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

DATE: Thursday, December 3, 2020

TIME: 5:30 p.m. Meeting

LOCATIONS: Via Zoom

CALL TO ORDER

APPROVAL OF MEETING MINUTES October 8, 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 #4706-20 Appointments, Promotions and Separations](#)

REGULAR AGENDA

[AUDIT Committee](#)

[RESOLUTION #T4711-20- Perry Hall Receivables Write-Off](#)

[CASS Committee](#)

[RESOLUTION T#4707-20 Faculty Promotions](#)

[RESOLUTION T#4708-20 – Appreciation for Ryan Steinberg](#)

[EXECUTIVE Committee](#)

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

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

[RESOLUTION T#4709-20-Operating Report for October 2020](#)

[HUMAN RESOURCES Committee](#)

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNEMENT

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

October 8, 2020

Via Zoom

MEETING MINUTES

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

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: L. Clark, S. Housworth and community attendees

Excused: M. Wayne, H. Segur

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:30 p.m., by welcoming everyone and by extending a special welcome to the new student trustee Madison Cunningham.
2. APPROVAL OF THE MINUTES: (J. McKinney-Cherry, R. Allison: Unanimous).
3. CHAIR'S REPORT. Chair Wightman provided the following report:
 - **Meeting with Community Leaders:** Chair Wightman shared an overview of her meetings with county legislators and leaders of the three counties to introduce herself and have a conversation about the College. Trustee Wightman also met with Chris Sharkey (President of Corning Enterprise), Holly Segur (President CCCDF) and Millicent Ruffin (Corning Inc., Director of Community Affairs). She also thanked Trustee Chu for setting the meeting with Millicent Ruffin.
 - **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 and asked trustees to share their thoughts.
 - **Meetings with President:** Trustee Wightman had meetings with Dr. Mullaney to talk about progress on his Path to the Future work plan, which is coming along great and noted the results of his leadership efforts.

- **College Strategic Plan:** With the enrollment decline, Trustee Wightman readdressed the need to set some priorities to develop a strategic plan which will involve developing some metrics to advise and report progress. She shared the notes from the retreat and hopes to use the document to prioritize the content of the strategic plan.
- **Committees Measurable Standards:** Trustee Wightman asked all committee chairs to review the measurable standards and to make sure the standards are up to date and prioritized.

4. PRESIDENT OF THE COLLEGE'S REPORT.

Dr. Mullaney started his report by proudly recognizing Christine Bonarski, the College Nurse, with a resolution of appreciation for assisting the college during the COVID crisis and for being a knowledgeable and compassionate resource for students and employees.

RESOLUTION #4705 Appreciation for Mrs. Christine Bonarski

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Ms. Christine Bonarski for her selfless dedication in protecting faculty, staff, and students during the unprecedented COVID-19 crisis. (C. Heyward, R. Allison, Unanimous)

- **COVID Updates:** Dr. Mullaney provide an update on COVID and current testing pools going on at the College.
- **SUNY Update and Campus Operations:**
 - **Recruitment, Enrollment, and Retention:** Dr. Mullaney indicated the College is continuously working and pivoting in terms of recruitment and retention to respond aggressively to this challenging environment.
 - In addition to offering face to face classes, the College is working hard to improve its online learning.
 - Week-long seminar series for faculty teaching online
 - Workshops on teaching strategies as well as additional one on one training sessions with the Center for Teaching Innovation Excellence
 - Expand the college delivery of online classes for parking lot hotspots and a portable event lecture capture cart has been ordered to assist students in this online environment
 - The laptop loaner program and the student emergency fund in the spring semester have been restarted to assist students this fall. To date, 69 computers have been loaned to students and over \$70,000 has been distributed to 116 students.
 - Virtual Orientation: CCC has now three new division based orientation programs labeled, Start to Finish. These orientations are designed to provide an extra personal touch in a virtual setting.
 - Reorganization of the Educational Planning area with the creation of the enrollment specialist role. This is a new hybrid position that would provide students with a more one-stop-shop mentality and aligns with the Guided Pathways initiative. This position involves a lot of cross-training so students can sit down with someone, get good advising, get enrolled, and get everything they need.
 - The Starfish Program is taking off. With the program, advisors, faculty and staff can work together to help students succeed.

- The new Director of Communication will start next month.
- **Community Engagement:** Dr. Mullaney stressed the importance of establishing connections and partnerships on behalf of the College and shared an overview of his meetings with elected officials and community leaders of the three counties:
 - Convened a meeting with two of the three big automotive dealers along with Executive Director Eschbach to talk about a noncredit program that better fits their needs and our recently deactivated automotive program.
 - Met with the three hospital CEOs Jonathan Lawrence (Arnot), Becky Gould (Schuyler), and the new CEO of Corning hospital, Felissa Koenig to talk about their needs, moving forward, and the specific jobs that they're noticing.
 - Met with Chris Sharkey (President Corning Enterprise) to continue the steering committee work and discuss I-86.
 - Met with Anita Lewis, the vice President of Economic Opportunity Program to talk about strengthening partnerships, particularly around equity issues, but also around enrollment to see how the college can increase its penetration in Elmira in terms of recruiting students.
 - Met with Natasha Thompson, CEO of the food bank of the Southern Tier and working with her on establishing an official food pantry on campus.
 - Met with Dr. Millicent Ruffin (Director of Community Affairs) and Katherine Hughes of Corning Inc to further discuss equity initiatives.
 - Met with Susan Payne, the new President of Three Rivers Development Corporation, and discussed the college's workforce plan. Susan has offered to host a healthcare roundtable to bring all healthcare players to talk about health care needs in a post COVID environment
 - Continuing monthly meetings with Holly Segur, the Chair of the CCC Development Foundation.
 - Hosted Corning Mayor Bill Boland at the college and provided him with a college update, including the college work on the police reform initiative.
 - Attended events for Representative Reed and Senator O'Mara at Corning Country Club.
 - Attended a luncheon with Lieutenant Governor Hochul.
- **Professional Development activities:** Dr. Mullaney shared his participation in the Harvard Seminar for New Presidents along with 33 other Presidents participating from around the world.

5. STUDENT TRUSTEE REPORT: None. The New trustee Madison Cunningham took the opportunity to introduce herself to the entire Board.

6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Executive Director May provided an overview of the foundation report:

Foundation:

- The Foundation Board met on September 15th and passed a Resolution of Appreciation recognizing Carl Blowers for his tenure as Ex-Officio member on the Foundation Board of Directors.
- Welcomed Nancy Wightman to the Foundation Board.
- Planning a “Dine & Unwind” Fundraiser Event for November in partnership with three local restaurants from the tri-county area: The Cellar, Hilltop Inn, and Graft Wine & Cider Bar. Funds raised will be allocated for Information Technology advancement at the College.

Housing LLC:

- Welcomed Nancy Wightman to the Housing LLC Board of Managers.
- Continue to work with Financing Partners to discuss service agreement in light of COVID effects on cash flow.
- Monitoring Cash Flow models closely as projected cash on hand will drop by December, which is concerning since the next cash infusion is not expected from the College until March.
- Evaluating vendor contracts for Perry Hall for cost savings.
- The Elmira Jr. Enforcers hockey team signed a contract to live in Perry Hall for approximately \$35,000.

