the process.
- The Chair's plan is to develop a statement about Diversity and Equity and then have all of the measurable standards put together in one document. Each committee will also have the statement added in their committee reports.
- There are emerging themes being developed around these five themes: Diversity, Healthcare programs, Technology programs, Workforce Development, and overall approach to the wider community.
- Emphasis on enrollment.

**Board Gubernatorial Appointment:**

- Chair Wightman updated the Board on the prospect search of replacing the two vacant gubernatorial appointments (Tom Blumer and Gail Baity). Trustee Wightman is currently searching to fill the second seat. Preference is given to a male minority, preferably in the healthcare area, to balance the ethnic composition and talent.

**Meetings with President:**

- Working with Dr. Mullaney to improve the effectiveness of Advisory Committees to analyze program reviews and community needs.

**4. PRESIDENT OF THE COLLEGE'S REPORT.**

Dr. Mullaney started his report by welcoming Jeff Macharyas, the new Director of Marketing and Public Relations. Dr. Mullaney went on to proudly recognize Ryan Steinberg as the next COVID hero.

RESOLUTION #4708-20 Appreciation for Ryan Steinberg.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Mr. Ryan Steinberg for his selfless dedication in protecting students during the unprecedented COVID-19 crisis. (C. Heyward and M. Wayne, Unanimous)

**COVID Updates:** Dr. Mullaney provided an update on COVID-19 and current testing pools at the College and noted that the semester ended with no major outbreaks on campus. The College is in the process of finalizing the spring plan, which needs to be submitted to SUNY next week. The main difference between fall and spring is the required testing of all students taking face-to-face classes upon arrival on campus, not just residential students. The Emergency Response Team is developing a plan to accomplish that goal by refining the existing safety protocols in place.

**Community Partnership:** Dr. Mullaney mentioned that the relationships between the healthcare professionals and hospitals in the three counties have strengthened over the course of the pandemic. The most recent manifestation of that solidification has unfolded. Jack Wheeler, Steuben County Manager, and Darlene Smith, Director of Public Health, have reached out to the College about the possibility of conducting testing at the Health Education Center in December.

### **Community Engagement:**

- Attended a luncheon with Lieutenant Governor Hochul.
- Met with Schuyler hospital's CEO, Becky Gould, as well as Cori Bell, VP of Talent Development for Guthrie who brought up a possible partnership between the College and Guthrie around Certified Nursing Assistants.
- Participated in Tom Reed's annual work summit.
- Met with County Executive Chris Moss about the College's role in the police reform initiative.
- Met with Hornell Mayor John Buckley to find out the status of construction of the Hornell Education Center, and reiterated the College's interest.
- Was invited by Dale Wexell, President of the Corning-Painted Post School Board, to present to their Board the College's Path to the Future Plan.

### **Professional Development activities:**

- Attended a three-day intensive Leadership Summit of the Association of CC Trustees, better known as ACCT.
- Attended CASE Community College Advancement Series which was a great training experience.
- Continuous participation in the session of Harvard Seminar for New Presidents, where the class topics were financial management and moral leadership with nationally recognized speakers.
- Great turnout for the Walter Smith Visiting Scholar event on October 22 with Eli Saslow, author of *Rising out of Hatred, the Awakening of a Former White Nationalist*.

Dr. Mullaney wrapped up his report by updating the Board on the search for the Executive Director of Finance.

### **5. STUDENT TRUSTEE REPORT:**

Student Trustee Madison Cunningham provided the following report

- SAGA met with SUNY Chancellor Jim Malatras to discuss their concerns regarding the food services at CCC and problems students are facing with Financial Aid
- SAGA held meetings with SUNY CCC clubs
- Nursing Program is hosting a fundraiser for their pinning ceremony
- The Sign Language Club hosted open virtual coffee hangouts every second Monday of the month.
- SAGA was informed that students who test positive for COVID 19 off campus are expected to report it to the College Health Office.
- Student Life is providing students many opportunities, both in-person and online, to stay involved via giveaways and activities.
- SAGA is developing a series of surveys for students to share their thoughts on certain subjects
  - October: Pool Testing

- November: Food Services
- February 2021: Financial Aid

## 6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Holly Segur provided the following report

### **Foundation:**

The Foundation Board met on December 2 and:

- Passed a Resolution of Appreciation for Tom Carr and Art Field who are coming off the Board at the end of the year.
- Approved the 2021 Operating Budget
- Aaron Alsheimer has agreed to serve as Foundation Treasurer beginning 2021.
- Art Boehm, CFO of First Heritage Federal Credit Union, was voted onto the Foundation Board in 2021.
- The Foundation will be conducting a request for proposals for legal services.
- The Foundation will be collecting board bio information to identify skill gaps and invite new members to fill vacant seats.
- The Foundation would like to schedule two joint Foundation/RBOT Executive Committee meetings in 2021.

### **Housing LLC:**

- Continue to work with the Financing Partners to change the debt service agreement terms based on the effects of COVID on cash flow.
  - Monitoring Cash Flow models closely as projected cash on hand will drop dangerously low by December which is concerning since the next cash infusion is not typically expected from the College until March.
  - The litigation counsel has secured a \$200,000 settlement.
  - The Elmira Jr. Enforcers will be living in Perry Hall during the months of December and January, except during the week of Christmas.
  - The LLC would like to pursue a future contract with the team.
- The LLC Board met on 11/19 and
  - Approved a market research contract with Brailsford & Dunlavey for \$25,150.
  - Approved the 2021-2022 Perry Hall Pricing Structure Resolution which maintains the current COVID housing rate of \$3,400 per single room through the Spring 2022 semester.

7. APPROVAL OF AGENDA (J-McKinney-Cherry, P. Chu Unanimous).

8. APPROVAL OF THE CONSENT AGENDA (M. Wayne C. Heyward, Unanimous).

RESOLUTION #4706-20 **Appointments, Promotions and Separations**

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken. ( McKinney-Cherry, T. Beers, Unanimous)

<b>Employee Name</b>	<b>Title</b>	<b>Department</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Cheryl Barton	Staff Assistant	Workforce Education and Academic Pathways	Termination	11/15/20	Based on a program analysis, the full time position instructor position will be converted to a part time role. The full time position was eliminated. Ms. Barton has served the College for over 5 years.
Shannon Keach	Technical Assistant	Student Accounts	Resignation	10/16/20	Ms. Keach accepted another job in the community, she leaves after 1 year of service.
Ruth Kent	Cleaner	Physical Plant	Resignation	10/16/20	Ms. Ken has served the College for more than 1 year of service.
Jeanne Streeter	Instructor	Nursing Education	Resignation	12/31/20	Ms. Streeter resigns from the full time position after 1 year of service but will remain on as a part time faculty member.
Carol Carter	Educational Planner	Retention and Educational Planning	Termination	11/30/20	As a result of the reorganization within Enrollment Management, the position is being eliminated. Ms. Carter leaves with 13 years of service.
Ralph DeMuis	Educational Planner	Retention and Educational Planning	Termination	11/30/20	As a result of the reorganization within Enrollment Management, the position is being eliminated. Mr. DeMuis leaves with 18 years of service.
James Santilli	Educational Planner	Retention and Educational Planning	Termination	11/30/20	As a result of the reorganization within Enrollment Management, the position is being eliminated. Mr. Santilli leaves with 11 years of service.
Kathleen Craig	Educational Planner	Retention and Educational Planning	Termination	11/30/20	As a result of the reorganization within Enrollment Management, the position is being eliminated. Ms. Craig leaves with 7 years of service.
Brittany Tyler	Enrollment Advisor	Retention and Educational Planning	Termination	11/30/20	As a result of the reorganization within Enrollment Management, the position is being eliminated. Ms. Tyler leaves with 1 year of service.
April Learn	Enrollment Specialist	Retention and Educational Planning	Promotion	11/9/20	As a result of the reorganization within Enrollment Management and an internal search that was conducted, Ms. Learn is promoted to a professional grade 204, 12-month standard



					position with an increase to the annual rate as per the Non-Union Personnel Handbook, of \$57,658 effective 11/9/20
Tyler Ladd	Enrollment Specialist	Retention and Educational Planning	Promotion	11/9/20	As a result of the reorganization within Enrollment Management and an internal search that was conducted, Mr. Ladd is promoted to a professional grade 204, 12-month standard position with an increase to the annual rate as per the Non-Union Personnel Handbook, of \$48,938 effective 11/9/20
Alexus Hurlburt	Enrollment Specialist	Retention and Educational Planning	Promotion	11/9/20	As a result of the reorganization within Enrollment Management and an internal search that was conducted, Ms. Hurlburt is promoted to a professional grade 204, 12-month standard position with an increase to the annual rate as per the Non-Union Personnel Handbook, of \$48,938 effective 11/16/20
Emily Andress	Enrollment Specialist	Retention and Educational Planning	New Hire (internal)	11/9/20	As a result of the reorganization within Enrollment Management and an internal search that was conducted, Ms. Andress is hired to a professional grade 204, 12-month standard position with an annual rate of \$52,822 effective 11/9/20 with a reinstatement of her years of service
Jeff Macharyas	Director of Marketing and Public Relations	Communications	New Hire (external)	10/30/20	As a result of an open, external search, Mr. Macharyas was hired for a professional paygrade 206, 12-month standard position at an annual rate of \$70,050 effective 10/30/20
Kim Bailey	Visiting Instructor	Nursing Education	New Hire (internal)	1/27/21	As a temporary backfill to a full time vacancy in Nurse Education, Ms. Bailey will be appointed for 1 semester to a full time visiting instructor, effective 1/27/21 with an end date of 5/22/21.

