

## TABLE OF CONTENTS

<a href="#">Agenda</a> : Thursday, June 17, 2021	2
<a href="#">Minutes</a> April 29, 2021	4-29
<b>COMMITTEE REPORTS</b>	
<a href="#">Committee on Academic and Student Services Minutes</a>	30-36
<a href="#">Report by the Provost</a>	
<a href="#">Executive Committee</a>	37-40
<a href="#">External Affairs Committee Minutes</a>	
<a href="#">External Affairs Reports</a>	41-49
<a href="#">Finance and Facilities Committee Minutes</a>	50-61
<a href="#">Report by Executive Director of Auxiliary Campus Services</a>	62
<a href="#">Human Resources Committee</a>	63-70
<a href="#">Consent Agenda Action Items</a>	69-71
<a href="#">Regular Agenda Action Items</a>	72-91
<b>RESOLUTIONS</b>	
<a href="#">Consent Agenda</a>	
<a href="#">Regular Agenda</a>	

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

**DATE:** Thursday, June 17, 2021

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

**LOCATIONS:** Via Zoom

- 1- CALL TO ORDER
  - 2- APPROVAL OF AGENDA
  - 3- APPROVAL OF MEETING MINUTES April 29, 2021 [Minutes](#)
  - 4- CHAIR'S REPORT
  - 5- PRESIDENT OF THE COLLEGE REPORT
  - 6- STUDENT TRUSTEE REPORT
  - 7- CCC DEVELOPMENT FOUNDATION REPORT
  - 8- APPROVAL OF AGENDA
  - 9- APPROVAL OF CONSENT AGENDA
- [RESOLUTION T#4734-21 Appointments, Promotions and Separations](#)  
[Resolution #T4735-21 Position Activity](#)

REGULAR AGENDA

[CASS Committee](#)

1. [Resolution #T4736-21 Faculty Promotions](#)
2. [Resolution #T4737-21 Congratulations – COACH STACY JOHNSON & SUNY CCC WOMEN's SOFTBALL – NJCAA REGION III DIVISION III A Finals & Runner Up](#)
3. [Resolution #T4738-21 New Program Proposal - Mechatronics A.A.S](#)
4. [Resolution #T4739-21 Program Review – Liberal Arts and Sciences \(LAHS-AA, LAHS-AS, LAMS-AS\) Program](#)
5. [Resolution #T4753-21 Graduation List, May 2021](#)

[EXECUTIVE Committee](#)

[Resolution #T4752-21 Resolution of Appreciation-Stacy Housworth](#)

[EXTERNAL AFFAIRS Committee](#)

1. [Resolution #T4740-21 Recommendation of the CCC Student Trustee Award Recipient](#)

FINANCE AND FACILITIES Committee

1. [Resolution #T4741-21 Operating Report for April 2021 resolution](#)
2. [Resolution #T4742-21 Facilities Master Plan update resolution](#)

HUMAN RESOURCES Committee

1. [Resolution #T4743 Performance Growth Awards](#)
2. [Resolution #T4744-21 RAVE Award-Katie Crowe](#)
3. [Resolution #T4745-21 Emeritus Designation -Beth Bentley](#)
4. [Resolution #T4746-21 Emeritus Designation- Dale Crandall](#)
5. [Resolution #T4747-21 Emeritus Designation- Thomas Dunbar](#)
6. [Retirement - #T4748-21 Richard Evans, Professor](#)
7. [Retirement - #T4749-21 Brian Halm, Associate Professor](#)
8. [Retirement - #T4750-21 John Longwell, Professor](#)
9. [Retirement - #T4751-21 Carl Hufford, Custodian](#)

10- OLD BUSINESS

11- NEW BUSINESS

12- EXECUTIVE SESSION

13- ADJOURNEMENT

**SUNY CORNING COMMUNITY COLLEGE**  
**REGIONAL BOARD of TRUSTEES**  
**April 29, 2021**  
Via Zoom  
**MEETING MINUTES**

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

Excused: Thomas Beers

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Executive Director Park, Interim Provost Herbst, Executive Director Chandler, Executive Director Burdick.

Support Staff: N. Ka-Tandia

Guests: Rosemary Anthony, Elaine Corwin, Hatesh Radia and community attendees.

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:36 pm
2. APPROVAL OF AGENDA: (R. Allison and C. Heyward, Unanimous).
- 3- APPROVAL OF THE MINUTES: (C. Heyward, P. Chu, Unanimous).
4. CHAIR’S REPORT. Chair Wightman provided the following report:

Chair Report:

- Perry Hall Taskforce:
  - Attended rounds of meetings with The Perry Hall Task Force. Met with one faculty, Staff and a Perry hall resident to discuss Perry Hall culture.
  - The interim report shows a need to enhance the culture in the resident hall.

- Attended Committee meetings
- Along with Trustee Blowers and Dr. Mullaney, met with a community member who could be a potential addition to the advisory Board of the Foundation or RBOT.
- Working on issues around COVID and Faculty Union involvement

Trustee Wightman concluded her report by asking Trustee Wayne to read the unanimous resolution supporting the College's President, Dr. William P. Mullaney. The resolution states: "The Regional Board of Trustees of SUNY Corning Community College asserts its full support of President William P. Mullaney and its full support of the process that was utilized in determining and implementing the recent termination of several faculty positions." (M. Wayne, J. McKinney-Cherry, Unanimous)

## 5. PRESIDENT OF THE COLLEGE'S REPORT.

- COVID Update:
  - Continuous weekly testing. Cases are still low
  - Chancellor hasn't mandated vaccination, but he is continually monitoring the situation
  - Fifth week into the mass vaccination. The site has already administered 21,000 vaccines so far
- Graduation Update: In person drive in commencement in which students will remain in their cars is set for May 15. The plan has been approved, both by the students, the Department of Health, and by SUNY
- Community Colleges of Appalachia Committee has selected Corning Community College "A.S. program in Community and Public Health Education (CPHE) to receive the outstanding Innovation Award. Dr. Mullaney extended his appreciation to Professor Elaine Corwin and Rosemary Anthony for developing the proposal.
- SUNY Corning Community College Red Barons softball team was just ranked #1 in the NJCAA for Division III softball after their weekend sweep of Monroe Community College.

Dr. Mullaney concluded his report by presenting his Path of the Future's progress.

## 6. STUDENT TRUSTEE REPORT:

### **Student Report:**

#### Student Suggestions

- Students enjoyed wellness days but also feel like two days is not enough. Many students felt the wellness days were helpful to catch up on work but not quite enough to be used for relaxation and de-stressing.

- Many students are concerned about the upcoming semester and whether or not they will have break weeks. Students would like to have break weeks back and if not, they would like to see more wellness days implemented.

### Student Forum

The next student forum is April 1, 2021. Actively encouraging students to join and share their thoughts with President Mullaney

### SAGA

- Utilizing our social media; posting 2-3 times per week about topics going on in the world that students should know more about  
ex) Muslim genocide in China, growing hate problems in the US
- Planning events for Earth week - stay tuned to have more information regarding how this went at the next RBOT meeting!
- Working on a LinkedIn event: teaching students how to create a great profile and resume for networking and finding a job post-graduation.

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

Holly Segur provided the following report.

### Housing LLC:

- Expecting Corning Incorporated interns to live in Perry Hall this summer. At this point the list is up to 55!
- Elmira Jr. Enforcers Hockey Team has expressed interest in living in Perry Hall again in the fall.
- Brailsford & Dunlavey plan to present their final report in early May to the Perry Hall Task Force and Housing LLC Board.
- The Perry Hall Task Force has scheduled bi-weekly recurring meetings through July to brainstorm options to present to the financing partners. Jon Chester has been engaged as Project Manager.

### Fundraising:

- The online Athletics Crowdfunding Campaign resulted in \$4,230.00. This effort was in place of the Annual Golf Tournament which we were not able to hold again due to COVID.
- Fundraising efforts are ongoing to support the creation of a Neil Milliken Scholarship.
  - As of 4/28/21, \$23,120.20 has been raised. We have an additional \$4,000 in promised commitments. This will be an endowed scholarship and we plan to be able to give away the first award this fall.

- Special thanks to Tom Blumer, former Trustee and current foundation VP, for his part in helping to lead this effort.

8. APPROVAL OF THE CONSENT AGENDA (N. Parks, J. McKinney-Cherry, Unanimous).

**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 #4727-21 Appointments, Promotions and Separations

<b>Employee Name</b>	<b>Title</b>	<b>Department</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Cara Demers	Communications Specialist	Marketing and Public Relations	Resignation	3/31/21	Cara Demers worked at the College for 1 year and 3 months. She is relocating and has found another position.
Kimberly Bailey	Visiting Instructor	Nurse Education	Resignation	4/2/21	Kim Bailey was hired full time for the Spring 2021 semester, she will revert back to a part time role
Jordan Anderson	Alumni Development Coordinator	CCC Development Foundation	Resignation	4/23/21	Jordan Anderson has served the college for almost 2 years. She will remain in the area and is seeking other employment.

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

9. REGULAR AGENDA

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS):**

Trustee C. Heyward provided a review of the CASS meeting on April 21, 2021 and noted there are two action Items.

RESOLUTION # T4730-21 -Regional Board of Trustees' Award for Teaching Excellence- Hatesh Radia

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College approves the RBOT Award for

Teaching Excellence to Hatesh Radia. (Heyward, Chu: Unanimous)

RESOLUTION # T4732-21 –Academic Calendar 3 Years Proposal

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College hereby approves the following 2022-2025 Academic Calendar. the Academic Calendar. (C. Heyward, R. Allison: Unanimous)

Provost Herbst provided the following report:

### **Academic Affairs**

- SUNY CCC has entered the American Mathematical Association of Two-Year Colleges (AMATYC) Student Research League for the first time. Student team members are Kristo Nasto and Austin Wallenbeck with George Hurlburt serving as the Faculty Mentor. The students will address a designed research STEM Challenge Problem which requires the students to perform research and write a thesis for a solution in 18 days.
- Honorlock proctored online testing has seen extensive usage this year with over 2,020 tests administered so far.
- Executive Director Jeanne Eschbach, Department Chair of Community Health and Justice Eric Smith, and Associate Dean of Instruction Debbie Beall have created two new microcredentials: Direct Support Professional I and Direct Support Professional II. In addition to working with individuals with developmental disabilities, direct support professionals may work in a variety of locations such as child care centers, residential treatment facilities, and eldercare programs. The curriculum in the microcredentials align with the national certification offered to Direct Support Professionals through the National Alliance for Direct Support Professionals (NADSP).
- SUNY CCC joins more than 35 colleges and universities including Stanford University, Tufts University, University of Michigan, SUNY Geneseo and UNC at Chapel Hill, in a two-day, online event bringing together more than 1500 students in a democratic deliberation. In this Deliberative Polling event, “Shaping Our Future,” participants will deliberate in small groups using a customized online platform developed by the Center for Deliberative Democracy at Stanford University.

### **Student Services**

- SUNY CCC men’s bowling team members Cory Bigelow and Derik Lisi, won the NJCAA Region III Bowling Tournament in Singles, Doubles, and Overall events for our region. With travel restrictions changed after April 1<sup>st</sup>, Derik Lisi and coach Ben Smith were able to travel to the National NJCAA bowling tournament held in Lansing, Michigan.



- With over just 1,500 tutoring sessions this academic year, the Learning Commons has seen increasing numbers of students becoming comfortable with remote tutoring options. About 80% of the fall sessions and 85% of spring sessions have taken place fully remotely. As fall 2021 brings more students back to campus, remote tutoring options will continue to play an important role for students to access help at their convenience.
- Spring sports are underway with new expanded rules to allow limited spectators at games. Women’s softball currently has a 6-0 record and Men’s baseball has a 2-2 record.
- Over 350 students have applied so far for spring graduation and are in pending status. The application window is still open and graduation applications continue to come in. The total number of graduates this year (524 and counting) has already exceeded the 2019-20 total of 495.
- SUNY CCC students Madison Cunningham and Kristo Nasto were recognized with 2020-21 SUNY Chancellor’s Awards for Student Excellence.
- The total number of accepted students for fall 2021 from February and March is 175. This an increase over the total of 118 for the same period in 2020.

