

TABLE OF CONTENTS

Agenda : Thursday, April 28, 2022	2
Minutes March 10, 2022	3-34
COMMITTEE REPORTS	
Committee on Academic and Student Services Minutes	35-40
Report by the Provost	
Executive Committee	41-43
External Affairs Committee Minutes	44-53
External Affairs Reports	
Finance and Facilities Committee Minutes	54-61
Finance and Facilities Reports	
Human Resources Committee	62-71
Consent Agenda Action Items	72-73
Regular Agenda Action Items	74-76
RESOLUTIONS	
Consent Agenda	
Regular Agenda	

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

DATE: Thursday, April 28, 2022
TIME: 5:30 p.m. Meeting
LOCATIONS: Health Center & Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of March 10, 2022 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF CONSENT AGENDA
 - [Resolution #T4786-22 Appointments, Promotions and Separations](#)
 - [Resolution T#7487-22 Position Activity](#)

REGULAR AGENDA

CASS Committee

- [Resolution #T4788-22 Program Review/Renewal Resolution for Environmental Science \(A.S\)](#)
- [Resolution #T4799-22 Program Review/Renewal Resolution for Criminal Justice \(A.S\) & Police Academy Training Certification](#)
- [Resolution #T4790-22 Approval of Regional Board of Trustees' Award for Teaching Excellence](#)

EXECUTIVE COMMITTEE

- [Resolution #T4791-22-The Patricia V. Finnerty Award for Exceptional Board Awarded to Donald B. Creath](#)
- [Resolution of Appreciation #T4792-22 Holly Segur](#)

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

- 1- [Resolution #T4793-22 Operating Report February 2022](#)

HUMAN RESOURCES Committee

9. OLD BUSINESS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
March 10, 2021
Elmira Center and Via Zoom
MEETING MINUTES

In attendance: N. Wightman, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, K. Early

Excused: C. Blowers, J. McKinney-Cherry, Shania Austin

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

Support Staff: N. Ka-Tandia, Marc Brown

Guest: Joe Rumsey- Superintendent Bath School District

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:30 pm beginning with a tour of the Elmira Center. Meeting reconvened at 6:05 pm.

Trustee Wightman introduced Joe Rumsey, Superintendent of the Bath School District and asked each one in the room to introduce themselves.

2. APPROVAL OF AGENDA: (R. Allison, A. Winston, Unanimous).

- 3- APPROVAL OF THE MINUTES: January 27, 2021 (M. Wayne, P. Chu Unanimous).

4. CHAIR'S REPORT.

- Attended all RBOT meetings except last CASS Committee meeting
- Noted one trustee vacancy from Chemung and two from Steuben.
- Meeting with three potential trustees in the next few weeks
Congratulated John Marchese as new Executive Director of CCC Development Foundation
- Thanked Holly Segur for her tenure as Chair of the CCC Development Foundation and announced Aaron Alsheimer as the

next Chair

- Shared the passing of long time trustee Ken Austin...RBOT will send appropriate condolences to his family.

5. PRESIDENT OF THE COLLEGE'S REPORT.

COVID Update:

- Masks: After consulting with the Steuben County Public Health Officials and SUNY, the College lifted the mask mandate on Monday. Masks will be optional for students who are fully vaccinated and strongly recommended for students who are not fully vaccinated
- All students and employees are required to continue to test weekly for the next few weeks to make sure that this new policy isn't resulting in an uptick in positive cases. The College will assess if weekly testing is still necessary at the end of March.
- Boosters: Auxiliary Services is monitoring students to make sure that they are getting the booster and those numbers are trending in a good direction. Participation at the booster clinics remains steady.

SUNY Update

At the meeting of SUNY Community College presidents last week, two budget priorities for this year were established:

- Establish the Funding Floor - 100% of the flat dollar amount allocated to community colleges pre-pandemic (2019-20) with a 3-5-year commitment to this funding for predictability, proper planning and codification in state law.
- In support of one of the Governor's priority for SUNY "to become a leader in adult learner opportunities," the community colleges request \$30M in workforce investment to support training programs that meet workforce needs in high demand fields such as healthcare, IT, advanced manufacturing and regionally based priorities.

State of the College Presentation

- Presented a virtual legislative session with Senator O'Mara, Representative Palmesano and Representative Friend. All Senators reiterated their commitment to the College.
- Completed State of the College presentations to the three counties. All have been impressed with what the College is doing.

Mission/Vision Statement

- The committee met last week for a second time, brainstorming and drafting a statement.
- The Committee hopes to complete the work by the end of the semester and bring a proposal before the Board.

Enrollment

- Enrollment has finally settled and fell about 15% short of our goal for this spring, which continues to be a concern.
 - Despite this shortfall, SUNY CCC is in a good place from a budget perspective because of the continued tight budget controls, the thoughtful fiscal management by Sue Chandler and her team, and the federal funds.
 - Optimistic about enrollment moving forward given the decline of COVID cases, the additions of Mechatronics and Digital Design to program offerings, and the implementation of the College’s SEM Plan.
 - Paul Andrews’s new role as the Associate Dean of Student Affairs with special focus on all aspects of enrollment is a great addition to our enrollment efforts.
 - John Marchese has accepted the position of the Executive Director of the CCC Development Foundation
- The president concluded his enrollment report by thanking Jeanne Eschbach, Polly Chu, Ron Allison and Alan Winston for participating in the Perkins Grant Strategic Planning Process, which is a required element in order for the College to receive over \$200,000 for career and technical education

Community Outreach

- Society of Red Baron: the recipients of the inaugural Society of the Red Baron have been identified and notified. The recipients will be recognized at a breakfast ceremony on April 15th at 8am in the Triangle Lounge.

Business and Industry Partner	Dr. Mark Vaughn, Manager, Technical Talent Pipeline, Corning, Inc.
Community Organization Partner	Darlene Smith, Director, Public Health, Steuben County
K-12 Partner	Sarah Vakkas, Assistant Superintendent for Instruction, GST BOCES
SUNY Partner	Jennifer Miller, Assistant Vice Chancellor for Community College Support, SUNY
Advisory Board Partner	Peter Winnett, Vice President, John G. Ullman & Associates
Donor Partner	David Davies, Managing Director, Davies Investment Group
Vendor Partner	Heather Darrow, Strategic Leader, Starfish

- President’s Advisory Council Update: In person at the HEC–3 hours meeting; Student panel, Demographic Drought and examination of college data and the SEM.
- Black History Month: The college collaborated with Corning Inc. with an incredible slate of events capped by an amazing event with a presentation by Harvard Professor Mihir Desai on the Tulsa Massacre Case Study

Up Coming Activities

- Walter R. Smith Visiting Scholar Series event featuring Sonia Nazario, author of *Enrique’s Journey*, on April 7, 2022 at 7pm in the dining hall. To complement the event, there will be a photo exhibit on campus featuring Pulitzer prize winning photojournalist Don Bartletti’s portraits that are also featured in *Enrique’s Journey*. The exhibit will be available for viewing starting next week.
- Development staff are working with the President's Office to plan a Digital Dome Theater ribbon-cutting event scheduled for April 26, 2022.

Strategic Initiatives:

Executive Director Clay provided a review of the Guided Pathways Initiatives

Guided Pathways:

- English Co-Requisite: Literature review and updating of our co-requisite model that provides support for College Composition I. Thanks to English professors Emma Draper-Reich and Dann Coble, English Department Chair.
- Starfish: Student Success Plan (Cohort of students not meeting academic progress for Federal Financial Aid) Thanks to Shalena Clary and Chris Kull.
- Student Resources: Redesign of resource information for students on Blackboard

Strategic Planning

- SEM consultant from American Association of Collegiate Registrars and Admissions Officers
Budget planning and unit strategic goals.

6. STUDENT TRUSTEE REPORT:

On Shania Austin's absence, Dr. Canfield provided a review of the Student Trustee Report.

SAGA Updates:

- We are excited to welcome our new advisor, Matthew Gorman.
- SAEB had our first meeting; we have started brainstorming and planning our events for this semester.
- We have started planning a Game Day Club and should have it up and running in time for softball season.

Student Feedback:

- Students have expressed gratitude to the new kitchen staff and the improvement to the meals.

7. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

• Foundation:

- Working with the College to review & update CCC/CCCDF legal agreements.
- The Foundation Board met last night and approved the 2022 Officers:
 - **President: Aaron Alsheimer**
 - Vice President: Vacant
 - **Treasurer: Art Boehm**
 - Secretary: Maggie Jones
 - **Member at Large: Fred Arcuri**
 - Member at Large: Sandy Franklin

• Housing LLC:

- Conversations continue with the financing partners regarding debt service restructuring options:
 - Krista (add the last name) provided an updated 10-year projection
 - Waiting for a proposed term sheet from them
- A committee has been formed, led by Sue Chandler, to manage the Request for Proposals for Third Party Management process with Brailsford & Dunlavey (sp?)
 - The RFP was sent out this week
 - Planning for campus tours next week
- Currently negotiating the new 3-year contract with Corning Incorporated for the summer intern program.

• Fundraising:

- Annual Fund Q1 mailing planned for late March.

8. APPROVAL OF THE CONSENT AGENDA

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken: RESOLUTION #4782-22 Appointments, Promotions and Separations (R. Allison, N. Parks, Unanimous)

First	Last	Title	Department	Effective	Action	Salary	Background
Bradley	Owlett	Systems Administrator	Information Technology	2/14/22	Reclassification	\$ 56,975	With an updated job description and title change, this position was reclassified up by one grade with a 5% increase to pay This pay increase is a result of an update to the job description.
Don	Sherman	Marketing and Events Coordinator	Strategic Initiatives	2/28/22	Reclassification	\$ 55,347	
Laura	Ewell	Assistant Director of HR	Human Resources	1/31/22	New Hire	\$ 62,401	This is a 12 month, full time, Professional Grade E appointment. This hire was made as a result of an open search.
Jason	Shelley	Cleaner	Physical Plant	1/31/22	New Hire	\$ 27,562	This is a 12 month, full time, Civil Service appointment, grade 301. This hire was made as a result of an open search.
Jennifer	Kulcavage	Laborer	Physical Plant	2/7/22	New Hire	\$ 27,562	This is a 12 month, full time, Civil Service appointment, grade 301. This hire was made as a result of an open search.
William	Lilly	Senior Groundskeeper	Physical Plant	2/7/22	New Hire	\$ 40,000	This is a 12 month, full time, Civil Service appointment, grade 304.

First	Last	Title	Department	Effective	Action	Salary	Background
							This hire was made as a result of an open search.
Monica	Cartas	Senior Typist	WEAP	2/14/22	New Hire	\$ 39,076	This is a 12 month, full time, Civil Service Grade B, provisional appointment. This hire was made as a result of an open search.
Dominic	Zambrano	Cleaner	Physical Plant	2/23/22	New Hire	\$ 27,562	This is a 12 month, full time, Civil Service appointment, grade 301. This hire was made as a result of an open search.
Nolan	Williams	Cleaner	Physical Plant	3/1/22	New Hire	\$ 27,562	This is a 12 month, full time, Civil Service appointment, grade 301. This hire was made as a result of an open search.
Deborah	Hansen	Laborer	Physical Plant	1/28/22	Resignation	\$ 39,134	Deb Hansen served the college for 15 years and has decided to resign to spend time with family.
Jesse	Newell	Cleaner	Physical Plant	2/8/22	Resignation	\$ 27,562	Jesse Newell had less than 1 year of service and decided to resign to move out of the area.