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

## 9. REGULAR AGENDA

### **AUDIT COMMITTEE**

Trustee C. Blowers provided an overview of the Audit Committee and indicated that there are no burning issues. Audit is 90% complete. Trustee Blowers also noted one action item in the agenda.

RESOLUTION #4711-20 Perry Hall Receivables Write-Off for the year 2018.

BE IT RESOLVED, that the Regional Board of Trustees agrees to write-off the receivables for the year 2018 totaling \$235,112. (M. Wayne, J. McKinney-Cherry, Unanimous)

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS):** Trustee Heyward provided an overview of CASS committee meeting of November 18, 2020 and noted there are two action item in the agenda.

Provost Herbst provided the following report:

### **Academic Affairs:**

- Griffin Bates, SUNY CCC '19, presented a virtual local history lecture on "The History of Hate" on October 14. The session was an examination of race relations in America from 1790-1810 and included discussion of local history with letters from Colonel Williamson and local settlers. This event assisted with the lead up to the Eli Saslow's sessions which were held the following week.
- Virtual meetings with adjunct faculty have been taking place this semester with Interim Provost Herbst and Dr. Kris MacDonald, Director of the Center for Teaching Innovation and Excellence. The sessions have been an effective way to communicate directly with and form connections among faculty who can't regularly attend meetings.
- Faculty Yumiko Akiba and Eriko Heise participated in the virtual state wide Empire State Maker Faire and represented the SUNY CCC STEM division and Japanese Language Club. They held a session on creating origami using math vocabulary.
- Interim Provost Herbst joined the Highest and Best Use committee working on economic development for Opportunity Zone 7. The committee examined a number of factors to create a prospectus for developers focused on revitalization of sites in downtown Elmira. SUNY CCC plans focused on the Elmira Center, supported and strengthened the case for redevelopment investment.

- Business Professor Deb Dunbar and ADI Deb Beall met with the Administrative Talent Pipeline Team for Corning Inc. A partnership has been initiated that will provide two SUNY CCC Business students summer paid internship opportunities with potential for employment with Corning Inc. in their mid-level management administrative assistant positions.

**Student Services:**

- The four new Enrollment Specialist positions have been successfully filled. The reorganization creates a comprehensive team based approach for student engagement and success. Each Specialist will be responsible for a cohort of students and will also have cross-functional skills.
- The TRIO Grant program has been awarded a one-year extension. The funding has been reduced so new students can't be added to the program but the approximately 70 enrolled students will continue to be served through June 30, 2021.
- The Learning Commons has experienced an almost 20% increase in the number of tutoring sessions due to Starfish software referrals from faculty. The Starfish Warning Alerts surveys were completed in October and led to just over 4,000 tracking items going to students to improve success.
- The NJCAA approved a waiver to allow student athletes to participate this year with no impact on their total years of eligibility. The NCAA has also recognized this blanket waiver giving students additional incentive to stay enrolled to compete next season.
- The fall Cross Country season has ended with great success for the Men's team. The team placed first in half of their meets and finished second overall in Region III.
- The new "Baron Necessities" Food Bank space is being developed in the Commons for February 2021 opening. The College will become a partner location in the Foodbank of the Southern Tier system. Trustee Polly Chu and family supported the development of the space with a donation that will purchase required equipment.

Resolution #4707-20 Faculty Promotion:

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

<b>Faculty Member</b>	<b>Current Rank</b>	<b>New Rank</b>	<b>Academic Division</b>
Jessica Bobbi McConnell	Instructor	Assistant Professor	Professional Studies
Molly Welch	Instructor	Assistant Professor	Professional Studies

(C. Heyward. R. Allison Unanimous)

## EXECUTIVE COMMITTEE

### DISCUSSION ITEMS:

1. Chair Report
2. COVID-19-Testing Plan
3. Budget Update
4. Strategic Initiatives Update
5. Grant Data
6. Measurable Standards Discussion

### ACTION ITEM:

#### [RESOLUTION #4710-New York Records Retention Policy](#)

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. (C. Heyward, J. McKinney-Cherry, Unanimous).

### EXTERNAL AFFAIRS

Trustee Winston provided an overview of the November 17, 2020 Committee meeting, noting that there are no action items on the agenda and gave a highlight of the four areas below.

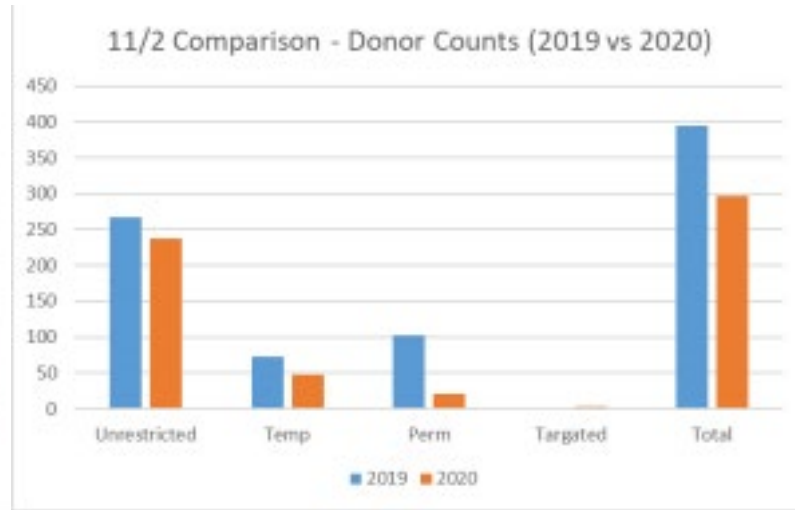
#### Foundation Report by Executive Director Angela May:

- The Dine & Unwind fundraiser events in partnership with The Cellar, Graft, and Hill Top Inn promoted via social media, direct email, and local chambers, resulted in \$1,350.
- The third meeting of the SUNY CCC Book Club was held virtually on November 10 with a discussion about the latest book, *The Color of Water*, by James McBride.
- The second Baron Business Owners e-communication was sent on October 2 and featured Brandi Peckham, owner of PS by Brandi Tattoo and Piercing Studio.
- The fifth Baron Bulletin e-newsletter was sent on October 21 featuring a Save-the-Date for the Reflections premier, Alumni Spotlight, November Book Club meeting reminder, and a planned giving article. The sixth Baron Bulletin is scheduled for early December.
- The Visiting Scholar Series event featuring author Eli Saslow held virtually on October 21 had approximately 150 viewers.