**EXECUTIVE COMMITTEE**

**DISCUSSION ITEMS:**

1. Chair Report
2. COVID-19 Update
3. Strategic Initiatives Update
4. Grant Data
5. Property Analysis

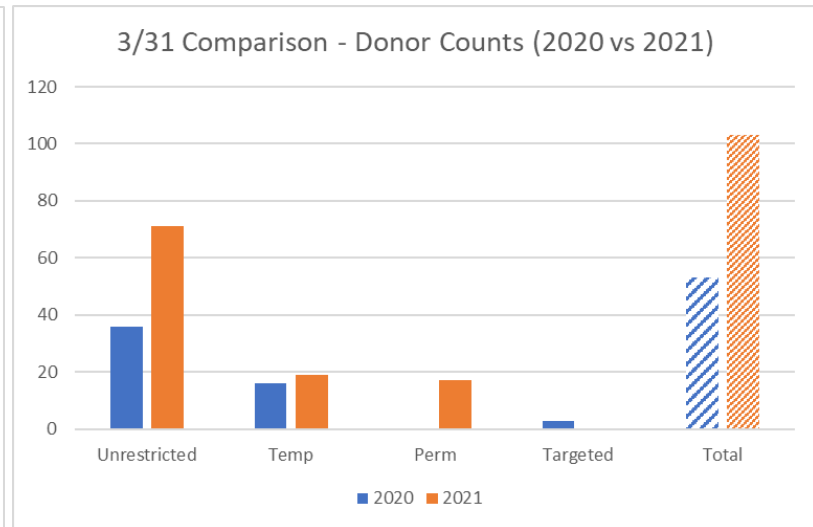
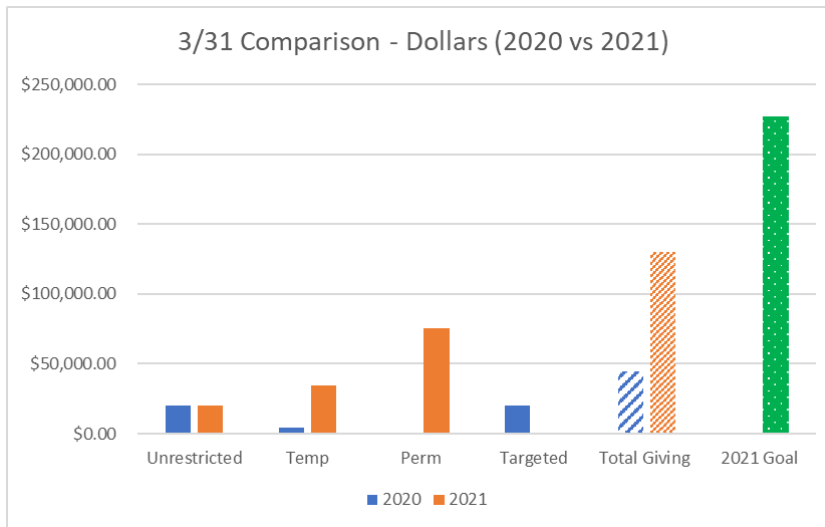
**ACTION ITEM:**

None

## **EXTERNAL AFFAIRS**

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

- Jordan Anderson, Alumni Development Coordinator, has resigned effective April 23, 2021.
- The Development Foundation has hired Harris Beach to provide legal services.
- Brailsford & Dunlavey have completed multiple stakeholder interviews as well as current student and alumni focus groups.
  - Preliminary findings will be shared in mid-April with the goal of presenting their final report in May.
- The Athletics Crowdfunding campaign, held in place of a Golf Tournament, has resulted in \$4,230 raised towards the Athletics Program.
- The Foundation continues to receive gifts in memory of Dr. Cornelius “Neil” Milliken, III; anticipating to establish a scholarship in his name.
- The Lindau Foundation awarded the Foundation with a grant in the amount of \$2,500 to support the purchase of 10 tablets for use in our science labs.
- A joint meeting of the RBOT and CCCDF Executive Boards was held in late March.
- The Perry Hall Housing Task Force held their first meeting to determine options to present to the financing partners by fall.
- The first quarter Annual Fund solicitation mailing will be sent in April.
- The first and second Baron Bulletin e-newsletters were sent in early February and April, respectively. The third is scheduled for May.
- The online Common Scholarship Application for 2021-2022 scholarship awards closed on April 1, 2021.
  - 168 applications were started, but only 92 were completed and submitted.
- Annual Giving results through 3/31/2021:



	2020	2021
Unrestricted	\$20,170.58	\$20,271.13
Temp	\$4,458.00	\$34,234.95
Perm	\$0.00	\$75,475.00
Targeted	\$20,100.00	\$0.00
Total Giving	\$44,728.58	\$129,981.08
2021 Goal		\$227,000.00
	2020	2021
Unrestricted	36	71
Temp	16	19
Perm	0	17
Targeted	3	0
Total	53	103

## Marketing/Communications:

### Marketing

- Dr. Mullaney interviews: BigFox, WENY
- Chancellor Malatras invited and visited CCC Mar. 3
- WENY and WETM TV spots: 30-sec spots through April 30
- Stickers



- Recruiting collateral: Viewbook has been updated (print + interactive HTML digital),
- Updating virtual tour with sports athletic facilities
- Google Ads campaign: Mar. 15- Apr. 11; Google metrics: (28 days' trend): Search +7%, Maps Views +252%, Direction Requests: 16,400 (+2,227%), UserReviews: 4-Stars [of 5] (+33%), Phone Calls: 564 (+8%), 1,310 Ad Clicks, Photo Views: 118,000 (+77%)
- Niche digital marketing: reputation management, triggered emails and social media search presence
- TikTok- will start soon (CLARUS)

### Advertising

Virtual Open House (3): geofencing; digital ads (23 counties) 1/4- 4/11, 272,367 impressions, 1,889 clicks, CTR = .69, (10X natl avg), Engagement: 1.21%; radio, Bigfoot, Magic, and Wink; posters, 250; pc to service area and PA, 10,467; community calendars; videos for career communities; open house landing page update.

### Social Media

- Instagram followers: 1,686. Latest Post: 665 views
- Facebook: Pages Actions: +450%, Engagements: +33%, Videos: +2,098%, Reach: +84%
- Twitter: Visits: -27%, Followers: +9
- LinkedIn: Unique Visitors: -13%, Views: UNCH
- YouVisit: March Visitors: 207, Leads: 47, Avg Time/Visit: 9:16

### Press Releases

- SUNY CCC Theatre Studies Presents Live and Streamed Production of *The Spoon River Project*, 4/11

- SUNY CCC Announces Fall 2020 Dean's/President's List, 4/9

### **Other**

Strategic Priorities pamphlet/flyer design, College Catalog 2021-2022, WETM COVID vaccine site, 3/18

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

#### **Academic Pathways Highlights**

- Accelerated College Education (ACE)
  - Degree Trax brochures have arrived and we are highlighting 10 programs: Bus Administration, Chemical Dependency Counseling, Computer Science, Criminal Justice, Engineering, HomeSchool (Diploma completion), Information Technology, LAS: Math/Science; LAS: Humanities & Social Sciences; Sustainability Studies. Presentation to the Superintendents, Principals and Counselors the week of 4/12.

#### **Workforce Education Highlights**

- Revenue Goals:
  - Corporate Training: 20.6% of goal (note: \$11,782.50 in training proposals are pending); Open Enrollment: 62% of goal; Room Rentals: 67% of goal; Third-Party Training: 106% of goal; Testing Center: 285.4% of goal.
- Testing Center Highlights:
  - Approved to offer PearsonVue Testing (Education, Medical licensing, Banking, Computer, Pharmacy Technicians, etc .)
  - Completed 77 ATI-TEAS tests for incoming F21 Nursing students
- Open Enrollment Highlights:
  - Central Service Technician started the first class with 7 students; received notice from SUNY that the college received the CFA grant submitted in March 2020.
  - Marketing Summer [STEM Youth College](#)
- Corporate Contracts:
  - Siemens Oil & Gas—Blueprint Reading completed; Geometric Dimensioning & Tolerancing and Precision Measurement—ongoing
  - Mirion Technologies—Customized Welding
- Apprenticeships:
  - Presented SUNY Apprenticeship Program to JSEC and STEG Board; followed by two company meetings.

- Program Development:

Collaboration with Professional Studies on five new micro-credentials: Direct Support Professional Level I and Level II; Teacher Assistant Level II and Level III and Health & Wellness Coaching which will have a non-credit/credit option.

**Legislative Affairs:**

- Federal: Federal Legislation and Higher Ed
  - President Biden’s American Family Plan has important proposals for higher education, with a centerpiece of about \$109 billion towards free Community college.
  - Substantial funds for Pell grant increases about \$1400 increase to the current Max, which is about \$6500.
  - \$63 billion was proposed towards retention and completion rates, these would be wraparound services on childcare, as well as mental health services.
- NY State: State Budget and Higher Ed
  - At the State level, the budget was enacted on April and Community colleges have a \$50 increase in the FT baseline

**FINANCE AND FACILITIES**

Trustee Wayne provided a review of the Finance and Facility last two meetings and mentioned there are two actionable items in the agenda. Trustee Wayne also updated the board on the 21-22 budget which is already in process. The Finance Committee is half way on developing the measurable Standards and expect to have them ready for the RBOT June meeting

Executive Director S. Chandler provided an overview of the Finances and Facilities report.

**ACTION ITEMS:**

RESOLUTION #4731-21-Operating Report for January 2020

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the operating report for January 2021. (M. Wayne, C. Heyward, Unanimous).

RESOLUTION #4733-21- Operating Report for March 2021

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the operating report for March 2021 (M. Wayne, C Heyward, Unanimous).

**DISCUSSION ITEMS:**

- February Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project
- Campus Auxiliary Services Update

**Operating Report**

**February 28, 2021**

**February 2021 – Cash, A/P & A/R**

	<b>Cash</b>	<b>A/P</b>	<b>Student A/R</b>
<b>February 2021</b>	\$5,652,682	\$1,689	\$4,481,697
<b>February 2020</b>	\$10,161,688	\$6,917	\$2,008,669
<b>February 2019</b>	\$9,101,214	\$543,057	\$2,973,929

The current cash position of \$5,652,682 represents 76 days of College operations.

**Unrestricted Fund Operations – February 2021**

- Operating revenues of \$18,939,669 represents 69% of budgeted revenues.
- Operating expenses of \$11,981,273 represents 44% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,958,396

**February 2021 – Analysis of Revenues and Expenses**  
**FY21/FY20 Highlights**

	<b>February-20</b>	<b>February-21</b>	<b>Variance</b>
<b>Tuition &amp; Fees</b>	\$12,273,320	\$11,676,242	<b>\$597,078</b>
<b>Personnel Services</b>	\$9,683,900	\$8,236,406	<b>\$1,447,494</b>



**Corning Community College-Unrestricted Summary**

	<b>@ 2/28/20</b>	<b>@ 2/28/21</b>	<b>19-20 Act vs.</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>20-21 Bud vs.</b>
	<b>19-20 Actual</b>	<b>20-21 Actual</b>	<b>20-21 Act</b>	<b>Budget</b>	<b>YE Forecast</b>	<b>20-21 Forecast</b>
<b>REVENUES</b>						
Tuition	\$10,896,184	\$10,387,256	(\$508,928)	\$11,466,241	\$10,480,734	(\$985,507)
Student Fees	\$1,377,136	\$1,288,985	(\$88,150)	\$1,490,208	\$1,373,148	(\$117,060)
State Aid	\$3,711,856	\$2,899,227	(\$812,629)	\$7,182,054	\$6,900,147	(\$281,907)
Grant Aid & Contracts	\$0	\$519,591	\$519,591	\$0	\$519,591	\$519,591
Federal appropriations	\$263	\$0	(\$263)	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$3,503,053	\$3,309,331	(\$193,722)	\$6,477,452	\$6,016,563	(\$460,889)
Other sources	\$458,923	\$535,277	\$76,354	\$659,644	\$793,352	\$133,708
Applied Fund Balance	\$0	\$0			\$0	
<b>Total Revenues</b>	<b>\$19,947,414</b>	<b>\$18,939,666</b>	<b>(\$1,007,748)</b>	<b>\$27,313,599</b>	<b>\$26,091,536</b>	<b>(\$1,222,063)</b>
<b>EXPENSES</b>						
Salaries	\$6,920,613	\$5,788,197	(\$1,132,416)	\$14,218,766	\$13,264,217	(\$954,549)
Employee Benefits	\$2,763,287	\$2,448,209	(\$315,077)	\$5,705,503	\$5,410,385	(\$295,118)
Equipment	\$99,158	\$2,323	(\$96,835)	\$208,403	\$208,403	\$0
Contractual Expenditures						
<i>Purchased Services</i>	\$17,610	\$24,860	\$7,250	\$25,500	\$47,169	\$21,669
<i>Materials &amp; Supplies</i>	\$264,259	\$250,478	(\$13,781)	\$520,272	\$592,570	\$72,298
<i>Consultants and Contractors</i>	\$229,610	\$52,658	(\$176,952)	\$301,333	\$237,500	(\$63,833)
<i>Accreditation</i>	\$17,979	\$15,831	(\$2,148)	\$20,000	\$25,505	\$5,505
<i>Marketing</i>	\$199,113	\$70,431	(\$128,681)	\$275,000	\$260,000	(\$15,000)
<i>Conference &amp; Travel</i>	\$74,426	\$3,735	(\$70,692)	\$104,300	\$52,619	(\$51,681)
<i>Utilities</i>	\$197,310	\$157,445	(\$39,864)	\$420,000	\$361,236	(\$58,764)
<i>Maintenance &amp; Repairs</i>	\$77,508	\$55,138	(\$22,370)	\$293,300	\$292,831	(\$469)
<i>Software &amp; Contracts</i>	\$378,621	\$109,746	(\$268,875)	\$488,130	\$487,129	(\$1,001)
<i>Voice &amp; Data Communication</i>	\$43,966	\$33,865	(\$10,100)	\$102,000	\$103,191	\$1,191
<i>Special Projects, Programs &amp; Events</i>	\$27,612	\$2,691	(\$24,921)	\$75,115	\$30,977	(\$44,138)
<i>Maintenance Contracts</i>	\$210,950	\$197,108	(\$13,841)	\$535,280	\$535,280	\$0
<i>Rentals (HEC)</i>	\$226,482	\$224,618	(\$1,865)	\$336,000	\$392,618	\$56,618
General Institutional	\$629,039	\$538,235	(\$90,803)	\$1,252,531	\$1,332,455	\$79,924
Other Expenditures	\$102,320	\$52,237	(\$50,082)	\$167,783	\$123,590	(\$44,193)
Scholarships	\$1,591,324	\$1,891,153	\$299,830	\$2,139,383	\$2,445,255	\$305,872
Transfer Out	\$100,200	\$62,313	(\$37,887)	\$125,000	\$122,393	(\$2,607)
<b>Total Expenses</b>	<b>\$14,171,386</b>	<b>\$11,981,273</b>	<b>(\$2,190,113)</b>	<b>\$27,313,599</b>	<b>\$26,325,323</b>	<b>(\$988,276)</b>
<b>Surplus/(Deficit)</b>	<b>\$5,776,028</b>	<b>\$6,958,393</b>	<b>\$1,182,365</b>	<b>\$0</b>	<b>(\$233,788)</b>	<b>(\$233,788)</b>