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

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken: RESOLUTION #4783-22 Appointments, Promotions and Separations (A. Winston, H. Reynolds, Unanimous)

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Systems Administrator	Bradley Owlett	New title and job description	2/14/22	After a holistic review of the Information Technology Team, the job description of the Systems Analyst was revised with a reclassification review
Network Administrator	Andrew Scolaro	New title and job description	2/14/22	After a holistic review of the Information Technology Team, the job description of the e-Services Administrator was revised with a reclassification review
Programmer/Analyst	Vacant	New Position	2/14/22	After a holistic review of the Information Technology Team, a new position for Programmer Analyst was approved and is currently in an open search process
Marketing and Event Coordinator	Don Sherman	New title and job description	2/28/22	After a resignation in Student Services, events coordination has been merged with a current position, the classification of the position remains the same.

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

9. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

On Trustee McKinney-Cherry’s absence, Provost Canfield provided an overview of the CASS report.

Academic Affairs

Late start 2/7/2022		Late start 3/14/2022	
Course	# enrolled	Course	# enrolled
ENGL 1020	10	ENGL 1010	22
GOVT 1010	19	ENGL 1010	6
PSYC 1101	25	ENGL 1020	20

- Partnership with the New York Early Childhood Professional Development Institute towards the goal of funding students pursuing the CDA- prep micro-credential and increasing the number of qualified early childhood educators in our region (childcare desert). The goal for the spring cohort was 15 students. Nineteen students registered for the first course this semester.
- Members of the Math department have been piloting three "Courses with Support" this semester to help students perform better and reduce the number of semesters spent taking developmental courses. The three courses with the added support are MATH0980, MATH0970 and MATH1310. Each course has an additional 2 hours of support instruction to help master the material.
- The LC has created a new tutoring session survey to seek student feedback regarding their feelings of confidence and skills growth after receiving tutoring.
- A survey was distributed to the CCC community to gauge library usage and efficacy. Twenty-nine responses were received. On a satisfaction scale of 0-5, 75% of responses scored the library as 4 or 5 for overall satisfaction. However, results indicated that both students and faculty feel they need a clearer understanding of the library’s available resources. A focus group may be the next step to learning further areas of improvement.
- **Comparative Week-by-Week Total Tutoring Sessions:**

	Fall 2020	Spring 2021	Fall 2021	Spring 2022
Week 1	20	26	60	30
Week 2	48	36	101	52

Student Services

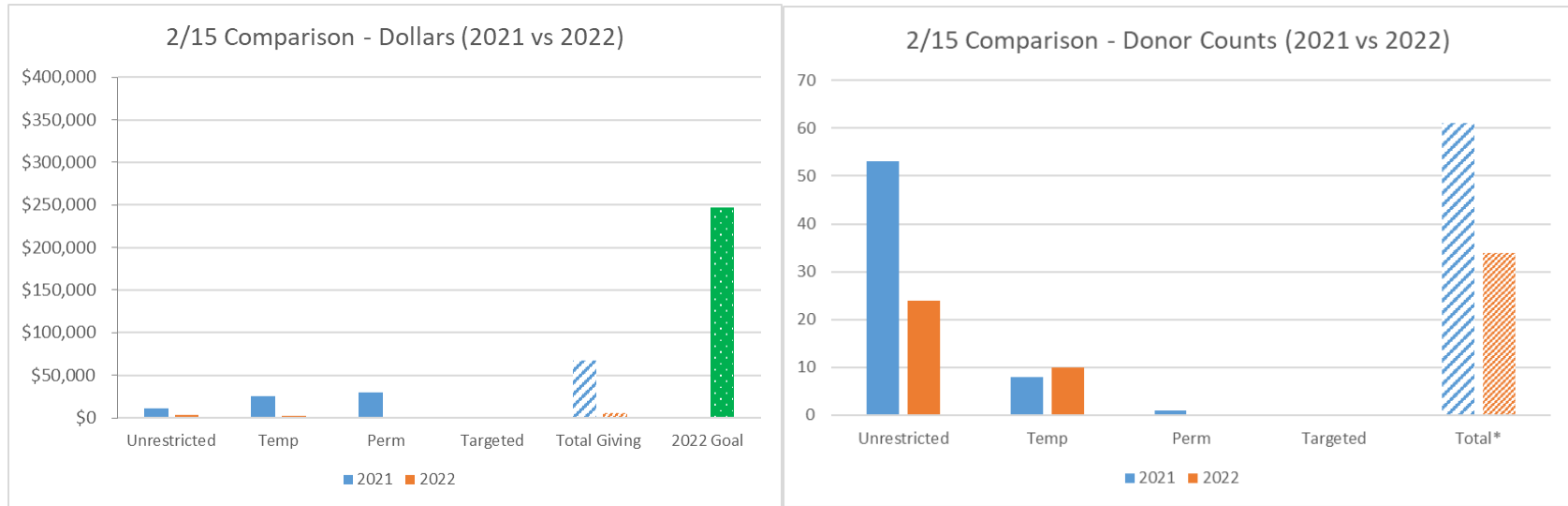
- Student athletes had an 88.6% persistence rate
 - 44 student athletes had higher than a 3.0 GPA
 - 4 student athletes had a 4.0 GPA
 - Developmental course completion was poor
 - MATH0960 – 7 of 11 received an “F”
 - ENGL0980 – 6 of 11 received an “F”
 - MATH0970 &MA0980 – 5 of 5 passed
 - ENGL0999 – 10 of 10 passed
- Admissions Applicant Status Fall 2022 Applicants
 - 538 total applications
 - 268 are ready to register
 - 140 need placement testing
 - Admissions continues to focus on contacting students to guide them through next steps to be registered for Fall 2022 semester
- Starfish
 - First student intake survey has been distributed to new and returning Spring 2022 Students (not continuing students at this time)
 - Kiosk and appointment system is setup for Enrollment Specialists and Admission Recruiters for admitted and current student appointment scheduling

EXTERNAL AFFAIRS

Foundation Report by Executive Director:

- Tax Statements and Impact Reports were mailed to donors in early February.
- The Search Committee is interviewing candidates for the CCC Development Foundation Executive Director position.
- The CCC Housing Co. LLC Board of Managers and the College plan to engage with Brailsford & Dunlavey on a Request for Proposals process to explore potential third party management of Perry Hall.
- The CCC Development Foundation Board of Directors held a special meeting on February 4 to appoint three new board members: Fred Arcuri, Kamala Keeley, and Mary Vosburgh.
- The first Baron Bulletin e-newsletter was sent in February and the second edition is scheduled for April.
-

- Planning for the Walter R. Smith Visiting Scholar Series event featuring Sonia Nazario, author of *Enrique's Journey*, on April 7, 2022.
 - To complement the event, there will be a photo exhibit on campus featuring Pulitzer prize winning photojournalist Don Bartletti's portraits that are also featured in *Enrique's Journey*.
- Development staff are working with the President's Office to plan a Digital Dome Theater ribbon-cutting event targeted for a late April opening.
- The first quarter Annual Fund mailing is scheduled for March.
- Annual Giving results through 2/15/22:



	2021	2022		2021	2022
Unrestricted	\$11,517.75	\$3,660.00	Unrestricted	53	24
Temp	\$25,280.00	\$1,990.00	Temp	8	10
Perm	\$30,000.00	\$0.00	Perm	1	0
Targeted	\$0.00	\$0.00	Targeted	0	0
Total Giving	\$66,797.75	\$5,650.00	Total*	61	34
2022 Goal		\$247,010.00	* Unduplicated count of annual donors		

Marketing/Communications

Spring: [Spring 2022 Webpage](#). Unique Pageviews: 1,194 (through Feb. 22, 2022)

Digital Media: impressions. clicks. click-thru. calls. (Jan. 2022)

Print: postcards-went nowhere, stop-outs, Elmira enrollment event, revised Viewbook (print/HTML)

Signage: Billboards Elmira/Barton (eastbound)

Enrollment HC: New: SP 21 = 97 SP 22 = 127; Readmit SP 21 = 88 SP 22 = 84

TV: General enrollment ads [on WETM during the Super Bowl](#) and throughout February

Digital Marketing 2022-2023

Performance

Website: Jan. -Feb. 2021/2022 Comparison

Default Channel Grouping	Users 2021 (Jan. 1- Feb. 22)	Users 2022 (Jan. 1- Feb. 22)	Change
Organic Search	13459	20282	+51%
Direct	6706	6396	-5%
Paid Search	3	2751	+917%
Referral	2783	2216	-20%
Social	1171	709	-34%

Gannett/Chatbot: (Jan. 1- Feb. 22)

Chat Sessions: 346; Calls: 210

Projects

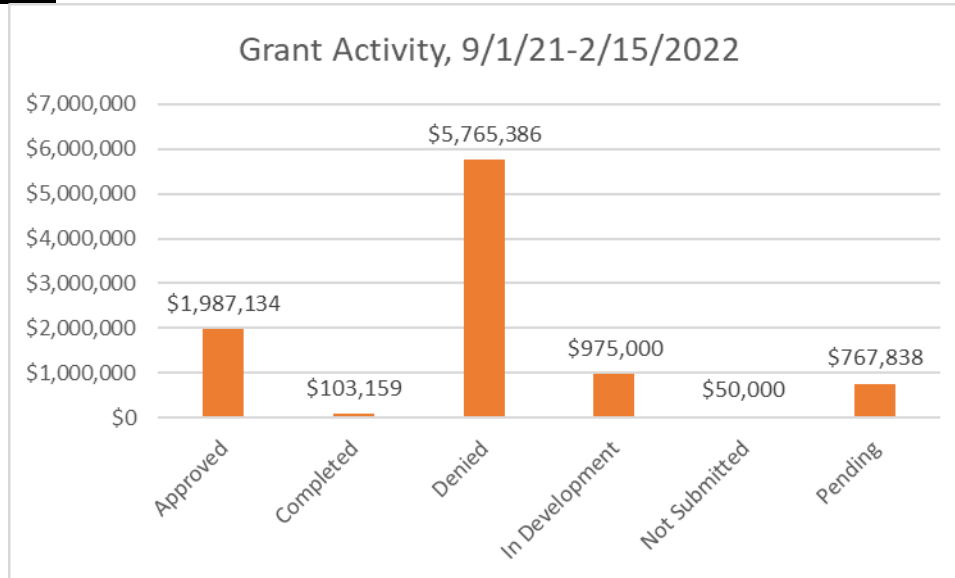
Academic Program Brochures

Media Statements

- Hannah Langtry Alum 2/10
- Transfer Intensive 1/28
- Eagle Scout 1/18

<https://youtu.be/W8QeywEMI7M>

Grants



Submitted

- Advancing Informal STEM Learning, NSF, 1/18/22
- Nursing Emergency Training Funds, SUNY, 1/18/22
- EDA Good Jobs Challenge-Clean Energy Jobs Training (NYSERDA is grant lead; energy consortium w/SUNY & CUNY schools), 2/10/22
- EOP, SUNY, 2/22/22
- SUNY SEM, budget submitted, 2/22/22

