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

DATE: Thursday, March 10, 2022

TIME: 5:30 p.m. Meeting

LOCATIONS: Elmira Cent & Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of January 27, 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 #T4782-22 Appointments, Promotions and Separations](#)
 - [Resolution #T4783-22 Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- 1- [Resolution #T4785-22 Operating Report December 2022](#)

[HUMAN RESOURCES Committee](#)

[Resolution #T4784-22 Policy Update: Tuition Benefits](#)

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

SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
January 27, 2021
Via Zoom
MEETING MINUTES

In attendance: N. Wightman, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, C. Blowers, Judy McKinney-Cherry, Kintu Early, Shania Austin and H. Segur

Excused: Carl Blowers

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

Support Staff: N. Ka-Tandia, Lisa Patrick

Guest: Jennifer O'Hara, Caleb McGuire, Jeff Macharyas, new employees

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:32 pm.

2. APPROVAL OF AGENDA: (N. Parks, R. Allison, Unanimous).

3- APPROVAL OF THE MINUTES: October 21, 2021 (R. Allison, N. Parks, Unanimous)

4. CHAIR'S REPORT.

- Trustee Wightman introduced and welcomed Dr. Kintu Early as the newest Steuben county trustee. She reported that RBOT is waiting for confirmation to fill the two Steuben County Gubernatorial appointees...
- Trustee Wightman asked trustees to volunteer to join Dr. Mullaney in updating the College Mission Vision Statement. The task force will be meeting four times during the semester.
- The graduation list was added late to the CASS agenda

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney introduced and welcomed the new employees

- Marcia Bratti, Clinical Coordinator – Nursing
- Matt Gorman, Director of Student Life
- Dr. Heena Panchasara, Associate Professor- Engineering
- Joelle VanSkiver, Senior Typist – Professional Studies
- Amber Cloke, WEAP Program Coordinator
- Joshua French, Maintenance Worker
- Jacob Higbie, Building Maintenance Mechanic
- Kernalia Andrews, Enrollment Specialist

Starfish Champions

Through Starfish, over 10,000 status messages were communicated to students for the Fall 2021 semester,

Flags	1.94k
Kudos	7.76k
Referrals	0.59K

Compared to Fall 2020: Starfish usage is up 29% (+2957)

Kudos to Professor Hannah, who is using all aspects of Starfish to communicate with her students, and Keith Ward, who is using Starfish data to inform his direction of the Tutoring Session

Spring Semester Enrollment

- Enrollment is estimated to be under the Spring 2022 budgeted FTE goal by around 10%, similar to the fall.
- SUNY data shows that CCC was in the top third of community colleges with the lowest enrollment declines over the past decade. Overall enrollment at SUNY CC was down over 33%, while enrollment at the College over the same period was about 25%
- Strategic Enrollment Management Plan will be implemented to help with enrollment challenges

COVID Update:

- Booster mandate effectively implemented, less than ten students needed to be dis-enrolled for not being in compliance.
- Biweekly testing to weekly testing for the spring semester in light of the Omicron variant
- Enforcing necessary quarantines

SUNY Update

- Effective last week, long-time SUNY Oswego President, Deborah Stanley was named interim SUNY Chancellor.
- Governor's Budget looks favorable to SUNY. The measures that will be helpful for community colleges include the establishment of a 100% funding floor, which provides more stability for budgeting, expansion of the tuition assistance program to part-time students, funds to create labs for the future, establishing Challenge Grants for colleges to develop areas of

specialization, streamlining the application and financial aid processes, simplifying and improving the transfer process and creating a Job Accelerator Program for high demand occupations.

Start Up

- Thanks to Trustees Wayne, Chu and Allison for attending Spring Start Up
- The centerpiece activity was a presentation on our Middle States accreditation by faculty co-chairs Professor Dunbar and Professor Skerritt, followed by a Jam Board activity asking employees to indicate which work groups they were interested in joining.

Facilities Master Planning

- Dave Burdick and Maarit Clay are leading the committee. Thanks to Trustees Reynolds and Allison for serving on the committee.
- SWBR from Rochester are the people supervising the project.
- Calvin Williams, Tanya Jones, and Paul Andrews have shared the requested data and we're waiting for SWBR to do the analysis.

Aspen Institute SUNY Board Training

Trustee Reynold and Wayne participated in the second session of the Aspen SUNY Pathways Board Engagement Workshop Series on Thursday from 9-noon. This session focused on aligning the board's work with student success and equity goals

Mission Vision Statement

- First meeting scheduled for Friday, February 4 at 2 pm
- Work to be completed before the end of the semester

Educational Opportunity Program

- SUNY has invited the College to apply to be one of five community colleges selected to host an Educational Opportunity Program. While being selected does come with SUNY funds, the College has to support the program financially.
- While most four year SUNY colleges have an EOP, having one established here would truly set the College apart from the other Community Colleges and represent a major step forward for our equity efforts.

Prison Program

- Second Chance Pell – Pell for Incarcerated Students Experiment under the Department of Education's Experimental Sites Initiative.
- The College successfully passed the first phase of review.
- The DOE will select a limited number of institutions to participate in the experiment with consideration to institutional diversity, institutional type and control, geographic location, enrollment size, and Title IV participation level.

Strategic Initiatives:

Executive Director Clay provided a brief review of the Guided Pathways Initiatives

Guided Pathways:

- Math Pathways: quantitative reasoning-humanities, statistics-social sciences, and algebra/calculus- STEM. This work supports the overall goal to increase the percentage of students who complete the first credit math and English courses in their first year (early momentum measure for student completion) Special thanks to math professors Julie Croteau and Jay Hurlburt, Math Department Chair
- Starfish: Piloting the Student Intake Survey – to find out more about our student’s interests and needs and refer them to activities, services, and resources
- Transfer Resources: Website –landing page with the advantages of earning an associate degree and transferring for bachelor’s and updated reference page for articulation agreements; updated transfer guide for students and faculty advisors
- Middle States Commission on Higher Education Self-Study: The Self-Study Co-Chairs Business faculty Deborah Dunbar and Science faculty Matt Skerritt and Accreditation Liaison Officer (Maarit Clay) met with our MSCHE Liaison who confirmed that progress is on track with the Design Report, which will be finalized by May 2022.

6. STUDENT TRUSTEE REPORT:

SAGA Updates:

- SAEB collected over 200 clothing items during their Clothing Drive held in November. The clothing was divided and sent to the CCC Food Pantry and local churches.
- Working with our new temporary advisor, Matt Gorman, on new events for next semester.

Student Feedback:

- Students are excited about the upcoming semester. Students love the cafeteria’s food

7. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

● **Foundation:**

- The Foundation Executive Director position is posted and a search committee has been formed with representation from the College and CCCDF.
- Working with the College to review & update CCC/CCCDF legal agreements.
- Working on recruiting new board members to fill a number of board and officer vacancies.

● **Housing LLC:**

- Spring semester enrollment in Perry Hall (~100 student residents) does not meet our budgeted goal of 129 residents.
- Scheduling a meeting with the financing partners next month to continue discussions about debt service restructuring options.

- Working with the College and Brailsford & Dunlavey on Request for Proposals for Third Party Management.
- Currently negotiating the new 3-year contract with Corning Incorporated for the summer intern program.
- Identifying Foundation representatives to serve on Housing LLC Board of Managers to replace Rusty Smith (Chair) and Holly Segur.
- David Burdick, Executive Director of Campus Auxiliary Services, has been appointed Chief Executive Officer of the CCC Housing Company, LLC to oversee operations to replace Angela May.
- Fundraising:
 - 2021 Year-End Giving Results:
 - Fundraising Total: ~\$509,000*
 - Leadership Giving:
 - CCCDF Board: 91% (~\$16,020)
 - RBOT: 100% (~\$18,710)
 - Senior Staff: 100% (~\$7,529)
 - Annual Fund Q1 mailing planned for March.