**Association**

2/28/2021

**ATHLETICS BUDGET**

2020-2021 Approved Budget

20-21 Actual

2020-2021

YE

Forecast

	Budget	Fundraising	Student Fee	Total	Forecast
Athletic Fee	\$256,830	\$0	\$213,473	\$213,473	\$215,000
Concession	\$1,500	\$0	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$420	\$420
Fundraising	\$0	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$213,893</b>	<b>\$213,893</b>	<b>\$215,420</b>
General Athletics	\$171,030	\$0	\$22,526	\$22,526	\$125,000
Men's Basketball	\$17,000	\$0	\$0	\$0	\$6,000
Men's Soccer	\$2,000	\$0	\$0	\$0	\$4,000
Women's Soccer	\$2,000	\$0	\$0	\$0	\$4,000
Baseball	\$16,600	\$0	\$2,500	\$2,500	\$23,000
Volleyball	\$2,000	\$0	\$0	\$0	\$4,000
Bowling	\$10,500	\$0	\$0	\$0	\$14,000
Women's Basketball	\$15,800	\$0	\$444	\$444	\$6,000
Softball	\$16,400	\$0	\$2,320	\$2,320	\$26,000
Cross Country	\$12,000	\$0	\$8,648	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0	\$4,000
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$36,438</b>	<b>\$36,438</b>	<b>\$224,648</b>
					<b>(\$9,228)</b>

**STUDENT ACTIVITIES BUDGET**

2020-2021 Approved Budget

20-21 Actual

2/28/2021

2020-2021 YE

	Budget	Fundraising	Student Fee	Total	Forecast
Student Activity Fee	\$182,350	\$0	\$228,288	\$228,288	\$230,000
Fundraising	\$0	\$5,843	\$0	\$5,843	\$5,843
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$5,843</b>	<b>\$228,288</b>	<b>\$234,131</b>	<b>\$235,843</b>
Muse of Fire	\$3,000	\$0	\$1,012	\$1,012	\$3,000
Activities Programming Committee	\$105,000	\$0	\$21,235	\$21,235	\$96,000
Elmira Center	\$3,500	\$0	\$0	\$0	\$500
Student Association Executive Board	\$25,000	\$0	\$1,318	\$1,318	\$25,000
Nursing Society	\$4,000	\$0	\$5	\$5	\$4,000
Nurses Programs	\$5,200	\$0	\$43	\$43	\$5,000
Food Pantry	\$1,000	\$0	\$449	\$449	\$3,000
Diversity Council	\$3,000	\$0	\$3,335	\$3,335	\$5,000
Sustainability Committee	\$1,250	\$0	\$0	\$0	\$1,250
CRIER	\$4,000	\$0	\$431	\$431	\$1,000
Music Licenses	\$3,500	\$0	\$1,429	\$1,429	\$3,500
Job Fair	\$1,000	\$0	\$0	\$0	
Intramurals & Recreation	\$14,000	\$0	\$2,440	\$2,440	\$14,000
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	\$1,000
SCOP	\$500	\$0	\$0	\$0	
Individual Clubs (14)	\$3,400	\$0	\$257	\$257	\$3,400
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$31,955</b>	<b>\$31,955</b>	<b>\$165,650</b>
					\$70,193

<b>Graduation</b>	<b>2020-2021 Approved Budget</b>	<b>20-21 Actual</b>
-------------------	----------------------------------	---------------------

**REVENUES**

Fee Revenue	\$43,275	\$32,104
<b>Total Revenues</b>	<b>\$43,275</b>	<b>\$32,104</b>

**EXPENSES**

Contractual Expenditures	\$43,275	\$2,722
<b>Total Expenses</b>	<b>\$43,275</b>	<b>\$2,722</b>

<b>New Student Orientation &amp; ID Card</b>
--

**REVENUES**

Fee Revenue	\$101,564	\$78,179
<b>Total Revenues</b>	<b>\$101,564</b>	<b>\$78,179</b>

**EXPENSES**

Contractual Expenditures	\$101,564	\$24,126
<b>Total Expenses</b>	<b>\$101,564</b>	<b>\$24,126</b>

Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 02.28.21	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

**Operating Report**  
**March 31, 2021**  
**March 2021 – Cash, A/P & A/R**

	<b>Cash</b>	<b>A/P</b>	<b>Student A/R</b>
<b>March 2021</b>	\$14,677,823	\$72,560	\$1,501,064
<b>March 2020</b>	\$10,055,155	\$64,492	\$1,304,804
<b>March 2019</b>	\$14,923,085	\$2,355	\$2,364,676

The current cash position of \$14,677,823 represents 196 days of College operations.

**Unrestricted Fund Operations – March 2021**

- Operating revenues of \$21,574,951 represents 79% of budgeted revenues.
- Operating expenses of \$13,690,115 represents 50% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$7,884,836

**March 2021 – Analysis of Revenues and Expenses**  
**FY21/FY20 Highlights**

	<b>March-20</b>	<b>March-21</b>	<b>Variance</b>
<b>Tuition &amp; Fees</b>	\$12,153,257	\$11,514,346	<b>\$638,911</b>
<b>Personnel Services</b>	\$11,275,174	\$9,638,360	<b>\$1,591,814</b>

<b>Corning Community College-Unrestricted</b>	<b>@ 3/31/20</b>	<b>@ 3/31/21</b>	<b>Actual</b>	<b>2020-2021</b>	<b>YE Forecast</b>	<b>YE</b>
	<b>19-20 Actual</b>	<b>20-21 Actual</b>	<b>Increase/(Decrease)</b>	<b>Amended Budget</b>	<b>Estimate 2021</b>	<b>Increase/Decrease</b>
<b>REVENUES</b>						
Tuition	\$10,786,334	\$10,214,388	(\$571,946)	\$11,466,241	\$10,368,642	\$1,097,599
Student Fees	\$1,366,922	\$1,299,958	(\$66,964)	\$1,488,208	\$1,371,753	\$116,455
State Aid	\$3,748,677	\$3,902,432	\$153,755	\$7,182,054	\$8,112,258	(\$930,204)
Federal appropriations	\$7,308	\$1,504	(\$5,804)	\$38,000	\$5,504	\$32,496
County Operating Chargebacks	\$6,072,336	\$5,579,745	(\$492,591)	\$6,477,452	\$5,798,867	\$678,585
Other sources	\$477,944	\$576,924	\$98,980	\$661,644	\$787,629	(\$125,985)
Applied Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$22,459,521</b>	<b>\$21,574,951</b>	<b>(\$884,570)</b>	<b>\$27,313,599</b>	<b>\$26,444,653</b>	<b>\$868,946</b>
<b>EXPENSES</b>						
Salaries	\$8,067,523	\$6,784,714	(\$1,282,809)	\$14,218,766	\$13,186,604	\$1,032,162
Employee Benefits	\$3,207,651	\$2,853,646	(\$354,005)	\$5,705,503	\$5,376,849	\$328,654
Equipment	\$101,620	\$4,732	(\$96,888)	\$208,403	\$100,516	\$107,887
Contractual Expenditures						\$0
<i>Purchased Services</i>	\$22,517	\$36,460	\$13,943	\$25,500	\$38,023	(\$12,523)
<i>Materials &amp; Supplies</i>	\$310,943	\$274,836	(\$36,107)	\$520,272	\$483,746	\$36,526
<i>Consultants and Contractors</i>	\$238,235	\$58,541	(\$179,694)	\$301,333	\$217,308	\$84,025
<i>Accreditation</i>	\$17,979	\$16,006	(\$1,973)	\$20,000	\$23,845	(\$3,845)
<i>Marketing</i>	\$201,871	\$89,585	(\$112,286)	\$275,000	\$267,537	\$7,463
<i>Conference &amp; Travel</i>	\$76,150	\$3,870	(\$72,280)	\$104,300	\$45,418	\$58,882
<i>Utilities</i>	\$224,828	\$193,170	(\$31,658)	\$420,000	\$359,320	\$60,680
<i>Maintenance &amp; Repairs</i>	\$101,441	\$58,299	(\$43,142)	\$293,300	\$238,924	\$54,376
<i>Software &amp; Contracts</i>	\$383,092	\$232,964	(\$150,128)	\$488,130	\$507,215	(\$19,085)
<i>Voice &amp; Data Communication</i>	\$52,656	\$45,632	(\$7,024)	\$102,000	\$95,290	\$6,710
<i>Special Projects, Programs &amp; Events</i>	\$29,551	\$5,516	(\$24,035)	\$75,115	\$33,376	\$41,739
<i>Maintenance Contracts</i>	\$245,327	\$217,678	(\$27,649)	\$535,280	\$524,320	\$10,960
<i>Rentals (HEC)</i>	\$226,896	\$224,618	(\$2,279)	\$336,000	\$346,618	(\$10,618)
General Institutional	\$669,066	\$608,217	(\$60,849)	\$1,252,531	\$1,319,378	(\$66,847)
Other Expenditures	\$105,722	\$58,923	(\$46,799)	\$167,783	\$125,679	\$42,104
Scholarships	\$1,825,018	\$1,860,393	\$35,375	\$2,139,383	\$2,409,332	(\$269,949)
Transfer Out	\$100,200	\$62,313	(\$37,887)	\$125,000	\$122,393	\$2,607
<b>Total Expenses</b>	<b>\$16,208,287</b>	<b>\$13,690,115</b>	<b>(\$2,518,171)</b>	<b>\$27,313,599</b>	<b>\$25,821,691</b>	<b>\$1,491,908</b>
<b>Net (Surplus/Deficit)</b>	<b>\$6,251,234</b>	<b>\$7,884,835</b>	<b>\$1,633,600</b>	<b>\$0</b>	<b>\$622,962</b>	<b>\$622,962</b>

<b>Association</b>			3/31/2021	
<b>ATHLETICS BUDGET</b>	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	\$213,133	\$213,133
Concession	\$1,500	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$0
Fundraising	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$213,553</b>	<b>\$213,133</b>
General Athletics	\$171,030	\$0	\$34,423	\$34,423
Men's Basketball	\$17,000	\$0	\$364	\$364
Men's Soccer	\$2,000	\$0	\$0	\$0
Women's Soccer	\$2,000	\$0	\$0	\$0
Baseball	\$16,600	\$0	\$10,556	\$10,556
Volleyball	\$2,000	\$0	\$364	\$364
Bowling	\$10,500	\$0	\$3,345	\$3,345
Women's Basketball	\$15,800	\$0	\$808	\$808
Softball	\$16,400	\$0	\$7,954	\$7,954
Cross Country	\$12,000	\$0	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$66,461</b>	<b>\$66,461</b>



<b>STUDENT ACTIVITIES BUDGET</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>		<b>3/31/2021</b>
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>	
Student Activity Fee	\$182,350	\$0	\$228,891	\$228,891	
Fundraising	\$0	\$12,307	\$0	\$12,307	
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$12,307</b>	<b>\$228,891</b>	<b>\$241,198</b>	
Muse of Fire	\$3,000	\$0	\$1,012	\$1,012	
Activities Programming Committee	\$105,000	\$0	\$30,565	\$30,565	
Elmira Center	\$3,500	\$0	\$0	\$0	
Student Association Executive Board	\$25,000	\$0	\$1,868	\$1,868	
Nursing Society	\$4,000	\$0	\$5,367	\$5,367	
Nurses Programs	\$5,200	\$0	\$463	\$463	
Food Pantry	\$1,000	\$0	\$1,335	\$1,335	
Diversity Council	\$3,000	\$0	\$4,660	\$4,660	
Sustainability Committee	\$1,250	\$0	\$0	\$0	
CRIER	\$4,000	\$0	\$476	\$476	
Music Licenses	\$3,500	\$0	\$1,429	\$1,429	
Job Fair	\$1,000	\$0	\$0	\$0	
Intramurals & Recreation	\$14,000	\$0	\$3,657	\$3,657	
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	
SCOP	\$500	\$0	\$0	\$0	
Individual Clubs (14)	\$3,400	\$0	\$257	\$257	
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$51,089</b>	<b>\$51,089</b>	

<b>Graduation</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>
<b>REVENUES</b>			
Fee Revenue	\$43,275		\$31,979
<b>Total Revenues</b>	<b>\$43,275</b>		<b>\$31,979</b>
<b>EXPENSES</b>			
Contractual Expenditures	\$43,275		\$2,958
<b>Total Expenses</b>	<b>\$43,275</b>		<b>\$2,958</b>
<b>New Student Orientation &amp; ID Card</b>			
<b>REVENUES</b>			
Fee Revenue	\$101,564		\$78,436
<b>Total Revenues</b>	<b>\$101,564</b>		<b>\$78,436</b>
<b>EXPENSES</b>			
Contractual Expenditures	\$101,564		\$24,279
<b>Total Expenses</b>	<b>\$101,564</b>		<b>\$24,279</b>

### *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. There have been no additional billings since last meeting.

Expenditures to date: \$362,878

### **CAMPUS AUXILIARY SERVICES UPDATES**

#### **Health Office**

- Continuing to lead the pool testing. We have tested over 5000 people since October. Our overall positivity rate is low compared to other community colleges. We are testing between 500-600 students and employees weekly.