- The Scholarship Recognition Ceremony premier held virtually on October 28 has had 62 views as of 11/10, and will remain on the website for future viewing.
- The Reflections premier was held virtually on November 13 and featured interviews from four past awardees and two acceptance speeches from prior Reflections events, with remarks from Dr. Mullaney and Dr. Edward Franklin, Jr. '72.
- The third quarter annual fund solicitation mailing was sent in October via printed letters and e-mail. An e-mail follow-up message was also sent later that month.
- The fourth quarter annual fund solicitation mailing is scheduled for November.
- The Donald B. Creath Scholarship is a new endowed scholarship established to benefit a full-time student with preference given to a student with a strong interest in STEAHM who intends to transfer to another higher education institution.
- The RBOT Matching Challenge appeal will be sent out in mid-November which challenges new donors to meet the \$3,350 match generously donated by the Regional Board of Trustees.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Annual Giving results through 11/2/2020: see chart below



2019



2020

	2019	2020		2019	2020
Unrestricted	\$88,672.85	\$76,999.76	Unrestricted	291	309
Temp	\$71,528.61	\$25,903.90	Temp	79	58
Perm	\$631,658.96	\$59,692.00	Perm	110	30
Targeted	\$48,000.00	\$20,300.00	Targeted	2	4
Total Giving	\$839,860.42	\$182,895.66	Total	428	380
2020 Goal		\$279,304.00			

### **Marketing/Communications:**

Executive Director Clay provided an overview of her report

Director of Marketing and Public Relations

- Jeff Macharyas began on October 30
- Primary focus in first three months is marketing for Winter 2020, Spring 2021, Fall 2021

Marketing

- Your Success is Our Focus
- SUNY CCC Corner: 9/9/20 Health Education Center (3 of 3)- Spencer Crest Nature and Research Center, Energy Retrofit)

Advertising

- October 21 Visiting Scholar Series, 6:30p Eli Saslow Virtual Community Event: radio ads, postcards (451), newspapers, posters, fliers, social media and boost, website
- October 29 Virtual Open House: digital ads, paid social media, geofencing, First Arena digital sign, postcards (6046) to service area households with 16-17 year olds, website, social media
- Winter 2020 (December 7 start): postcards (596) went elsewhere, 4-year newspapers- print/digital

Social Media

- Recruitment/Admissions/Financial Aid messaging
- Academic Support: Learning Commons
- Student Life & Diversity, Equity, and Inclusion events

Press Releases

- Continued Support for SUNY Corning Community College Students, 11/4
- Pulitzer Prize Winning Journalist to Speak at Virtual SUNY CCC Event, 10/6
- SUNY CCC Professor Featured in Worldwide Publication, 9/28

Other -COVID-19: Pool Testing for Surveillance plan, Testing Policy for Departing from SUNY CCC Fall 2020, etc.: website, email;

- Annual Report for print; pdf ADA compliance review

## **Workforce Education & Academic Pathways:**

Executive Director Eschbach provided an overview of her report

### Academic Pathways Highlights

- Accelerated College Education (ACE)
  - PA Educational Enterprise Applications are awaiting Commissioner's signature and then will have 30-day comment period.
  - Registrations exceed goals in all areas except PA; FTEs=499.6 (15% increase-F19); Headcount=2236 (6% increase-F19).
  - T. Bush developed new pathways called DegreeTrax in six pathways to improve transition from ACE to SUNY CCC.

### Elmira Students Achieve and Prepare (ESAP)

- Late start courses being developed for November: Peer Recovery and Advocacy, Introduction to Early Childhood Education, Essentials of Art, Business Applications and Solutions, Understanding Work Expectations

### Cornell Prison Education Program (CPEP)

- Due to high COVID numbers at Elmira Correctional Facility, course delivery has moved to independent study format.

### Workforce Education Highlights

- Revenue Goals—Corporate Training: 6.5% of goal; Open Enrollment: 31.4% of goal; Room Rentals: 19.4% of goal; Third-Party
- Training: 34.3% of goal; Testing Center: 35% of goal.
- Open Enrollment Highlights:
- Offered Notary Prep for high school office staff—24 participants.
- Modern Racial Dynamics—a five-part course for self-reflection and change—25 participants (cap was 20).
- Corporate Contracts—CAF USA: Developed 2 new credit micro-credentials: 1) Mechanical Assembler I & 2) Mechanical Assembler II.
- Apprenticeships:
  - SUNY CCC awarded \$12,000 SUNY Apprenticeship Outreach Project for advanced manufacturing.
  - working with Jabil on Maintenance Mechanic (new title).
- Program Development:
  - Central Service Technician—hired instructor; working on curriculum development
  - HR Series for Small Business—virtual training; almost ready to launch; will seek SHRM CE credit certification for improved marketing.

- Community Activity:
  - J. Eschbach chaired statewide Continuing Education Association of New York (CEANY) conference, November 5-6, 2020 and presented as part of Workforce panel (SUNY & CUNY) at NYATEP Conference 10/28/20
  - Advisory Board Meetings: Welding Advisory Board 9/29/20; Perkins Advisory Board 10/27/20

**Legislative Affairs:**

1. Federal: Federal Stimulus – Update (no change)
2. State: State Budget and Higher Ed – Update (no change)
3. ACCT: Pell Grant Initiatives: Advocacy
  - Pell Grant maximization
  - Short-Term Pell
  - Second-Chance Pell

**FINANCE AND FACILITIES**

Interim CFO C. Salisbury provided an overview of the Finances and Facilities last meeting and noted the one action item on the agenda.

Audit Update:

- The financial audit statement is mostly complete, a few items to wrap up on sight next week.
- SUNY report numbers are in good shape to be submitted on Monday.
- CARES Act funding will need single audit testing as it exceeds thresholds as a new program.
- Unrestricted fund is showing a net loss of \$39,000 are anticipating one more audit adjustment for Teachers’ Retirement System.
- Will include in the communication letter any adjustments recorded including state aid receivable and any housing write offs.

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

Action Item

- Operating Reports for October 2020
  - Cash is just under 6.9 million, representing 92 days of college operations.
  - A/P number higher than normal, we are going to look into it
  - Student A/R down slightly, given enrollment is down



## Discussion Items

- October Revenue/Expense Highlights.
  - Total operating revenues are at 10.3 million representing 38% budget, Total operating expenses are at 3.5 million representing 14% of budget
  - Unrestricted Budget Summary
    - Revenues behind last year by about 1.2 million mostly due to reductions in state aid and student FTE
    - Salaries are up as previously stated due to timing and three payrolls in October
    - Savings by watching what we spend and how we spent due to discretionary spending process
  - Restricted Budget Summary
    - Review of athletics budget, still not sure on Spring semester sports, revenues to date \$115k and expenses of \$23k
    - Review of student activities budget with revenues of \$122k and expenses of \$11k
    - Review of Graduation and Orientation budgets
- Planned Capital Projects
  - Not a lot going on, no anticipation of approving of funding for non-emergency or health and safety projects.
- Banner Improvement Project
  - FLAC project is still ongoing with minimal spending currently, hoping to finish the project up soon.

## CAMPUS AUXILIARY SERVICES UPDATES

Executive Director Burdick provided an overview of the Campus Auxiliary Services

- Health office - have completed over 1000 pool COVID testing, working on plans for SUNY guidelines for Spring semester that's going to require more testing, looking into rapid testing.
- Information Technology - reviewing contracts for savings, MyCCC no longer being supported other options are being explored, FLAC project nearing completion, Starfish project being reviewed and negotiations being completed with the vendor, department has been working on cross training with staff.
- Public Safety - continuing to work with the College nurse in completing pool testing, assisting in notifications of positive/negative pool results. Officer Rowland recently certified as Red Cross/First Aid/AED training. He can provide to other officers and eventually others.
- Physical Plant - re-inspection completed for Fire inspection in total compliance and received certifications, assisted in the leasing of a room at ACP to Country Kids Child Care program.

## RESOLUTION #4709-20 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 October 31, 2020. (M. Wayne, R. Allison, Unanimous)

## HUMAN RESOURCES COMMITTEE

Trustee Parks provided an overview of the committee November 17, 2020 meeting

Executive Director Park provided an overview of the consent agenda, including position activity.

### ACTION ITEMS

#### Consent Agenda

- [Appointments, Promotions and Separations](#)

#### Regular Agenda

### DISCUSSION ITEMS

- [Headcount and Separations Data](#)
- Summary of [vacant positions](#)
- [HR Committee Measurable Standards](#)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Trustee Wightman adjourned the meeting at 7:32 pm (C. Heyward, N. Parks, Unanimous)

[Return to Agenda](#)  
[Table of Contents](#)

**SUNY CORNING COMMUNITY COLLEGE  
Regional Board of Trustees**

**[Audit Committee](#)**

**Thursday, January 21, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

This Committee shall consider and make recommendation to the Board regarding the retention of an audit firm and receive the audit report and make appropriate recommendations to the Board.

**ACTION ITEMS:**

- Acceptance of audit reports for the year ending August 31, 2020, [resolution](#)
- Committee and Auditors agree on talking points for discussion at full RBOT approval of resolution to accept findings.