Response

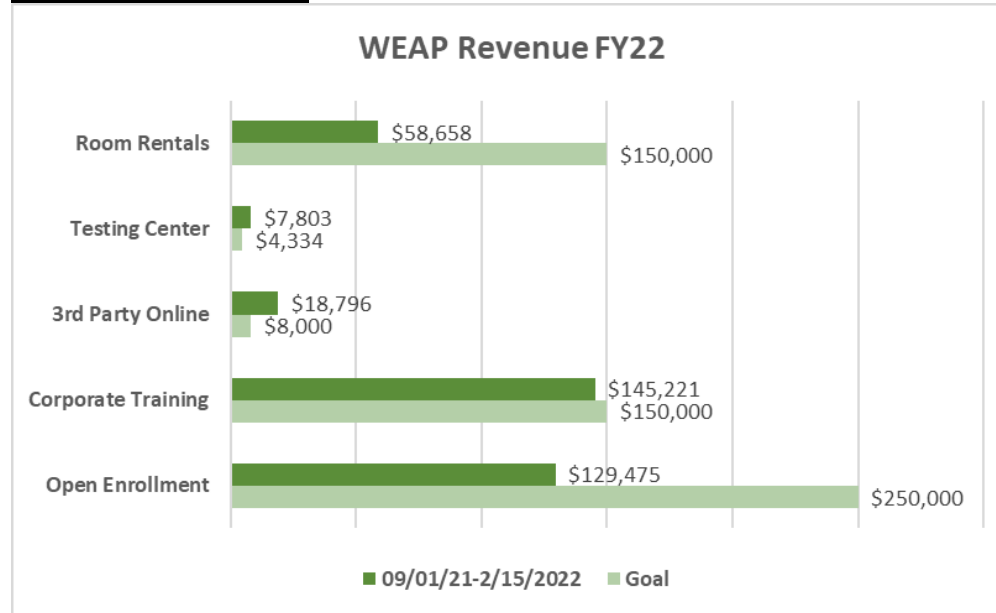
- Advancing Informal STEM Learning -Denied
- Title III -Denied in Sept. for FY 2021 but still a possibility -budget permitting, the Department of Education plans to fund down some of the FY 2021 SIP slate in FY 2022

Under Consideration/ In Development

- EDA Build Back Better Clean Energy—Battery Storage (Binghamton U is grant lead)
- INvestments Supporting Partnerships In Recovery Ecosystems (INSPIRE), ARC
- Local Government Records Management Improvement Fund (LGRMIF)
- Second Chance Pell Experiment, second round questionnaire due 3/8/22

Workforce Education & Academic Pathways

Workforce Education



- Received SUNY Grant for \$7,757 to deliver Difficult Interpersonal Communication and Public Speaking to Steuben Cooperative Extension.
- Collaborating with Professional Studies to develop non-credit to credit micro-credential for National Retail Federation Customer Service training.
- Collaborating with SUNY consortium of schools on brewer/distiller apprenticeship training.
- Applied to NYSED for approval to offer Temporary Nurse Aide to Certified Nurse Aide course
- Contract approved with Chemung County to offer CNA training at Chemung County Nursing Facility.

Academic Pathways

- ACE Program has been approved to move forward with national re-accreditation.
- ACE Spring Enrollment down slightly: 270 FTEs (goal=299) due to more classes listed as full-year and lower numbers of HS students
- Cornell Prison Education Program (CPEP) 4.5 FTEs for Spring

Testing Center

- Received a 98.7% positivity rating from customers from PearsonVue.
- NY & PA State Police exams are busy; TEAS Testing for F22 Nursing candidates is increasing

Note:

March 3, 2022, 3:00-4:30pm will be a collaborative meeting via ZOOM with GST BOCES, SUNY CCC, and business community to review and make recommendations on programs. This is part of the Perkins Grant planning process and will meet External Affairs measurable objective of a community feedback meeting.

Legislative Relations

1. Federal: Higher Ed: Legislative update- House approved short term PELL
2. State: Higher Ed & Budget Update
3. State of College Presentation: County Legislatures
4. CCC Legislative Advocacy Meeting
5. ACCT: Legislative Summit: Highlights

Dr. Mullaney provide highlights of the ACCT summit

ACCT Legislative Summit

Participated in the ACCT Legislative Summit in DC a few weeks ago, fighting the good fight for federal support of community colleges.

- Speakers: Jill Biden, Miguel Cardona (DOE), Martin Walsh (DOL)
- Special Sessions with Chuck Schumer, Kristen Gillibrand, Michelle Cooper, who is the Asst. Deputy Secretary for Higher Education.
- Big News: Short-term PELL approved by the House on Friday!
- Provisions for short-term PELL: see sheet
- Components of BBB to continue to champion:
 - \$550 increase in PELL
 - Long sought PELL grant tax provision
 - \$5 billion community college-led workforce training program
 - \$1.2 billion TAACCCT program reauthorization
 - \$500 million College Retention Completion fund for grants
- Continue to push for the Reauthorization of the Higher Education Act
- Continue to support Apprenticeship Initiatives
- College Transparency Act: provide enrollment, completion and post-college success information to families
- The failure of the College Promise Act
- Student debt crisis \$1.7 trillion, we should cancel student debt; president can get rid of it with the stroke of a pen (Rep. Andy Levin, Michigan)

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facility report and stated the committee held a meeting on February 28th, 2022 and mentioned there is one action item on the agenda.

ACTION ITEMS:

RESOLUTION #4785-22- 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 December 30, 2021. (H. Reynolds, M. Wayne, Unanimous).

SUNY Corning Community College
 Operating Dashboard
 as of 12/31/2021



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 12/31/21	Fall 21 Semester Receivable
December 31, 2021	\$ 8,638,574	117	\$ 3,197,330	\$ 1,294,799
December 31, 2020	\$ 6,076,321	82	\$ 4,531,167	

Revenues & Expenditures @ December 31, 2021

	FY 22 Adopted Budget	Fall 21 Semester Budget	12/31/21	Fall 21 Semester Projected Actual	Variance to Budget
Revenues	\$ 26,927,833	\$ 13,400,178	\$ 13,451,286	\$ 13,451,286	\$ 51,108
Expenses	\$ 26,927,833	\$ 9,711,111	\$ 8,063,169	\$ 8,063,169	\$ 1,647,942
Surplus(Deficit)	\$ -				\$ 1,699,050

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Semester Budget	12/31/21	Fall 21 Semester Forecast	Variance to Budget
Tuition & Fees	\$ 12,956,449	\$ 7,174,054	\$ 5,746,169	\$ 5,746,169	\$ (1,427,885)
Chargebacks	\$ 6,477,452	\$ 3,397,673	\$ 3,908,177	\$ 3,908,177	\$ 510,504
Personnel	\$ 19,927,914	\$ 6,666,242	\$ 5,750,283	\$ 5,750,283	\$ 915,959
Equipment	\$ 371,409	\$ 185,705	\$ 31,257	\$ 31,257	\$ 154,448
Contractuals	\$ 6,628,510	\$ 2,882,769	\$ 2,281,630	\$ 2,281,630	\$ 601,139

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding FALL 2021

LOST REVENUE	
Tuition & Fees	\$ 866,270
Chargebacks	\$ 409,438
	\$ 1,275,708
COVID related expenses (Contractuals)	
PPE, Cleaning, Testing supplies	\$ 8,569
Software/Technology	
Equipment	
	\$ 8,569
Total use of HEERF Funds	\$ 1,284,277

Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3813	4087	4244	-10.2%
Total FTE	1103.1	1166.3	1275.8	-13.5%
Full-Time FTE	441	551.7	655.5	-32.7%
Part-Time FTE	158.8	165.9	180.7	-12.1%
Credit Enrollment FTE (Excluding ACE)	599.8	717.6	836.2	-28.3%
HS Enrollment FTE (ACE)	503.3	448.7	439.6	14.5%
% Chemung County	43.6%	41.0%	41.8%	4.3%
% Steuben County	33.9%	35.3%	34.9%	-2.9%
% Schuyler County	6.4%	6.9%	6.1%	4.9%
% All Other Non-sponsor	16.1%	16.8%	17.2%	-6.4%

Perry Hall Occupancy

	2021-2022	2020-2021	2019-2020	2018-2019
Fall (Sept - Dec)	133	108	176	222
Spring (Jan - May)	101	71	158	189
Athletes (Sept - May)	27	2	93	112
Summer (June - August)		4	3	9

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
For Period ending 12/31/2021



	2021-2022 Budget	@ 12/31/21 21-22 Actual	Fall 2021-22 Budget	Fall 2021-22 Projected Actual	Fall 2021-22 Budget vs Forecast
REVENUES					
Tuition	\$ 11,199,682	\$ 5,153,465	\$ 6,407,651	\$ 5,153,465	\$ (1,254,186)
Student Fees	\$ 1,528,934	\$ 592,705	\$ 766,403	\$ 592,705	\$ (173,698)
State Aid	\$ 7,043,820	\$ 2,347,940	\$ 2,347,940	\$ 2,347,940	\$ -
Grant Aid & Contracts	\$ 203,500	\$ 203,500	\$ 203,500	\$ 203,500	\$ -
Federal appropriations	\$ 8,000	\$ 4,915	\$ 4,000	\$ 4,915	\$ 915
County Operating Chargebacks	\$ 6,378,668	\$ 3,908,177	\$ 3,397,673	\$ 3,908,177	\$ 510,505
Other sources	\$ 565,229	\$ 159,808	\$ 273,011	\$ 159,808	\$ (113,204)
Applied Fund Balance					
Total Revenues	\$ 26,927,833	\$ 12,370,509	\$ 13,400,178	\$ 12,370,509	\$ (1,029,669)
Use of HEERF not in budget		\$ 1,080,777		\$ 1,080,777	\$ 1,080,777
		\$ 13,451,286		\$ 13,451,286	\$ 51,108
EXPENSES					
Salaries	\$ 14,096,199	\$ 4,135,594	\$ 4,698,733	\$ 4,135,594	\$ 563,139
Employee Benefits	\$ 5,831,715	\$ 1,614,688	\$ 1,943,905	\$ 1,614,688	\$ 329,217
Equipment	\$ 371,409	\$ 31,257	\$ 185,705	\$ 31,257	\$ 154,448
Contractual Expenditures					
<i>Purchased Services</i>	\$ 26,500	\$ 3,267	\$ 8,833	\$ 3,267	\$ 5,566
<i>Materials & Supplies</i>	\$ 321,930	\$ 72,962	\$ 146,639	\$ 72,962	\$ 73,677
<i>Dues & Subscriptions</i>	\$ 170,290	\$ 71,410	\$ 62,720	\$ 71,410	\$ (8,690)
<i>Consultants and Contractors</i>	\$ 232,000	\$ 66,598	\$ 58,614	\$ 66,598	\$ (7,983)
<i>Accreditation</i>	\$ 25,000	\$ 18,589	\$ 24,727	\$ 18,589	\$ 6,138
<i>Marketing</i>	\$ 286,500	\$ 99,348	\$ 143,250	\$ 99,348	\$ 43,902
<i>Conference & Travel</i>	\$ 151,175	\$ 17,447	\$ 77,424	\$ 17,447	\$ 59,976
<i>Utilities</i>	\$ 315,000	\$ 112,743	\$ 105,000	\$ 112,743	\$ (7,743)
<i>Maintenance & Repairs</i>	\$ 270,300	\$ 41,962	\$ 90,100	\$ 41,962	\$ 48,138
<i>Software & Contracts</i>	\$ 925,227	\$ 170,886	\$ 437,249	\$ 170,886	\$ 266,363
<i>Voice & Data Communication</i>	\$ 104,369	\$ 20,557	\$ 27,552	\$ 20,557	\$ 6,995
<i>Special Projects, Programs & Events</i>	\$ 126,887	\$ (727)	\$ 48,402	\$ (727)	\$ 49,129
<i>Maintenance Contracts</i>	\$ 363,594	\$ 105,796	\$ 32,783	\$ 105,796	\$ (73,013)
<i>Rentals (HEC)</i>	\$ 337,000	\$ (25,050)	\$ 112,333	\$ (25,050)	\$ 137,383
<i>General Institutional</i>	\$ 817,790	\$ 295,604	\$ 253,631	\$ 295,604	\$ (41,973)
<i>Other Expenditures</i>	\$ 268,975	\$ 36,014	\$ 50,969	\$ 36,014	\$ 14,955
<i>Scholarships</i>	\$ 1,810,973	\$ 1,174,222	\$ 1,165,042	\$ 1,174,222	\$ (9,180)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ 37,500	\$ -	\$ 37,500
Total Contractual Expenses	\$ 6,628,510	\$ 2,281,630	\$ 2,882,769	\$ 2,281,630	\$ 601,139
Total Expenses	\$ 26,927,833	\$ 8,063,169	\$ 9,711,111	\$ 8,063,169	\$ 1,647,942
Surplus/(Deficit)	\$ (0)	\$ 5,388,117	\$ 3,689,067	\$ 5,388,117	\$ 1,699,050