#### **Information Technology**

- A review of Ellucian Banner associated products has been conducted and IT is determining which contracts need to be renewed. There is a potential for significant savings.
- TPAC is meeting regularly since the beginning of the semester and a number of projects are being discussed.

#### **Public Safety**

- Two new part time officers have been hired. Vivian Carter is from the Bath area and is a member of the Army Reserves. Tom Slymon is a retired police officer from North Carolina and is a SUNY CCC graduate who recently moved back to this area after his retirement.

#### **Physical Plant**

- Physical Plant staff has been busy working at the mass vaccination site to provide resources to complete the setup. An MOU was signed to provide reimbursement for costs the college has incurred during this process.
- Plans are being made for Summer Projects including exterior door replacements on some main campus buildings.

- Director of Physical Plant is exploring options for upgrading building ventilation systems. There is a possibility that funds could be available from CARES act for these projects
- We are waiting for guidance from SUNY regarding classroom density for summer and fall sessions. Occupancy levels may change based upon this information.
- We will not be renewing the landscaping contract at the Elmira Center and are looking to hire a part-time employee to complete the tasks at a savings from the contracted cost. This employee will also be available to work at other locations.
- There are a number of items that will be sold at an auction in the future to bring in some revenue.

## **HUMAN RESOURCES COMMITTEE**

### Trustee Parks Report

- Provided an overview of the agenda and noted there are three action items on the agenda.
- She updated the board on her presentation at the Student Success Summit call to action; Creating Sustained Racial Justice and Equity Transformation. She also strongly encouraged all of the trustees to attend future presentations.
- Reminded the board to think of rural community when addressing inclusion and referenced a book suggestion by Trustee McKinney-Cherry "The Left Behind: Decline and Rage in Rural America."
- Discussed the need for real-time data regarding demographics for our staff, faculty, and students

Executive Director Park provided an overview.

### **Consent Agenda**

- Appointments, Promotions and Separations

### **Regular Agenda**

- David Higgins Retirement #4728-21

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of David Higgins's retirement. (N. Parks, R. Allison, Unanimous)

- Whistleblower Policy #4729-21

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of the Whistleblower Policy. (N. Parks, J. C. Heyward, Unanimous).

## **DISCUSSION ITEMS**

- Summary of activities: [Fostering Diversity, Equity and Inclusion](#)
- Summary of [vacant positions](#)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Trustee Wightman requested a motion to adjourn the regular meeting 7:09 pm (C. Heyward, J. McKinney-Cherry, Unanimous).

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**  
**RBOT – June 9, 2021**  
**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**MINUTES**

**DISCUSSION ITEMS:**

- [Provost](#)
- [Student Trustee Report](#)

**ACTION ITEMS:**

1. [Resolution #T4736-21 Faculty Promotions](#)
2. [Resolution #T4737-21 Congratulations – COACH STACY JOHNSON & SUNY CCC WOMEN’S SOFTBALL – NJCAA REGION III DIVISION III A Finals& Runner Up](#)
3. [Resolution #T4738-21 New Program Proposal - Mechatronics A.A.S](#)
4. [Resolution #T4739-21 Program Review – Liberal Arts and Sciences \(LAHS-AA, LAHS-AS, LAMS-AS\) Program](#)
5. [Resolution #T4753-21 Graduation List May 2021](#)

**NEXT COMMITTEE MEETING: TBD**

**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.

[Return to Agenda](#)

## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

June 9, 2021

Via Zoom

[Minutes](#)

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

Trustee C. Heyward called the CASS Committee meeting to order at 5:30 p.m. and noted there are four action items in the agenda. Trustee Heyward asked the committee to send any comments about the program reviews to Nogaye before it goes to the full board.

Interim Provost Herbst introduced Byron Shaw, who provided an overview of the LAS review, including LAHS-AA, LAHS-AS, LAMS-AS programs. See report in the RBOT folder

Brad Cole provided a review of the new Mechatronic Program proposal. There is a high need for the proposed Mechatronic program as there is a shortage of multi-skilled technicians locally, regionally, and nationally. The program will serve the educational and economic needs of the area by training technicians with multi-skills in electrical, mechanical systems, automation, and basic networking that can be employed in several economic sectors.

Committee agreed to move forward the two programs review to the Full board for approval.

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

### **DISCUSSION ITEMS:**

- [Provost](#)
- [Student Trustee Report](#)

### **ACTION ITEMS:**

1. [Resolution #T4736-21 Faculty Promotions](#)



2. [Resolution #T4737-21 Congratulations – COACH STACY JOHNSON & SUNY CCC WOMEN’s SOFTBALL – NJCAA REGION III DIVISION III A Finals & Runner Up](#)
3. [Resolution #T4738-21 New Program Proposal - Mechatronics A.A.S](#)
4. [Resolution #T4739-21 Program Review – Liberal Arts and Sciences \(LAHS-AA, LAHS-AS, LAMS-AS\) Program](#)
5. [Resolution #T4753-21 Graduation List-2021](#)

The Committee agreed to move forward the action items to the full Board for consideration and approval. (R. Allison, P. Chu. Unanimous)

Trustee C. Heyward adjourned the CASS Committee meeting at 6:22 p.m.

[Return to Agenda](#)

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Interim Provost: Fred Herbst**  
**June 9, 2021**

**Academic Affairs**

- An end of the academic year exhibition of student artwork from ARTS courses was on display in the Atrium Gallery in early May. The annual excitement of the student show opening reception was not possible because of COVID-19 restrictions and only allowed for small groups to attend.
- The Center for Teaching Innovation and Excellence Director Dr. Kris MacDonald created a variety of professional development sessions the week after Commencement focused on accessibility, ADA compliance, and quality online course design. In addition, she surveyed the faculty on teaching technology needs and future plans for teaching modalities with will assist with IT plans.
- Associate Professor of Biology Matt Skerritt and his colleagues from the Genomics Education Partnership have had an abstract accepted by the journal CBE- Life Sciences Education. They have been invited to submit a full manuscript for review and, if accepted, publication in their upcoming special issue on "Community College Biology Education Research." The working title is "The GEP expands to bring low-cost genomics research and curriculum to Associate-degree granting institutions." In addition to Associate Professor Skerritt, the team includes: Paula A. Croonquist, Anoka-Ramsey Community College, Marie Montes-Matias, Union County College, Alexa Sawa, College of the Desert, Maire Sustacek, Minneapolis Community and Technical College, Laura Reed, University of Alabama at Tuscaloosa, and Sarah Elgin, Washington University in St. Louis.
- The annual Nursing Pinning Ceremony was held in person on Thursday May 13th and Friday May 14<sup>th</sup>. Faculty and staff gathered with President Mullaney to acknowledge the 89 students who successfully completed the program. Multiple small ceremonies were held with guests and students in their clinical groups to allow for social distancing.

**Student Services**

- Commencement was a great success with 195 students and their family and friends attending the drive in / drive through ceremony on May 15<sup>th</sup>. The total number of graduates for 2020/2021 was 537.

- In collaboration with Athletics and Perry Hall, out-of-area regional recruitment virtual events have been planned for the month of May. The focus will be on residential students from NYC, Pennsylvania, and the Upstate Region.
- The Baron Necessities food bank has been averaging 35 visits per month.
- A Learning Commons annual report is currently in development. The data will show a variety of items like the number of sessions in the main tutoring areas (Math, Writing, Science), the number of session by location including mode, and the demographics of the students assisted.
- Red Baron Enrollment and Ready to Register (R2R) events continue to drive new student registration and are showing consistently good attendance.
- In addition to the success of the softball team, baseball players Zack Wood (Elmira, NY) and Samuel Polanco (Brooklyn, NY) were named to the All-MSAC Conference Team.

[Return to Agenda](#)

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

**SAGA Updates:**

- Approved pilot plan proposed by Connie Park: Goal of the plan is to establish formal relationships between CCC and professional/community leaders, enriching and supporting club culture. Hope to see an increase in club culture and activity among students.
- Period Party Campaign: Schools sign up, allowing students to register to receive a free menstrual cup. This is a more sustainable and economically friendly option for period havers! CCC is now signed up, and students will be able to register next fall if they would like to.
- Began Veteran PTSD Awareness: Don't Slam the Door Campaign signs posted on doors throughout campus, spreading awareness regarding veterans and the struggles they face in everyday life when suffering from PTSD.
- Idea for the next board: create positions in which one student from each degree program acts as a representative at monthly SAGA meetings.

**Student Feedback:**

- Commencement was a success! Students had fun, and enjoyed the unique experience.
- Students are looking forward to a more normal year with break weeks.
- Students are curious to hear what is next for CCC regarding vaccination requirements for the fall.

[Return to Agenda](#)

**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Executive Committee Agenda**  
**Thursday, June 17, 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:**

1. Chair Report
2. COVID-19 Update
3. Strategic Initiatives Update
4. Grant Data

**ACTION ITEM:**

- 1- [Resolution of Appreciation-Stacy Housworth](#)
- 2- [Resolution of Appreciation-Interim Provost Fred Herbst](#)

**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

June 17, 2021

### **Pillars of Excellence**

- Dana Center: Advising and Scaling Mathematics Pathways Workshop Part II, 5/18 and 5/19
- SUNY Strong Start to Finish, Placement Working Group, 5/17
- STF Placement Project Kick Off, 5/20
- NYS Student Success Center Coaching Academy Learning Session #5, Coaching Case Study, 5/7
- Guided Pathways aligned Program Review Template

### **Strategic Planning and Institutional Assessment**

- Enrollment Initiatives and Projections

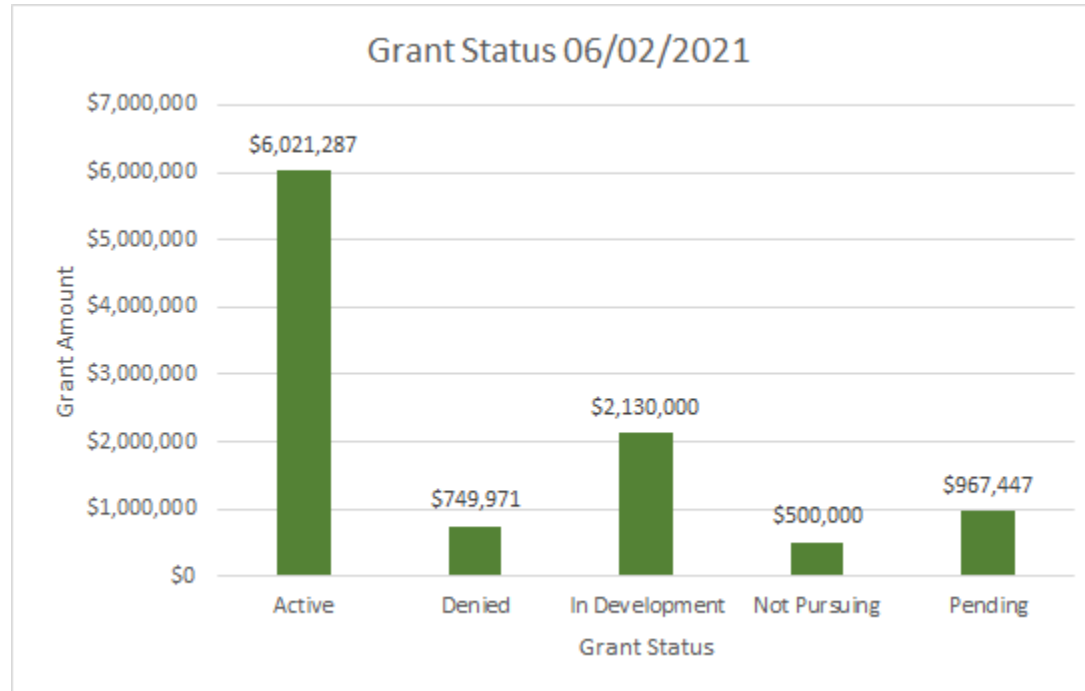
### **Middle States Commission on Higher Education (MSCHE)**

- Annual Institutional Update (AIU) due 8/16

### **Grants Activity**

- Project Firstline: Infection Control in Community College Curriculum, League for Innovation, 5/21
- Schumer Congressionally Directed Spending Request FY22, Mechatronics, 5/26
- SUNY Canton, USDA Rural Distance Learning and Telemedicine- SUNY CCC participation, 6/4
- In Development: Title III, Strengthening Institutions,

## Grant Activity





**SUNY CORNING COMMUNITY COLLEGE  
REGIONAL BOARD OF TRUSTEES**  
External Affairs Committee

**Tuesday, June 8, 2021  
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:**

1. [Resolution: Recommendation of the CCC Student Trustee Award Recipient](#)

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

TBD

**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, Schuyler and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college’s system and inform the college of trends and new opportunities.
  - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
  - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.SUNY Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college’s mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

[Return to Agenda](#)

**SUNY CORNING COMMUNITY COLLEGE**

**Regional Board of Trustees**

**External Affairs Committee**

**June 8, 2021**

Via Zoom

**MINUTES**

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

Trustee Wightman called the External Affairs Committee meeting to order at 5:32 pm, noting there is one action item in the agenda.