7. APPROVAL OF AGENDA (C. Heyward, J-McKinney-Cherry Unanimous).

8. APPROVAL OF THE CONSENT AGENDA (C. Heyward, R. Allison Unanimous).

RESOLUTION #4697-20 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)

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Corinna Lasnick	Senior Typist	Retention and Ed Planning	Resignation	8/28/2020	Ms. Lasnick provide 11 years of service and will retire from the NYS system.
Babatunde Ayanfodun	Coordinator	KPD Center for Diversity, Equity and Inclusion	New Hire (internal)	9/1/2020	This is a 12-month full time standard position, professional grade 204 at an annual rate of \$50,000. Mr. Ayanfodun was promoted as an internal candidate.
Tammy Finn	Nursing Simulation Coordinator	Nurse Education	New Hire (internal)	9/1/2020	This is a 11-month full time standard position, professional grade 204 at an annual rate of \$48,750. Ms. Finn was promoted as an internal candidate.
Shannon Keach	Financial Analyst	Student Accounts	Promotion	11/1/20	This is a 12-month full time standard position, professional grade 202 with an annual salary increase of \$1,783.
Isaac Bushey	Athletic Director	Athletic Department	Furlough	09/1/2020	Based on foreseeable college operational needs, Mr. Bushey has been placed on furlough and scheduled to return with the spring athletic season.
Cheryl Barton	Staff Assistant	Workforce Education and Academic Pathways	Furlough	10/8/2020	Based on welding program enrollment, Ms. Barton is placed on furlough until spring semester.

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

RESOLUTION #4698-20 Position Activity

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken. (C. Heyward, R. Allison, Unanimous).

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Executive Director of Finance	<vacant>	Reclassification	9/1/20	Based on a revision of the previous VP of Administrative Services position, this has been classified to an Executive Director, classified at a professional pay grade 210 reporting to the President.
Financial Analyst	Shannon Keach	Reclassification	11/1/20	Based on a reorganization within the Finance team, this position description has been updated with more complex analysis. This has been classified as a professional grade 202.
Enrollment Specialist	Multiple	Update to the job description	9/30/20	Based on a reorganization to align Enrollment Management towards the SUNY Guided Pathways model, the previous Educational Planner position descriptions have been revised and classified as a professional grade 204.
Coordinator of the Diversity Center	Babatunde Ayanfodun	Reclassification	9/1/20	Based on the strategic priorities of the College in integrating DEI campus wide, this role has been returned to a full time position, the position description updated and classified as a professional pay grade 204.
Bursar	Bernadette Wesolowski	Reclassification	9/1/20	Based on a reorganization within the Finance team, this position was reviewed and reclassified to a professional pay grade 206.

9. REGULAR AGENDA

AUDIT COMMITTEE

Jerry Mickelson provided a review of the communication letter dated 9/8/2020 on what the auditors’ responsibilities and managements responsibilities are in relation to the audit.

Audit Procedures

Ben Owens: gave an overview of the audit procedures. This year the audit will be done mostly remotely. Plans are to use shared files to compartmentalize the audits.

1. Official start of the audit will be moved to 10/19 with preliminary planning procedures at a reduced scale next week.
2. Use of a hybrid audit model, utilizing ShareFile portal system with additional onsite visits to review detail
3. Intend to be on the same reporting schedule as last year, waiting on the TRS report in early December to finalize the financial statements in late December, early January
4. Anticipate meeting mid-audit with the committee to address any issues that may require formal decision (i.e. housing receivable)

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS): Trustee Heyward provided an overview of CASS committee meeting of September 30, 2020 and noted there is one action item in the agenda. Trustee Heyward also used the occasion to welcome the new student trustee Madison Cunningham

Resolution #4699-20- Sabbatical Postponement for Brenda Gustin

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College approves the request for Dr. Brenda Gustin to postpone her previously approved sabbatical leave from Spring 2021 to Spring 2022. (C. Heyward, P. Chu: Unanimous)

Provost Report: Interim Provost Herbst report was included in the packet. He highlighted the following information:

Academic Affairs

- Nurse Education Virtual Bootcamp Orientation was held before the start of the fall semester and topics included key information and skills needed to succeed. Students reported increased confidence with starting their program while COVID restrictions are in place.
- The Criminal Justice program and the STLEA are examining guidance and mandates from the Governor and the Department of Criminal Justice Services for reform on social justice issues that will be essential in making key curriculum changes to better prepare graduates.

- George Hurlburt, Professor of Mathematics, is currently serving as a National Faculty Mentor for the Carnegie Foundation for the Advancement of Teaching in their Quantway College Virtual mathematics classes.
- A new open studio policy was instituted to allow students to work in art studios outside of class. Social distancing policy limited the number of students allowed in each classroom and necessitated individual worktime. This policy allows for the tracking of students for contact tracing and attendance.
- The library has created a resource guide dealing with race, anti-racism, and the Black experience in the United States. The guide helps faculty and students with resources for research and readings on these topics. It includes sections on local and national history and recent events.

Student Services

- The new SUNY Pathways Scholars award has begun with 28 students receiving funding at the beginning of the fall semester. Three additional awards are being reserved for students who enroll in late start classes or in Spring 2021. The program awards \$500 total at SUNY CCC for non-tuition expenses.
- The Student Assistance Program (SAP) is now serving students' needs for a variety of counseling services on and off campus. In-person appointments are available Monday through Friday, online, and by phone 24 hours a day, seven days a week.
- Men's and Women's Cross-country teams are competing this fall. On Saturday, September 12th, the Men's team won the TC3 Invitational. The SUNY CCC home meet is being held on Saturday, October 10th.
- A reorganization of the Educational Planning area will result in changed responsibilities for the new Enrollment Specialist role. They will be working with students and providing support in a comprehensive way that aligns with the Guided Pathways initiative.
- Phase 1 of the Starfish student engagement software launch went live for the academic intervention Early Alerts (9/1 to 9/8) and Warning Alerts (10/6 to 10/13) processes. The system also allows for faculty to give students "kudos" for good work in class and has been well received by students.
- A virtual new student orientation system has been instituted that covers a wide variety of topics such as financial aid, academic programs, student clubs, athletics, and new Title IX regulations.

EXECUTIVE COMMITTEE

1. Chair Report
2. SUNY Update
3. COVID-19-Testing Plan
4. Budget Update
5. New Student Trustee
6. [Strategic Initiatives Update](#)

Executive Director Clay provided an overview

- Social Justice teaching
- Workshop related to culturally responsible Responsive Teaching, which provided specific rubrics that faculty can use to evaluate their curriculum and social justice.
- Middle States Peer Report

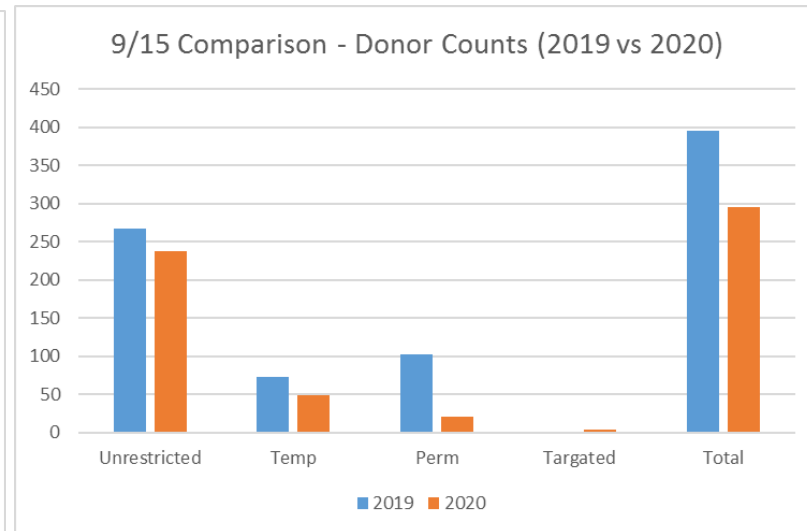
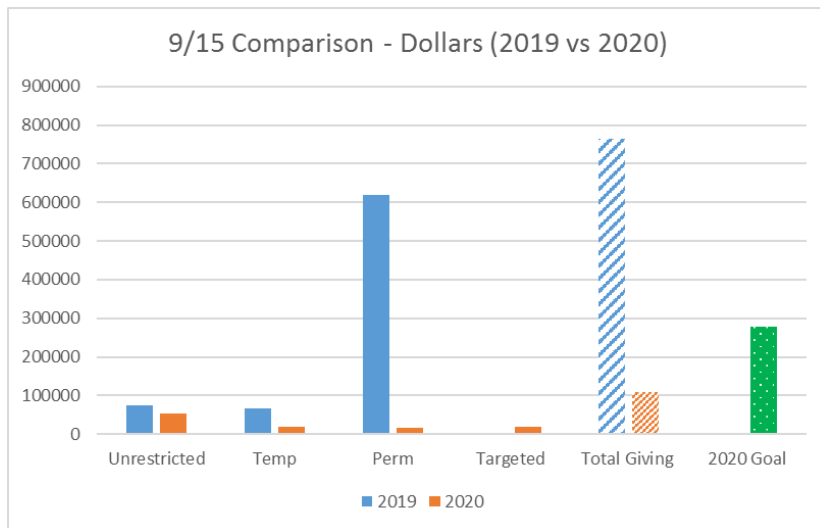
EXTERNAL AFFAIRS