* In kind donation of lab equipment valued at \$140,000 included in this total.

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 #4774-22 Appointments, Promotions and Separations (H. Reynolds, J. Cherry, Unanimous)

First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Amber	Cloke	Program Coor	WEAP	1/3/22	New Hire	\$ 53,746	This is a 12 month, full time, professional grade D position. This hire was made as a result of an open search

First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Matthew	Gorman	Director of Student Life	Student Services	1/10/22	New Hire	\$ 68,344	This is a 12 month, full time, professional grade F position. This hire was made as a result of an open search
Kernalia	Andrews	Educational Specialist	Enrollment Management	1/31/22	New Hire	\$ 52,970	This is a 12 month, standard, full time, professional grade D position. This hire was made as a result of an open search
Joshua	French	Maintenance Person	Physical Plant	1/24/22	New Hire	\$ 41,760	This is a 12 month, full time, civil service position. This hire was made as a result of an open search.
Heena	Panchasara	Associate Professor	STEM	1/14/22	New Hire	\$ 58,000	This is a 10 month, academic, tenure-track position. This hire was made as a result of an open search
Paul	Andrews	Associate Dean of Student Affairs	Student Affairs	2/7/22	Promotion	\$ 80,000	This is a 12 month, standard, full time, professional grade G position. This hire was made as a result of an internal search
First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Jillian	Sandy	Librarian	Learning Resources	1/10/22	Resignation	\$ 58,865	Jillian Sandy was employed for 2 years and will be working at SUNY Binghamton.
Dillon	Shafer	Visiting Instructor	Nurse Education	12/11/21	Resignation	\$ 47,013	Dillon Shafer resigns after 1 semester of full time employment; he will be working in a hospital setting.

First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Jessica	Bobby	Asst Prof	Nurse Education	1/10/22	Resignation	\$ 57,148	Jessica Bobby was employed for 3 years and will be working in the hospital setting.
Bryan	Benjamin	Cleaner	Physical Plant	12/13/21	Termination	\$ 27,562	Bryan Benjamin was terminated within his probationary period.

**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 #4775-21 Appointments, Promotions and Separations (H. Reynolds, J. Cherry, Unanimous))

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Associate Dean of Student Affairs	Paul Andrews	New title and job description	2/7/22	The prior position, Associate Dean of Enrollment Management, has been re-titled and a new position description has been developed to provide appropriate support to division of the Provost.
Financial Aid Counselor	Yolanda Williams and Tara Bauman	New title and job description	12/31/21	Based on the evolving needs of the Financial Aid Office, the current positions have been re-titled with updates to the job descriptions
Assistant Director of Learning Resources	Keith Ward	New title and job description	12/31/21	Based on the evolving needs of the Learning Resources department, the Director of the Learning Commons has been re-titled with updates to the job description
Senior Director of WEAP	Tyre Bush	New title and job description	12/31/21	Based on the evolving needs of WEAP, the Director of Academic Pathways for Workforce Development has been re-titled with updates to the job description

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

9. REGULAR AGENDA

AUDIT COMMITTEE

Auditors appreciated the opportunity to report of the CCC Audit and thanked Executive Director Chandler and Lisa Patrick for their hard work answering questions and providing information.

Financial Highlights:

- Auditor issued an unmodified (clean) opinion on the financial statements, related disclosures and supplemental schedules.
- The College ended the 2021 fiscal year with a total net position of \$33.6 million, an increase of \$287 thousand from the prior year.
- During the year ended 8/31/21 the College adopted Government Auditing Standards Board (GASB) Statement Number 84 and reclassified items previously reported as fiduciary to the Unrestricted Fund.
- The Unrestricted Fund had an excess of revenues over expenses of \$3.1 million for 2021. This operating surplus was primarily due to the recognition of \$2.25 million in Pandemic related funding and a reduction in the College's proportionate share of the ERS and TRS pension obligations.
- The College, along with most other Colleges, continues to struggle with declining enrollment and did recognize a reduction in the current year tuition revenue consistent with prior years.
- The audit was more in depth this year with the additional Federal funding and related testing but did not disclose any additional concerns from an audit perspective.

RESOLUTION #T4776-21- Independent Auditors Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby accepts the auditor's report for the fiscal year ended 8-31-21 (J. McKinney-Cherry, M. Wayne, Unanimous)

Trustee Wightman thanked Auditors and Executive Director Chandler for working hard on the audit report.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee McKinney-Cherry provided an overview of the CASS report and highlighted a few points:

- New approval of the Mechatronics program
- Southern Tier Law Enforcement Academy enrollment increase
- Roll out of new Human Services AS Program.

She also shared the program review of the Engineering program which Jonathan Balke and Brad Cole presented at the last committee meeting.

One recommendation was full marketing on the program's specifics and a need for updated equipment.

Resolutions:

Resolution #4777-22 Advisory Board Membership

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the new Advisory Board Membership. (J. Cherry, M. Wayne, Unanimous)

Resolution #4778-22 Program Review – Engineering Science Program

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the for Engineering Sciences Program. (J. Cherry, R. Allison, Unanimous)

Resolution #4779-22 Sabbatical Leave – Jennifer O’Hara and Christine Atkins

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the for Sabbatical leave for Christine Atkins and Jennifer O’Hara. (J. Cherry, M. Wayne, Unanimous)

Resolution #4781-22 Graduation List, December 2021

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the Graduation list of December 2021. (J. Cherry, R. Allison, Unanimous)

Academic Affairs

- Last spring’s cohort in the Southern Tier Law Enforcement Academy (STLEA) was only 8 students- and as of Tuesday December 7, 2021, the enrollment for this spring’s cohort is already almost 4 times as large (30), representing a significant increase in enrollment. When discussing the rationale for this dramatic increase with Director Cobb, a large driving force seems to be the growing reputation of excellence for our program. Several law enforcement departments that previously used other academies have chosen instead to send their cadets to the STLEA. Also, law enforcement agencies are hiring more readily than in previous years.
- With the launch of the new Human Services AS program, we formed a new partnership with Alfred State, allowing our Human Services AS graduates to seamlessly transfer to the Bachelor of Science in Human Services Management at Alfred State.
- Two information literacy classes were taught to ACE students. Students were given a demonstration of the library databases and allowed to study in the environment of a collegiate library.
- J. Sandy and T. Mazza partnered with writing tutors for individualized research tutoring. This has led to the creation of “research tutoring” as an offering in the Learning Commons starting in Spring 2022.

- Spencer Crest for the first time hosted The Pride semi-formal on December 4. The event lasted a full 3 hours with approximately 47 students and 11 employees attending.