**ACTION ITEMS:**

1. [Resolution: Recommendation of the CCC Student Trustee Award Recipient](#)

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)  
Review [Marketing/Communications Report](#)  
Review [Workforce Education & Academic Pathways Report](#)  
Review [Legislative Relations Report](#)

Trustee Chu commented on the foundation report and made two recommendations:

1. Checking on how employees are doing in transitioning back to working life and also arranging to give little gifts to each staff member as a reconnection point.
2. Alerting the RBOT that Executive Director May will be reaching out to each trustee for help gathering donations for the college.

Trustee Chu concluded her remarks by commending Executive Director May's hard work and energy in soliciting donations.

Trustee Reynolds updated the board on the number of marketing activities and introduced Jeff Macharyas who in turn gave the first round of presentation of the marketing plan, which will be also be presented at the next RBOT meeting.

Trustee McKinney-Cherry summarized the Workforce Education and Academic Pathways report noting that corporate training is at 41% of the goal setting and third party training is 196%.

Dr. Mullaney informed the Board of the newest class of welders is graduating next week.

Legislative Report reported by Dr. Mullaney on behalf of Trustee Alan Winston, Chair of External Affairs Committee

- The American jobs plan, if passed the plan will provide \$12 billion for Community college extra structure needs and 48 billion for support and expansion of the existing workforce systems, including Community college business partnerships
- The American families plan, which focuses on children and family and would provide \$9 billion for free Community college tuition, plus \$80 billion to increase the Pell grant to a maximum of 1400 dollars for students. \$46 billion to subsidize tuition at historically black colleges and minority-serving institutions. \$62 billion to support completion and retention efforts of Community colleges and other institutions serving high concentrations of low-income, students would have about 20 to 25 billion to expand access to childcare.
- The American college promise plan includes free Community college tuition. The plan would award federal-state partnership grants to agree to wave Community college tuition and fees for eligible students. The way the plan is proposed, right now, the federal government would pay 75%, and States would cover the remaining 25%

The Committee agreed to forward the one action item (Student Trustee Award) to the full Board for consideration and approval. (N. Parks, J. McKinney Cherry unanimous)

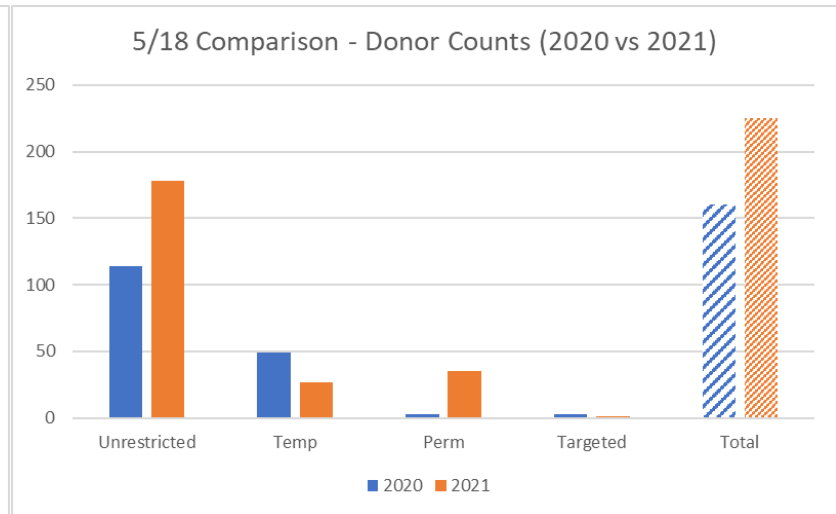
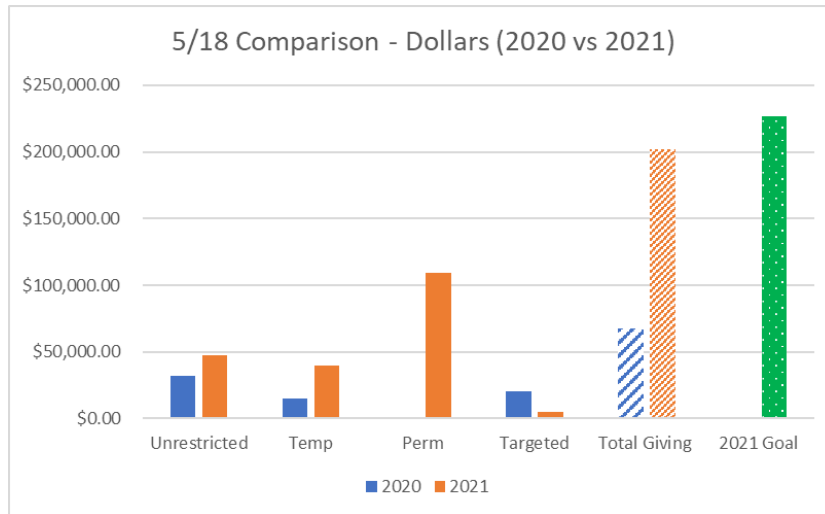
Trustee Wightman adjourned the External Affairs Committee meeting at 6:28 p.m.

## **CCC Development Foundation**

Submitted by Angela May, Executive Director of the Development Foundation

June 8, 2021

- Hiring an Assistant Director of Development position.
- New endowed scholarships include: Dr. Neil Milliken Memorial Scholarship, Ann D’Ulisse Memorial Scholarship, and the Hunter/Lanphear Scholarship.
- Welcomed 66 Corning Incorporated interns in Perry Hall for the summer.
- Brailsford & Dunlavey presented their findings and final recommendations to the Perry Hall Task Force and Housing LLC Board in early May.
- The Perry Hall Task Force is meeting bi-weekly and plans to present their final recommendation for Perry Hall by the end of July.
- The Housing LLC Board of Managers voted to return to pre-COVID room rates in Perry Hall for the 2021-2022 academic year.
- The Foundation Board approved changes to the Endowment Policy which allow for an 8% cap on investment allocations to endowed funds. This change will be communicated to donors as part of the annual gift fund report process.
- The first quarter Annual Fund solicitation mailing was sent in May which included a separate targeted mailing to college employees and local businesses. The second quarter mailing is scheduled for June.
- The third Baron Bulletin e-newsletter was sent in May. The fourth is scheduled for August.
- Annual Giving results through 5/18/2021:



	2020	2021		2020	2021
Unrestricted	\$32,159.95	\$47,402.53	Unrestricted	114	178
Temp	\$15,408.00	\$39,879.95	Temp	49	27
Perm	\$105.00	\$109,535.20	Perm	3	35
Targeted	\$20,100.00	\$5,000.00	Targeted	3	1
Total Giving	\$67,772.95	\$201,817.68	Total	160	225
2021 Goal		\$227,000.00			

[Return to Agenda](#)

## Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

June 8, 2021

### Overview

- Marketing Plan, Jeff Macharyas
- Dr. Mullaney interviews: BigFox, WENY, WETM, WSKG
- WETM TV: discounted weekly 30-sec spots running as available
- Recruiting collateral: Viewbook updated (print + digital -interactive HTML), print flyers (Keystone, Perry Hall, e-sports, athletics); table items for recruiting visits/events
- Updated virtual tour -new images and alt tags
- Created 360-degree images for interactive viewing (see homepage)
- Google Search: Post views: 208. Total views: 66.7K; 1.43K website visits; 572 calls; 2.2K map directions
- Niche digital marketing: reputation management, triggered emails and social media search presence
- Website homepage reconfiguring homepage to be more marketing-centric

### Advertising

- Southern Tier Life (Reid Media) digital magazine. Ads/editorial content/website display ad Impressions: Mar 729; Apr 682; May 2,349
- Explore Twin Tiers/Corning: Print Guide
- Summer 2021: Postcards to 1,079 “went elsewhere” to take summer classes; digital ads in student newspapers (Albany, Buffalo, Syracuse, Rochester, Geneseo, Binghamton)
- Digital campaign (social mirroring, social media, remarketing-geotargeting): 62,538 impressions, 583 clicks, CTR .93% (+13.32X natl avg)
- Google Search (Open House): 906 impressions, 61 clicks

### Social Media

- Instagram followers: 1,712 (+18).
- Facebook: Followers: 8,303 (+57). Pages Actions:/April -80%, recommendations +100%, videos +273%
- Twitter: Followers: +4. Visits: +112%. Mentions: +27%. Impressions: +4.2%
- LinkedIn: Unique Visitors: April: visitors +2%, followers +23%, impressions +35%, clicks +500%
- YouVisit: April: 213 visitors, 48 leads, 8:16 time (modest increase)

### Press Releases

62nd Commencement at SUNY CCC, 5/19; Charles R. Craig to be Awarded Honorary Doctoral Degree at SUNY CCC, 5/6; Trustees Assert Confidence and Support of SUNY CCC President, 4/30

**Other:** Graduation, Strategic Fundraising Priorities piece, Marketing Specialist

[Return to Agenda](#)

## Workforce Education & Academic Pathways

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways  
June 8, 2021

### Academic Pathways Highlights

- Accelerated College Education (ACE)
  - DegreeTrax brochures mailed to all sophomore parents; all educational plans mailed to juniors/seniors.
  - New branding for online courses High School College Education Online (HS CEO)
    - Summer registration is strong for six courses.
- Waverly Innovation Center—Collaborating with Waverly School District on their Innovation Center (formerly Chemung Elementary) to offer both ACE DegreeTrax and possibly, adult evening options.

### Workforce Education Highlights

- Revenue Goals—Corporate Training: 41% of goal; Open Enrollment: 76% of goal; Room Rentals: 86% of goal; Third-Party Training: 196% of goal; Testing Center: 356% of goal.
- Open Enrollment Highlights:
  - Non-profit Management & Leadership were offered virtually; marketed to Community Action Agencies across NYS and had several out of the area staff join the class (COVID bonus).
  - Marketing summer [MIG Welding](#) course for the hobbyist; will be offered 2 Saturday mornings in July
  - Marketing Summer [STEM Youth College](#)
- Corporate Contracts
  - Current--Jabil—Mastercam; Anchor Glass—Customized Welding
  - Upcoming—Steuben-Allegany ARC—LEAN Yellow Belt; Institute for Human Services—grant to offer free training to their members, 7 courses on process improvement topics
- Apprenticeships
  - Held virtual Apprenticeship Roundtable with SUNY Broome for Manufacturing; participated in Childcare Apprenticeship Roundtable
- Program Development/Recruitment:
  - Working with CIDS in Chemung County on Community Healthworker program focused on infant development.
  - Working with Siemens, BAS Systems, SUNY Canton and Northern Tioga School District to create Building Automation training
  - Collaborating with Professional Studies on Tax Preparer Micro-credential
  - Co-sponsored Regional Job Fair with CSS Workforce NY, NYS Department of Labor and GST BOCES; over 125 businesses and over 600 job seekers

[Return to Agenda](#)



## **Legislative Relations**

Submitted by Dr. Mullaney on behalf of Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, June 8, 2021

- American Jobs Plan
- American Families Plan
- America's College Promise Act

[Return to Agenda](#)

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

**Thursday, June 3, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- [Operating Report for April 2021 resolution](#)
- [Facilities Master Plan update resolution](#)

**DISCUSSION ITEMS:**

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

**NEXT COMMITTEE MEETING: TBD**

**[MEASURABLE STANDARDS](#)**

**Measurable Standards for the Committee on Finance and Facilities are (Current)**

- 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.