Trustee Winston provided an overview of the September 29, 2020 Committee meeting, noting that there are no action items on the agenda and gave a highlight of the four areas below.

Foundation Report

- The Emergency Grant Fund re-opened August 3 and since has helped 20 students with resources for rent, utilities, technology including, laptops, internet service, and printers totaling \$3,000.
- Three new scholarships have been established with the Foundation: Georgia M. Verdier '74 Honorary Scholarship, Charles A. Hill '84 Scholarship, and Dr. James W. Hudson Memorial Music Scholarship.
- In mid-July, 70 students were sent notifications for 72 scholarship awards totaling just over \$125,000 for the '20- 21 academic year.
- Planning a "Dine & Unwind" event for November.
- The Visiting Scholar Series event will be held virtually on Wednesday, October 21.
- The Scholarship Recognition Ceremony will be held virtually on Wednesday, October 28.
- Reflections will be held virtually on Friday, November 13.

- The SUNY CCC Book Club held its first virtual meeting on September 8. All students, staff, faculty, alumni, and community members are welcome to join for future meetings.
- The first Alumni Business Owner E-Communication was sent on July 31 featuring Mark Neumann '99 and Susan Barton '03 and resulted in a great response rate. Planning to send future editions in September and November.
- The New Graduate Mailing sent in July resulted in 36 responses compared to 26 responses in 2019. Planning to move this to an electronic communication in 2021.
- 12 new alumni donors responded to the Q2 Annual Fund mailing, which is high compared to past appeals.
- The Housing LLC Board of Managers welcomed Nancy Wightman as the CCC representative to replace Carl Blowers.
- At the July 17, 2020 meeting, the Housing LLC Board of Managers voted to change the room rate pricing structure for the 20-21 academic year to a flat rate of \$3,400 per student, with no more than 2 residents per suite based on NYS Health Department Guidelines.
- The Elmira Junior Enforcers Hockey Team has signed a contract to live in Perry Hall for the fall '20 and spring '21 semesters.
- Annual Giving results through 9/15/2020:



	2019	2020		2019	2020
Unrestricted	\$77,765.13	\$59,264.76	Unrestricted	280	260
Temp	\$68,615.61	\$22,719.90	Temp	75	50
Perm	\$626,598.96	\$15,995.00	Perm	105	23
Targeted	\$3,000.00	\$20,100.00	Targeted	1	3
Total Giving	\$775,979.70	\$118,079.66	Total	411	320
2020 Goal		\$279,304.00			

Marketing/Communications

Executive Director Clay provided an overview of her report

Marketing

- We're Here for You, Closer to Home [YouTube campaign](#)
48.8% who started the video watched it entirely. The average for skippable YouTube ads is 27.7%. We got 13,652 views (completed video) on 28,190 impressions.
- SUNY CCC Corner
 - 7/29/20 [Spencer Crest Nature and Research Center](#)
 - 8/19/20 [Energy Retrofit](#)
 - 9/9/20 Health Education Center
- In Development: Updated faculty webpages with distance learning testimonial, as applicable

Advertising

- Fall 2020 Starts August 17: Affordable, Quality Education, and Closer to home: website, digital ads and geofencing, social media, email (website 800-1150 active users per day 7/27-8/16, minus weekend days, 30-50% more than in prior 4 weeks)
- Flex Start: digital ads, social media
- CARES Act funding for students: website, social media, postcards
- Refresh of Campus Video Boards (Services, Safety)

Social Media

- Recruitment/Admissions/Financial Aid messaging
- Student Life & Diversity, Equity, and Inclusion events
- "I am #SUNYCCC..." SUNY Social Media Campaign: graduates, alumni, faculty and staff through their experience at the College and where they are today
- Twitter: 1/20: 2187, Current: 2221; Instagram: 1/20: 1438. Current: 1609; Facebook: Page Likes 1/20: 7922, Followers 1/20: 7995, Page Likes (Current): 8060, Followers (Current): 8219; LinkedIn: 1/20: 10,288, Current: 10,522

Press Releases

- SUNY CCC Offers Student Assistance Program in Partnership with Clinical Associates of the Southern Tier, 9/17
- New Scholarships Available for SUNY Corning Community College Students, 8/17
- SUNY Pathways Scholars Awards Available at SUNY Corning Community College, 8/10

- Cares Act Funding Still Available for SUNY CCC Students, 8/7
- SUNY CCC Host Virtual Town Hall, 7/7

Other

Re-starting On-Campus Operations Plan and information for students: press release, website, email; SUNY Annual Report; “Updating Webpages” link - MyCCC, Employee tab, (directions for updating content and ADA compliant linked documents)

Workforce Education & Academic Pathways

Executive Director Eschbach provided an overview of her report

Academic Pathways Highlights

- Prison Education Program is operating this fall with a remote instruction format; 3 courses=3.3 FTEs.
- ACE
 - Submitted four full PA Educational Enterprise Applications--Northern Tioga (Cowanesque & Williamson), Sayre and Wyalusing.
 - Early registration numbers look to be on track with F19; Corning-Painted Post is adding courses; will compensate for lower PA numbers.

Workforce Education Highlights

- Revenue Goals for FY20 Total:
 - Corporate Training - 67% of goal;
 - Open Enrollment - 77% of goal;
 - Room Rentals - 121% of goal;
 - Third-Party Training - 159% of goal.
- Open Enrollment: Cisco Certified Network Administrator; STLEA Basic Police Academy; Peer Recovery Advocate; Medical Coding.
- Corporate Contracts—Hospitality Training (ETCH/Capabilities); Practical Change Management (Care Compass Network); Notary Prep (ACE school districts); Sexual Harassment Prevention Training (Science & Discovery Center)
 - CAF USA: Developed 7 new non-credit micro-credentials: 1) Project Management Professional; 2) New Supervisor; 3) Certified in Production and Inventory Management, Level 1 (APICS); 4) Certified in Production and Inventory

Management, Level 2 (APICS); 5) Certified Green Supply Chain Manager; 6) Certified Quality Inspector (ASQ); Certified Quality Process Analyst (ASQ).

- SUNY CCC is now approved as a training provider for Pennsylvania’s Workforce Investment Board (CareerLink). Will expand the number of programs this year.
- Testing Center: Generated \$868.00 through CLEP, Non-CCC student test proctoring and PAN & ATLAS testing. Testing Center is operating at 33% capacity. Need to hire new PT staff assistant.
- Grants Activity:
 - Perkins Grant—received programmatic approval; awaiting fiscal approval from NYSED.
 - Apprenticeship Outreach Proposal—submitted to SUNY 9/14/20
 - Siemens Grant—submitted grant for equipment to support Clean Energy training; received \$10,000 award.
 - ARC Grant—collaborated with Executive Director Clay to submit proposal for \$80,096 of ARC funds.
 - Working with SUNY on federal DOL Strengthening Community Colleges grant (\$110,00); SUNY Onondaga is leading the writing. Grant will support workforce pathways in manufacturing and healthcare. SUNY CCC will be regional lead (extra \$40,000).