**DISCUSSION ITEMS:**

- Discussion with Jerry Mickelson, Duane Shoen and Ben Owens from Insero & Co. CPAs

**[MEASURABLE STANDARDS](#)**

- \* On an annual basis, recommend to the Board an Audit Firm;
- \* On an annual basis, monitor progress on Audit process;
- \* On an annual basis, recommend actions to the Board based on the results of the Audit.
- \* Refer Audit findings to the appropriate Board Committee.
- \* Receive Audit recommendations from all Committees and provide for follow-up;
- \* Ensure that actions are consistent with Strategic Plan.

**[Return to agenda](#)**

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**  
**RBOT - January 21, 2021**  
**Virtual Meeting**

**AGENDA**

**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. Measureable Standards
2. Provost
3. Student Trustee Report

**ACTION ITEMS:**

**NEXT COMMITTEE MEETING: MARCH 11, 2021**

**Measurable Standards for the CASS Committee are:**

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
  - Ensure that academic programming is in line with the overall strategic plan of the College
  - Evaluate the relevance of programming for transition into a four year institution or entry into local industry
  - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
  - Assessing enrollment and completion metrics
  - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
  - Evaluate the enrollment, awareness, and marketing of programs offered by the college.

- Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
  - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
  - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
  - Evaluate student support services and receive updates regarding student-guided funding of activities.
  - Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.
3. Monitors academic affairs on behalf of the full board:
- The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
  - Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
  - Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
  - Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
  - Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**

**January 13, 2021**

**Via Zoom**

**[Minutes](#)**

In Attendance: Trustees: Christa Heyward, Chair Wightman, Maddison Cunningham, Polly Chu  
Senior Staff: President Mullaney, Interim Provost Herbst, N. Ka-Tandia  
Excused: R. Allison, Thomas Beers

Trustee N. Heyward called the CASS Committee meeting to order at 5:35 p.m.

Interim Provost Herbst provided an overview of his [report](#).

**DISCUSSION ITEMS:**

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

**ACTION ITEMS: None**

**NEXT COMMITTEE MEETING: MARCH 11, 2021**

Trustee C. Heyward announced the hiring of two new recruiters and welcome the idea of settings metrics for recruiters in general.

The Committee approved the measurable standards with the hope to add two more bullets to address community partnership and organizational metrics.

Trustee C. Heyward adjourned the CASS Committee meeting at 6:43 p.m.

[Return to Agenda](#)

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Interim Provost: Fred Herbst**  
**January 21, 2021**

**Academic Affairs**

- Theater Professor Mary Guzzy collaborated with actors and others across the country to create and produce an online theater event titled, “America: Seasons of Struggle, Harvest of Hope”. The performance was made up of words from important figures from US history and focused on messages around social, racial, gender, and environmental justice. The performance is available on the SUNY CCC YouTube channel and has received 158 views to date.
- The Accounting: Financial Management AS program has received final SUNY approval. Local transfer partners Elmira College and Alfred University have approached the Business Department to develop specific Business transfer agreements.
- University Center partner, Alfred University, has received reaccreditation for their Education program. The quality of preparation and strength of student support for the SUNY CCC education students were noted in the accreditation process.
- The Holiday Music department concert included socially distanced vocal performers and a video instrumental ensemble “Christmas Quodlibet” of performers favorite Christmas carols combined into one epic piece.

**Student Services**

- Perry Hall currently has 101 student contracts for the spring semester.
- A virtual high school counselor day was held on December 11<sup>th</sup> with approximately 20 counselors attending. The event covered a wide variety of topics including academic programs, financial aid, workforce education, and potential career paths.
- There were 102 students who graduated in December.
- The “Chosen Name” function is being developed in Banner for implementation. This will allow for names other than legal names to be used for a variety of College systems such as class attendance lists and picture IDs.
- Student Life is currently in the planning process for increased face to face, socially distanced activities for the spring semester.
- The SUNY CCC Electronic and Information Technology (EIT) accessibility plan was submitted to SUNY and approved. The plan was compiled and written by EIT officer Dr. Kris MacDonald. Our submission was noted by SUNY officials as an exemplary plan and will be used as an example for other system campuses.
- Twenty-seven of thirty SUNY community colleges have agreed not to travel to compete in indoor sports this winter season. Structured workouts and training will be allowed using COVID-19 prevention measures. Men’s and women’s basketball and

volleyball will not compete against other schools this season. Bowling will compete but will only participate from each school's home bowling alley.

[Return to Agenda](#)



**Committee on Academic and Student Services**  
**Student Trustee Report: Madison Cunningham**  
**January 21, 2021**

**Student Report:**

- SAGA had an additional meeting with SUNY Chancellor Jim Malatras. The Chancellor referred SAGA to Dr. John Graham, SUNY Student Advocate and Associate Vice Chancellor for Student Affairs to discuss concerns about the dining hall.
- There have been discussions about updates to the meal plan and other options for off campus dining.
- Students are looking forward to the opening of the Baron Necessities food bank and the potential for additional on-campus job opportunities.
- SAGA had Google Hangout meetings each day to allow student to share their concerns, but it was unsuccessful. A new approach will be tried with 1 to 2 meetings per week and entry into gift card drawings as an incentive.
- Student concerns about Perry Hall quarantine were discussed. SAGA is looking into ways to support any students in quarantine in the spring semester.
- The online Honor Lock exam system was used for the first time this fall. Some students have talked about concerns with how the system works and the personal information that needs to be shared with the system.

[Return to Agenda](#)

**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Executive Committee Agenda**  
**Thursday, December 3, 2020**  
**Via Zoom**

**AGENDA**

**MISSION:**

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

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

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

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

**DISCUSSION ITEMS:**

- Chair Report
- COVID-19-Testing Plan
- Budget Update
- Strategic Initiatives Update
- Grant Update
- Measurable Standards

**ACTION ITEM:**

[RESOLUTION T#4710-Resolution of Appreciation for Public Safety Officers](#)

**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

Strategic Initiatives  
Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
January 21, 2021

**Pillars of Excellence**

- SUNY planning group for developing faculty-focused SUNY Guided Pathways Teaching & Learning Academies for Spring 2021: DJ Dates, Deborah Dunbar, Jennifer O'Hara
- GP Gates Grant: Phase Two Advisory, consultant Dr. Karp 12/10
- NYS Student Success Center, Dana Center, for Jobs for the Future (JFF) Guided Pathways Network Demonstration Project (NDP) colleges, 12/14
- SUNY Guided Pathways Learning Session, student focus groups, 12/21
- NYS Student Success Center & SUNY JFF NDP Project Kick Off (\$18,000 grant), Institutional Transformation Assessment (ITA) (\$10,000 grant), 1/11
- NYS Student Success Center Coaching Academy Cohort 2, 1/15

**Open Educational Resources (OER)**

- SUNY OER Sustainability Cohort Workshop 12/10
- Spring 2021, 56 sections using OER

**Strategic Planning and Institutional Assessment**

- Data Planning for Action, NY Student Success Center, 12/10

**Middle States Commission on Higher Education (MSCHE)**

- Mid-point Peer Review (MPPR) Data, Executive Summary (from prior year)