**Measurable Standards for the Committee on Finance and Facilities (NEW Proposed as of 4/23/21)**

- Review the proposed Budget and recommend action;
- Ensure that resource allocations and spending are consistent with the Colleges Diversity, Equity, Inclusion & Strategic Priorities
- Review the Operating Budget Report at every meeting and recommend action;
- 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;

[Return to agenda](#)

**Finance and Facilities Committee**  
**Monday, June 3, 2021**  
Virtual Meeting  
[MINUTES](#)

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

Excused:

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

Thank you and Best Wishes to Stacy Housworth.

Executive Director Dewey provided an overview of the agenda, noting there are two action items:

Action Items

- Operating Reports for April 2021
  - Cash, Accounts Payable and Student A/R's not much change.
  - Have hired a new employee when the collection efforts restrictions are lifted they will be focusing on that work.
  - Cash represents 176 days of operation, consistent with prior years at this time.
- Facilities Master Plan update resolution to move forward with SWBR to prepare.

Discussion Items

- April Revenue/Expense Highlights
  - Tuition change is due to lower enrollment in relation to COVID
  - Not a lot of change, savings in retirements, resignations, furloughs
- Review of Budget and Forecast
  - \$839k reduction in revenues mainly in tuition, fees and chargebacks due to lower enrollment.
  - State Aid reduction is mainly due to 5% reduction that carries through to end of year
  - Grand Aid is HERFF funding that we have used to offset revenues and COVID related expenses

- Expenses reflect savings in salaries and employee benefits and savings in spending throughout the year.
- Positive forecast of \$546k not finalized until year end but if current spending patterns hold we should have a positive number at year end. Any balance will roll into fund balance.
- HERFF Funding will be in restricted fund balance line so it can be easily tracked, important to remember what we can spend and what we can't freely spend. Important we track any COVID related expenses so we can re-coop expenses.
- Association Budgets
  - A lot of these purchases happen in May and June.
  - Athletics currently has spent \$48,000 in April they are forecasting to spend \$130,000 by year end, many expenses happen May in June including expenses related to championship tournament and repairs needed to softball field.
  - Some additional expenses coming due include Fitness Center lease and year-end programming.
  - Graduation budget doesn't have final number yet but should show up in May report.
- Banner Improvement Project
  - No changes
- Capital Projects
  - Funding has been released - moving ahead with Digital Dome Theater, Air Conditioning and Facilities Master Plan update
- Campus Auxiliary Services
  - Health Office – testing Banner for immunization tracking and adding COVID in the event it becomes a required vaccine. Pool testing is ongoing – fully vaccinated individuals can request exemption from weekly testing.
  - Information Technology – developed long term replacement plan for computers. Also, looking at options to replace MyCCC portal, working on creating a mock-up using google sites which will be a savings from what we are doing now.
  - Public Safety has new standard procedures manual is completed will be completing training regarding the content. The department recently completed Narcan training.
  - Physical Plant spent a lot of time and hard work preparing campus for commencement, then turned Perry Hall around in a week for the interns. A couple of open positions from resignations and retirements.
  - Vaccination site – topped 30,000 distributed (top 5 SUNY schools for amounts of vaccinated) traffic has slowed.
- Discussion
  - Lengthy discussion and review of draft budget presentation
  - First Budget 101 presentation has happened and will be continuing for college employees to get a better understanding of the budget and the budget process.

The Committee agreed to forward the action items to the full Board for consideration and approval.  
Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:45 p.m.

*SUNY Corning Community College*  
**Operating Report**

**April 30, 2021**

**April 2021 – Cash, A/P & A/R**

	Cash	A/P	Student A/R
<b>April 2021</b>	\$13,173,972	\$280,792	\$1,705,591
<b>April 2020</b>	\$11,165,474	\$354,513	\$1,949,844
<b>April 2019</b>	\$13,327,786	\$53,765	\$2,682,102

The current cash position of \$13,173,972 represents 176 days of College operations.

**Unrestricted Fund Operations – April 2021**

- Operating revenues of \$22,718,291 represents 83% of budgeted revenues.
- Operating expenses of \$16,595,196 represents 61% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,123,095.

**April 2021 – Analysis of Revenues and Expenses  
 FY21/FY20 Highlights**

	April-20	April-21	Variance
<b>Tuition &amp; Fees</b>	\$12,907,544	\$11,893,462	<b>\$1,014,082</b>
<b>Personnel Services</b>	\$12,948,272	\$11,871,415	<b>\$1,076,857</b>

[Return to agenda](#)

### Corning Community College-Unrestricted Summary

	@ 4/30/20	@ 4/30/21	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
<b>REVENUES</b>						
Tuition	\$11,510,380	\$10,565,636	(944,744.00)	\$11,466,241	\$9,917,904	(1,548,337.00)
Student Fees	\$1,397,165	\$1,327,826	(69,339.00)	\$1,490,208	\$1,368,670	(121,538.00)
State Aid	\$3,748,677	\$3,865,636	116,959.08	\$7,182,054	\$6,525,694	(656,360.00)
Grant Aid & Contracts		\$620,001	620,000.80	\$0	\$1,929,121	1,929,121.00
Federal appropriations	\$7,308	\$1,504	(5,804.00)	\$38,000	\$5,504	(32,496.00)
County Operating Chargebacks	\$6,072,032	\$5,707,708	(364,324.00)	\$6,477,452	\$5,924,548	(552,904.00)
Other sources	\$502,581	\$629,980	127,399.00	\$659,644	\$802,318	142,674.00
Applied Fund Balance	\$0		0.00			0.00
<b>Total Revenues</b>	<b>\$23,238,143</b>	<b>\$22,718,291</b>	<b>(519,852.12)</b>	<b>\$27,313,599</b>	<b>\$26,473,759</b>	<b>(839,840.00)</b>
<b>EXPENSES</b>						
Salaries	\$9,278,590	\$8,495,947	(782,643.00)	\$14,218,766	\$13,260,966	(957,800.00)
Employee Benefits	\$3,669,682	\$3,375,468	(294,214.00)	\$5,705,503	\$5,389,384	(316,119.00)
Equipment	\$101,620	\$7,947	(93,673.00)	\$208,403	\$100,000	(108,403.00)
Contractual Expenditures						
<i>Purchased Services</i>	\$22,517	\$36,460	13,943.00	\$25,500	\$37,784	12,284.00
<i>Materials &amp; Supplies</i>	\$325,950	\$302,523	(23,427.00)	\$520,272	\$461,556	(58,716.00)
<i>Consultants and Contractors</i>	\$244,954	\$73,520	(171,434.00)	\$301,333	\$206,188	(95,145.00)
<i>Accreditation</i>	\$17,979	\$16,006	(1,973.00)	\$20,000	\$22,010	2,010.00
<i>Marketing</i>	\$204,752	\$99,580	(105,172.00)	\$275,000	\$262,403	(12,597.00)
<i>Conference &amp; Travel</i>	\$74,993	\$4,763	(70,230.00)	\$104,300	\$39,697	(64,603.00)
<i>Utilities</i>	\$250,863	\$237,536	(13,327.00)	\$420,000	\$361,075	(58,925.00)
<i>Maintenance &amp; Repairs</i>	\$123,553	\$75,905	(47,648.00)	\$293,300	\$227,081	(66,219.00)
<i>Software &amp; Contracts</i>	\$419,805	\$516,720	96,915.00	\$488,130	\$575,470	87,340.00
<i>Voice &amp; Data Communication</i>	\$57,449	\$51,419	(6,030.00)	\$102,000	\$86,071	(15,929.00)
<i>Special Projects, Programs &amp; Events</i>	\$36,015	\$8,184	(27,831.00)	\$75,115	\$29,573	(45,542.00)
<i>Maintenance Contracts</i>	\$287,209	\$294,256	7,047.00	\$535,280	\$519,067	(16,213.00)
<i>Rentals (HEC)</i>	\$226,952	\$308,708	81,756.00	\$336,000	\$336,708	708.00
General Institutional	\$699,336	\$673,219	(26,117.00)	\$1,252,531	\$1,266,654	14,123.00
Other Expenditures	\$106,185	\$61,215	(44,970.00)	\$167,783	\$120,131	(47,652.00)
Scholarships	\$1,825,134	\$1,893,507	68,373.00	\$2,139,383	\$2,502,899	363,516.00
Transfer Out	\$100,200	\$62,313	(37,887.00)	\$125,000	\$122,393	(2,607.00)
<b>Total Expenses</b>	<b>\$18,073,738</b>	<b>\$16,595,196</b>	<b>(1,478,542.00)</b>	<b>\$27,313,599</b>	<b>\$25,927,110</b>	<b>(1,386,489.00)</b>
<b>Surplus/(Deficit)</b>	<b>\$5,164,405</b>	<b>\$6,123,095</b>	<b>958,689.88</b>	<b>\$0</b>	<b>\$546,649</b>	<b>\$546,649</b>



<u>Association</u>			4/30/2021		
<u>ATHLETICS BUDGET</u>	2020-2021 Approved Budget		20-21 Actual		
	<u>Budget</u>	<u>Fundraising</u>	<u>Student Fee</u>	<u>Total</u>	<u>YE Forecast</u>
Athletic Fee	\$256,830	\$0	\$212,613	\$212,613	\$212,613
Concession	\$1,500	\$0	\$420	\$0	
Gate	\$1,500	\$0	\$0	\$0	
Miscellaneous Sales	\$1,500	\$0	\$0	\$0	
Fundraising	\$0	\$0	\$0	\$0	
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$3,495	\$0	
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$216,528</b>	<b>\$212,613</b>	<b>\$212,613</b>
General Athletics	\$171,030	\$0	\$48,114	\$48,114	\$130,000
Men's Basketball	\$17,000	\$0	\$1,455	\$1,455	\$2,500
Men's Soccer	\$2,000	\$0	\$0	\$0	\$1,500
Women's Soccer	\$2,000	\$0	\$0	\$0	\$1,500
Baseball	\$16,600	\$0	\$17,139	\$17,139	\$22,000
Volleyball	\$2,000	\$0	\$1,455	\$1,455	\$3,500
Bowling	\$10,500	\$0	\$4,641	\$4,641	\$8,200
Women's Basketball	\$15,800	\$0	\$1,899	\$1,899	\$2,500
Softball	\$16,400	\$0	\$13,072	\$13,072	\$24,000
Cross Country	\$12,000	\$0	\$8,648	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$96,422</b>	<b>\$96,422</b>	<b>\$204,348</b>

<b>STUDENT ACTIVITIES BUDGET</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>		<b>4/30/2021</b>
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>	<b>YE Forecast</b>
Student Activity Fee	\$182,350	\$0	\$228,312	\$228,312	
Fundraising	\$0	\$14,124	\$0	\$14,124	
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$14,124</b>	<b>\$228,312</b>	<b>\$242,436</b>	<b>\$242,436</b>
Muse of Fire	\$3,000	\$0	\$2,058	\$2,058	\$3,250.00
Activities Programming Committee	\$105,000	\$0	\$38,886	\$38,886	\$110,000.00
Elmira Center	\$3,500	\$0	\$664	\$664	\$2,200.00
Student Association Executive Board	\$25,000	\$0	\$2,538	\$2,538	\$24,000
Nursing Society	\$4,000	\$0	\$8,971	\$8,971	\$12,500
Nurses Programs	\$5,200	\$0	\$1,582	\$1,582	\$5,200
Food Pantry	\$1,000	\$0	\$1,553	\$1,553	\$3,200
Diversity Council	\$3,000	\$0	\$4,979	\$4,979	\$7,000
Sustainability Committee	\$1,250	\$0	\$0	\$0	\$1,800
CRIER	\$4,000	\$0	\$526	\$526	\$1,500
Music Licenses	\$3,500	\$0	\$1,429	\$1,429	\$2,200
Job Fair	\$1,000	\$0	\$0	\$0	\$1,000
Intramurals & Recreation	\$14,000	\$0	\$5,952	\$5,952	\$16,000
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	\$2,500
SCOP	\$500	\$0	\$0	\$0	\$0
Individual Clubs (14)	\$3,400	\$0	\$541	\$541	\$3,400
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$69,679</b>	<b>\$69,679</b>	<b>\$195,750</b>

<b>Graduation</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>
<b>REVENUES</b>			
Fee Revenue	\$43,275		\$32,657
<b>Total Revenues</b>	<b>\$43,275</b>		<b>\$32,657</b>
<b>EXPENSES</b>			
Contractual Expenditures	\$43,275		\$4,119
<b>Total Expenses</b>	<b>\$43,275</b>		<b>\$4,119</b>
<b>New Student Orientation &amp; ID Card</b>			
<b>REVENUES</b>			
Fee Revenue	\$101,564		\$79,157
<b>Total Revenues</b>	<b>\$101,564</b>		<b>\$79,157</b>
<b>EXPENSES</b>			
Contractual Expenditures	\$101,564		\$24,279
<b>Total Expenses</b>	<b>\$101,564</b>		<b>\$24,279</b>
<b>Auxiliary Services</b>			
<b>REVENUES</b>			
Grant Revenue	\$0		\$55,000
<b>Total Revenues</b>	<b>\$0</b>		<b>\$55,000</b>
<b>EXPENSES</b>			
Contractual Expenditures	\$0		\$0
<b>Total Expenses</b>	<b>\$0</b>		<b>\$0</b>

### *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. There have been no additional billings since last meeting.

Expenditures to date: \$367,781

[Return to agenda](#)

Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 04.30.21	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

## *Campus Auxiliary Services Updates*

### **Health Office**

Working to create systems to verify and log employee/student vaccination status. The nurse has tested Banner which allows us to enter student vaccination information through the immunization module and she verified that COVID information can be recorded. In the event that the vaccinations receive full FDA approval we will also be able to verify vaccination status of New York State residents through the NYSIIS system.