Legislative Affairs

- Federal update: Stimulus legislation remains at an impasse with the likelihood that any hope of passage will occur after the elections
- State Update: The State Budget cuts final enactment is awaiting the outcome of the Federal Stimulus. Legislation likely will occur after the elections.

FINANCE AND FACILITIES

Interim CFO C. Salisbury provided an overview of the Finances and Facilities last meeting and noted there are three action items.

Action Items

RESOLUTION #4700-20-Operating Report for August 2020

Discussion Items

- August Cash
 - Cash through August just under 7.4 million dollars lower than historically, due to state aid not yet received, SUNY system asking us to hold billing and inability to conduct collections.

- Working on cash flow
- Expecting some cash coming from the State in November
- August Revenue/Expense Highlights
 - Still finalizing August due to Audit
 - Review of tuition and personnel costs
 - Discussion regarding receivable on state aid that hasn't been accounted for – determining whether it will be applied FY20 or FY21.
 - Expense standpoint – some savings in salaries and benefits, consultants and contractors, maintenance and repairs, software and contracts. Some lines over budget include general institutional, maintenance contracts and scholarships came in a little high.
- Review of Student Association, Athletics Budget, Graduation, Orientation and PTK budgets
 - There are not many changes from last month.
 - Discussion regarding Fall sports happening in the Spring
- Review Capital Projects
 - No changes
 - Explanation provided of USDA loan payment for new committee members
- Banner Improvement Project
 - Spending to date has gone up slightly, still working on FLAC, and job scheduler.

CAMPUS AUXILIARY SERVICES UPDATES

Executive Director Burdick provided an overview of the Campus Auxiliary Services

Health Services

- The College Nurse is monitoring suspected cases of COVID-19 and is available for students and staff who have questions or concerns. The nurse is working closely with Schuyler Hospital as she is able to collect nasal swabs for testing when there is a concern regarding symptoms or possible exposure. A report is sent daily to SUNY with our testing numbers for inclusion on the SUNY dashboard.
- Pooled Testing is beginning as we work with Upstate Medical University and SUNY to proactively identify potential cases.

- An agreement has been reached with Schuyler Hospital to provide services of a Medical Director to the college. This will provide oversight and assistance to the Health Office, allowing the nurse to provide a higher level of service to the college community.

Information Technology

- New Chief Information Officer, John Petkash started on September 1st and is meeting with staff to assess needs and prioritize tasks. He will be preparing a project list which will be updated regularly for future committee meetings.

Physical Plant

- A temporary building closure plan has been developed for use between semesters. This will allow the College to save on utility costs for areas that will not be in use.

Public Safety

- Officers are staffing the screening stations on the main campus and the Elmira Center. All visitors are required to be screened when they arrive on campus.
- Participation with the Steuben County/City of Corning Police Reform committee as they work to enhance community relations and develop a standard set of procedures to comply with the Governor's Executive Order.

RESOLUTION #4700-20 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 August 31, 2020. (R. Allison, J. McKinney-Cherry Unanimous)

HUMAN RESOURCES COMMITTEE

Trustee Parks provided an overview of the committee September 29, 2020 meeting

Executive Director Park provided an overview on the consent and regular agenda and highlighted the extensive work around Diversity and Inclusion under the leadership of Babatunde Ayanfodun.

Consent Agenda

- Appointments, Promotions and Separations
- Position Activity

Regular Agenda

- Thomas Dunbar Retirement
- Ana Paulin Retirement
- Crystal Dow Retirement
- Grievance Policy for Addressing Formal Complaints of Sexual Harassment

DISCUSSION ITEMS

- Diversity, Equity and Inclusion Updates
- Summary of vacant positions

RESOLUTION #4701-20 Thomas Dunbar Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Thomas Dunbar, Professor in STEM effective August 14, 2020. (N. Parks, C. Heyward, Unanimous)

RESOLUTION #4702-20 Ana Paulin Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Ana Paulin, Enrollment Operations Specialist in the office of Retention and Educational Planning effective October 26, 2020. (N. Parks, P. Chu, Unanimous)

RESOLUTION #4703-20 Crystal Dow Retirement

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Crystal Dow, Stenographer in the Physical Plant effective November 28, 2020.(N. Parks, R. Allison, Unanimous)

RESOLUTION #4704-20 Grievance Policy for Addressing Formal Complaints of Sexual Harassment

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Grievance Policy for Addressing Formal Complaints of Sexual Harassment. (N. Parks, C. Heyward, Unanimous)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Regular session: motion to exit regular session at 7:06 pm to go to into executive session (R. Allison, C. Heyward: Unanimous)

Trustee Wightman adjourned the meeting at 7:27 pm (C. Heyward, N. Parks, Unanimous)

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

[Audit Committee](#)

Thursday, December 3, 2020

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:

- Perry Hall Receivables Write-Off [resolution](#)

DISCUSSION ITEMS:

- Housing LLC Accounts Receivable discussion with Jerry Mickelson, Duane Schoen and Ben Owens from Inero & Co.

NEXT MEETING:

TBD

[MEASURABLE STANDARDS](#)

Measurable Standards for the Committee on Audit are:

- * 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
December 3, 2020
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 report
3. Student Trustee Report

ACTION ITEMS:

4. Resolution – Appreciation for Ryan Steinberg
5. Promotions

NEXT COMMITTEE MEETING: JANUARY 21, 2021

Measurable Standards for the CASS Committee are:

- Review for approval academic programs at least every six years and receive a follow-up on recommendations to ensure viability for continued offering.
- Review status of the Strategic Enrollment Plan addressing student success as demonstrated by recruitment, retention and graduation.
- Review Academic Support/Student Services and Retention/Enrollment Planning programs for effectiveness.
- Review progress of the Academic Plan annually to align strategies and initiatives with the College-wide Strategic Plan.

- Receive from the president recommendations for promotion, tenure, and professional leave for the faculty.
- Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission of Higher Education.
- Review action items forwarded to the President from the Faculty Assembly that require the approval of the Regional Board of Trustees (such as program reviews).
- Receive updates regarding student-guided funding of activities and services.
- On a regular basis, monitor the College's interaction with business, economic and community leaders to ensure college educational opportunities are aligned with regional needs.
- Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts that integrate faculty into recruitment and retention efforts of the institution, where needed.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

November 18, 2020

Via Zoom

[Minutes](#)

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

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

ACTION ITEMS:

4. [Promotions](#)
5. [Resolution – Appreciation for Ryan Steinberg](#)

Trustee C. Heyward mentioned that the CASS committee is working on revising the measurable standards and will send updates when available.

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

Trustee C. Heyward adjourned the CASS Committee meeting at 6:09 p.m. (Heyward, Wightman: Unanimous)

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Interim Provost: Fred Herbst
December 3, 2020

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 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.

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Committee on Academic and Student Services
Student Trustee: Madison Cunningham
December 3, 2020

Student Report 10/23/20:

- SAGA had a meeting with the SUNY Chancellor Jim Malatras
 - Students discussed their concerns regarding the food services at CCC
 - Students discussed problems many have faced with financial aid

- SAGA had a meeting with the clubs on SUNY CCC campus
 - The Japanese Language Club hosted a session on origami and story narrating for the Empire State Maker Faire
 - 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 this to the College Health Office.

- Student Life is providing students many opportunities both in-person and online to stay involved via giveaways and activities.