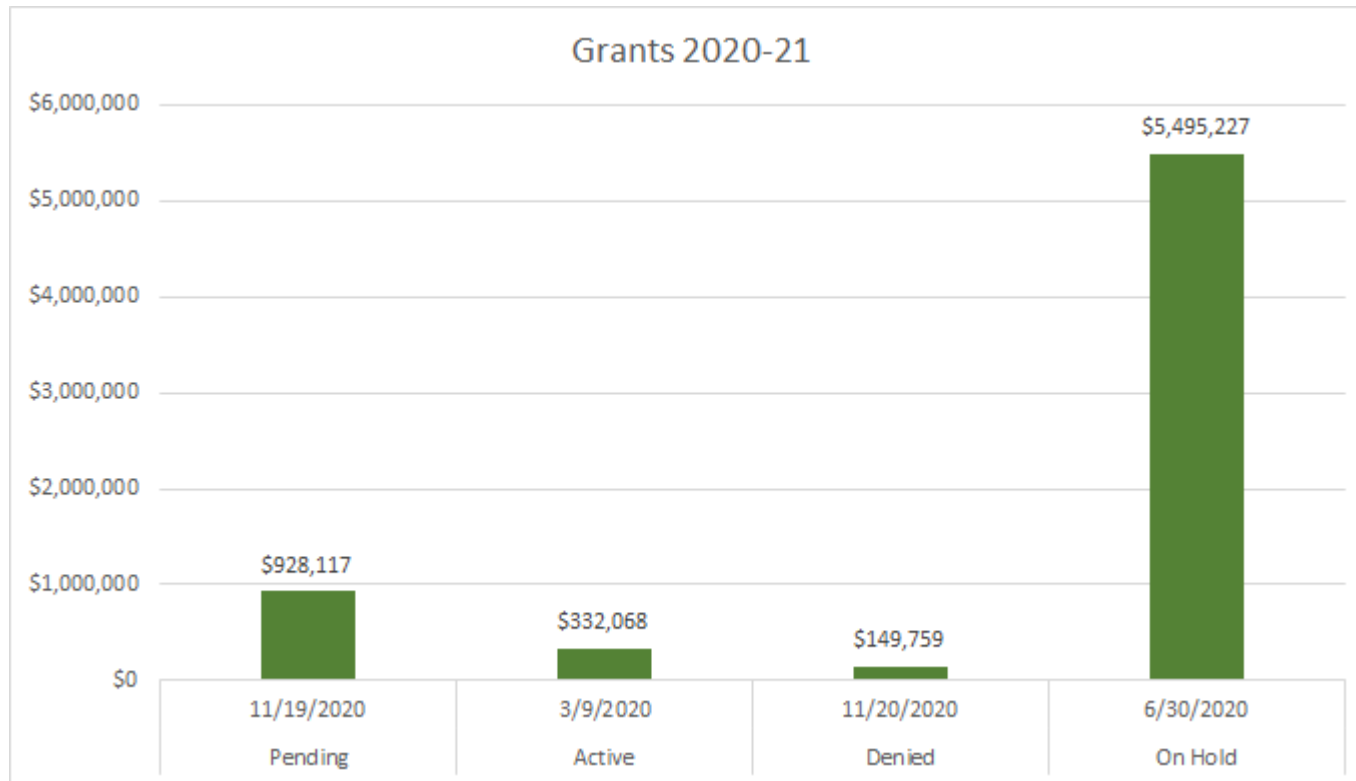
Academic Achievement: Fall Enrollment 3424, Graduation Rate 33% (150%), Retention Rate 61%, Default Rate 15%

Financial Outcomes: Primary Reserve Ratio .08, Viability Ratio .26, Return on net Assets Ratio -.1, Comprehensive Financial Index, -24.93

- 2021 MPPR Committee Meeting, January 26/27
- Commission Meeting, March 2021

## Grants Activity

### Grants 2020-21 Dashboard



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

External Affairs Committee

**Tuesday, January 12, 2020**

Via Zoom

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:** None

**DISCUSSION ITEMS:**

- Review [CCC Development Foundation Report](#)
- Review [Marketing/Communications Report](#)
- Review [Workforce Education & Academic Pathways Report](#)
- Review [Legislative Relations Report](#)
- [Approval of Updated Measurable Standards](#)

**NEXT MEETING:**

January 12, 2021

**MEASURABLE STANDARDS**

1. In alignment with strategic and/or department goals provide updates as needed on: fundraising, grants, marketing, public relations, and nurturing community relations;
2. Review annually the Resource Development Plan for the Foundation to determine that it meets the funding priorities of the Regional Board of Trustees;
3. 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;
4. 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;
5. Track participation and encourage information sharing by trustees who attend NYCCT and ACCT meetings; encourage new trustees begin by attending NYCCT Orientation;
6. 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.
7. In alignment with strategic and/or department goals provide updates as needed on: fundraising, grants, marketing, public relations, and nurturing community relations;

8. Review annually the Resource Development Plan for the Foundation to determine that it meets the funding priorities of the Regional Board of Trustees;
9. 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;
10. 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;
11. Track participation and encourage information sharing by trustees who attend NYCCT and ACCT meetings; encourage new trustees begin by attending NYCCT Orientation;
12. 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.

[Return to Agenda](#)

**Regional Board of Trustees  
External Affairs Committee**

**January 12, 2021**

Via Zoom

**MINUTES**

In Attendance: Trustees: A. Winston, N. Wightman, J. McKinney-Cherry, P. Chu, H. Reynolds, N. Parks, C. Blower  
Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May,  
Nogaye Ka-Tandia  
Holly Segur CCCF Chair

Trustee Winston called the External Affairs Committee meeting to order at 5:32 pm.

**DISCUSSION ITEMS:**

**ACTION ITEMS:** None

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

[Approval of Updated Measurable Standards](#)

Trustee Winston provided an overview of External Affairs committee's measurable standards revisions and motion to approve the updated version of November 17, 2020. (A. Winston, J. McKinney-Cherry Unanimous)

Trustee Winston thanked everyone for the diligent work on the measurable standards and adjourned the External Affairs Committee meeting at 6:23p.m. (N. Parks, P. Chu Unanimous)

[Return to Agenda](#)

[Measurable Standards for the External Affairs Committee](#)



External Affairs: Measurable Standards: Updated (11/17/2020)

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

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

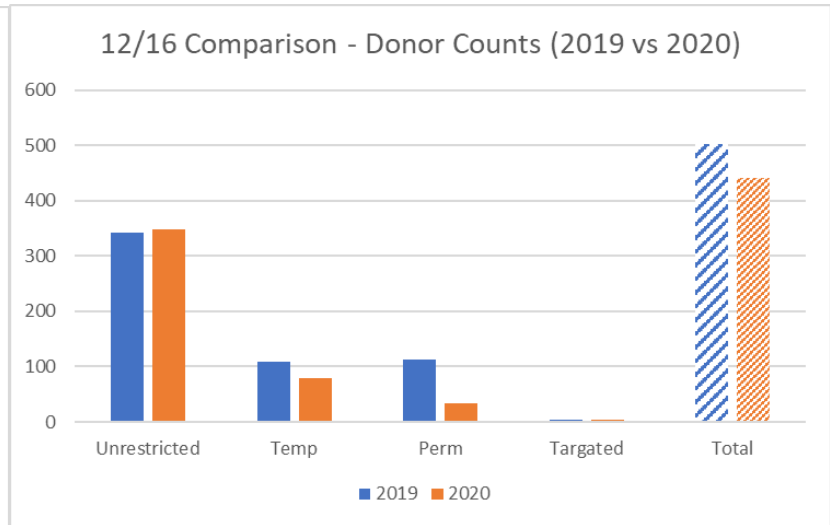
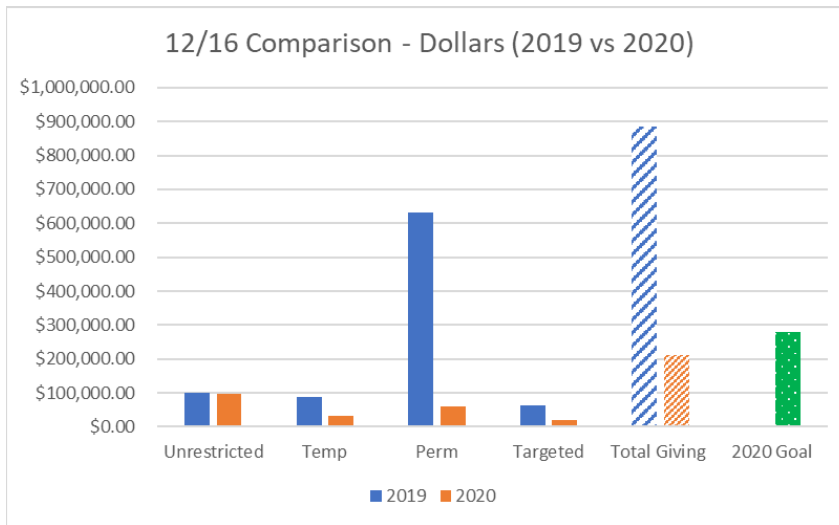
[Return to Agenda](#)