Pool testing is ongoing, however, SUNY has changed the requirement and added an exemption for fully vaccinated employees and students who provide proof to the Health Office. This will greatly reduce the expense of testing. The cost is \$15 per individual tested. We spent approximately \$7,500 per week during the spring semester in addition to the cost of transporting the samples to Syracuse twice weekly.

### **Information Technology**

Currently developing a long-term desktop replacement plan. Staff has identified computers that need to be replaced immediately and they hope to have them ordered within the next few weeks. Computers and hardware are currently backordered and some components have been difficult to find.

Options are being explored to replace the MYCCC portal. They are creating an implementation plan that will help to determine a timeline and what resources are needed.

### **Public Safety**

A new department standard operating procedures manual is near completion. Officers will receive training this summer regarding the content.

The department participated in a training day in April that included a review of new legislation. Officers were also certified in the use of Narcan through a virtual class with a NYS trainer in Albany. The department also received 15 new Narcan kits for free for participating in the training.

### **Physical Plant**

Staff worked to prepare the campus for the drive-in commencement ceremony.

Cleaned Perry Hall during the week between the resident students leaving and Corning, Inc. interns moving in.

Currently have open searches for three cleaner positions, groundskeeper and a senior typist to replace retirements and resignations. Some positions were not filled since the fall to save money.

***SUNY CORNING COMMUNITY COLLEGE***  
**Regional Board of Trustees**  
**Extra RBOT Meeting-Finance and Facilities Committee**

**Monday, June 14, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- 2021-2022 Operating Budget [Resolution #T4755-21](#)
- Tuition and Fee Schedule [Resolution #T4756-21](#)

**DISCUSSION ITEMS:**

**NEXT COMMITTEE MEETING: TBD**

**[MEASURABLE STANDARDS](#)**

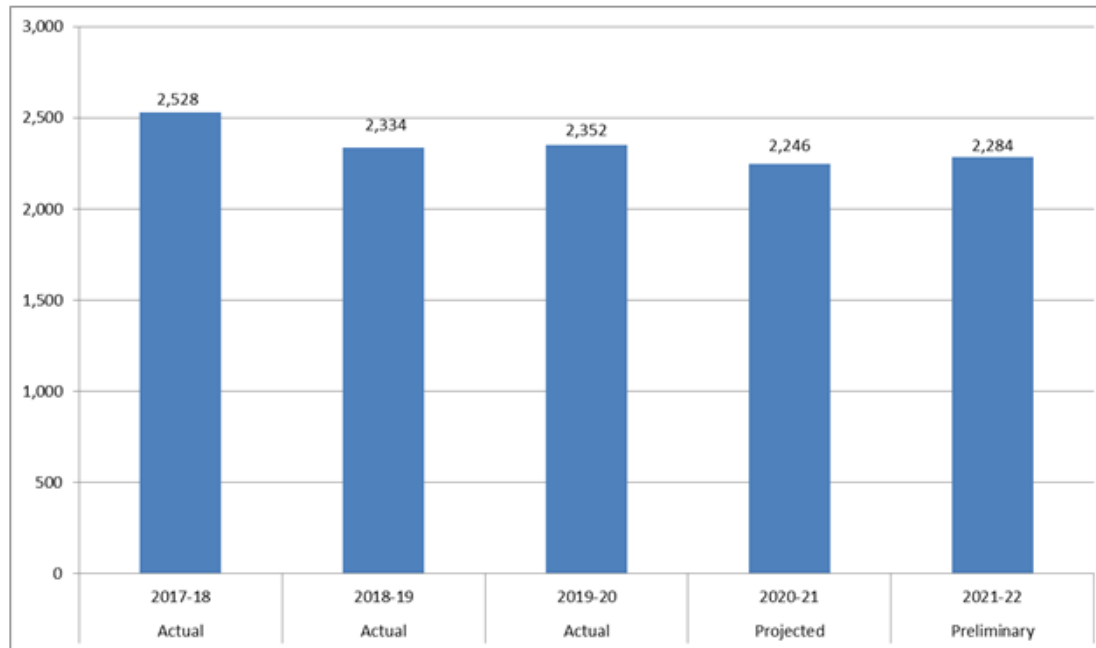


**SUNY  
CORNING**  
COMMUNITY COLLEGE

**2021-2022 Preliminary Budget**  
Regional Board of Trustees  
June 14, 2021



# 2021-2022 Enrollment (FTE)



	<b>2019-2020</b>	<b>2020-2021</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>FTE Change from</b>	<b>% Change from</b>
<b>Enrollment</b>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Preliminary</b>	<b>2020-2021 Projected</b>	<b>2020-2021 Projected</b>
<b>Fall</b>	805.1	790	719.9	719.6	-0.3	0.0%
<b>Winter</b>	17.6	20.9	40.3	30.8	-9.5	-23.6%
<b>Spring</b>	688.7	746	614	628.1	14.1	2.3%
<b>Summer</b>	109.3	106.5	80.8	106.5	25.7	31.8%
<b>ACE</b>	730.9	677.2	790.9	799.4	8.5	1.1%
<b>TOTAL</b>	<b>2351.6</b>	<b>2340.6</b>	<b>2245.9</b>	<b>2284.4</b>	<b>38.5</b>	<b>1.7%</b>

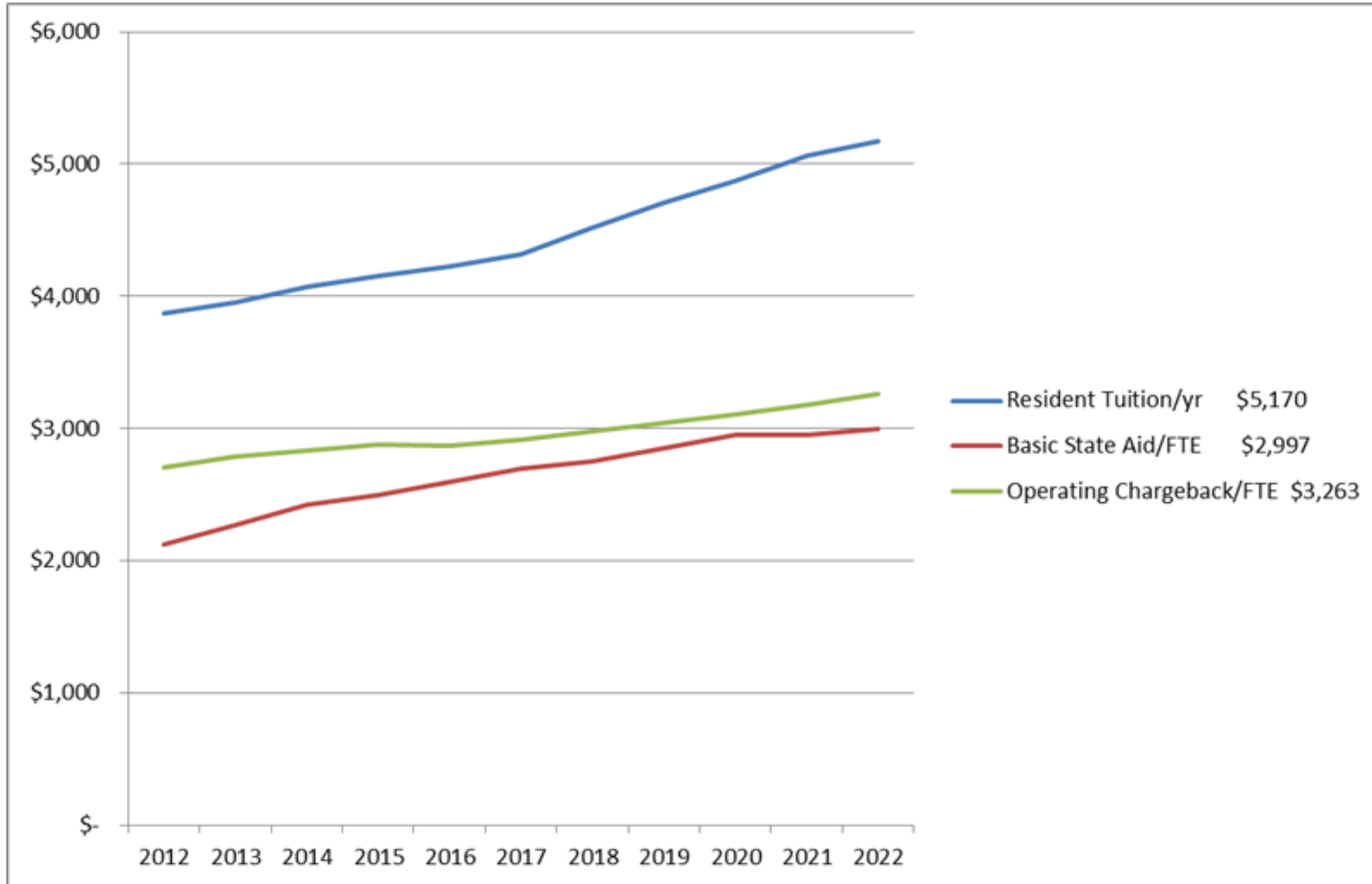
## SUNY Community Colleges 2021-22 Projected Tuition

- Corning Tuition: \$5,170 (\$103/2.0% Proposed Increase – 13<sup>th</sup> Highest Rate)
- Southern Tier Tuition:
  - Tompkins Cortland - \$5,355 (0 % Increase)
  - Broome - \$5,088 (0% Increase)
  - Finger Lakes - \$4971 (2.2% Increase)
- Highest Tuition: Nassau \$5,800 – 0% Increase
- Lowest Tuition: Dutchess \$4,550 – 4.6% Increase
  
- Average of all 30 SUNY Community Colleges Tuition - \$5,057
- Average Tuition Increase - .7%

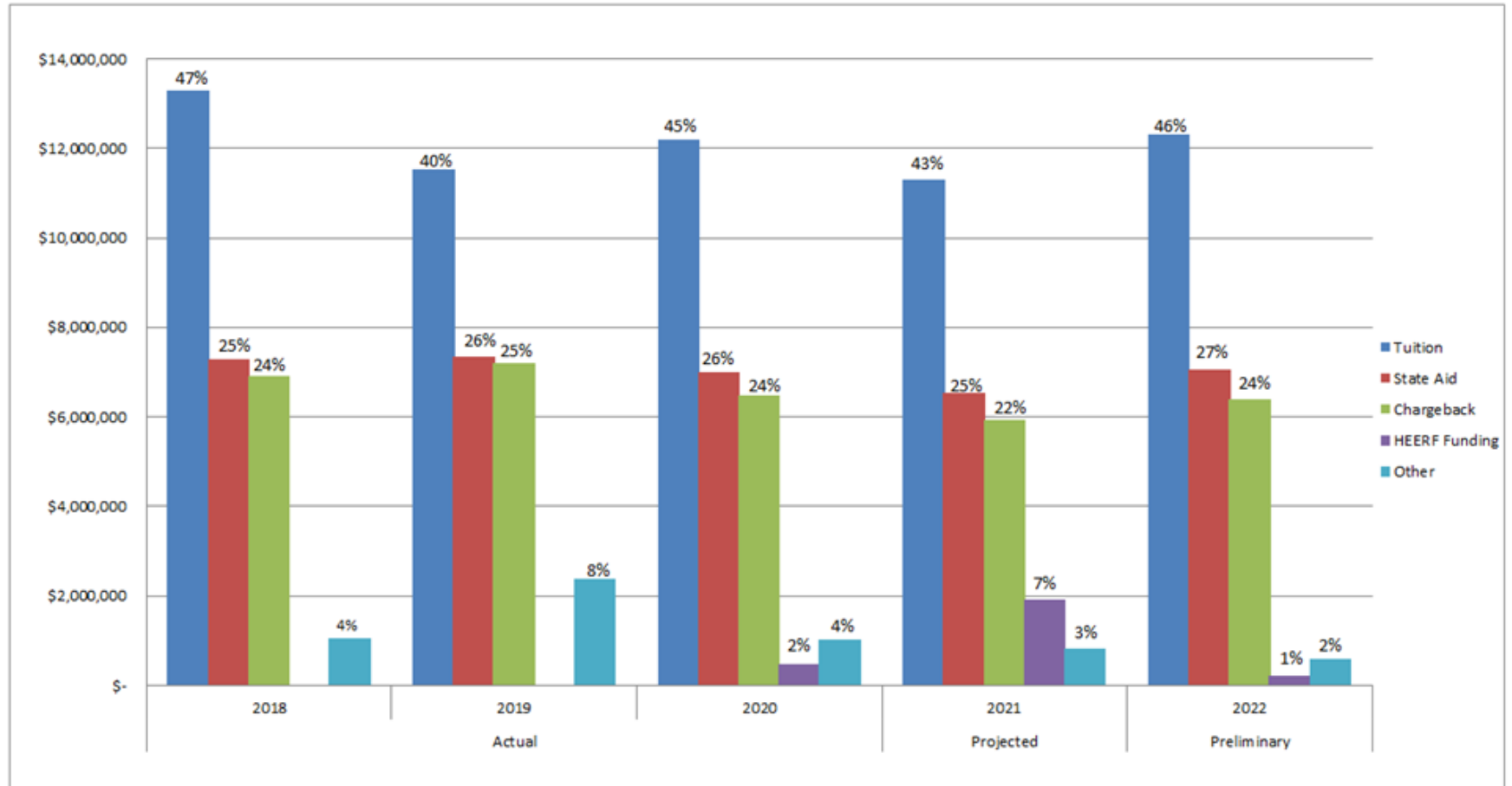
## Revenue Highlights

- Enrollment of 2,284.4
  - 56.6 FTE less than 2020-21 budgeted FTE
- Full Time In State Tuition: \$2,585 per semester
  - \$51 increase per semester, 2.0% increase
- Part Time In State Tuition (per credit hour): \$215
  - \$4 increase per credit hour
- Full Time Out of State Tuition: \$4,217 per semester
  - \$69 increase per semester
- Part Time Out of State Tuition (per credit hour): \$351
  - \$5 increase per credit hour
- State Base Aid: \$2,997 per FTE
  - \$50 rate increase
- County Chargebacks: \$3,263 per FTE
  - \$83 increase, based on January CPI of 2.6% increase