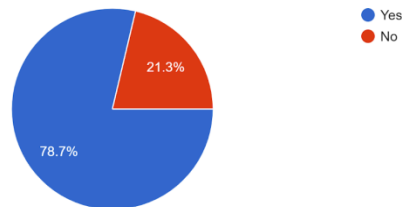
- **Blackboard Accessibility**

Semester	# of Courses	# of Content Items	% ADA Compliance
Fall 2021	415	34,982	77
Fall 2020	484	40,782	70

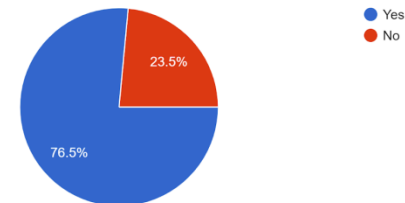
Student Services

- SUNY CCC is participating in the SUNY Student Enrollment Management (SEM) initiative that is being funded through the Lumina Foundation. We have been assigned a consultant/coach from AACRAO, the American Association of Collegiate Registrars and Admissions Officers, to help provide us feedback regarding our SEMP. The team will also attend workshops around SEMP.
- Director Bushey had one on one meetings with student athletes that were in jeopardy of not passing a course(s) and presented a winter session plan to get them enrolled and to remain academically eligible to participate in intercollegiate athletics.
- Athletics has had eight potential student athletes visit campus in the past three weeks; 7 have committed to attend in the Fall of '22 and 6 of the 7 will be Perry Hall residents.
- Starfish (from Student Learning Experience Survey)

Did you receive a Starfish Student Success early or midterm feedback email (August 30-September 3 or September 27-October 1) from any of your instructors?
108 responses



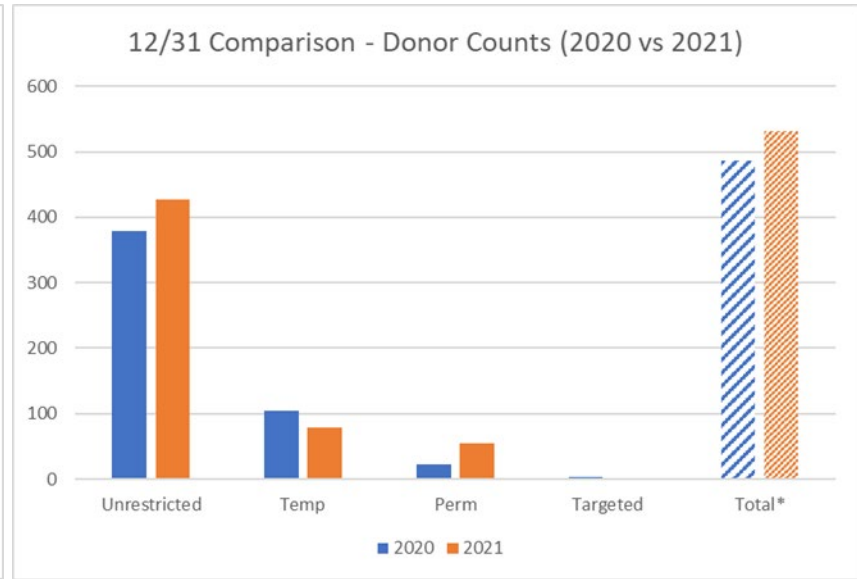
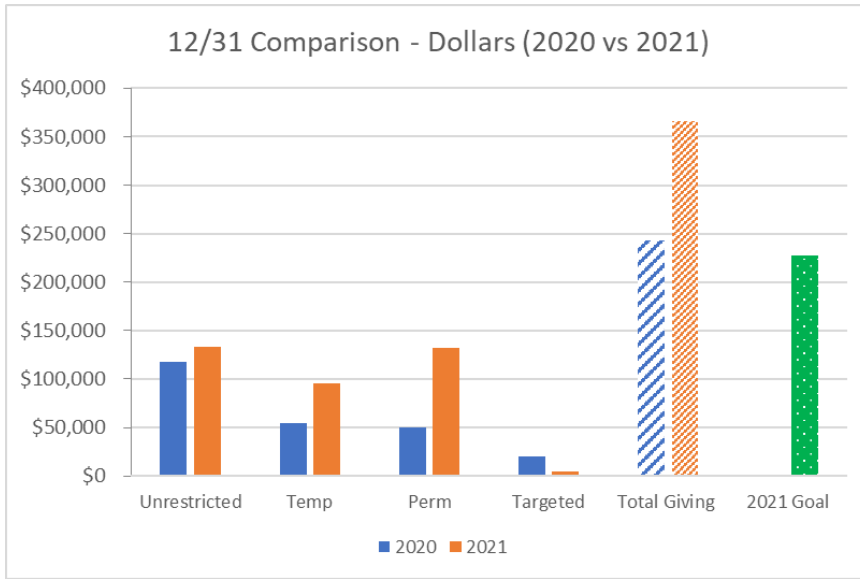
Was the feedback from your instructor(s) helpful?
85 responses



EXTERNAL AFFAIRS

Foundation Report by Executive Director:

- The Scholarship Recognition Ceremony video premiered on 10/19 and had over 100 views as of 10/27.
- The Foundation's first ever free virtual Estate Planning & Charitable Giving Workshop on 10/21 had four attendees.
- Enrolled in the FLX Gives Campaign on November 11 and 12.
- Named Fund Holder Reports were sent to donors in October.
- The fourth quarter Annual Fund mailing is scheduled for November.
- The sixth Baron Bulletin e-newsletter is scheduled for December.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Planning for the spring semester Walter R. Smith Visiting Scholar Series featuring Sonia Nazario on April 7, 2022.
- The Digital Dome Theater campaign is complete and meaningful progress toward implementation is already underway.
 - Development staff are working with the President's Office to plan a ribbon-cutting event targeted for an April opening.
- Annual Giving results through 11/10/21:
- The CCC Development Foundation Executive Director position will be posted in January, pending final approval by the College.
- The CCC Housing Co. LLC Board of Managers approved the Housing LLC 2022 Operating Budget and the Fall 2022-Spring 2023 and Summer 2022 Perry Hall Pricing Structure Resolution at the November 2021 meeting.
 - Perry Hall double, single, and super single room rates remain unchanged.
 - Working on a new 3-year housing contract with Corning Incorporated for their summer intern program.
- At the December 2021 meeting, the CCC Development Foundation Board of Directors approved the 2022 Operating Budget.
 - Rusty Smith and Tom Blumer have come off the Foundation Board effective 12/31/21.
- The Foundation applied for and received a grant from the Corning Incorporated Foundation in the amount of \$8,000 to support the College's Center for Diversity, Equity, and Inclusion's retention initiative.
- The 2022-2023 Scholarship Application will be open from February 1 through May 31.
- Will send the 2021 Tax Report and Impact Statement to donors at the \$250+ level before the end of January.
- Completed donor analysis of database (year 3 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- The first Baron Bulletin e-newsletter is scheduled for February.
- The first quarter Annual Fund mailing is scheduled for March.
- Annual Giving results through 12/31/2021:



	2020	2021		2020	2021
Unrestricted	\$117,579.79	\$133,415.89	Unrestricted	379	427
Temp	\$54,828.90	\$95,241.95	Temp	104	78
Perm	\$50,087.00	\$132,089.66	Perm	23	54
Targeted	\$20,300.00	\$5,000.00	Targeted	4	1
Total Giving	\$242,795.69	\$365,747.50	Total*	486	531
2021 Goal		\$227,000.00	* Unduplicated count of annual donors		

Marketing/Communications

Winter (Don't Put College On Ice!): [Winter Classes Webpage](#). Pageviews: **2,311**, Unique: **1,682**

Winter Enrollment: HC 203 (24.9 FTE, 81% of goal)

Radio: Bigfoot Country

Print: postcards-went elsewhere: (DON'T PULL COLLEGE ON ICE)

Signage: Billboards: Elmira/Barton

Spring [Spring 2022 Webpage](#). Pageviews: **1,218**. Unique: **979**

Digital Media: 1,370 impressions. 175 clicks. 13% click-thru. 43 calls. 560 map views.