## CCC Development Foundation

Submitted by Angela May

Tuesday, January 12, 2020

- The CCC Housing Co. LLC Board of Managers met on November 19:
  - The Perry Hall litigation has settled.
  - Approved the signing of a market research contract with Brailsford & Dunlavy.
  - Approved the Fall 2021-Spring 2022 and Summer 2021 Perry Hall Pricing Structure Resolution.
    - Maintaining the current “COVID” fall/spring room rate of \$3,400 per student.
    - Maintaining the current “COVID” summer (5 week term) room rate of \$1,133 per student.
    - Corning Incorporated summer intern rate remains unchanged.
    - Non-Student Group Rates remain unchanged.
- The CCC Development Foundation Board of Directors met on December 2:
  - Approved new board member Art Boehm effective 1/1/21.
  - Approved Aaron Alsheimer as Treasurer effective 1/1/21.
  - Thomas M. Carr and Arthur D. Field came off the board effective 12/31/20.
  - Approved the 2021 operating budget.
- The Book Club met in November with a great employee and alumni turnout. Planning for targeted communications to students with a goal of increasing student engagement with the club.
- Despite the effects of the pandemic, Alumni Giving is performing well compared to goals; at the end of October, there were 293 gifts from 232 donors for a total of \$33,170 raised.
- The Alumni Program Committee updated the 2021 Alumni Program goals.
- Gift Fund Balance Reports were sent to department leaders in mid-December.
- Completed donor analysis of database (year 2 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- The sixth Baron Bulletin e-newsletter was sent in mid-December.
- The fourth quarter annual fund solicitation mailing was sent in December and included a Trustee Matching Gifts Challenge letter to acquire new donors, as well as a tri-fold mailer to current donors. E-mail follow up is scheduled for both groups.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Annual Giving results through 12/16/2020\*:



	2019	2020		2019	2020
Unrestricted	\$101,548.64	\$97,938.88	Unrestricted	342	349
Temp	\$87,270.61	\$32,243.90	Temp	108	79
Perm	\$631,983.96	\$60,067.00	Perm	113	33
Targeted	\$63,000.00	\$20,300.00	Targeted	4	4
Total Giving	\$883,803.21	\$210,549.78	Total	502	441
2020 Goal		\$279,304.00			

\* Giving comparisons are based on data from 12/16/19 and 12/16/20.

[Return to Agenda](#)

## Marketing/Communications

Submitted by Maarit Clay, Director of Strategic Initiatives  
Tuesday, January 12, 2020

### **Marketing**

- Holiday Card, 370; E Card, 5289, 21% open, 285 views on YouTube
- Counselor Newsletter
- Recruiting collateral (print/digital)

### **Advertising**

- Winter 2020 (Dec. 7 start): postcards ACE nowhere/somewhere, 1024
- Spring 2021 (Feb. 1 start): geofencing, 1,677 impressions/day; digital ads 12/2- 12/31, 108,006 impressions, .21% click-thru (slightly above average); pc ACE no/some, 1024; radio, NY/PA
- Fall 2021: Keystone FB boost, recruitment received several calls
- Program Campaign: Computing programs, highlighting Cybersecurity A.S. landing page, FB, reached 1,277, 70 engagements (5.4%) 4 days, more in development

### **Social Media**

- Engagement between the semesters
- Facebook: likes - 8108 (50% increase for the week), pages views up 77%, engagement up 54%, reach up 83%

### **Press Releases**

- SUNY Corning Community College Currently Accepting Applications for Pathways Scholarship, 12/16
- CCC and Schuyler Hospital Partnership, 12/9 (SH)
- SUNY CCC Winter Sports Announcement, 12/8
- SUNY CCC to Host Virtual Theatre Performance 11/23

**Other:** Updating Crisis Communication Plan, 2020 Annual Security and Fire Safety Report posted, Electronic and Information Technology (EIT) Accessibility Policy- webpage material and process, Digital Advertising RFP, Marketing/Recruitment Faculty Meeting

[Return to Agenda](#)

## Workforce Education & Academic Pathways

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

January 12, 2020

### Academic Pathways Highlights

- Accelerated College Education (ACE)
  - Collaborated with Admissions Office to admit 1,154 ACE Seniors; letters sent on 12/21.
  - Spring online course list developed per student requests

### Workforce Education Highlights

- Revenue Goals—Corporate Training: 6.5% of goal; Open Enrollment: 31.4% of goal; Room Rentals: 28% of goal; Third-Party Training: 48% of goal; Testing Center: 71% of goal.
- Testing Center Highlights:
  - Worked with Student Accounts to allow payments to be accepted; streamlined assessment testing notifications for incoming students; Testing Assistant is certified on 3 testing platforms and able to proctor CLEP exams and PSI exams; redesigned Testing Center web pages.
- Open Enrollment Highlights:
  - Collaborating with Corning Area Chamber of Commerce to use Blackboard as course delivery tool for Leadership Steuben program.
- Corporate Contracts
  - CAF USA: Was not able to renew the contract for Chris Mulroy, Corporate Trainer, due to decline in work at plant; plan to bring him back in 2022.
  - Kimble, Inc.—Sexual Harassment Prevention Training
  - Arnot Health—collaborating with Professional Studies to create accelerated Business Admin degree program for staff in education department.
- Apprenticeships
  - Central Service Technician was approved as new title in NYS; WEAP’s program was designed to meet required instruction and will debut in Spring 2021.
- Program Development:
  - Manufacturing Assembler Micro-credentials approved by Faculty Assembly.
  - Working with Professional Studies to redesign Direct Support Professional micro-credential to align with entry level, mid-level and supervisor levels for the industry.
  - Working with Incubator Works to create non-credit to credit articulation for the Co-Starters entrepreneurship program.
  - Working with Corning Area Chamber of Commerce and CPP school district on Junior Leadership program.

[Return to Agenda](#)

## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, January 12, 2020

1. Federal: Federal Stimulus and Higher Ed
2. State: State Budget and Higher Ed
3. Pell Grants: update

[Return to Agenda](#)  
[Table of Contents](#)

*SUNY CORNING COMMUNITY COLLEGE*  
**Regional Board of Trustees**  
**Finance and Facilities Committee**

**Monday, January 21, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- Operating Report for November 2020 [resolution](#)

**DISCUSSION ITEMS:**

- Hiring of Executive Director of Finance Susan Dewey
- November Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project
- Campus Auxiliary Services Update

**NEXT COMMITTEE MEETING: TBD**

**MEASURABLE STANDARDS**



**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;
  - Prepare a space utilization study;
  - Prepare a transportation study.
- 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.

[Return to agenda](#)

## Finance and Facilities Committee

Monday, November 23, 2020

Virtual Meeting

### MINUTES

In Attendance: Trustees: Chair Wightman, R. Allison, T. Beers, C. Blowers, M. Cunningham, M. Wayne  
Other Trustees in Attendance:  
Senior Staff: President Mullaney, VP Salisbury, Executive Director Burdick  
Support Staff: T. Jones, N. Ka-Tandia

Excused:

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

Audit Update:

- The financial audit statement is mostly complete, a few items to wrap up on sight next week.
- SUNY report numbers are in good shape to be submitted on Monday.
- CARES Act funding will need single audit testing as it exceeds thresholds as a new program.
- Unrestricted fund is showing a net loss of \$39,000 are anticipating one more audit adjustment for Teachers' Retirement System.
- Will include in the communication letter any adjustments recorded including state aid receivable and any housing write offs.

Chair Wightman has asked all committees to review their measurable standards. We are going to wait until the Executive Director of Finance is in place and include Executive Director Burdick when reviewing and updating.

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

Action Item

- Operating Reports for October 2020
  - Cash is just under 6.9 million, representing 92 days of college operations.
  - A/P number higher than normal, we are going to look into it
  - Student A/R down slightly, given enrollment is down

Discussion Items

- October Revenue/Expense Highlights.
  - Total operating revenues are at 10.3 million representing 38% budget, Total operating expenses are at 3.5 million representing 14% of budget
  - Unrestricted Budget Summary
    - Revenues behind last year by about 1.2 million mostly due to reductions in state aid and student FTE
    - Salaries are up as previously stated due to timing and three payrolls in October
    - Savings by watching what we spend and how we spent due to discretionary spending process

- Restricted Budget Summary
  - Review of athletics budget, still not sure on Spring semester sports, revenues to date \$115k and expenses of \$23k
  - Review of student activities budget with revenues of \$122k and expenses of \$11k
  - Review of Graduation and Orientation budgets
- Planned Capital Projects
  - Not a lot going on, no anticipation of approving of funding for non-emergency or health and safety projects.
- Banner Improvement Project
  - FLAC project is still ongoing with minimal spending currently, hoping to finish the project up soon.
- Campus Auxiliary Services
  - Health office - have completed over 1000 pool COVID testing, working on plans for SUNY guidelines for Spring semester that's going to require more testing, looking into rapid testing.
  - Information Technology - reviewing contracts for savings, MyCCC no longer being supported other options are being explored, FLAC project nearing completion, Starfish project being reviewed and negotiations being completed with the vendor, department has been working on cross training with staff.
  - Public Safety - continuing to work with the College nurse in completing pool testing, assisting in notifications of positive/negative pool results. Officer Rowland recently certified as Red Cross/First Aid/AED training. He can provide to other officers and eventually others.
  - Physical Plant - re-inspection completed for Fire inspection in total compliance and received certifications, assisted in the leasing of a room at ACP to Country Kids Child Care program.
- President Mullaney wanted to thank the Public Safety officers as a unit, have gone above and beyond with their cooperation and willingness to help through all of the COVID needs/requirements.