- We are developing a series of surveys for students to share their thoughts on certain subjects
 - October: Pool Testing
 - November: Food Services
 - February 2021: Financial Aid

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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-New York Records Retention Policy](#)

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
December 3, 2020

Pillars of Excellence

- Starfish Midterm Progress Survey (Alerts/Kudos) Oct. 6-13: 66% completion (+6% from Early PS), 2577 Kudos, 175 Tutoring Referrals, 613 In Danger of Failing
- GP Gates Grant: Phase Two Advisory, consultant Dr. Karp 9/23, 10/26, 11/18
- CCRC Accelerating Pathways Online Workshop Part I, course taking patterns and equity 10/5
- Guided Pathways Institute II, Alumni Cohort 10/21-23
- SSTF: Key Strategies in Closing Equity Gaps 11/12
- SSTF: Placement Meeting 11/19

Open Educational Resources (OER)

- SUNY OER Cohort Workshop 10/22

Strategic Planning and Institutional Assessment: Equity data review related to Strategic Plan

1.3 Update general education offerings, course learning outcomes, and requirements

1.3.2 Increase representation of diverse perspectives in curriculum

1.3.3 Increase inclusive classroom practices and pedagogy

3.2 Increase 150% graduation rate to 34% (first-time, full-time, fall-to-fall).

3.2.4 Improve academic support and planning and advising for students to advance their progress toward a credential

3.3 Increase retention and graduation rate of Pell eligible students by 3% and racially/ethnically diverse students by 5%

3.3.1 Identify and further develop unified inclusivity programming building belonging and a sense community

3.3.2 Increase curricular learning opportunities about diversity and inclusivity

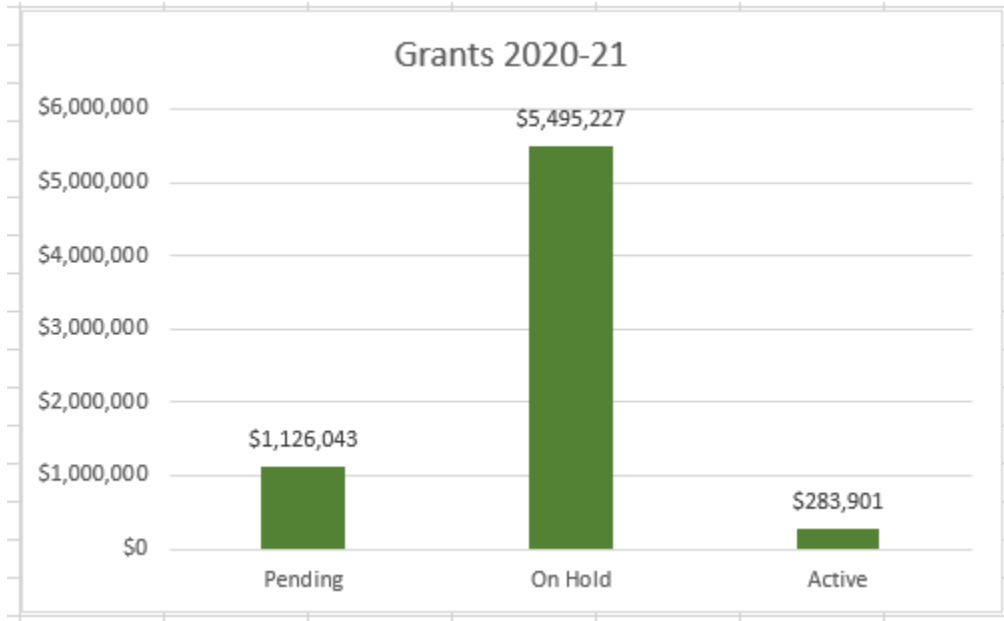
3.3.3 Increase inclusive classroom practices, pedagogy, and curriculum

Middle States Commission on Higher Education (MSCHE)

- Institutional Comments on Mid-point Peer Review (MPPR) Data

- Strategies for Student Success and Institutional Stability 11/12
Grants Activity

Grants 2020-21 Dashboard



Name	F=Federal, S=NYS, P=Private	Grant \$ Reque	Grant \$ Matc	Total Grant	Date Submitted	Status: I=In development; P=Pending; A=Active; H=On hold; D=Den	Grant \$ Approved
Accelerating Pathways Project Funding	S	\$18,000	\$0	\$18,000	11/2/2020	P	
Apprenticeship Business Development	S	\$12,000	\$36,167	\$48,167	9/9/2020	P	
INSPIRE	F	\$406,883	\$193,329	\$600,212	11/13/2020	P	
Preventing Overdose and Increasing Access to Harm Reduction Services during the COVID-19 Pandemic	F	\$33,000	\$81,220	\$114,220	10/19/2020	P	
and Support Project (STEAM FISP)	F	74878	74881	\$149,759	9/16/2020	P	
The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)	S	\$195,685	\$0	\$195,685	6/16/2020	P	
STEAM Design Center Project (STEAM DCP)	F	\$80,096	\$80,131	\$160,227	9/3/2019	H	
Siemens Empower Grant	P	\$10,000	\$0	\$10,000	8/14/2020	H	\$10,000
STEAM Innovation Center	S	\$1,035,000	\$4,175,000	\$5,175,000	7/26/2018	H	\$5,140,000
SUNY Clean Energy	S	\$150,000	\$0	\$150,000	12/21/2018	H	\$120,000
Guided Pathways Gates Grant 2020-2022	S	\$25,000	\$0	\$25,000	1/10/2020	A	\$25,000
Guided Pathways Alumni Cohort	S	\$5,000	\$0	\$5,000	9/4/2019	A	\$5,000
OER Sustainability Cohort 1	S	\$5,000	\$0	\$5,000	NA	A	\$5,000
Open Educational Resources--Base	S	\$10,900	\$0	\$10,900	NA	A	\$10,900
Open Educational Resources Degree Program	S	\$25,000	\$0	\$25,000	9/26/2018	A	\$25,000
Strong Start to Finish	S	\$25,000	\$0	\$25,000	9/18/2018	A	\$25,000
TRIO	F	\$168,001	\$0	\$168,001	3/1/2020	A	\$168,001
Developmental English Learning Community Cohort II	S	\$20,000	\$0	\$20,000	12/17/2018	A	\$20,000
Totals		\$2,299,443	\$4,640,728	\$6,905,171			\$5,553,901

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

[External Affairs Committee](#)

Tuesday, November 17, 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](#)

Review [External Affairs 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.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
November 17, 2020
Via Zoom

MINUTES

In Attendance: Trustees: Chair N. Wightman, J. McKinney-Cherry, P. Chu, A. Winston, H. Reynolds, N. Parks
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 5:30 pm and noted five discussion items on the agenda. Trustee Winston also thanked the Executive Directors for working hard on revamping the External Affairs Committee Standards. Trustee J. McKinney-Cherry commended Executive Director Eschbach for her outstanding work representing SUNY Corning Community College around the State and her strong presence at conferences and panels on Workforce Education.

DISCUSSION ITEMS:

Review [CCC Development Foundation Report by Executive Director of CCCDF, Angela May](#)

Review [Marketing/Communications Report by Executive Director Of Strategic Initiative, Maarit Clay](#)

Review [Workforce Education & Academic Pathways Report y Executive Director of Workforce Education and Academic Pathways](#)

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

Review [External Affairs Measurable Standards](#)

Trustee Winston provided an overview of External Affairs committee's measurable standards revisions.