Print: postcards-went nowhere, stop-outs, elmira enrollment event, revised Viewbook (print/HTML), Jan 6 Enrollment Event (continuing students)

Signage: Billboards: Elmira/Barton

[Holiday Greetings Video: recognized by Inside Higher Ed.](#)

Views from Website: 463. Views from YouTube: 396. **Total Views: 859**

Digital Marketing RFP: To be selected week of Jan 10, 2022

Performance

Website Performance: Nov. 2021 -Jan. 2022. Vs. Nov. 2020 -Jan. 2021

Default Channel Grouping	Date Range	Users	Change
Organic Search	Nov 16, 2021 - Jan 6, 2022	14508	+49%
	Nov 16, 2020 - Jan 6, 2021	9735	
Direct	Nov 16, 2021 - Jan 6, 2022	6136	+23%
	Nov 16, 2020 - Jan 6, 2021	4978	
Paid Search	Nov 16, 2021 - Jan 6, 2022	1690	+42,150%
	Nov 16, 2020 - Jan 6, 2021	4	
Referral	Nov 16, 2021 - Jan 6, 2022	1198	-38%
	Nov 16, 2020 - Jan 6, 2021	1929	
Social	Nov 16, 2021 - Jan 6, 2022	481	-8%
	Nov 16, 2020 - Jan 6, 2021	526	
Email	Nov 16, 2020 - Jan 6, 2021	48	+433%
	Nov 16, 2021 - Jan 6, 2022	256	

Digital Ad Campaign from December 2021

Social Mirroring, Native Ads, Re-Targeted Search

Impressions: 270,995

Clicks: 389

Click-Thru: .14

2.05X Natl Avg

Gannett/Chatbot

130 Chat Sessions

122 Calls

37 Forms/Emails

Media Statements

Classified Study Concluded: Dec 18, 2021

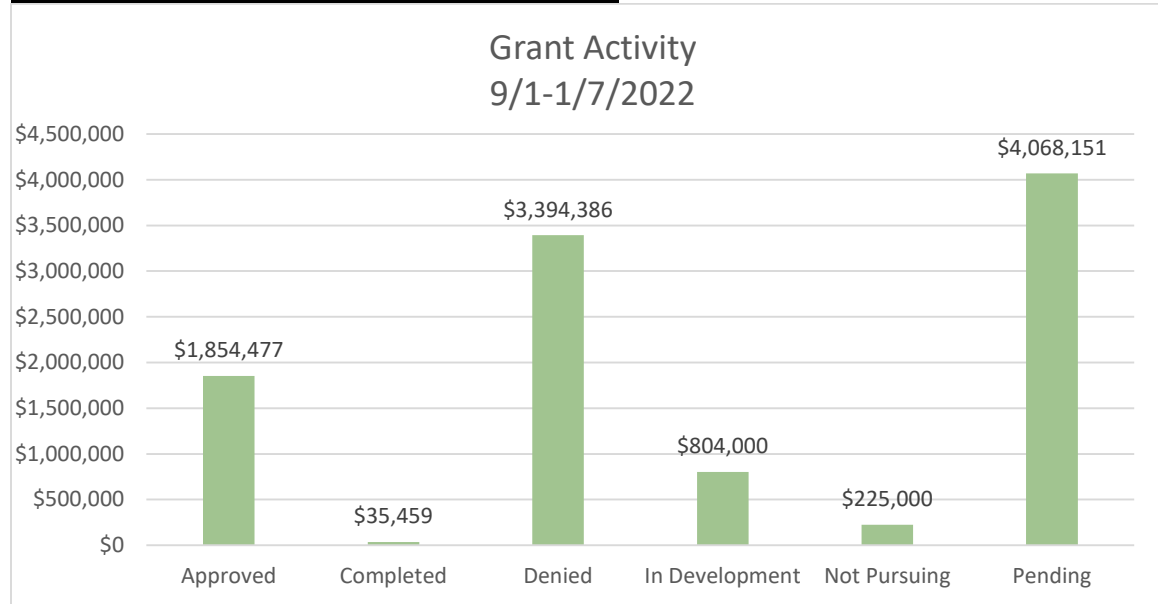
Alfred Articulation: Dec 8, 2021

Siemens Check: Nov 18, 2021

Website Statement

Holiday Video

Grant Activity – (9/1/2021 through 1/8/2022)

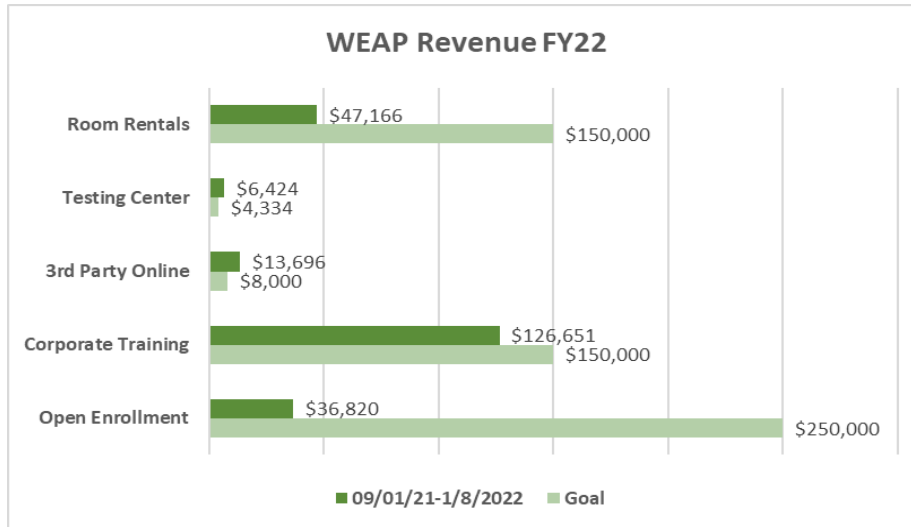


Highlights:

- New approved grants for:
 - SUNY Reimagine Workforce Grant to fund tuition and supportive services for short-term training for high demand occupations
 - Finger Lakes Performing Provider System grant for creation of Healthcare career pathways: Clinical Medical Assistant, CNA to LPN to RN Pipeline and Behavioral Health Technician
 - Funding released for Appalachian Regional Commission grant for STEAM Design Center Project (MakerSpace)
- Grants in Development
 - Advancing Informal STEM Learning, due 1/18/2022
 - Nursing Emergency Training Funds, due 1/18/2022
 - EDA Build Back Better Clean Energy—Battery Storage (Binghamton U is grant lead)
 - EDA Good Jobs Challenge—Clean Energy Jobs Training (NYSERDA is grant lead; energy consortium w/SUNY & CUNY schools)