% of total 2021-22 revenue realized	50.0%	49.8%	50.0%
% of total 2021-22 budget expended	29.9%	36.1%	29.9%

% of total 2020-21 revenue realized	54.6%
% of total 2020-21 budget expended	30.0%

**SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 12/31/21**



REVENUES	FY 22 Budget	Actual @ 12.31.21	YE Forecast	2021-22 Budget vs. YE Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 185,000	\$ 78,000	\$ 166,500	\$ (18,500)
<i>Fundraising</i>	\$ 1,500	\$ 730	\$ 1,500	\$ -
<i>Miscellaneous</i>	\$ -	\$ 1,638	\$ 2,000	\$ 2,000
ATHLETICS				
<i>Student Life Fee - Athletics</i>	\$ 258,300	\$ 117,730	\$ 234,000	\$ (24,300)
<i>Concessions/Gate/Misc</i>	\$ 4,500	\$ -	\$ 4,500	\$ -
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -
Total FSA Fund Revenue	\$ 449,300	\$ 198,098	\$ 408,500	\$ (40,800)
EXPENSES				
	Budget	Actual	YE Forecast	Budget vs. Actual
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 128,420	\$ 28,444	\$ 118,385	\$ (10,035)
<i>Clubs</i>	\$ 58,080	\$ 8,496	\$ 51,615	\$ -
ATHLETICS				
<i>General Athletics</i>	\$ 156,300	\$ 59,824	\$ 135,252	\$ (21,048)
<i>Athletic Teams</i>	\$ 106,500	\$ 46,004	\$ 103,248	\$ (3,252)
			\$ -	\$ -
Total FSA Fund Expenses	\$ 449,300	\$ 142,768	\$ 408,500	\$ (40,800)
FSA Fund Surplus (Deficit)	\$ -	\$ 55,330	\$ -	\$ -

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 12/31/2021



	2021-2022 Budget	@ 12/31/21 21-22 Actual	2021-22 YE Forecast	2021-22 Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 258,300	\$ 117,000	\$ 234,000	\$ (24,300)
Miscellaneous Sales	\$ 1,500	\$ 730	\$ 1,500	\$ -
Gate Revenues	\$ 1,500	\$ -	\$ 1,500	\$ -
Concession Sales	\$ 1,500	\$ -	\$ 1,500	\$ -
Total Revenues	\$ 262,800	\$ 117,730	\$ 238,500	\$ (24,300)
<u>EXPENSES</u>				
Salaries	\$ 53,500	\$ 25,724	\$ 41,500	\$ 12,000
Equipment	\$ 15,000	\$ 11,191	\$ 12,000	\$ 3,000
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 5,000	\$ 938	\$ 5,000	\$ -
<i>Materials & Supplies</i>	\$ 1,000	\$ 1,362	\$ 1,500	\$ (500)
<i>Stipends</i>	\$ 27,200	\$ 7,603	\$ 22,100	\$ 5,100
<i>Conference & Travel</i>	\$ 112,100	\$ 45,429	\$ 107,400	\$ 4,700
<i>Rentals</i>	\$ 35,000	\$ -	\$ 35,000	\$ -
<i>Other Expenditures</i>	\$ 14,000	\$ 13,582	\$ 14,000	\$ -
Total Contractual Expenses	\$ 194,300	\$ 68,913	\$ 185,000	\$ 9,300
Total Expenses	\$ 262,800	\$ 105,828	\$ 238,500	\$ 24,300
			25	
Surplus/(Deficit)	\$ -	\$ 11,902	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 12/31/2021



	2021-2022 Budget	@ 12/31/21 21-22 Actual	2021-22 YE Forecast	Fall 2021-22 Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 185,000	\$ 78,000	\$ 166,500	\$ (18,500)
Fundraising	\$ 1,500	\$ 730	\$ 1,500	\$ -
Miscellaneous Revenue	\$ -	\$ 1,638	\$ 2,000	\$ 2,000
Total Revenues	\$ 186,500	\$ 80,368	\$ 170,000	\$ (18,500)
<u>EXPENSES</u>				
Salaries	\$ 23,730	\$ 11,316	\$ 23,730	\$ -
Equipment	\$ 1,000	\$ -	\$ 1,000	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ -	\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 46,770	\$ 4,400	\$ 42,560	\$ 4,210
<i>Special Projects</i>	\$ 12,000	\$ 8,281	\$ 12,000	\$ -
<i>Conference & Travel</i>	\$ 1,000	\$ 834	\$ 1,000	\$ -
<i>Student Executive Board</i>	\$ 15,000	\$ 5,602	\$ 13,650	\$ 1,350
<i>Stipends</i>	\$ 2,100	\$ 20	\$ 2,000	\$ 100
<i>Other Expenditures</i>	\$ 75,900	\$ 6,487	\$ 60,110	\$ 15,790
<i>Transfers</i>	\$ 12,950	\$ -	\$ 12,950	\$ -
Total Contractual Expenses	\$ 153,770	\$ 25,624	\$ 145,270	\$ 21,450
Total Expenses	\$ 178,500	\$ 36,940	\$ 170,000	\$ 21,450
Surplus/(Deficit)	\$ 8,000	\$ 43,429	\$ 26 -	\$ 2,950

Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 12.31.21	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Renovations & Revitalization III							
Or Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Electronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00

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

Campus Auxiliary Services Update

Public Safety

- Campus Safety Officer Thomas Slymon was promoted to Senior Campus Safety Officer (Peace Officer) on 1/29/22. Officer Slymon is a CCC grad, also has a BS from SUNY Brockport and served over 20 years as a police officer in the Charlotte, NC area before retiring and returning to live in the Corning area.
- Part-time Campus Safety Officer Jeffrey Salisbury was hired, effective 2/26/2022. Officer Salisbury is a CCC graduate.
- Assistant Director Michael Friebis will complete the NYS Police Supervisor Course on 3/2/22. This is a 120-hour course that covers a number of topics including Leadership and Supervision, Emergency Management, Community Policing, Emotional Survival and Stress Management and NYS Laws and Regulations.

Health Services

- The Health Office hosted three COVID booster shot clinics in the Commons, two were in conjunction with the Steuben County Health Department and the other with Schuyler Hospital.
- The nurses have been monitoring and assisting over 100 reported positive COVID cases (students and employees) since early January. Many of these were reported after the winter break.

Information Technology

- The new MYCORNING portal project is on target for implementation at the beginning of April. This project will provide enhanced security to our portal and we should see significant cost savings in the future.
- A review of the IT Department structure and job descriptions has been completed and two current employees have received new job descriptions and classifications. We have also begun a search for a Programmer which has been identified as a priority for the college.

Physical Plant

- A number of staff changes have occurred and all positions have been filled with the exception of the Electrician. We are looking at other options available to fill this vacancy.
- The Digital Dome Project is moving forward with our trades staff performing the construction work. The project should be on target for the Spring completion date as most of the supplies and equipment that were backordered have arrived. Trades staff will begin work on the Schuyler Hall updates as that project begins to move forward.

Auxiliary Services

- Verification of Booster status has begun and vaccination records are being updated in Banner to enable us to monitor compliance with SUNY mandates.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee report, noting there is one action item.

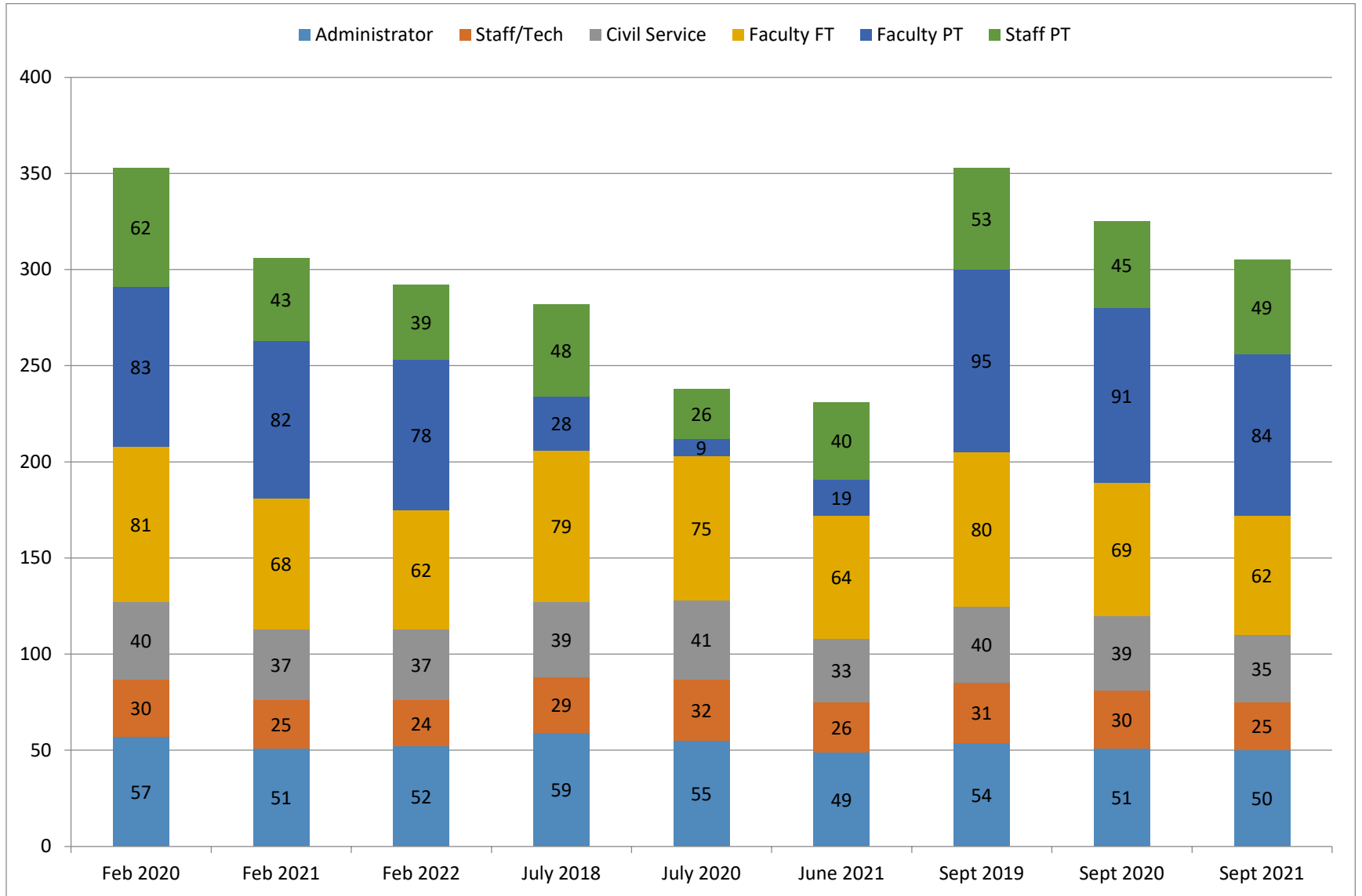
Resolution #T4784 Policy Update: Tuition Benefits