Trustee Winston adjourned the External Affairs Committee meeting at 6:p.m. (N. Parks, J. McKinney Cherry Unanimous)

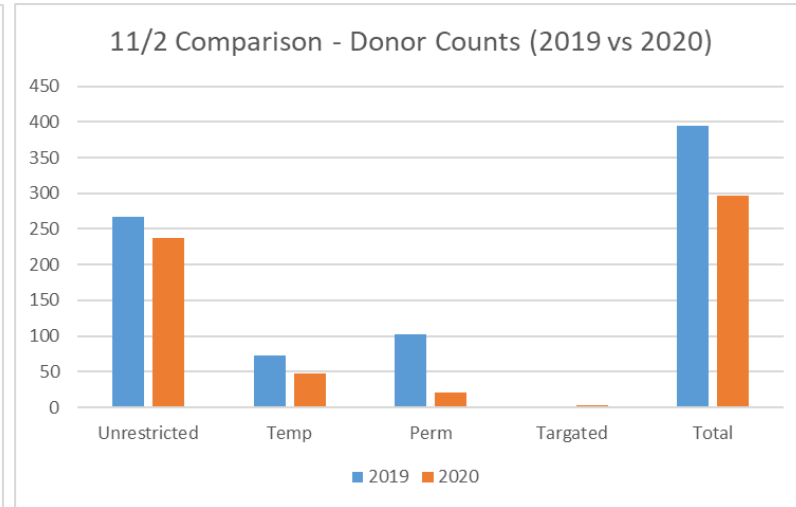
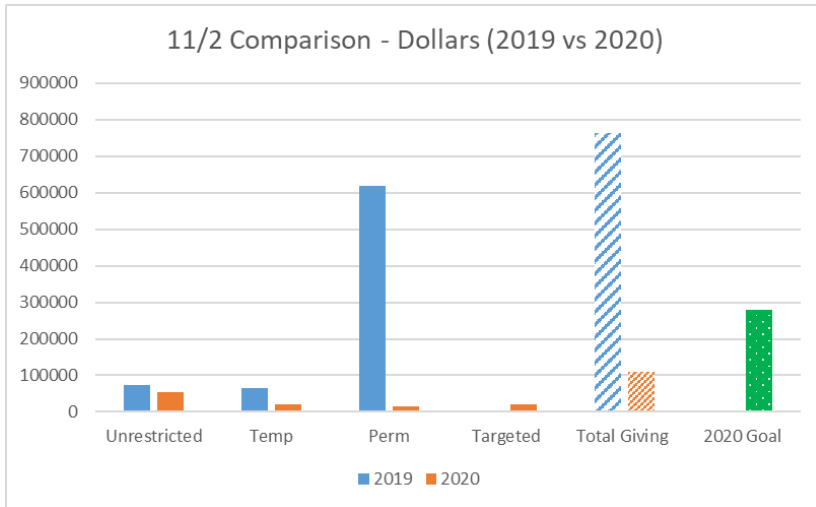
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CCC Development Foundation

Submitted by Angela May

Tuesday, November 17, 2020

- 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:



	2019	2020
Unrestricted	\$88,672.85	\$76,999.76
Temp	\$71,528.61	\$25,903.90
Perm	\$631,658.96	\$59,692.00
Targeted	\$48,000.00	\$20,300.00
Total Giving	\$839,860.42	\$182,895.66
2020 Goal		\$279,304.00

	2019	2020
Unrestricted	291	309
Temp	79	56
Perm	110	30
Targeted	2	4
Total	428	380

Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
Tuesday, November 17, 2020

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

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Workforce Education & Academic Pathways

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

November 17, 2020

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

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee

Tuesday, November 17, 2020

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

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External Affairs Measurable Standards: Updates and Review
Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, November 17, 2020

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.

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

Monday, September 28, 2020

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:

[RESOLUTION T#4700-20-Operating Report for October 2020](#)

DISCUSSION ITEMS:

- Pre-Audit August 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.

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Finance and Facilities Committee
October 26, 2020
Virtual Meeting
MINUTES

In Attendance:

Trustees: Chair Blowers, Vice-Chair Wightman, C. Heyward, M. Wayne, R. Allison, C. Blowers, T. Beers, M. Cunningham

Senior Staff: President Mullaney, VP Salisbury, Executive Director Burdick

Support Staff: T. Jones, S. Radford, S. Housworth, N. Ka-Tandia

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

Cares Funding update

- We have received new guidance in reference to CARES funding and are continuing to review expenses that qualify.

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

Action Item

- Operating Reports for September 2020
 - Cash was at 6.9 million, still a portion of this that was Siemens in comparison to last year.
 - AP and Student Receivables amounts in line with prior years.
 - Cash represents 92 days of college operations

Discussion Items

- September Revenue/Expense Highlights.
 - The Committee reviewed/discussed accounts payable and receivables
 - Unrestricted - will see larger variances month to month as we are spending less and receiving less.
 - Salaries are where we expected them to be. Contractual expenses are up a little due to timing because of ending prior year purchases August 1st.
 - Restricted - takes into account the typical reductions we see in the spring. This number should come down if savings continue to happen.
 - Athletics - athletic fee/budget will have more clarity after October number comes in, not many expenses as cross country is the only sport currently happening, a couple small purchases.
 - Student activities budget - some budget lines are not shown as there is nothing to report at this time
- Planned Capital Projects
 - Very little movement, still on hold with state reimbursements, dialogue continuing but no match at this point.
- Banner Improvement Project
 - No changes from last month, FLAC is continuing, job scheduler project is complete.
- Campus Auxiliary Services
 - Health Office busy with COVID testing and monitoring. checking on students in Perry Hall. The College has completed 83 individual tests, planned to have 500 pool tests completed by end of this week, held flu clinic and may offer again.

IT is reviewing contracts and re-negotiating for costs savings, two vacant positions being reviewed.

Public Safety has been assisting in pool testing, and continuing campus monitoring.

Physical Plant - Siemens energy savings project substantially complete, negotiating savings in maintenance agreements per spreadsheets, outdoor wireless access points being installed, recently completed annual fire safety inspection and only had three violations.

- CFO search – review of resumes completed, interviewing eight finalists and hope to narrow down and bring final candidates to campus.

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 4:53 p.m.

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Operating Report

October 31, 2020

October 2020 – Cash, A/P & A/R

	Cash	A/P	Student A/R
October 2020	\$6,854,104	\$206,588	\$3,612,556
October 2019	\$13,238,953	\$428,319	\$3,487,670
October 2018	\$12,902,534	\$239,246	\$1,589,106

The current cash position of \$6,854,104 represents 92 days of College operations.

Unrestricted Fund Operations – October 2020

- Operating revenues of \$10,331,376 represents 38% of budgeted revenues.
- Operating expenses of \$3,587,282 represents 14% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,744,094

October 2020 – Analysis of Revenues and Expenses FY21/FY20 Highlights

	October-20	October-19	Variance
Tuition & Fees	\$7,026,080	\$7,542,636	-\$516,556
Personnel Services	\$2,127,448	\$1,745,524	\$381,924

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Corning Community College-Unrestricted Summary