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:06 p.m.

## Operating Report

**November 20, 2020**

### November 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
<b>November 2020</b>	\$7,000,995	\$674,716	\$1,474,966
<b>November 2019</b>	\$9,942,883	\$170,477	\$3,083,798
<b>November 2018</b>	\$10,299,754	\$177,694	\$1,215,510

The current cash position of \$7,000,995 represents 94 days of College operations.

### Unrestricted Fund Operations – November 2020

- Operating revenues of \$10,743,383 represents 40% of budgeted revenues.
- Operating expenses of \$6,647,633 represents 25% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$4,095,750

### November 2020 – Analysis of Revenues and Expenses

#### FY21/FY20 Highlights

	November-20	November-19	Variance
<b>Tuition &amp; Fees</b>	\$6,740,373	\$7,640,844	<b>-\$900,471</b>
<b>Personnel Services</b>	\$3,282,418	\$3,616,087	<b>-\$333,669</b>

[Return to agenda](#)

## Corning Community College-Unrestricted Summary

	@ 11/30/19	@ 11/30/20	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
<b>REVENUES</b>						
Tuition	\$6,933,543	\$6,041,098	(\$892,445)	\$11,466,241	\$10,675,093	(\$791,148)
Student Fees	\$707,301	\$699,275	(\$8,026)	\$1,490,208	\$1,387,603	(\$102,605)
State Aid	\$1,850,928	\$1,449,614	(\$401,314)	\$7,182,054	\$5,827,489	(\$1,354,565)
Federal appropriations	\$0	\$0	\$0	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$2,514,903	\$2,105,143	(\$409,760)	\$6,477,452	\$6,077,662	(\$399,790)
Other sources	\$357,525	\$448,253	\$90,728	\$659,644	\$771,262	\$111,618
Applied Fund Balance	\$0	\$0				
<b>Total Revenues</b>	<b>\$12,364,200</b>	<b>\$10,743,383</b>	<b>(\$1,620,817)</b>	<b>\$27,313,599</b>	<b>\$24,747,109</b>	<b>(\$2,566,490)</b>
<b>EXPENSES</b>						
Salaries	\$3,616,087	\$3,282,418	(\$333,669)	\$14,218,766	\$13,343,560	(\$875,206)
Employee Benefits	\$1,366,655	\$1,279,520	(\$87,135)	\$5,705,503	\$5,605,156	(\$100,347)
Equipment	\$79,244	\$2,323	(\$76,921)	\$208,403	\$208,403	(\$0)
Contractual Expenditures						
<i>Purchased Services</i>	\$8,688	\$4,659	(\$4,029)	\$25,500	\$29,280	\$3,780
<i>Materials &amp; Supplies</i>	\$186,293	\$184,352	(\$1,941)	\$520,272	\$599,936	\$79,664
<i>Consultants and Contractors</i>	\$136,677	\$30,950	(\$105,727)	\$301,333	\$301,333	(\$0)
<i>Accreditation</i>	\$5,360	\$15,831	\$10,471	\$20,000	\$31,815	\$11,815
<i>Marketing</i>	\$117,316	\$42,358	(\$74,958)	\$275,000	\$275,000	\$0
<i>Conference &amp; Travel</i>	\$41,912	\$3,064	(\$38,848)	\$104,300	\$75,402	(\$28,898)
<i>Utilities</i>	\$56,224	\$42,906	(\$13,318)	\$420,000	\$420,000	\$0
<i>Maintenance &amp; Repairs</i>	\$29,253	\$38,756	\$9,503	\$293,300	\$293,300	(\$0)
<i>Software &amp; Contracts</i>	\$129,597	\$52,867	(\$76,730)	\$488,130	\$502,361	\$14,231
<i>Voice &amp; Data Communication</i>	\$23,923	\$19,215	(\$4,708)	\$102,000	\$102,000	\$0
<i>Special Projects, Programs &amp; Events</i>	\$12,892	\$1,277	(\$11,615)	\$75,115	\$54,116	(\$20,999)
<i>Maintenance Contracts</i>	\$86,708	\$29,366	(\$57,342)	\$535,280	\$535,280	(\$0)
<i>Rentals (HEC)</i>	\$225,621	\$140,000	(\$85,621)	\$336,000	\$336,000	\$0
General Institutional	\$377,667	\$252,768	(\$124,899)	\$1,252,531	\$1,256,045	\$3,514
Other Expenditures	\$37,663	\$41,432	\$3,769	\$167,783	\$109,857	(\$57,926)
Scholarships	\$259,264	\$1,183,571	\$924,307	\$2,139,383	\$2,181,770	\$42,387
Transfer Out	\$100,200	\$0	(\$100,200)	\$125,000	\$0	(\$125,000)
<b>Total Expenses</b>	<b>\$6,897,244</b>	<b>\$6,647,633</b>	<b>(\$249,611)</b>	<b>\$27,313,599</b>	<b>\$26,260,614</b>	<b>(\$1,052,985)</b>
<b>Surplus/(Deficit)</b>	<b>\$5,466,956</b>	<b>\$4,095,750</b>	<b>(\$1,371,206)</b>	<b>\$0</b>	<b>(\$1,513,505)</b>	<b>(\$1,513,505)</b>

**Association**

11/30/2020

**ATHLETICS BUDGET**

2020-2021 Approved Budget

20-21  
Actual

	<u>Budget</u>	<u>Fundraising</u>	<u>Student Fee</u>	<u>Total</u>
Athletic Fee	\$256,830	\$0	\$114,932	\$114,932
Concession	\$1,500	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$420
Fundraising	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$115,352</b>	<b>\$115,352</b>
General Athletics	\$171,030	\$0	\$18,718	\$18,718
Men's Basketball	\$17,000	\$0	\$0	\$0
Men's Soccer	\$2,000	\$0	\$0	\$0
Women's Soccer	\$2,000	\$0	\$0	\$0
Baseball	\$16,600	\$0	\$2,000	\$2,000
Volleyball	\$2,000	\$0	\$0	\$0
Bowling	\$10,500	\$0	\$0	\$0
Women's Basketball	\$15,800	\$0	\$0	\$0
Softball	\$16,400	\$0	\$2,000	\$2,000
Cross Country	\$12,000	\$0	\$7,648	\$7,648
Esports	\$4,000	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$30,366</b>	<b>\$30,366</b>

**STUDENT ACTIVITIES BUDGET****2020-2021 Approved Budget****20-21  
Actual**

	<u>Budget</u>	<u>Fundraising</u>	<u>Student Fee</u>	<u>Total</u>
Student Activity Fee	\$182,350	\$0	\$121,743	\$121,743
Fundraising	\$0	\$2,496	\$0	\$2,496
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$2,496</b>	<b>\$121,743</b>	<b>\$124,239</b>
Muse of Fire	\$3,000	\$0	\$0	\$0
Activities Programming Committee	\$105,000	\$0	\$10,847	\$10,847
Elmira Center	\$3,500	\$0	\$0	\$0
Student Association Executive Board	\$25,000	\$0	\$1,266	\$1,266
Nursing Society	\$4,000	\$0	\$0	\$0
Nurses Programs	\$5,200	\$0	\$43	\$43
Food Pantry	\$1,000	\$0	\$79	\$79
Diversity Council	\$3,000	\$0	\$1,303	\$1,303
Sustainability Committee	\$1,250	\$0	\$0	\$0
CRIER	\$4,000	\$0	\$431	\$431
Music Licenses	\$3,500	\$0	\$0	\$0
Job Fair	\$1,000	\$0	\$0	\$0
Intramurals & Recreation	\$14,000	\$0	\$1,474	\$1,474
Student Leadership Workshop	\$5,000	\$0	\$0	\$0
SCOP	\$500	\$0	\$0	\$0
Individual Clubs (14)	\$3,400	\$0	\$110	\$110
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$15,552</b>	<b>\$15,552</b>

**Graduation****2020-2021 Approved Budget****20-21  
Actual****REVENUES**

Fee Revenue

\$43,275

\$17,901

**Total Revenues****\$43,275****\$17,901****EXPENSES**

Contractual Expenditures

\$43,275

\$1,993

**Total Expenses****\$43,275****\$1,993****New Student Orientation & ID Card****REVENUES**

Fee Revenue

\$101,564

\$42,541

**Total Revenues****\$101,564****\$42,541****EXPENSES**

Contractual Expenditures

\$101,564

\$23,996

**Total Expenses****\$101,564****\$23,996**



Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 10.31.20	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
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
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 369,774.00		\$ 130,226.00
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
<b>Completed Projects</b>							
<b>Critical Maintenance</b>							
Planetarium Roof	\$ 81,000.00	\$ 81,000.00	\$ -	\$ 162,000.00	\$ 85,800.00		\$ 76,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 45,000.00	\$ 25,000.00		\$ 20,000.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 20,416.00		\$ 4,584.00
<b>Academic Building Safety</b>							
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.00	\$ 31,496.00	\$ 3,068.00

[Return to agenda](#)

### *Banner Improvement Project*

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

Most recently, consultants have been working on the FLAC project with Human Resources.