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies an update to the policy for employee tuition benefits to allow for the benefit for both in and out of state tuition rates. (N. Parks, A. Winston, Unanimous)

DISCUSSION ITEMS

- Workforce management: [Headcount report](#)
- Workforce Diversity: [Workforce Diversity](#)
- Summary of [vacant positions](#)
-

Human Resources: Headcount report, Spring 2022



Non-College Funded Fulltime positions: 11 employees including: 5 administrators, 1 staff/technical assistant, and 5 civil service

Summary of Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1
7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3
11/17/20	1	9	0	-8	0	5	2
1/12/21	3	5	0	-2	2	7	4
3/2/21	1	0	2	-1	1	10	3
4/20/21	0	3	1	-4	1	6	5
6/8/21	4	11	4	-11	5	8	8
8/24/21	9	4	0	5	3	4	2
10/12/21	4	3	0	1	5	3	4
1/27/22	6	4	2	0	7	2	5

Workforce Demographics—these charts don't all line up to make sense

Category	Race	Feb-22	Jun-21
Administrator		51	49
	Black, African American	4	4
	Asian, Pacific Islander	1	1
	White	46	44
Civil Service		37	33
	Black, African American	1	0
	White	36	33
Faculty - Full time		62	64
	Black, African American	4	3
	Asian, Pacific Islander	5	6
	White	53	55
Faculty - Part time		76	19
	Black, African American	4	0
	Asian, Pacific Islander	3	1
	White	69	18
Staff/Tech - Full time		24	26
	Black, African American	1	1

Category	Race	Feb-22	Jun-21
Employees, not incl students		294	231
	Black, African American	19	11
	Asian, Pacific Islander	9	8
	Latino	1	1
	White	265	211
Total		294	231

Category	Gender	Feb-22	Jun-21
Administrator		51	49
	Female	31	31
	Male	19	18
	Neither	1	0
Civil Service		37	33
	Female	16	15
	Male	21	18
Faculty - Full time		62	64
	Female	28	31
	Male	34	33
Faculty - Part time		76	19

Latino	1	4%	0	0%
White	22	92%	25	96%
Staff - Part time	44		40	
Black, African American	5	11%	3	8%
Latino	0	0%	1	3%
White	39	89%	36	90%
Student Workers	54			
Black, African American	8	15%		
Asian, Pacific Islander	1	2%		
American Indian/Alaskan Native	1	2%		
White	44	81%		
Total	348			

Female	71		74	
Male	54	28%	14	26%
Neither	21	1%	5	0%
Staff/Tech - Full time	24		26	
Female	12	50%	14	54%
Male	12	50%	12	46%
Staff - Part time	44		40	
Female	19	43%	17	43%
Male	25	57%	21	53%
Neither	0	0%	1	3%
Student Workers	54			
Female	26	48%		
Male	28	52%		

SUMMARY STATUS OF VACANT FULL TIME POSITIONSAS of March 1, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty				2	2
Professional Service	4			2	6
Grand Total	4			5	9

10. OLD BUSINESS. None.

11. NEW BUSINESS. None

12. EXECUTIVE SESSION: yes

Motion to adjourned the regular meeting at 7:15 pm (R. Allison, P. Chu, Unanimous) and to enter into Executive session. (N. Parks, Poly Chu, Unanimous)

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Provost: Dr. Barbara Canfield
April 20, 2022

MISSION:

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

MINUTES

DISCUSSION ITEMS:

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

ACTION ITEMS:

1. [Resolution #T4788-22 Program Review/Renewal Resolution for Environmental Science \(A.S\)](#)
2. [Resolution #T4799-22 Program Review/Renewal Resolution for Criminal Justice \(A.S\) & Police Academy Training Certification](#)
3. [Resolution #T4790-22 Approval of Regional Board of Trustees' Award for Teaching Excellence](#)

NEXT COMMITTEE MEETING: June 8, 2022

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics

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

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

April 20, 2022

Via Zoom

[Minutes](#)

In attendance: J. McKinney-Cherry, K. Early, R. Allison, N. Wightman
President Mullaney, Provost Canfield, and Nogaye Ka-Tandia

Excused: Mike Wayne, Polly Chu, Shania Twain

Guests: Professor Donna Moore-Powers, Davis Pindel, Eric Smith, Brad Cole, and Debbie Beall

Trustee McKinney-Cherry called the meeting at 5:35 pm and noted there are three actions items on the agenda.

1. [Resolution #T4788-22 Program Review/Renewal Resolution for Environmental Science \(A.S\)](#)
2. [Resolution #T4799-22 Program Review/Renewal Resolution for Criminal Justice \(A.S\) & Police Academy Training Certification](#)
3. [Resolution #T4790-22 Approval of Regional Board of Trustees' Award for Teaching Excellence](#)

Professor Donna Moore-Powers and David Pindel presented the Environment Sciences Program review. Committee agreed to move the resolution forward to the full board for approval.

ADI Deborah Beall and Eric Smith presented the Criminal Justice Program and Police Academic Certificate review. Committee agreed to move the resolution forward to the full board for approval.

The committee also agreed to move forward the resolution for RBOT Teaching excellence to Donna Moore-Powers to the full board for approval.

Provost Canfield provided a review of her report and the student report.

Trustee McKinney-Cherry adjourned the CASS committee meeting at 6:39 pm

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Provost: Dr. Barbara Canfield
April 20, 2022

Academic Affairs:

- The Humanities and Social Science Division would like to explore the possibility of a dual enrolled program with Alfred University for Psychology. Corning CC will have internal conversations to discuss the feasibility of this idea, particularly the resources and logistics required.
- Twenty-one faculty from across all the divisions have volunteered to pilot Brightspace, the new Learning Management System, during the summer sessions for approximately 31 course sections. Dr. MacDonald has been co-leading the SUNY Training Resource Workgroup along with Jamie Heron from SUNY CPD to create and control training elements for Brightspace.
- CTIE found free software, Visolve, for those who are colorblind to readjust screen colors to their type of color deficiency. We will also have new software called Boostlingo that allows us to electronically connect with a sign-language interpreter or other language interpreters based on student and employee needs.
- Emma Draper-Reich, Sky Moss, and Kamesh Narasimhan have been selected as 2022 Community College Internationalization Fellows by the Cornell University-Syracuse University South Asia Consortium. The goal of the fellowship program is to encourage community college faculty to collaborate with Cornell and Syracuse to create and implement curricular projects which integrate international, intercultural or global dimensions, and world languages, into community college curriculum.
- The Learning Commons continues to work with various members of the Student Affairs staff to provide services to students in addition to tutoring, including group study sessions (Perry Hall), group review sessions, and workshops to help students with resumes and cover letters in preparation for the April 20th Regional Job Fair. Data indicates that the number of tutoring sessions continues to be up for Spring 2022 in comparison to Spring 2021.
- The Library purchased ~200 books for Art, Technology, Nursing, and Public Health using grant funds for collection development received from the NYSED.
- A review of programs and courses is underway to ensure that Corning CC general education courses and programs meet the new SUNY General Education requirements for AA and AS degrees by Fall 2023 and for AAS degrees by Fall 2024.
- In hopes of increasing student access, courses have been scheduled at the Elmira Center at times to accommodate adult learners. Courses for the Tax Preparer microcredential courses have been scheduled to provide for completion of the microcredential in one semester.

Student Services

- Continuing student registration for the fall is at 100 FTEs as of 4/7/22 with a goal of 229 FTEs before the end of the spring semester.

- A number of activities are underway to support recruitment efforts: Communication and messaging to current students regarding registration and scheduling advising appointments with faculty advisor, evening and weekend appointments are available for both new and continuing students, academic advising training , registration events the evenings of April 5th, 12th, 19th, and 26th , creation of Student Educational Plans for Perry Hall students intending to return for Fall 22, remote Red Baron event for Thomas A. Edison High School, ongoing outreach to undecided applicants to work with Pathway Advisor identifying academic/career path
- Visiting Students:
 - Spring 2022: 51 applied; 37 registered 72.5% of applicants registered
 - Winter 2022: 35 applied; 30 registered 85.7% of applicants registered
- Cross Registration:
 - Spring 2022: 17 home students registered - HUSR, ACCT, BIOL, & MATH
 - Spring 2022: 3 host students Registered - HUMA, SOCI, & WELL
 - Summer 2022: 6 home students registered - BIOL
- Assistant Dean and Women’s Softball Coach, Stacy Johnson recently reached a milestone: 600 wins. She subsequently has added to that total.
- Student Life:
 - Food Pantry: Averaging 10 patrons a week. A preorder form that has been used for those wishing to have an order ready to be picked up.
 - Added the popcorn machine which has been a hit amongst the students. Added background music and utilize the screens in the Kelly Lounge to provide a more comfortable environment
 - Thirty-five students participated in a Student Life sponsored bus trip to a Syracuse Basketball game on March 5th. A stop at the Destiny USA Mall concluded the adventure. Students enjoyed the trip.