	@ 10/31/19	@ 10/31/20	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
REVENUES						
Tuition	\$6,831,224	\$6,337,146	(\$494,078)	\$11,466,241	\$10,720,623	(\$745,618)
Student Fees	\$711,412	\$688,934	(\$22,478)	\$1,490,208	\$1,387,789	(\$102,419)
State Aid	\$1,246,226	\$966,409	(\$279,817)	\$7,182,054	\$5,841,366	(\$1,340,688)
Federal appropriations	\$0	\$0	\$0	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$2,514,903	\$2,100,409	(\$414,494)	\$6,477,452	\$6,072,928	(\$404,524)
Other sources	\$221,411	\$238,479	\$17,068	\$659,644	\$725,629	\$65,985
Applied Fund Balance						
Total Revenues	\$11,525,175	\$10,331,376	(\$1,193,799)	\$27,313,599	\$24,756,335	(\$2,557,264)
EXPENSES						
Salaries	\$1,745,524	\$2,127,448	\$381,924	\$14,218,766	\$13,350,181	(\$868,585)
Employee Benefits	\$768,440	\$850,735	\$82,295	\$5,705,503	\$5,637,457	(\$68,046)
Equipment	\$60,614	\$0	(\$60,614)	\$208,403	\$208,403	(\$0)
Contractual Expenditures						
<i>Purchased Services</i>	\$7,778	\$2,923	(\$4,855)	\$25,500	\$27,658	\$2,158
<i>Materials & Supplies</i>	\$127,048	\$154,848	\$27,800	\$520,272	\$616,703	\$96,431
<i>Consultants and Contractors</i>	\$94,494	\$18,913	(\$75,581)	\$301,333	\$331,332	\$29,999
<i>Accreditation</i>	\$3,560	\$15,831	\$12,271	\$20,000	\$34,186	\$14,186
<i>Marketing</i>	\$117,316	\$38,639	(\$78,677)	\$275,000	\$275,000	(\$0)
<i>Conference & Travel</i>	\$22,647	\$2,011	(\$20,635)	\$104,300	\$90,097	(\$14,203)
<i>Utilities</i>	\$34,638	\$22,159	(\$12,479)	\$420,000	\$422,836	\$2,836
<i>Maintenance & Repairs</i>	\$20,714	\$32,697	\$11,984	\$293,300	\$304,003	\$10,703
<i>Software & Contracts</i>	\$58,385	\$52,367	(\$6,018)	\$488,130	\$502,361	\$14,231
<i>Voice & Data Communication</i>	\$11,248	\$12,381	\$1,134	\$102,000	\$103,717	\$1,717
<i>Special Projects, Programs & Events</i>	\$11,659	\$240	(\$11,418)	\$75,115	\$54,116	(\$20,999)
<i>Maintenance Contracts</i>	\$57,494	\$19,096	(\$38,399)	\$535,280	\$535,279	(\$1)
<i>Rentals (HEC)</i>	\$57,518	\$56,000	(\$1,518)	\$336,000	\$337,000	\$1,000
General Institutional	\$297,639	\$145,012	(\$152,627)	\$1,252,531	\$1,252,325	(\$206)
Other Expenditures	\$21,115	\$5,483	(\$15,632)	\$167,783	\$110,307	(\$57,476)
Scholarships	\$33,647	\$30,499	(\$3,148)	\$2,139,383	\$2,080,812	(\$58,571)
Transfer Out	\$100,200	\$0	(\$100,200)	\$125,000	\$0	(\$125,000)
Total Expenses	\$3,651,675	\$3,587,282	(\$64,394)	\$27,313,599	\$26,273,774	(\$1,039,825)
Surplus/(Deficit)	\$7,873,500	\$6,744,095	(\$1,129,405)	\$0	(\$1,517,438)	(\$1,517,438)

<u>Association</u>			10/31/2020	
<u>ATHLETICS BUDGET</u>	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	\$114,774	\$114,774
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
Total Revenue	\$269,330	\$0	\$115,194	\$115,194
General Athletics	\$171,030	\$0	\$14,729	\$14,729
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	\$1,773	\$1,773
Volleyball	\$2,000	\$0	\$0	\$0
Bowling	\$10,500	\$0	\$0	\$0
Women's Basketball	\$15,800	\$0	\$0	\$0
Softball	\$16,400	\$0	\$1,730	\$1,730
Cross Country	\$12,000	\$0	\$5,315	\$5,315
Esports	\$4,000	\$0	\$0	\$0
Total Expenses	\$269,330	\$0	\$23,546	\$23,546

STUDENT ACTIVITIES BUDGET	2020-2021 Approved Budget		20-21 Actual	
	Budget	Fundraising	Student Fee	Total
Student Activity Fee	\$182,350	\$0	\$122,106	\$122,106
Fundraising	\$0	\$150	\$0	\$150
Total Revenue	\$182,350	\$150	\$122,106	\$122,257
Muse of Fire	\$3,000	\$0	\$0	\$0
Activities Programming Committee	\$105,000	\$0	\$7,109	\$7,109
Elmira Center	\$3,500	\$0	\$0	\$0
Student Association Executive Board	\$25,000	\$0	\$660	\$660
Nursing Society	\$4,000	\$0	\$0	\$0
Nurses Programs	\$5,200	\$0	\$0	\$0
Food Pantry	\$1,000	\$0	\$79	\$79
Diversity Council	\$3,000	\$0	\$1,278	\$1,278
Sustainability Committee	\$1,250	\$0	\$0	\$0
CRIER	\$4,000	\$0	\$316	\$316
Music Licenses	\$3,500	\$0	\$0	\$0
Job Fair	\$1,000	\$0	\$0	\$0
Intramurals & Recreation	\$14,000	\$0	\$1,467	\$1,467
Student Leadership Workshop	\$5,000	\$0	\$0	\$0
SCOP	\$500	\$0	\$0	\$0
Individual Clubs (14)	\$3,400	\$0	\$110	\$110
Total Expenses	\$182,350	\$0	\$11,018	\$11,018

Graduation	2020-2021 Approved Budget		20-21 Actual
REVENUES			
Fee Revenue	\$43,275		\$17,559
Total Revenues	\$43,275		\$17,559
EXPENSES			
Contractual Expenditures	\$43,275		\$1,884
Total Expenses	\$43,275		\$1,884
New Student Orientation & ID Card			
REVENUES			
Fee Revenue	\$101,564		\$42,194
Total Revenues	\$101,564		\$42,194
EXPENSES			
Contractual Expenditures	\$101,564		\$17,500
Total Expenses	\$101,564		\$17,500

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
FY 20 Required Projects/Payments							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
Projects on Hold							
Renovations & Revitalization III							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 369,774.00		\$ 130,226.00
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
Completed Projects							
Critical Maintenance							
Planetarium Roof	\$ 81,000.00	\$ 81,000.00	\$ -	\$ 162,000.00	\$ 85,800.00		\$ 76,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 45,000.00	\$ 25,000.00		\$ 20,000.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 20,416.00		\$ 4,584.00
Academic Building Safety							
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.00	\$ 31,496.00	\$ 3,068.00

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Banner Improvement Project

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

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

Expenditures to date: \$355,538

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Health Office

- Pool Testing - Over 1,000 pool tests were completed to meet SUNY operational guidelines. Several asymptomatic COVID-positive individuals were identified and quarantined. The nurse continues to monitor cases of commuter and residential students and staff members who have tested positive or have been in contact with positive individuals.
- Plans are being developed for the Spring semester for student and staff COVID testing. SUNY guidelines have been reviewed and testing options are being discussed.

Information Technology

- The CIO is currently reviewing contracts and agreements and has identified several areas where costs can be reduced. Our Microsoft Enterprise Agreement was reduced over \$7,000 annually.
- MYCCC – The College portal platform will no longer be supported by Ellucian after December 31, 2020. The current cost is nearly \$100,000. Options are being explored at this time which the CIO will provide for review.
- FLAC – The final configurations are near completion including plans for full payroll testing. FLAC is on track to go live in January.
- Starfish – An investigation of current system programming and configurations are near completion. A concession from the vendor is being negotiated as initial configurations required adjustment.
- Cross-training for IT staff has begun and an ISO (Information Security Officer) has been created. This role is currently outsourced and using existing staff will save costs.
- A staff member will be trained with Media Services/AV/Classroom technology skills. These services are currently outsourced.
- The ITEC contract for CIO services was signed through 8/31/2021

Public Safety

- Officer Andrew Rowland was recently certified as a Red Cross Basic First Aid/CPR/AED instructor. He will be able to instruct Public Safety Officers and others.
- Officers continue to assist the nurse with pool testing. This includes notifications of people with positive and negative results, identifying those who need to be tested and transporting test samples to Syracuse for analysis.