Workforce Education & Academic Pathways

Workforce Education

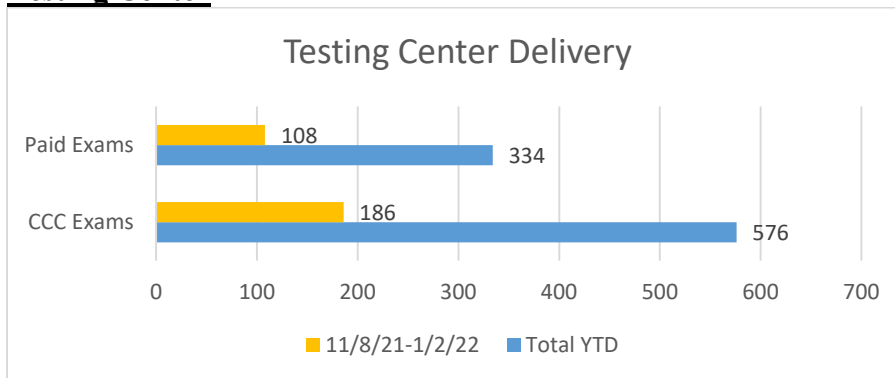


- Received FLPPS Grant for new program development (Behavioral Health Technician and LPN-RN Transition Program); includes Program Coordinator position
- Received SUNY Reimagine Grant to fund tuition for short-term training: **Online programs:** Certified Medical Administrative Assistant w/Certified Electronic Health Records Specialist + Medical Terminology, Certified Phlebotomy Technician, CompTIA A+ Certification, Mental Health Technician, Pharmacy Technician; **CCC programs:** Certified Peer Recovery Advocate, Direct Support Professional Level I, Welding
- Amber Cloke began her employment as the new Program Coordinator on 1/3/2022; her main focus for now will be Healthcare programs/businesses

Academic Pathways

- Meeting with ACE students (18) to create educational plans.
- Collaborated with Admissions to send 1100 acceptance letters to ACE seniors.

Testing Center



Executive Director Eschbach noted a new addition to her report by informing trustees that NYS has just approved a CNA apprentice program.

Legislative Relations

1. Federal: Higher Ed: Legislative update. Build Back Better stalled in the Senate. Whether Pell is included remained to be seen
2. State: State of the State (SUNY) & Budget Update. The measures that will be helpful for community colleges include the establishment of a 100% funding floor
3. ACCT: National Legislative Summit and 2022 Legislative Priorities (Green Sheet Pell maximization)

FINANCE AND FACILITIES

Trustee Reynolds provided a review of the Finance and Facilities Committee and stated the committee held a meeting on January 18th, 2022 and noted there is one action item on the agenda.

ACTION ITEMS:

RESOLUTION #4780-22- 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 November 30, 2021. (H. Reynolds, M. Wayne, Unanimous).

SUNY Corning Community College
Operating Dashboard
as of 11/30/2021



Cash & Student Receivables

	Cash	# Days of Operations	Student AR	Current Semester Receivable
November 30, 2021	\$ 9,538,622	129	\$ 3,827,948	\$ 1,896,328
November 30, 2020	\$ 6,999,388	95	\$ 1,474,966	

Revenues & Expenditures @ November 30, 2021

	FY 22 Adopted Budget	Fall 21 Semester Budget	11/30/21	Fall 21 Semester Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 13,400,178	\$ 11,547,553	\$ 13,395,100	\$ (5,078)
Expenses	\$ 26,927,833	\$ 9,711,111	\$ 6,365,502	\$ 8,125,028	\$ 1,586,084
Surplus(Deficit)	\$ -				\$ 1,581,006

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Semester Budget	11/30/21	Fall 21 Semester Forecast	Variance to Budget
Tuition & Fees	\$ 12,956,449	\$ 7,174,054	\$ 5,782,701	\$ 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	\$ 6,828,343	\$ 4,265,180	\$ 5,750,283	\$ 1,078,060
Equipment	\$ 371,409	\$ 185,705	\$ 28,876	\$ 31,527	\$ 154,178
Contractuals	\$ 6,628,510	\$ 2,697,063	\$ 2,071,446	\$ 2,343,218	\$ 353,845

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)		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 11/30/2021**



	2021-2022 Budget	@ 11/30/21 21-22 Actual	Fall 2021-22 Budget	Fall 2021-22 Forecast	Fall 2021-22 Budget vs Forecast
REVENUES					
Tuition	\$ 11,199,682	\$ 5,188,312	\$ 6,407,651	\$ 5,153,465	\$ (1,254,186)
Student Fees	\$ 1,528,934	\$ 594,389	\$ 766,403	\$ 592,705	\$ (173,698)
State Aid	\$ 7,043,820	\$ 1,760,955	\$ 2,347,940	\$ 2,347,940	\$ -
Grant Aid & Contracts	\$ 203,500	\$ -	\$ 203,500	\$ 1,284,277	\$ 1,080,777
Federal appropriations	\$ 8,000	\$ 4,915	\$ 4,000	\$ 4,915	\$ 915
Chargebacks	\$ 6,378,668	\$ 3,908,177	\$ 3,397,673	\$ 3,908,177	\$ 510,505
Other sources	\$ 565,229	\$ 90,805	\$ 273,011	\$ 103,622	\$ (169,389)
Applied Fund Balance					
Total Revenues	\$ 26,927,833	\$ 11,547,553	\$ 13,400,178	\$ 13,395,100	\$ (5,078)
EXPENSES					
Salaries	\$ 14,096,199	\$ 3,085,458	\$ 4,698,733	\$ 4,135,594	\$ 563,139
Employee Benefits	\$ 5,831,715	\$ 1,179,722	\$ 1,943,905	\$ 1,614,688	\$ 329,217
Equipment	\$ 371,409	\$ 28,876	\$ 185,705	\$ 31,527	\$ 154,178
Contractual Expenditures					
<i>Purchased Services</i>	\$ 26,500	\$ 1,950	\$ 8,833	\$ 3,267	\$ 5,566
<i>Materials & Supplies</i>	\$ 321,930	\$ 66,255	\$ 146,639	\$ 73,150	\$ 73,489
<i>Dues & Subscriptions</i>	\$ 170,290	\$ 70,768	\$ 62,720	\$ 71,410	\$ (8,690)
<i>Consultants and</i>					
<i>Contractors</i>	\$ 232,000	\$ 47,275	\$ 58,614	\$ 138,008	\$ (79,393)
<i>Accreditation</i>	\$ 25,000	\$ 18,589	\$ 24,727	\$ 18,589	\$ 6,138
<i>Marketing</i>	\$ 286,500	\$ 97,070	\$ 143,250	\$ 99,348	\$ 43,902
<i>Conference & Travel</i>	\$ 151,175	\$ 12,340	\$ 77,424	\$ 17,447	\$ 59,976
<i>Utilities</i>	\$ 315,000	\$ 71,593	\$ 105,000	\$ 112,743	\$ (7,743)
<i>Maintenance & Repairs</i>	\$ 270,300	\$ 35,163	\$ 90,100	\$ 41,962	\$ 48,138
<i>Software & Contracts</i>	\$ 925,227	\$ 156,886	\$ 437,249	\$ 170,886	\$ 266,363
<i>Voice & Data</i>					
<i>Communication</i>	\$ 104,369	\$ 12,254	\$ 27,552	\$ 20,557	\$ 6,995
<i>Programs & Events</i>	\$ 126,887	\$ 1,130	\$ 48,402	\$ (727)	\$ 49,129
<i>Maintenance Contracts</i>	\$ 363,594	\$ 87,764	\$ 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	\$ 218,852	\$ 253,631	\$ 285,594	\$ (31,963)
<i>Other Expenditures</i>	\$ 268,975	\$ 27,536	\$ 50,969	\$ 36,014	\$ 14,955
<i>Scholarships</i>	\$ 1,810,973	\$ 1,171,072	\$ 1,165,042	\$ 1,174,222	\$ (9,180)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ 37,500	\$ -	\$ 37,500
Total Contractual Expenses	\$ 6,628,510	\$ 2,071,446	\$ 2,882,769	\$ 2,343,218	\$ 539,551
Total Expenses	\$ 26,927,833	\$ 6,365,502	\$ 9,711,111	\$ 8,125,028	\$ 1,586,084
Surplus/(Deficit)	\$ (0)	\$ 5,182,051	\$ 3,689,067	\$ 5,270,073	\$ 1,581,006

% of total 2021-22 revenue realized	42.9%	49.8%	49.7%
% of total 2021-22 budget expended	23.6%	36.1%	30.2%
% of total 2020-21 revenue realized	27.8%		
% of total 2020-21 budget expended	4.0%		

Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 11.30.21	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							
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
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

Information Technology

Computer Lab Upgrades

- New computers installed in labs at Airport Corporate Park, Elmira Center, and the Testing Center on Main Campus.
- New software was installed in computer labs that will enable IT to assess lab usage to help optimize resources and plan future purchases.