[Return to Agenda](#)

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Committee on Academic and Student Services
Report by Student Trustee: Shania Austin
April 20, 2022

SAGA Updates:

- Spelling Bee hosted by SAEB on 3/22/22
- Prom Clothes swap hosted by SAEB 4/4/22
- Prom hosted by SAEB 4/15/22

Student Feedback:

- Students are excited about no longer having to wear masks
- Visitor Policy in Perry Hall- Many are wondering when we will be able to have vaccinated visitors in Perry Hall

[Return to Agenda](#)

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee Agenda
Thursday, April 28, 2021
CCC-Health Center

AGENDA

MISSION:

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

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

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

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

DISCUSSION ITEMS:

1. Chair Update
2. COVID Update
3. SUNY Update
4. [Strategic Initiatives Update](#)

ACTION ITEM:

- [Resolution #T4791-22-The Patricia V. Finnerty Award for Exceptional Board Service Awarded to Donald B. Creath](#)
- [Resolution of Appreciation #T4792-22 Holly Segur](#)

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

April 28, 2022

Guided Pathways

- SUNY Guided Pathways Institute 5
- Upcoming presentations:
 - Math Pathways and Statistics co-requisite (Julie Croteau, Professor of Math)
 - SUNY GP Cohort 3, Workshop 4 (Maarit Clay)

Strategic Planning and Institutional Assessment

- Annual Spring Department Managers Workshop, 3/24
- Community College Survey of Student Engagement

Middle States Commission on Higher Education (MSCHE)

- Self-Study Design Report draft
- MSCHE Liaison virtual visit, 4/28
- Assessment in Small Institutions, 4/21

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

External Affairs Committee

**Tuesday, April 19, 2022
CCC**

AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

June 7, 2022

[MEASURABLE STANDARDS](#)

Measurable Standards for the External Affairs Committee

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

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](#)

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
April 19, 2022
Via Zoom
[MINUTES](#)

In Attendance: Trustees: A. Winston, N. Wightman, P. Chu, N. Parks, M. Wayne, R. Allison,

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

Excused: Judy McKinney-Cherry

Trustee Winston called the External Affairs Committee meeting to order at 5:33 pm noting there is no action item on the agenda and asked each liaison to give quick highlights of their reports.

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

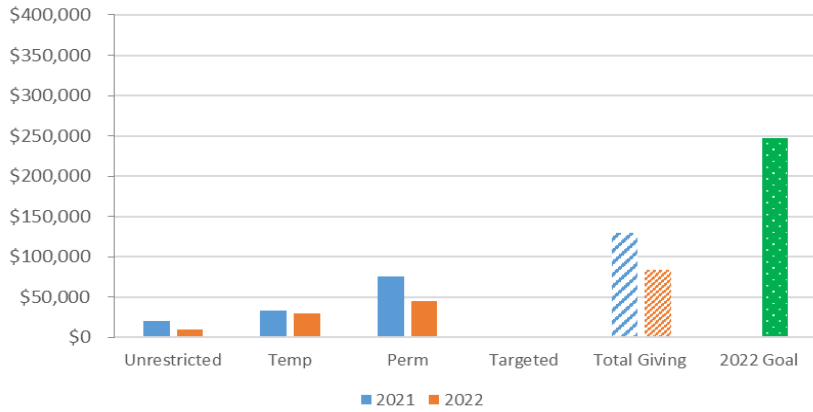
Trustee Winston adjourned the External Affairs Committee meeting at 6:10 pm

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation
Tuesday, April 19, 2022

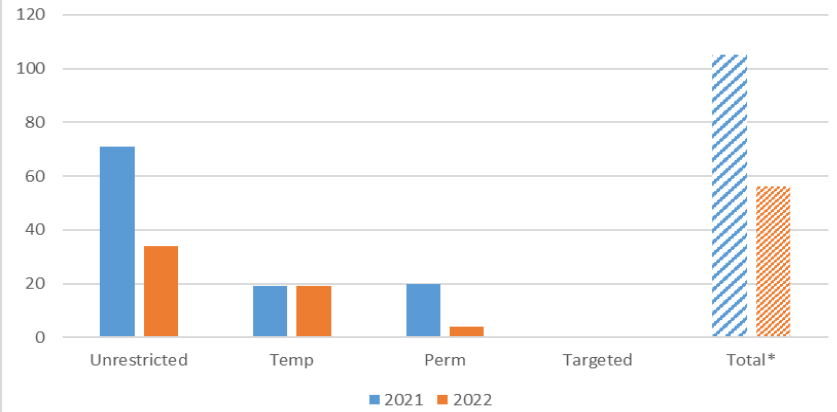
- With the Executive Director search complete, the search for the other key fundraising role in the Foundation is in progress.
- 1st quarter Annual Fund mailing spotlighting the Mechatronics program is in the mail as of April 7.
- The CCC Development Foundation Board of Directors met on March 9:
 - The 2022 Resource Development Plan was approved and is being submitted for review by the Regional Board of Trustees (see attached)
 - Appreciation for Holly Segur who has come off the board effective 3/31/22
 - Aaron Alsheimer is President through the rest of 2022
 - Art Boehm is Treasurer
 - Fred Arcuri is a Member-At-Large on the Executive Committee
- Elmira Police Chief Anthony Alvernaz '95 (AAS, Criminal Justice) interviewed and being profiled for Alumni Spotlight.
- The Walter R. Smith Visiting Scholar Series event featuring Sonia Nazario on April 7, including VIP Reception well attended by Trustees, College Leadership, and community leaders.
- Development staff members are working with the President's Office to plan a Digital Dome Theater ribbon-cutting event on April 26, in addition to a public book signing event with Col. Eileen Collins '76 later that day.
- Planning Commencement gift from Alumni Program along with invitation to engage new alumni.
- A donor who appreciates the contributions of our faculty established the Herbst Fund for STEAM Initiatives.
- Annual Giving results through 4/5/22:

4/5 Comparison - Dollars (2021 vs 2022)



	2021	2022
Unrestricted	\$20,519.63	\$9,273.36
Temp	\$33,199.95	\$29,739.31
Perm	\$75,375.00	\$44,685.41
Targeted	\$0.00	\$0.00
Total Giving	\$129,094.58	\$83,698.08
2022 Goal		\$247,010.00

4/5 Comparison - Donor Counts (2021 vs 2022)



	2021	2022
Unrestricted	71	34
Temp	19	19
Perm	20	4
Targeted	0	0
Total*	105	56

* Unduplicated count of annual donors

[Return to Agenda](#)

Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
Tuesday, April 19, 2022

Spring Open House: Unique Pageviews 466 (Feb. 1- Apr. 8), 140 Registered (as of Apr. 8)

Digital: Apr. 1-22; Search: Apr. 1-23; Social: Mar. 22-Apr. 23; Print: postcards- 16-19, NY/PA (4798); posters for hs (61); Radio:Apr.

Program-specific Brochures: e.g. [Mechatronics A.A.S.](#)

Electronic Catalog Tool: [SUNY CCC College Catalog 2022-2023](#)

Performance

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

Default Channel Grouping	New Users 2021 (Mar. 1- Apr. 8)	Users 2022 (Mar. 1- Apr. 8)	Change
Organic Search	9043	11,193	+19%
Direct	2894	4341	+33%
Paid Search	495	2409	+79%
Referral (SUNY and paid)	782	1504	+48%
Social	360	626	+42%

2. Gannett/Chatbot: (Mar. 1- Apr. 8)

Chat Sessions: 239; Calls: 181

Other Campaigns

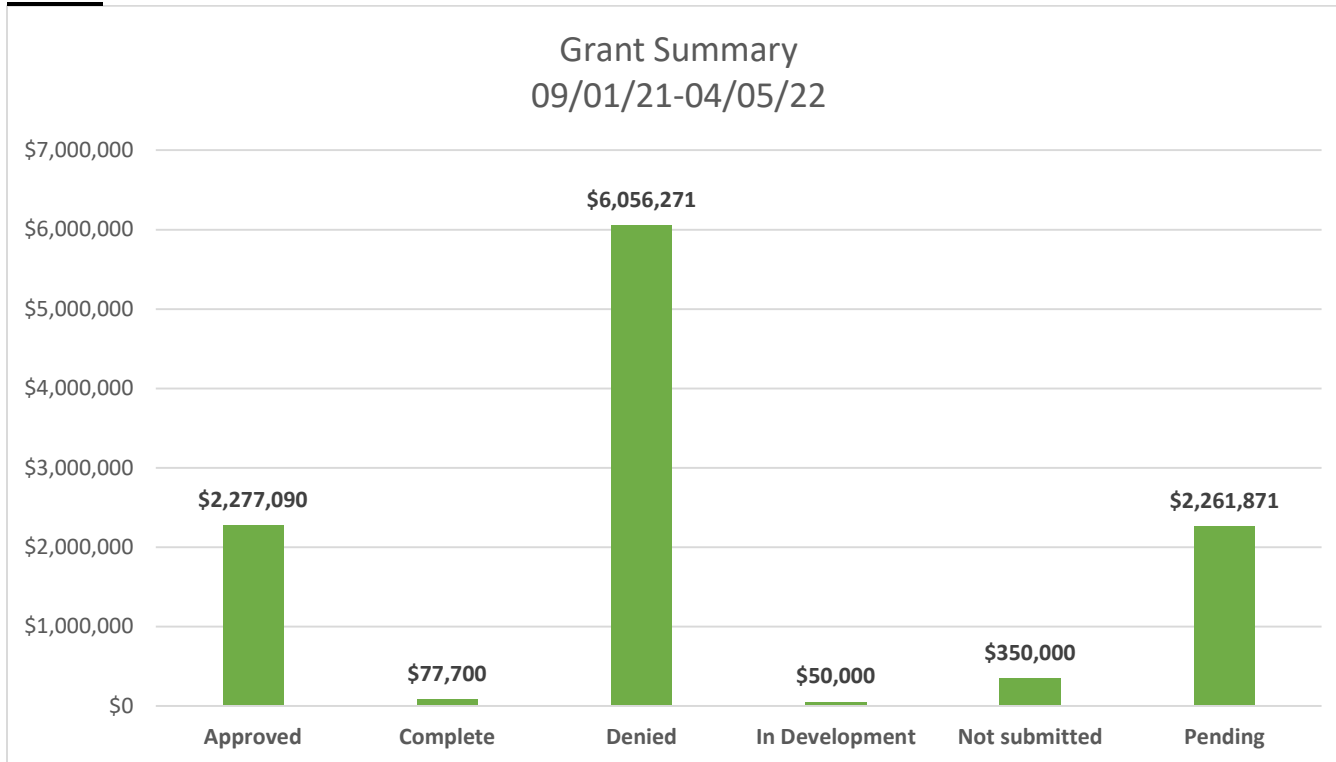
Visiting Scholar: Registered for Community Presentation (in person): 107

Registered for Community Presentation (Zoom): 85

Media Statements

SUNY Corning Community College Society of the Red Baron Awards 3/21

Grants

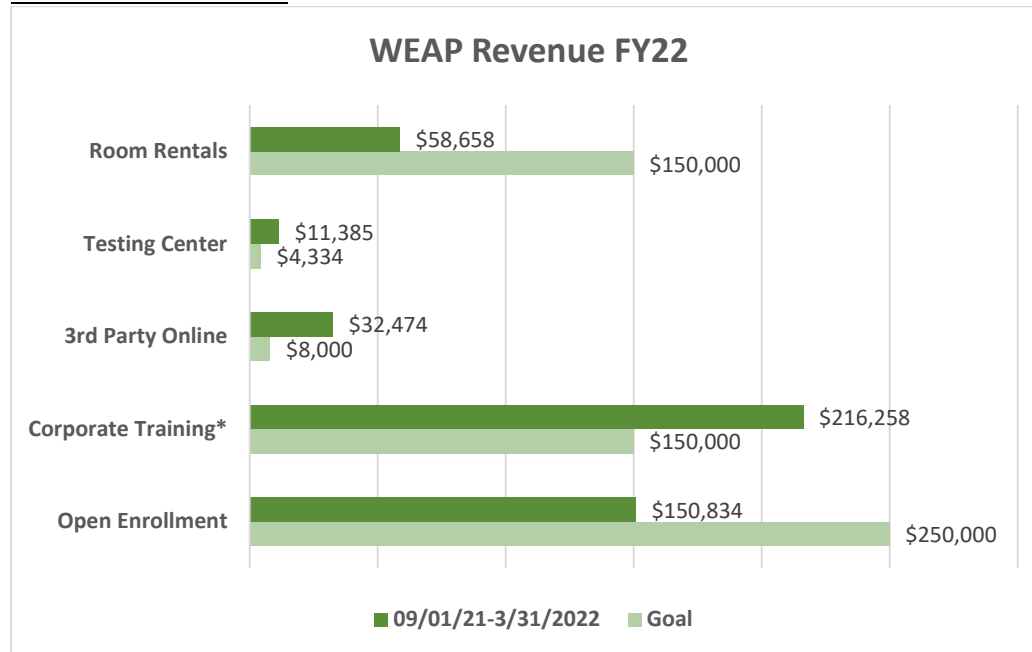


[Return to Agenda](#)

Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways
Tuesday, April 19, 2022

Workforce Education



- Received SUNY Grants to deliver Manufacturing Supervision (\$11,000/45 people/13 companies) and Non-Profit Management (\$8,508/25 people/7 organizations)
- Jeanne Eschbach facilitated Chemung Chamber of Commerce's Annual Economic Forum, 3/16/2022
- Team, led by Amber Cloke, did a Facebook Live series on Debt Education, focused on adults returning to school
- WEAP Team led All Campus Check-in on 4/5/2022
- Completing interviews for Program Coordinator positions: college-funded & FLPPS grant-funded

Academic Pathways

- ACE Program; working with Academic Affairs on re-accreditation process; creating Summer HS CEO courses.
- Completed Second Chance PELL application; planning with Cornell Prison Education Program for next steps

Testing Center

- Completed ATI TEAS testing for all incoming and graduating Nursing students.
- Katie Crowe completed certifications as test proctor to act as back-up for staff

[Return to Agenda](#)

Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

Tuesday, April 19, 2022

1. Federal: Higher Ed update
2. State: Budget Update

<https://www.governor.ny.gov/news/governor-hochul-announces-unprecedented-support-education-fy-2023-budget-including-315-billion>

[Return to Agenda](#)

SUNY CORNING COMMUNITY COLLEGE

**Regional Board of Trustees
Finance and Facilities Committee**

Monday, April 18, 2022

Virtual Meeting

AGENDA

MISSION:

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

ACTION ITEMS:

- 1- [Resolution #T4793-22 Operating Report February 2022](#)

DISCUSSION ITEMS:

- Dashboard as of February 28, 2022
- Capital Projects Update
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

[MEASURABLE STANDARDS](#)

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

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

[Return to agenda](#)

SUNY CORNING COMMUNITY COLLEGE

**Regional Board of Trustees
Finance and Facilities Committee
Minutes, April 18, 2022**

In Attendance: Trustees: Chair Wightman, R. Allison, K. Early, H. Reynolds

Other Trustees in Attendance:

Senior Staff: President Mullaney, Executive Director Burdick

Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Excused: Executive Director Chandler, Trustee M. Wayne

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

Trustee Reynolds provided an overview of the agenda, noting that is one action item:

Action Item

- Operating Report for February 2022

Discussion Items

- Dashboard
 - HERFF is broken down in middle section.
 - No updates on the enrollment chart.
 - Perry Hall occupancy is typically lower in Spring than Fall.
 - Budget meetings going well departments realigned their budgets and tied to the strategic plan.
- Review of Unrestricted budget
 - Next month will have a better idea of the year end versus forecast.

- Not a lot of activity in February and March. In April we leave a lot more certificates of residence and get a better idea of the resident and non-resident tuition. A breakdown of that is in the operating summary.
- HERFF funding is including in the contracts total.
- Salaries will have some savings at year end, created by positions we didn't fill immediately throughout the year.
- Equipment will change throughout the rest of the year as additional equipment
- Planned Capital Projects
 - Projects are moving forward – the opening of the Digital Dome happening soon.
 - Discussion around what has been spent on Digital Dome this report only shows as of February additional spending has happened that hasn't been reflected as of February.
- Auxiliary Campus Services
 - Good News is COVID positive numbers have gone down in our pool testing.
 - Health Office is hosting a Health Fair on April 27.
 - Presentation from Denise Burbey, CIO including Kudos on things we are doing well and projects we have completed, personnel updates, and new software/systems we are currently installing. The presentation is available upon request.

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

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:55 p.m.

SUNY Corning Community College
Operating Dashboard
as of 2/28/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 02/28/22	2021-2022 Receivable
February 28, 2022	\$ 10,890,576	148	\$ 2,530,593	\$ 1,294,060
February 28, 2021	\$ 6,918,381	94	\$ 4,481,697	

Revenues & Expenditures @ February 28, 2022

	FY 22 Adopted Budget	Spring 22 Semester Budget	Spring 22 Semester Actual @ 2/28/22	Spring 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 26,927,833	\$ 11,221,657	\$ 8,199,653	\$ 11,363,799	\$ 142,142
Expenses	\$ 26,927,833	\$ 10,507,119	\$ 4,496,308	\$ 9,360,279	\$ 1,146,840
Surplus(Deficit)	\$ -				\$ 1,288,982

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Spring 22 Semester Budget	Actual @ 2/28/2022	Spring 22 Semester Projected	Variance to Budget
Tuition & Fees	\$ 12,728,616	\$ 5,091,447	\$ 4,424,891	\$ 4,551,847	\$ (539,600)
Chargebacks	\$ 6,378,668	\$ 2,980,995	\$ 3,291,651	\$ 3,291,651	\$ 310,656
Personnel	\$ 14,096,199	\$ 5,220,180	\$ 1,920,593	\$ 4,601,079	\$ 619,101
Equipment	\$ 371,409	\$ 185,705	\$ 4,553	\$ 25,874	\$ 159,831
Contractuals	\$ 6,628,510	\$ 2,858,267	\$ 1,744,990	\$ 2,810,683	\$ 47,584

Use of HEERF CRSSA(Round II) & ARP(Round III) Funding as of 2/28/2022

LOST REVENUE	
Tuition & Fees	\$ 866,270
Chargebacks	\$ 867,387
	\$ 1,733,657
COVID related expenses (Contractuals)	
PPE, Cleaning, Testing supplies	\$ 13,038
Software/Technology	
Equipment	
	\$ 13,038
Total use of HEERF Funds	\$ 1,746,695

Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3813	4087	4244	-10.2%
Total FTE	1103.1	1166.3	1275.8	-13.5%
Full-Time FTE	441	551.7	655.5	-32.7%
Part-Time FTE	158.8	165.9	180.7	-12.1%
Credit Enrollment FTE (Excluding ACE)	599.8	717.6	836.2	-28.3%
HS Enrollment FTE (ACE)	503.3	448.7	439.6	14.5%
% Chemung County	43.6%	41.0%	41.8%	4.3%
% Steuben County	33.9%	35.3%	34.9%	-2.9%
% Schuyler County	6.4%	6.9%	6.1%	4.9%
% All Other Non-sponsor	16.1%	16.8%	17.2%	-6.4%

Perry Hall Occupancy

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

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
For Period ending 02/28/2022



	2021-2022 Budget	2021-2022 Actual@2/28/22	Spring 2021-22 Budget	Spring 2021-22 Forecast	Spring 2021-22 Budget vs Forecast
REVENUES					
Resident Tuition	\$ 10,359,475	\$ 8,450,820	\$ 4,143,790	\$ 3,697,209	\$ (446,581)
Non Resident Tuition	\$ 840,207	\$ 799,967	\$ 336,083	\$ 276,777	\$ (59,306)
Student Fees	\$ 1,528,934	\$ 1,138,137	\$ 611,574	\$ 577,861	\$ (33,713)
State Aid	\$ 7,043,820	\$ 3,521,910	\$ 2,934,923	\$ 2,934,923	\$ (0)
Grant Aid & Contracts	\$ 203,500	\$ 1,746,695	\$ -	\$ 517,326	\$ 517,326
Federal appropriations	\$ 8,000	\$ 4,915	\$ 3,200	\$ 480	\$ (2,720)
County Operating Chargebacks	\$ 6,378,668	\$ 5,163,748	\$ 2,980,995	\$ 3,291,651	\$ 310,656
Other sources	\$ 565,229	\$ 193,483	\$ 211,092	\$ 67,573	\$ (143,519)
Applied Fund Balance					
Total Revenues	\$ 26,927,833	\$ 21,019,675	\$ 11,221,657	\$ 11,363,799	\$ 142,142
EXPENSES					
Salaries	\$ 14,096,199	\$ 6,056,107	\$ 5,220,180	\$ 4,601,079	\$ 619,101
Employee Benefits	\$ 5,831,715	\$ 2,440,940	\$ 2,242,967	\$ 1,922,643	\$ 320,324
Equipment	\$ 371,409	\$ 35,810	\$ 185,705	\$ 25,874	\$ 159,831
Contractual Expenditures					
<i>Purchased Services</i>	\$ 26,500	\$ 3,299	\$ 8,833	\$ 1,365	\$ 7,468
<i>Materials & Supplies</i>	\$ 321,930	\$ 72,962	\$ 106,716	\$ 70,394	\$ 36,322
<i>Dues & Subscriptions</i>	\$ 170,290	\$ 91,419	\$ 62,720	\$ 37,333	\$ 25,387
<i>Consultants and Contractors</i>	\$ 232,000	\$ 129,858	\$ 100,000	\$ 88,493	\$ 11,507
<i>Accreditation</i>	\$ 25,000	\$ 18,589	\$ 273	\$ -	\$ 273
<i>Marketing</i>	\$ 286,500	\$ 123,869	\$ 143,250	\$ 143,250	\$ -
<i>Conference & Travel</i>	\$ 151,175	\$ 27,600	\$ 73,751	\$ 12,958	\$ 60,793
<i>Utilities</i>	\$ 315,000	\$ 215,719	\$ 131,250	\$ 144,160	\$ (12,910)
<i>Maintenance & Repairs</i>	\$ 270,300	\$ 68,755	\$ 90,100	\$ 78,822	\$ 11,278
<i>Software & Contracts</i>	\$ 925,227	\$ 351,982	\$ 437,249	\$ 486,576	\$ (49,327)
<i>Voice & Data Communication</i>	\$ 104,369	\$ 36,892	\$ 34,440	\$ 27,743	\$ 6,697
<i>Special Projects, Programs & Events</i>	\$ 126,887	\$ 1,811	\$ 61,072	\$ 25,539	\$ 35,533
<i>Maintenance Contracts</i>	\$ 363,594	\$ 118,012	\$ 300,000	\$ 300,000	\$ -
<i>Rentals (HEC)</i>	\$ 337,000	\$ 61,206	\$ 140,416	\$ 121,324	\$ 19,092
<i>General Institutional</i>	\$ 817,790	\$ 648,314	\$ 395,541	\$ 461,407	\$ (65,866)
<i>Other Expenditures</i>	\$ 268,975	\$ 113,550	\$ 89,306	\$ 96,431	\$ (7,125)
<i>Scholarships</i>	\$ 1,810,973	\$ 1,895,138	\$ 645,850	\$ 714,887	\$ (69,037)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ 37,500	\$ -	\$ 37,500
Total Contractual Expenses	\$ 6,628,510	\$ 3,978,975	\$ 2,858,267	\$ 2,810,683	\$ 47,584
Total Expenses	\$ 26,927,833	\$ 12,511,832	\$ 10,507,119	\$ 9,360,279	\$ 1,146,840
Surplus/(Deficit)	\$ (0)	\$ 8,507,843	\$ 714,538	\$ 2,003,520	\$ 1,288,982

% of total 2021-22 revenue realized	78.1%
% of total 2021-22 budget expended	46.5%
% of total 2020-21 revenue realized	69.4%
% of total 2020-21 budget expended	40.7%

Fiscal Year 22-22 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 02.28.22	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Renovations & Revitalization III							
Arts Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Electronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Electronics 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	\$ 9,126.76		\$ 480,873.24
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
Classroom Technology*							
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*							
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00

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

Campus Auxiliary Services Update

Public Safety

- Positive COVID cases continue to decrease. 2,500 pool test samples have been collected since the campus mask requirement was lifted with only 4 positive individuals identified through pool testing. Testing requirements are under review.