Physical Plant

- The fire re-inspection was completed and all buildings have received Certificates of Compliance.
- Physical Plant staff helped facilitate the leasing of classroom space at ACP to Country Kids Childcare from November 2020 to June 2021. All requirements were met so the agreement could be signed. They began using the space on Monday, November 16th.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
November 17, 2020
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](#)

Regular Agenda

DISCUSSION ITEMS

- [Headcount and Separations Data](#)
- 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
November 17, 2020
Via Zoom

MINUTES

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

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

Excused: M. Wayne

Support Staff: Marc Brown

Trustee Nykole Parks called the HR committee meeting at 6:54 pm.

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](#)

Regular Agenda

DISCUSSION ITEMS

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

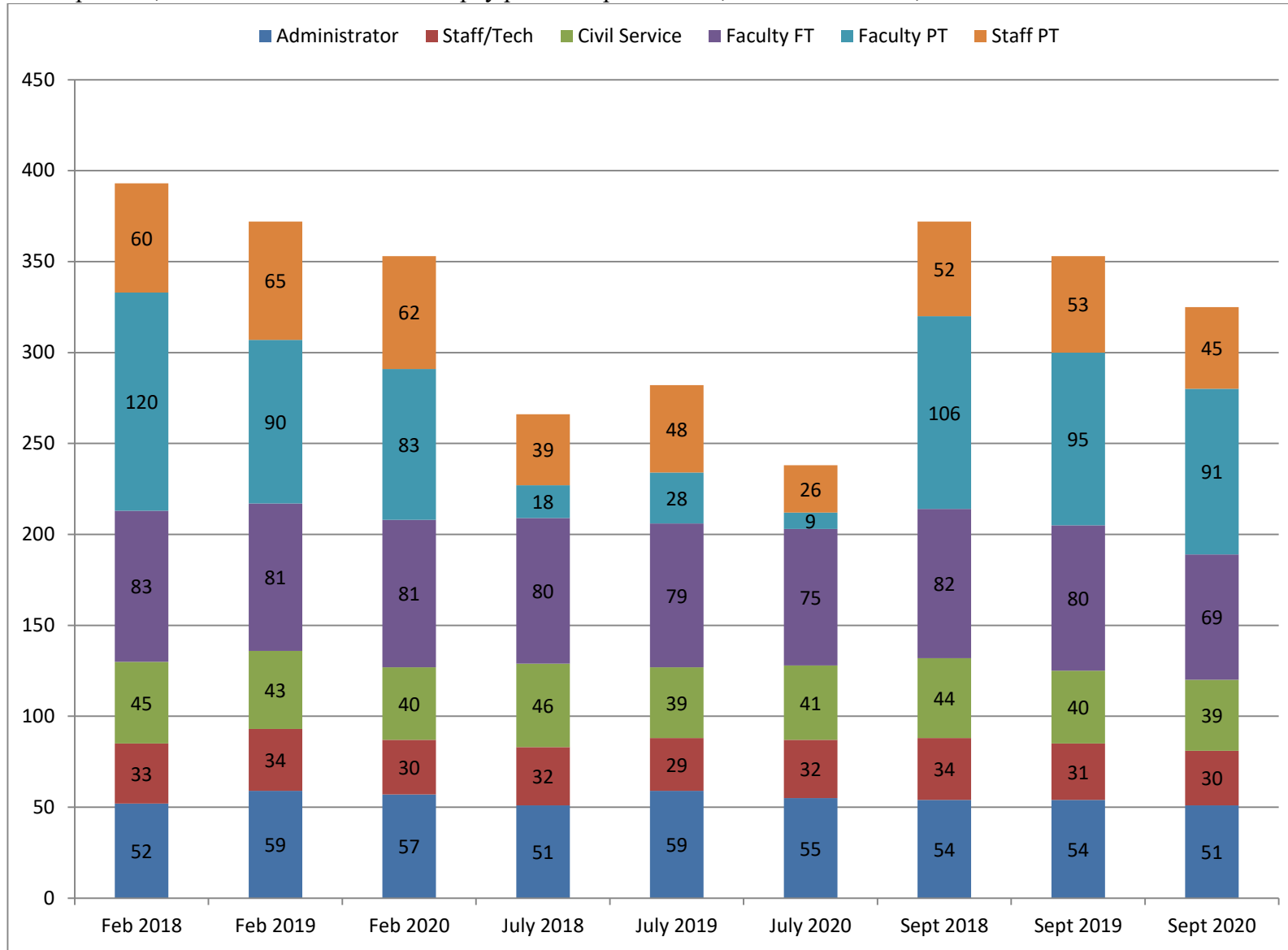
Trustee N. Parks provided a draft revision of the HR committee measurable standards.

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 7:26 pm (A. Winston, H Reynolds: Unanimous)

HUMAN RESOURCES COMMITTEE- Headcount report

For Sept 2020, headcount numbers reflects pay period September 26, 2020 – October 9, 2020



Sept 2020 Non-College Funded Fulltime positions:

14 employees including: 8 administrators, 2 staff/technical assistant, and 4 civil service

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

Summary of Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
10/1/2019	7	6	3	-2	5	6	7
11/25/2019	6	4	0	2	6	5	7
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1
7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3

Turnover Data (Spring, separations from March - August)

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

Turnover Data (Fall, separations from Sept – February, as of Nov 2020)

Status	Feb 2018	Feb 2019	Feb 2020	Fall 3-year Average	Separations	% Turnover
Administrator	54	54	51	53	4	
Staff/Tech	34	31	30	32	3	
Civil Service	44	40	39	41	2	
Faculty FT	82	80	69	77	1	
Faculty PT	106	95	91	97		

Staff PT	52	53	45	50
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*dates: Sept 2020 – November 2020

SUMMARY STATUS OF VACANT POSITIONS

AS OF November 17, 2020

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service					
Faculty	5				5
Professional Service				2	2
Grand Total	5			2	7

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CONSENT AGENDA

HUMAN RESOURCES COMMITTEE
Appointments, Promotions and Separations
[RESOLUTION #T4706-20](#)

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
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. Criag 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

COMMITTEE ON ACADEMIC & STUDENT SERVICES

[RESOLUTION #4707-20 Faculty Promotions](#)

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

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

BACKGROUND NOTES

At the beginning of an academic year, faculty eligible for promotion are notified by the Office of the Provost. If a faculty member declares intent to pursue promotion, the faculty member is responsible for preparing a promotion packet which will document professional development, evidence of teaching excellence, documentation of advisement duties being fulfilled successfully, and a record of community and college service. The promotion packet is submitted to the appropriate ADI with recommendations to the Provost. The Provost evaluates and advances recommendations to the President.

REGULAR AGENDA

COMMITTEE ON ACADEMIC & STUDENT SERVICES

[RESOLUTION #4708-20](#)

Appreciation for Ryan Steinberg

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

WHEREAS, the Director of Student Services maintained constant contact with students to keep them informed of the rapidly changing situation and College safety protocols, and

WHEREAS, the Director of Student Services arranged and supervised meal service and attended to the needs of students under the mandatory and precautionary quarantine in Perry Hall; and

WHEREAS, the Director of Student Services assisted the Health Office and Public Safety with scheduling and performing COVID testing of resident students throughout the summer and fall; and

WHEREAS, the Director of Student Services served on the Emergency Response Team, where he strongly advocated for the needs of all students.

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.

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE
[RESOLUTION T#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.

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EXECUTIVE COMMITTEE

RESOLUTION #T4710-20

RESOLUTION T#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.

BE IT FURTHER RESOLVED, that in accordance, with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

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AUDIT COMMITTEE

[RESOLUTION #T4711-20](#)

Perry Hall Receivables Write-Off

WHEREAS, the receivables for Perry Hall total \$1,077,065 as of August 31, 2020, and;

WHEREAS, the receivable reflects an open balance for three years as follows:

8/31/18	\$235,112
8/31/19	\$431,531
8/31/20	\$410,422

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees agrees to write-off the receivables for the year 2018 totaling \$235,112.