Network and Computer Security Upgrades

- The IT department continues to work with SUNY Information Technology Exchange Center (ITEC) and the SUNY Security Operations Center (SOC) to assess our network, servers, desktops, laptops, etc. for vulnerabilities and to strengthen our cyber-security position.

Banner Improvement Project

- FLAC project was rolled out in December for the winter and spring terms and seems to be working well thanks to a joint effort of a number of people and departments.

Auxiliary Services

- Currently working on the new Spring guidelines from SUNY and compliance with vaccination and booster requirements.

Physical Plant

- Hired a new Building Maintenance Mechanic and Maintenance Worker. Open positions include Electrician, Head Groundskeeper and two Cleaner positions.

HUMAN RESOURCES COMMITTEE

DISCUSSION ITEMS

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

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of January 12, 2022

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				7	7
Faculty				2	2
Professional Service	1			4	5
Grand Total	1			13	14

10. OLD BUSINESS. None.

11. NEW BUSINESS. None

12. EXECUTIVE SESSION: yes

Motion to adjourned the regular meeting at 7:30 pm (R. Allison, P. Chu, Unanimous) and to enter into Executive session. (R. Allison, 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
March 2, 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:

NONE

NEXT COMMITTEE MEETING: April 20, 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

March 2, 2022

Via Zoom

[Minutes](#)

In Attendance: Trustees: Judy McKinney-Cherry, Shania Austin, Polly Chu, R. Allison, M. Wayne, K. Early
Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia

Dr. Canfield called the meeting at 5:35 pm and gave a reviewed her report.

Student Trustee Austin reviewed her report.

Dr. Canfield adjourned the CASS Committee meeting at 6:08 p.m.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for SUNY Corning Community College
Report by Provost: Dr. Barbara Canfield
March 2, 2022

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 microcredential 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.
- 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 a 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

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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
March 2, 2022

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 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.

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

External Affairs Committee

**Tuesday, March 1, 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:

April 19, 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.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
March 1, 2022
Via Zoom
[MINUTES](#)

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

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

Trustee Winston called the External Affairs Committee meeting to order at 5:29 pm noting there is no action item on the agenda and asked each liaison to give quick highlights of their reports.

Review [CCC Development Foundation Report](#)

Liaison Highlights: Trustee Chu informed the committee about two interesting topics she had discussed with Assistant Director Marchese:

- 1- using donor information through blackbaud to classify donors into categories and use the information to target donors
- 2- Working with Jennifer Sellers to enhance the foundation's participation in FULL STREAM AHEAD for young girls and working with technology Community women's network at Cornell cooperative.

Review [Marketing/Communications Report](#)

Liaison Highlights: Trustee Allison met with Executive Director Clay and shared updates on the Digital Dome. He also discussed marketing TV ads during the super bowl.

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

Liaison Highlights: Trustee Winston mentioned two collaborative efforts happening in Workforce education: Collaboration with Professional Studies, with respect to a micro-credential, and another one with SUNY Consortium with respect to an apprenticeship training program.

Review [Legislative Relations Report](#)

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

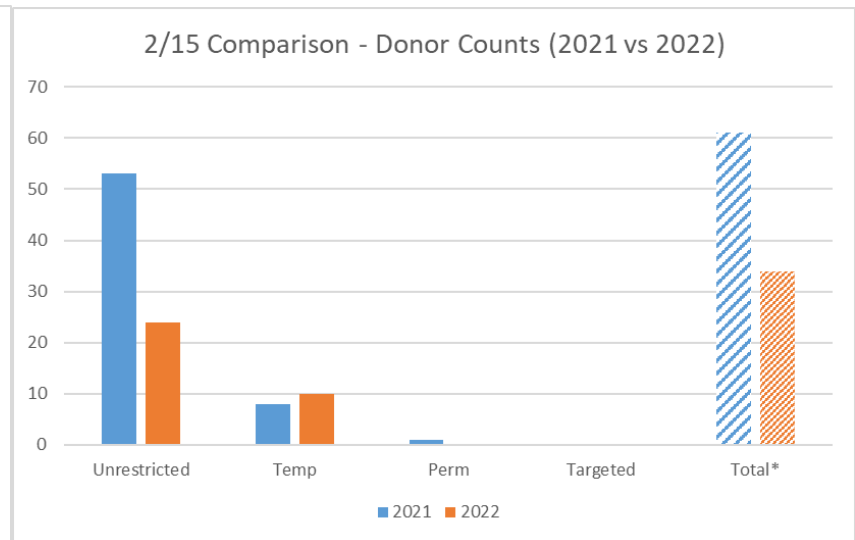
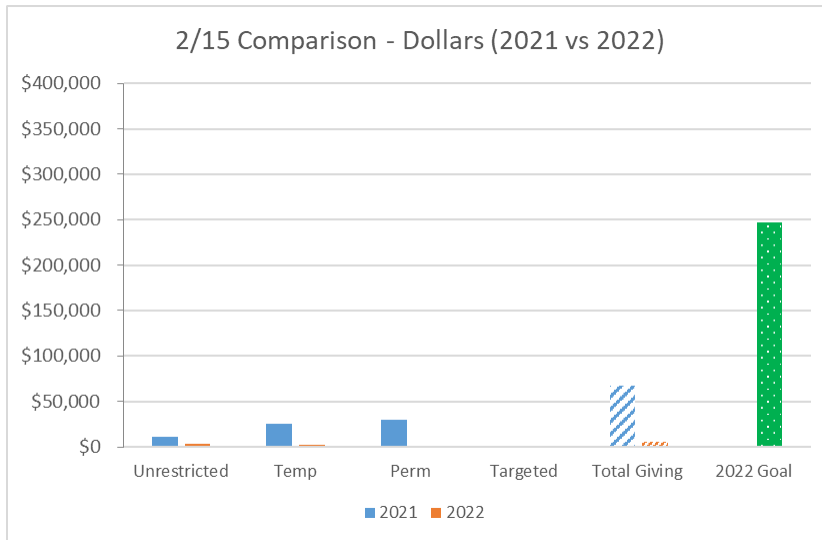
College: President Mullaney addressed the needs of the College through his legislature presentations. Both Winston and Allison noted the positive feedback from the presentations.

Trustee Winston adjourned the External Affairs Committee meeting at 6:15 p.m.