Health Services

- The Health Office is hosting a Health Fair on April 27th with a number of vendors already scheduled to participate.

Information Technology

- IT Updates: Presentation by CIO, Denise Burbey.
- The Programmer has been hired and will begin on May 2nd.

Physical Plant

- Work at the Digital Dome is nearing completion with staff completing most of the renovations including; carpet and flooring installation, painting, concrete work, lighting, cleaning and preparing the auditorium for seats to be installed.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
April 19, 2022
Location: Zoom

AGENDA

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

ACTION ITEMS

Consent Agenda

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

Regular Agenda

DISCUSSION ITEMS

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

NEXT MEETING:

TBD

Standards for the Human Resources and Diversity Committee:

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

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
April 19, 2022
Via Zoom

MINUTES

In attendance: N. Parks, Wightman, M. Wayne, A. Winston, H Reynolds

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

Excused: Judy McKinney-Cherry

Trustee N. Parks called the HR committee meeting at 6:13 pm and noted there are two action items on the agenda

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

Consent Agenda

1-[Appointments, Promotions, and Separations](#)

2-[Position Activity](#)

Regular Agenda

DISCUSSION ITEMS

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

Trustee Parks adjourned the HR Committee meeting at 6:45 pm

Diversity, Equity and Inclusion Updates

- **Approved for SUNY Educational Opportunity Program:** SUNY EOP provides access, academic support and financial aid to students who show promise for succeeding in college but who may not have otherwise been offered admission. Available primarily to full-time, matriculated students, the program supports students throughout their college careers within the University.
- **NEW - SUNY General Education Requirements for Equity, Inclusion and Social Justice, beginning Fall 2023** - Students will: (a) Describe the historical and contemporary societal factors that shape the development of individual and group identity involving race, class, and gender; (b) Analyze the role that complex networks of social structures and systems play in the creation and perpetuation of the dynamics of power, privilege, oppression, and opportunity; and (c) Apply the principles of rights, access, equity, and autonomous participation to past, current, or future social justice action. Work is now underway to incorporate the new educational requirement into the current degree programs.
- **Cornell University awards three faculty members as 2022 Community College Internationalization Fellows.** Congratulations to Emma Draper-Reich (Communications), Kamesh Narasimhan (Chemistry), and Sky Moss (History) to support the development and implementation of international, intercultural and globally focused curricular projects in course curriculum.
- **Diversity Council** – As a part of Sonia Nazario campus visit as Walter Smith Scholar, she spoke with students to further discuss her interest and passion for telling stories, her methodology and CCC students were able to share their perceptions and thoughts about Enrique’s Journey
- **Diversity Center – Spring 2022 Programs highlighted**
 - o 16 workshops/events provided thus far, 19 total which will be delivered in Spring 2022
 - o 11 of the 19 workshops/events had an external partner as a co-sponsor
 - o Highest participation workshop: The Tulsa Massacre: Is Racial Justice Possible 100 Years Later? with Dr. Mihir Desai, from Harvard Business School, 65 attendees, event was in partnership with Corning Inc.

Human Resources Updates – Highlighting Workforce Development and Engagement

- **Development and Training:**
 - o Supervision quality is a key driver for overall employee retention. HR has completed the annual all-employee feedback survey on supervisory performance and has shared results with evaluating supervisors.
 - o A focus on mental health and wellness continues with campus workshops being provided (upcoming: Basic Counseling Skills in the Workplace, April 21)
 - o CCC Professional Days will be returning, 3-full days of on-campus professional development workshops focused on

- developing employee skills and knowledge
- **Employee Engagement**
 - o Nomination processes for Performance Growth Awards, Recognizing a Valuable Employee Award and Emeritus Status have been initiated
 - o Barron’s Booster volunteering opportunities will be provided to engage employees in community service

SUMMARY STATUS OF VACANT FULL TIME POSITIONSAS of April 11, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty				2	2
Professional Service	1			9	10
Grand Total	1			12	13

[Return to agenda](#)

CONSENT AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE
Appointments, Promotions and Separations
RESOLUTION #T4786-22

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

First Name	Last Name	Title	Department	Effective	Action	Annual Salary	Background
Shannon	Keach	Financial Aid Counselor	Financial Aid	3/21/22	New Hire	\$ 51,678	This is a 12 mo-standard, full time appointment, Professional Grade D. This hire was made as a result of an open search.
Francis	King	Programmer/Analyst	Information Technology	5/2/22	New Hire	\$ 51,678	This is a 12-mo standard, full time appointment, Professional Grade D. This hire was made as a result of an open search.
Alton	Handley	Electrician	Physical Plant	5/2/22	New Hire	\$ 47,618	This is a 12-mo standard, full time, Civil Service, grade 306 position. This hire was made as a result of an open search.

Ericka	Lehman	Program Coordinator	WEAP	5/9/22	New Hire	\$ 51,678	This is a 12-mo standard, full time, professional grade D position. This hire was made as a result of an open search.
Kieth	Ward	Assistant Director	Learning Resources	4/15/22	Stipend Pay	\$ 6,240	Due to the vacancy of the Director role, a stipend is being provided for additional duties assigned while the vacancy and search is in progress.

First Name	Last Name	Title	Department	Effective	Action	Salary	Background
John	Marchese	Exec Director of CCC Dev Foundation	Development Foundation	3/14/22	Promotion	\$ 92,000	This promotion to a 12-mo, full time appointment, Professional Grade D, and salary adjustment was made as a result of an open search process.
Matthew	Gardner	Programmer/Analyst	Information Technology	3/14/22	Reclassification	\$ 51,678	This promotion to a 12-mo, full time appointment, Professional Grade D, and salary adjustment was made due to an update to the job description.
Jeffrey	Macharyas	Dir Marketing &Public Relations	Marketing	4/1/22	Resignation	\$ 76,801	Jeff Macharyas served the College for 1.5 years and is now working with another SUNY college.

Justin	Parker	Technical Assistant	Information Technology	4/1/22	Resignation	\$ 44,937	Justin Parker served the College for 2 years and is now working with his family business.
Rejoice	Scherry	Library Director	Learning Resources	4/14/22	Resignation	\$ 69,399	Rejoice Scherry served the college for 8.5 months. She has found employment outside the region.

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

[Return to agenda](#)

HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4787-22

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)
Programmer/ Analyst	Matthew Gardner	New title and job description	3/14/22	After a holistic review of the Information Technology Team, the job description of what was previously “Technical Assistant” was revised with a reclassification review and changed to Programmer/Analyst, professional grade D, exempt position.
Accessibility Coordinator	Vacant	New position	4/11/22	After a review of current services for accessibility service, it was determined that a full time Coordinator role is needed to provide student services as well as coordinate with faculty and staff. The role has been classified as a professional grade D, exempt, 12-mo standard appointment.

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

[Return to agenda](#)

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION #T4788-22

Program Renewal Resolution: Environmental Science (A.S.)

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College renews the Environmental Science (A.S.) as a continuing program of SUNY Corning Community College, following its successful program review process.

BACKGROUND
NOTES

Academic programs are evaluated internally by the program faculty, through governance, and then by Senior Staff and the President prior to being referred to the Regional Board of Trustees of SUNY Corning Community College for a program review presentation and consideration for continued offering.

[Return to Agenda](#)

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION #T4789-22

Program Renewal Resolution: Criminal Justice (A.S.) and Police Basic Training Certificate

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College renews the Criminal Justice (A.S.) and Police Basic Training Certificate as a continuing program of SUNY Corning Community College, following its successful program review process.

BACKGROUND

NOTES

Academic programs are evaluated internally by the program faculty, through governance, and then by Senior Staff and the President prior to being referred to the Regional Board of Trustees of SUNY Corning Community College for a program review presentation and consideration for continued offering.

[Return to Agenda](#)

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

Resolution #T4790-22

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the 2022 Regional Board of Trustees Excellence in Teaching Award is presented to:

Professor Donna Moore-Powers, Bio-Chem Department, STEM

BACKGROUND NOTES:

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

PROFESSOR DONNA MOORE-POWERS:

Please see the full nomination packet as recommended by the Provost and approved by the President on the Google Drive: RBOT Committee Reports for your reference.

[Return to Agenda](#)

EXECUTIVE COMMITTEE

RESOLUTION #T4791-22

The Patricia V. Finnerty Award for Exceptional Board Service Awarded to Donald B. Creath

Whereby on October 24, 2013, the Regional Board of Trustees of Corning Community College established the Patricia V. Finnerty Award for Exceptional Board Service, and

Whereby the award was established in order to acknowledge, celebrate, and thank outstanding members of the Regional Board of Trustees and is to be presented to individuals who through their continuous and extraordinary service represent the highest level of commitment to the College.

Be it resolved that the award is being presented posthumously to Donald Creath for twenty-two years of exemplary service to the Regional Board of Trustees that included the following highlights:

- Aably managed the College's legislative relations with local officials for over two decades
- Received the 2017 Marvin A. Rapp Award for distinguished service by NY Community College Trustees (NYCCT), an organization that he served for 12 years
- Represented the College on a national level through his participation in the Association of Community College Trustees (ACCT)
- Served as a driving force behind the Spencer Crest Nature Center
- Participated in the 2015 MSCHE Self-Study on the Leading the Charge, Cultivating Change workgroup

EXECUTIVE COMMITTEE

RESOLUTION #T4792-22

Resolution of Appreciation to Holly Segur

WHEREAS, Holly A. Segur (“Holly”) has served in a wide variety of positions on the Corning Community College Development Foundation (“Foundation”) Board since October 2013, including president from 2019-to 2022, and

WHEREAS, Holly played a critical role in a number of key college initiatives, including the establishment of the Health Education Center and the vital work of the Perry Hall Task Force, and

WHEREAS, Holly prioritized transparent communications between the leadership of the Development Foundation and Corning Community College, by means of regular meetings with the College President and Chair of the Board of Trustees as well as annual events bringing together both governance bodies, and

WHEREAS, Holly led the board through a significant staff leadership transition and supported College staff during the interim period from September 2021 to March 2022,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby extends its gratitude to Holly for her unwavering dedication to the College and Foundation.

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE
RESOLUTION #T4793-22
Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the period ending February 28, 2022

[Return to agenda](#)