Expenditures to date: \$355,538

[\*\*Return to agenda\*\*](#)

## **IT**

Starfish – The CIO was able to negotiate a review of the installation of Starfish and some ongoing issues. The system fixes were put into place in December.

The contract with I-Tech for the CIO position seems to be paying off. John Petkash has been networking with other colleges and we are seeing benefits as he discusses issues with other community colleges. He is presently looking at re-allocating funds for a vacant position to contract with I-Tech for services that will save us personnel costs and provide us necessary services.

## **Physical Plant**

The Sieman's project monitoring hasn't begun at this time as they are working to correct software issues.

New filters are being installed in the Fitness Center and Gymnasium which will meet state requirements for re-opening. We will be scheduling a Health Department inspection with a goal of opening in February. Safety protocols have been put into place by the Athletic Department.

## **Health Office**

Plans are being developed for the Spring semester for student and staff COVID testing. We are hoping to utilize a Rapid Test under the supervision of the Steuben County Health Department. This will provide us with test results in 15 minutes during initial testing for the start of the spring semester.

## **Public Safety**

Officers are preparing to begin COVID screening, testing and monitoring for the spring semester. This will include notifications of people with positive and negative results, identifying those who need to be tested and transporting test samples to Syracuse for analysis. Public Safety will also work with Residence Life staff in the event that isolation or quarantining is required in Perry Hall.

Public Safety is working with the County Police Reform Committee to review procedures and meet state requirements. This will include a revision to the operating procedures of the department with a new Officer's Manual that is currently in the process of being written.

**FINANCE AND FACILITIES COMMITTEE**

**[RESOLUTION #T4714-21](#)**

***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 November 30, 2020.

**[Return to agenda](#)**

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**January 12, 2021**  
**Location: Zoom**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS**

**Consent Agenda**

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

**Regular Agenda**

**DISCUSSION ITEMS**

- Full time faculty and staff demographics
- Summary of [vacant positions](#)

**NEXT MEETING:**

TBD

**Standards for the Human Resources Committee:**

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.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**January 12, 2021**  
Via Zoom

**MINUTES**

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

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

Trustee N. Parks called the HR committee meeting at 6:24 pm by noting her appreciation for Executive Director Park for her diligent work and leadership during the furlough period

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

**ACTION ITEMS**

**Consent Agenda**

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

**DISCUSSION ITEMS**

- Full time faculty and staff demographics
- Summary of [vacant positions](#)

Trustee N. Parks motioned to approve the HR committee measurable standards and thanked Chair Wightman for her help during the process. (J. McKinney-Cherry, M. Wayne Unanimous)

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

Trustee Parks motions to adjourn meeting at 6:55 pm.

**SUMMARY STATUS OF VACANT POSITIONS**

AS of January 5, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service	2				2
Faculty	7				7
Professional Service		1	1	2	4
Grand Total	9	1	1	2	13

Provost search is currently in progress.

[Return to agenda](#)

**CONSENT AGENDA**

**HUMAN RESOURCES COMMITTEE**  
**Appointments, Promotions and Separations**  
**RESOLUTION # T4712-21**

**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.

<b>Employee Name</b>	<b>Title</b>	<b>Department</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Dalton Guisewhite	Campus Safety Officer	Public Safety	Termination	12/15/20	This appointment was terminated within the probationary period.
Krista Powers	Instructor	Nurse Education	Resignation	12/31/20	Krista Powers worked with the College for two years as a full time instructor and as an adjunct prior. She will be working as a clinical nurse.
Christopher Mulroy	Corporate Trainer	WEAP	Termination	1/8/21	This funding for this position was not renewed.
Krystal Jubilee	Director	Nurse Education	Resignation	1/22/21	Krystal Jubilee worked with the College for two and a half years and has accepted a position with Corning Inc.
Tammie Copp	Instructor	Nurse Education	Resignation	1/29/21	Tammie Copp has worked with the College as a full time instructor for two and a half years and as an adjunct prior. She will be working as a clinical nurse.
Claude Oliver	Recruiter	Admissions and Recruiting	Hire (external)	1/4/21	This position is a full time 12-month standard appointment, professional pay grade 202 at an annual rate of \$35,000.



Austin LaFever	Recruiter	Admissions and Recruiting	Hire (external)	1/4/21	This position is a full time 12-month standard appointment, professional pay grade 202 at an annual rate of \$35,000.
Susan Dewey	Executive Director of Finance	Administrative Services	Hire (external)	1/25/21	This position is a full time 12-month standard appointment, professional pay grade 210 at an annual rate of \$108,000.
Jolene Burun	Visiting Instructor	Nurse Education	Hire (internal)	1/27/21	This position is a temporary, 1-semester full time 10-month academic appointment, at an annualized rate of \$46,501 as per the agreement with PECCC.
Andy Diffenderfer	Visiting Instructor	STEM	Hire (internal)	1/27/21	This position is a temporary, 1-semester full time 10-month academic appointment, at an annualized rate of \$46,501 as per the agreement with PECCC.

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

[Return to agenda](#)

**HUMAN RESOURCES COMMITTEE**

**Position Activity**

[RESOLUTION #T4713-21](#)

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)
Director of Finance and Controller	Stacy Housworth	Change of title	1/25/21	As a result of the reorganization in Administrative Services and this position is re-titled. The previous title had been Associate Dean of Administrative Services. No significant changes to the job description have been made.

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

[Return to agenda](#)

**FINANCE AND FACILITIES COMMITTEE**  
**[RESOLUTION #T4714-21](#)**  
***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 November 30, 2020.

**[Return to agenda](#)**

## REGULAR AGENDA

### AUDIT COMMITTEE

RESOLUTION #T4715--21

#### [Independent Auditors Report](#)

WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the books and records of SUNY Corning Community College for the fiscal year ended August 31, 2020; and,

WHEREAS, the firm reviewed its report with the Regional Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby accepts the auditor's report; and,

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

BACKGROUND NOTES Acceptance of Independent Auditors Report In accordance with regulations issued by the State University of New York, the SUNY Corning Community College Board of Trustees engaged the independent auditing firm, Insero & Co. CPAs, to audit the books and records of the College.

**EXECUTIVE COMMITTEE**

[RESOLUTION #T4716-21](#)

Resolution of Appreciation- Pulic Safety Officers

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

WHEREAS, the Public Safety officers, tirelessly and bravely provided security to college facilities, including coordinating visits to the campus and providing documentation for contact tracing purposes during the crisis, and

WHEREAS, the Public Safety officers coordinated with the College's Health Office to conduct over 1,100 pool tests, transported samples to Upstate Medical University and made notifications regarding test results; and

WHEREAS, the Public Safety Officers assisted the Health Department by monitoring individuals who were quarantined and isolated for precautionary purposes to control any potential spread; and

WHEREAS, the Public Safety Officers conducted visitor screening at the Elmira Center and the main campus and logged all visits for contact tracing, maintained the database of students and staff regarding self-screening forms, and

WHEREAS, the Public Safety Officers assisted the Steuben County Health Department as they conducted free rapid testing for county residents at the health education center; therefore,

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to **Assistant Director Michael Friebis, Senior Campus Safety Officer Gregory Merrill, Senior Campus Safety Officer Andrew Rowland, Campus Safety Officer Seth Griffin, Campus Safety Officer Timothy VonBevern, Campus Safety Officer Michael Kohberger, Campus Safety Officer Anthony Roblyer, Campus Safety Officer James Pitts, Campus Safety Officer Wayne Keough and Campus Safety Officer Michael Blascovich** for their selfless dedication in protecting faculty, staff, and students during the unprecedented COVID-19 crisis.