CCC Development Foundation

Submitted by John Marchese, Assistant Director of Development
March 1, 2022

- 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
Unrestricted	\$11,517.75	\$3,660.00
Temp	\$25,280.00	\$1,990.00
Perm	\$30,000.00	\$0.00
Targeted	\$0.00	\$0.00
Total Giving	\$66,797.75	\$5,650.00
2022 Goal		\$247,010.00

	2021	2022
Unrestricted	53	24
Temp	8	10
Perm	1	0
Targeted	0	0
Total*	61	34
* Unduplicated count of annual donors		

Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
March 1, 2022

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

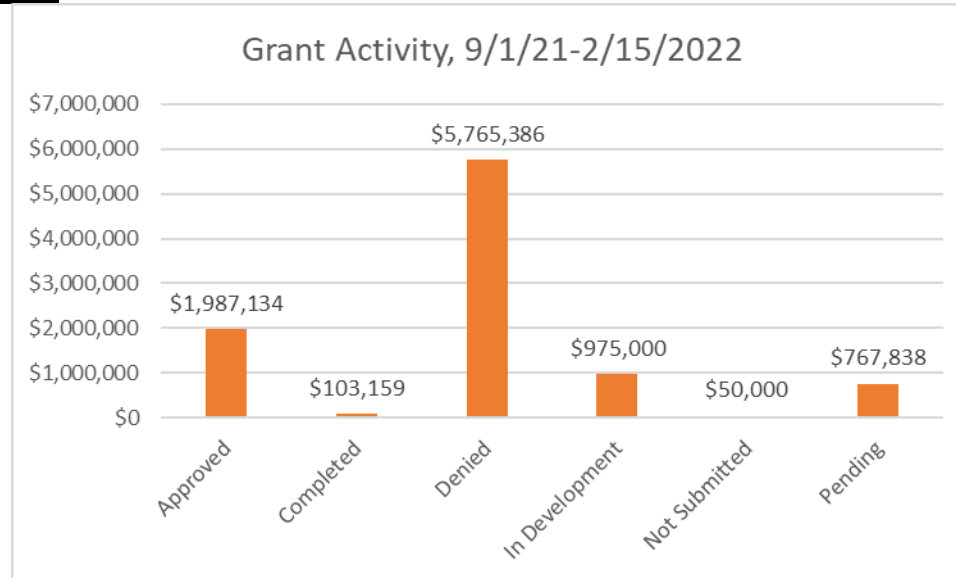
Academic Program Brochures

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

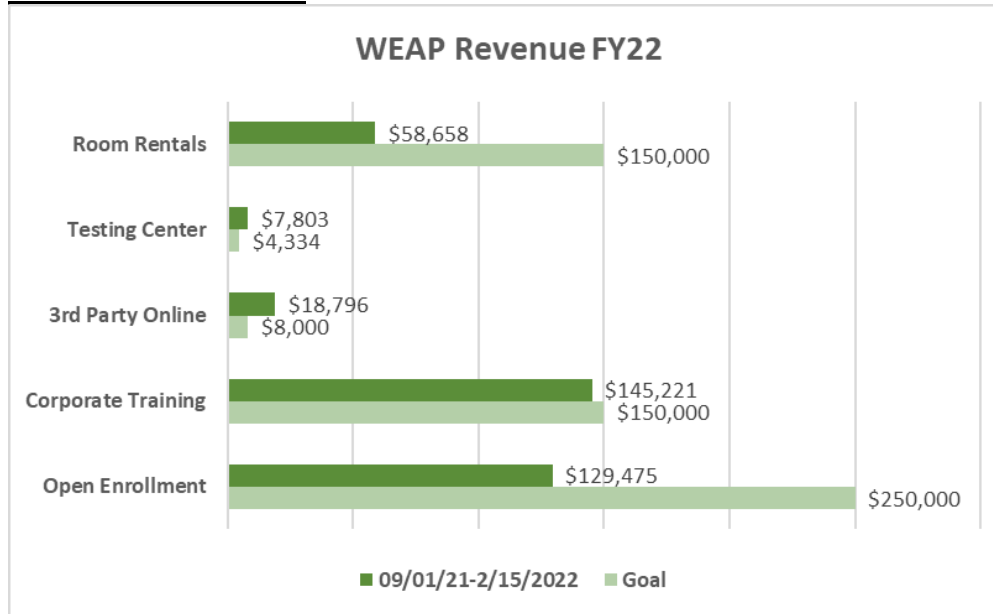
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Workforce Education & Academic Pathways

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

March 1, 2022

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.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
March 1, 2022

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

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SUNY CORNING COMMUNITY COLLEGE

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

Monday, February 28, 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:

- Operating Report for December 2021 [resolution](#)

DISCUSSION ITEMS:

- Dashboard as of December 31, 2021
- 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;

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Finance and Facilities Committee

February 28, 2022

Zoom Meeting

MINUTES

In Attendance: Trustees: Chair Reynolds, N. Wightman, Ron Allison, Kintu Early, Mike Wayne

Other Trustees in Attendance:

Senior Staff: President Mullaney, Executive Director Chandler, Executive Director Burdick

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

Excused:

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

Executive Director Chandler provided an overview of the agenda, noting that there is one action item:

Action Item

- Operating Report for December 2021

Discussion Items

- Dashboard
 - Fall semester receivable is at \$1.2 million
 - Use of HEERF funds will be updated next month, no additional money spent through December.
 - Discussion regarding lost revenue in tuition and chargebacks
 - Perry Hall did add in current Spring semester occupancy.

- Review of Unrestricted budget
 - Not a lot of change from November to December, projected actuals are what is projected at end of Fall semester. The next report will have Fall and Spring projections
 - Revenue section has use of HEERF funds broken out so you can see the actual impact and what total revenues would be if we didn't have the HERRF funds.
 - Discussion regarding county chargebacks and difference from forecast, will have a better idea after Spring semester is included in calculation.
 - Expenses – shows a positive of \$1 million, again could be different after including spring semester. Department Managers seem to be more deliberative of what they are purchasing. Equipment could change throughout the end of the year, not a lot has been spent to date.
 - May/June reports should be more accurate for actual year end forecasting.

- Review of Restricted/FSA budget
 - Discussed whether or not the format works for the Board. Recommendation was to discuss the format with the student trustee.
- Discussion regarding budget process and where we are, new process, budgets will be tied to department goals, initiatives, getting Banner systems that we haven't been using or fixing parts that were broken.
Third installment of Budget 101 presentation to faculty and staff . The focus was on the new budget process. Employees appreciate the increased transparency.

- Planned Capital Projects
 - Not a lot of changes, projects are moving along including Digital Dome.

- Auxiliary Campus Services
 - Executed Director Burdick reviewed his report.

- College is in discussions with GST BOCES to move classes from Goff Road to Main Campus. Discussion regarding that move and the future of the Goff Road building.

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

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
REVENUES				
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)
EXPENSES				
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
			55	
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	\$ 56 -	\$ 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							
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	\$ -		\$ 490,000.00
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

- 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.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
March 1, 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

- [Resolution #T4782 Appointments, Promotions and Separations](#)
- [Resolution #T4783 Position Activity](#)

Regular Agenda

[Resolution #T4784 Policy Update: Tuition Benefits](#)

DISCUSSION ITEMS

- Workforce management: [Headcount report](#)
- Workforce Diversity: [Workforce Diversity](#)
- 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

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
March 1, 2022
Via Zoom

MINUTES

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

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

Trustee N. Parks called the HR committee meeting at 6:15 pm by noting there are three 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](#)

Trustee Parks noted there are two resignations from the Physical Plant, two reclassifications, and seven new hires.

The committee discussed at length the updated position of Marketing and Event Coordinator and agreed on the decision to have the marketing specialist be in charge of external sponsors events and external that happened on campus.

Regular Agenda

[Policy Update: Tuition Benefits](#)

The Committee discussed the updated policy of the employee tuition benefit to include out-of-state employees. Pennsylvania residents weren't getting the same benefit as New York residents in terms of CCC tuition. To make the policy equitable, non-resident employees could now take full benefit of the free tuition for themselves and their dependents. Executive Director Park will update the resolution and send it to RBOT for approval

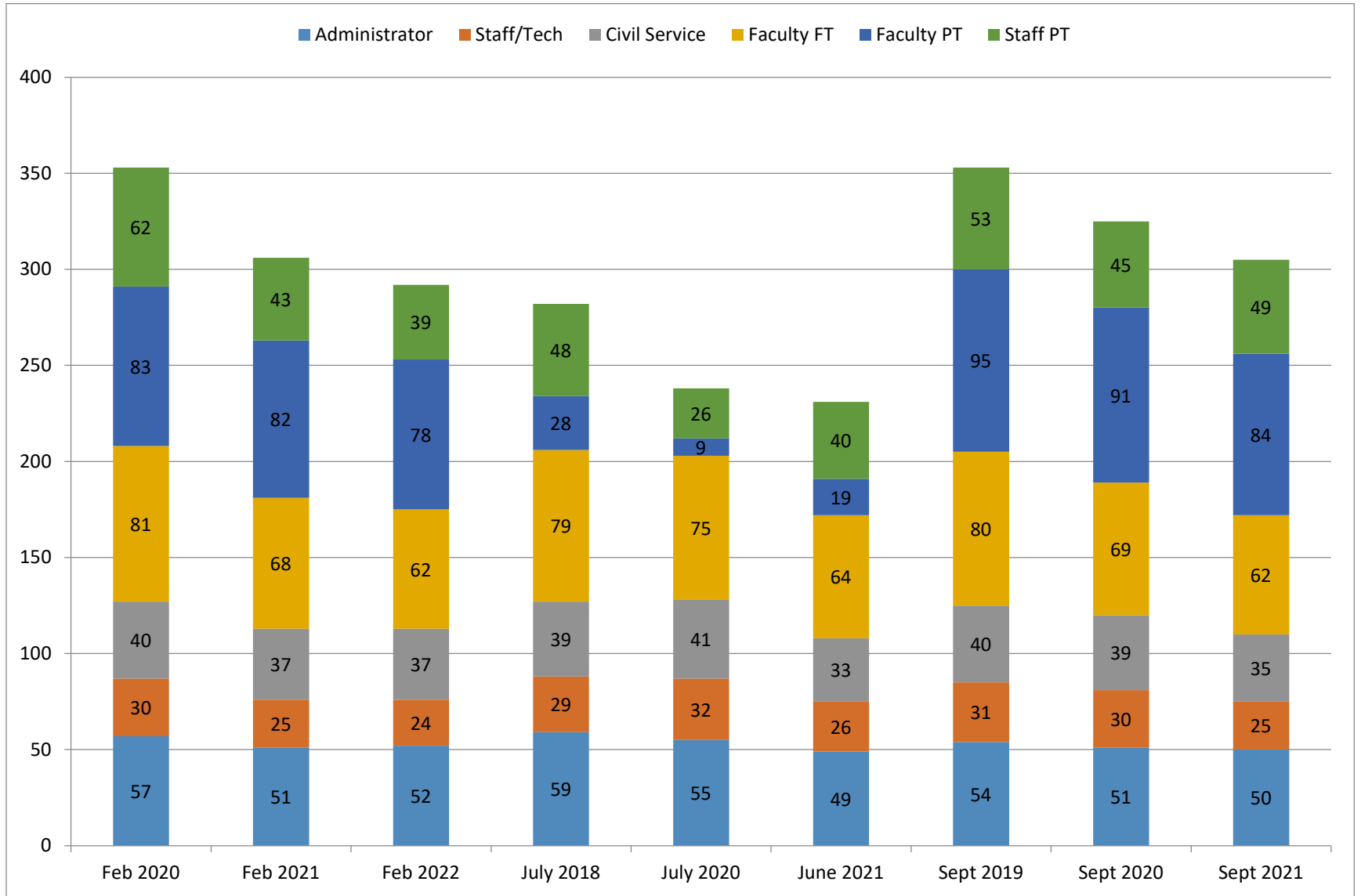
DISCUSSION ITEMS

- Workforce management: [Headcount report](#). Executive Director issued a report of the workforce numbers including demographics.
- Workforce Diversity: [Workforce Diversity](#). In terms of diversity, the College is making small progress even though our workforce is getting smaller. The committee is interested in seeing the demographic numbers of our applicant pool.
- Summary of [vacant positions](#)

Trustee Park reminded the committee to think of the stress temperature of our faculty, students and staff through this pandemic and after the pandemic. She also advised the College to think of ways to alleviate the stress. Executive Director Park shared that HR meets every two weeks with supervisors, and the first topic is always around wellness and mental health and always encourages supervisors to address managing mental health and the effects of burnout.

Trustee Parks adjourned the External Affairs Committee meeting at 7:01 p.m.

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

Category	Race	Feb-22	Jun-21
Administrator		51	49
	Black, African American	4 8%	4 8%
	Asian, Pacific Islander	1 2%	1 2%
	White	46 90%	44 90%
Civil Service		37	33
	Black, African American	1 3%	0 0%
	White	36 97%	33 100%
Faculty - Full time		62	64
	Black, African American	4 6%	3 5%
	Asian, Pacific Islander	5 8%	6 9%
	White	53 85%	55 86%
Faculty - Part time		76	19
	Black, African American	4 5%	0 0%
	Asian, Pacific Islander	3 4%	1 5%
	White	69 91%	18 95%
Staff/Tech - Full time		24	26
	Black, African American	1 4%	1 4%

Category	Race	Feb-22	Jun-21
Employees, not incl students		294	231
	Black, African American	19 6%	11 5%
	Asian, Pacific Islander	9 3%	8 3%
	Latino	1 0%	1 0%
	White	265 90%	211 91%
Total		294	231

Category	Gender	Feb-22	Jun-21
Administrator		51	49
	Female	31 61%	31 63%
	Male	19 37%	18 37%
	Neither	1 2%	0 0%
Civil Service		37	33
	Female	16 43%	15 45%
	Male	21 57%	18 55%
Faculty - Full time		62	64
	Female	28 45%	31 48%
	Male	34 55%	33 52%
Faculty - Part time		76	19

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

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

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

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HUMAN RESOURCES and DIVERSITY COMMITTEE
Appointments, Promotions and Separations
RESOLUTION # T4782-22

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	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
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. This hire was made as a result of an open search.
First	Last	Title	Department	Effective	Action	Salary	Background
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*

HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION # T4783-22

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)
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*

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HUMAN RESOURCES COMMITTEE

RESOLUTION # T4784-22

Policy Update: Employee Tuition Benefits

WHEREAS, SUNY Corning Community College currently provides employee and dependent in-state tuition benefits for enrollment at Corning Community College with eligibility standards stipulated in the Non-Union Personnel Handbook;

WHEREAS, the Regional Board of Trustees of SUNY Corning Community College seeks to provide equity to employee and dependent tuition benefits regardless of personal residency location;

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.

Non Union Personnel Handbook
Section III Employee Benefits
Subsection C – Tuition Benefits
(Update to be made to the following excerpt)

The employee or dependent is responsible for all books and fees, other than instate tuition (i.e., application fees, placement deposits, registration fees, lab fees, activity fees, ~~out-of-state tuition~~ etc.).

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T4785-22

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending December 31, 2021

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