# Revenue Rates per FTE



# Total Revenues By Source



# Student Tuition and Fee Changes

	20-21	21-22	
<b>TUITION</b>	Approved	Proposed	
<b>Full time students (12 or more credit hours)</b>			
NY RESIDENT WITH VALID COR	\$ 2,534.00	<b>\$ 2,585.00</b>	PER SEMESTER
NY RESIDENT WITHOUT VALID COR	\$ 4,148.00	<b>\$ 4,217.00</b>	PER SEMESTER
OUT OF STATE	\$ 4,148.00	<b>\$ 4,217.00</b>	PER SEMESTER
<b>Part- time students (fewer than 12 credit hours)</b>			
NY RESIDENT WITH VALID COR	\$ 211.00	<b>\$ 215.00</b>	PER CREDIT HOUR
NY RESIDENT WITHOUT VALID COR	\$ 346.00	<b>\$ 351.00</b>	PER CREDIT HOUR
OUT OF STATE	\$ 346.00	<b>\$ 351.00</b>	PER CREDIT HOUR
<b>FEES</b>			
TECHNOLOGY FEE	\$ 12.00	<b>\$ 13.00</b>	PER SEMESTER
<b>HOUSING COSTS</b>			
MEAL PLANS*	\$ 1,842.00	<b>TBD</b>	PER SEMESTER

# Expenditure Highlights

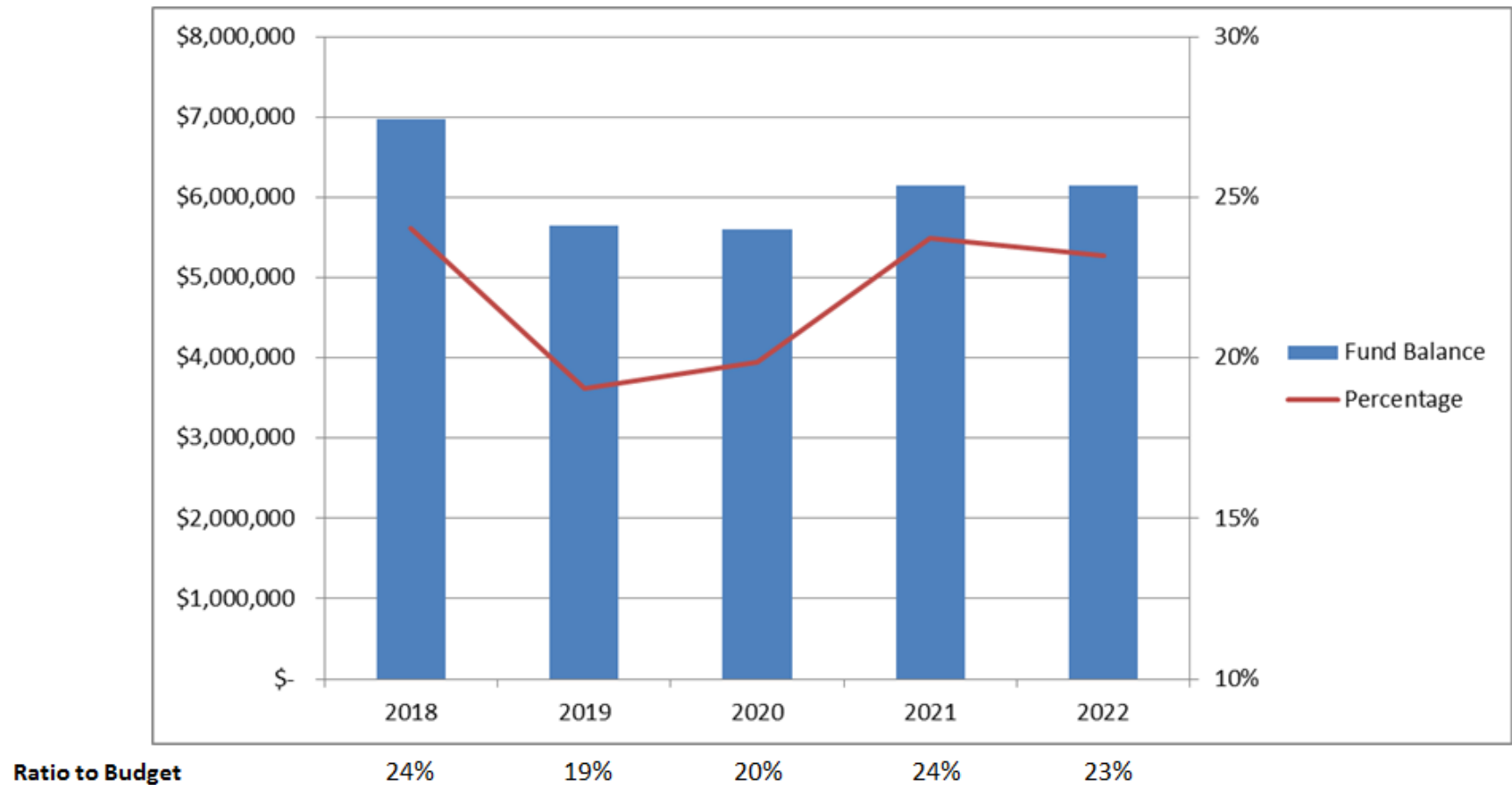
- Health Insurance
  - 3% Increase for FY22
- Funding for faculty and staff salary increases
  - 3% average increase for Faculty
  - 2% increase for Physical Plant
  - 2% increase for Public Safety Officers
  - 2% plus \$500 flat increase for all other staff
- Retirements and Resignations
  - \$268,450 savings
- Increased funding for Equipment
  - \$161,406 increased from FY21
- Total Expense
  - Expenses reduced \$385,766 from FY21 budget

## 2021-2022 Preliminary Budget Compared with 2020-21 Budget

	20-21 Budget	20-21 Forecast	HEERF Funding 20-21 Allocation	Preliminary Budget 21-22	21-22 Budget vs 20-21 budget	21-22 Budget vs 20-21 Forecast
<b>REVENUES</b>						
Tuition	\$ 11,466,241	\$ 9,917,904	\$ 864,953	\$ 11,189,682	276,559	(406,825)
Student Fees	\$ 1,490,208	\$ 1,368,670	\$ 75,203	\$ 1,528,934	(38,726)	(85,061)
State Aid	\$ 7,182,054	\$ 6,525,694	\$ 656,390	\$ 7,043,820	138,234	138,264
HEERF Funding		\$ 1,929,121	\$ (1,929,121)	\$ 203,500	(203,500)	(203,500)
Federal appropriations	\$ 38,000	\$ 5,504	\$ -	\$ 8,000	30,000	(2,496)
County Operating Chargebacks	\$ 6,477,452	\$ 5,924,548	\$ 226,407	\$ 6,378,668	98,784	(227,713)
Other sources	\$ 659,644	\$ 802,318	\$ -	\$ 575,229	84,415	227,089
Applied Fund Balance	\$ -	\$ -	\$ -	\$ -	0	0
<b>Total Revenues</b>	<b>\$ 27,313,599</b>	<b>\$ 26,473,759</b>	<b>\$ (106,168)</b>	<b>\$ 26,927,833</b>	<b>385,766</b>	<b>(560,242)</b>
<b>EXPENSES</b>						
Salaries	\$ 14,218,766	\$ 13,260,966		\$ 13,950,316	(268,450)	689,350
Employee Benefits	\$ 5,705,503	\$ 5,389,384		\$ 5,915,539	210,036	526,155
Equipment	\$ 208,403	\$ 100,000		\$ 369,809	161,406	269,809
Contractual Expenditures					0	0
<i>Purchased Services</i>	\$ 25,500	\$ 37,784		\$ 26,500	1,000	(11,284)
<i>Materials &amp; Supplies</i>	\$ 520,272	\$ 461,556		\$ 433,220	(87,052)	(28,336)
<i>Consultants and Contractors</i>	\$ 301,333	\$ 206,188		\$ 311,000	9,667	104,812
<i>Accreditation</i>	\$ 20,000	\$ 22,010		\$ 25,000	5,000	2,990
<i>Marketing</i>	\$ 275,000	\$ 262,403		\$ 286,500	11,500	24,097
<i>Conference &amp; Travel</i>	\$ 104,300	\$ 39,697		\$ 126,900	22,600	87,203
<i>Utilities</i>	\$ 420,000	\$ 361,075		\$ 315,000	(105,000)	(46,075)
<i>Maintenance &amp; Repairs</i>	\$ 293,300	\$ 227,081		\$ 281,300	(12,000)	54,219
<i>Software &amp; Contracts</i>	\$ 488,130	\$ 575,470		\$ 923,477	435,347	348,007
<i>Voice &amp; Data Communication</i>	\$ 102,000	\$ 86,071		\$ 104,369	2,369	18,298
<i>Special Projects, Programs &amp; Events</i>	\$ 75,115	\$ 29,573		\$ 126,887	51,772	97,314
<i>Maintenance Contracts</i>	\$ 535,280	\$ 519,067		\$ 356,594	(178,686)	(162,473)
<i>Rentals (HEC)</i>	\$ 336,000	\$ 336,708		\$ 337,000	1,000	292
General Institutional	\$ 1,252,531	\$ 1,266,654	\$ 106,168	\$ 902,199	(350,332)	(470,623)
Other Expenditures	\$ 167,783	\$ 120,131		\$ 260,250	92,467	140,119
<i>Scholarships</i>	\$ 2,139,383	\$ 2,502,899		\$ 1,800,973	(338,410)	(701,926)
Transfers Out	\$ 125,000	\$ 122,393		\$ 75,000	(50,000)	(47,393)
<b>Total Expenses</b>	<b>\$ 27,313,599</b>	<b>\$ 25,927,110</b>	<b>\$ 106,168</b>	<b>\$ 26,927,833</b>	<b>(385,766)</b>	<b>894,555</b>



# Unrestricted, Undesignated Fund Balance



## 2021-2022 Preliminary Athletics and Student Activities Budgets

<b>ATHLETICS BUDGET</b>	
<b>REVENUES</b>	
Athletic Fee	\$ 256,945
Concession	\$ 1,500
Gate	\$ 1,500
Miscellaneous Sales	\$ 1,500
<b>Total Revenues</b>	<b>\$ 261,445</b>
<b>EXPENSES</b>	
Personnel	\$ 66,000
Consultants/Contractors	\$ 900
Equipment Under Cap	\$ 27,845
Dues	\$ 9,000
Office Supplies	\$ 1,000
Postage	\$ 200
Conference/Travel	\$ 114,000
Telephone	\$ 500
Miscellaneous	\$ 5,000
Reserve	\$ 2,000
Facilities Rentals	\$ 1,000
Fitness Center Lease	\$ 34,000
<b>Total Expenses</b>	<b>\$ 261,445</b>

<b>STUDENT ACTIVITIES BUDGET</b>	
<b>REVENUES</b>	
Student Activity Fee	\$ 195,000
<b>Total Revenues</b>	<b>\$ 195,000</b>
<b>EXPENSES</b>	
Muse of Fire	\$ 3,000
Activities Programming Committee	\$ 106,050
Elmira Center	\$ 3,500
Student Association Executive Board	\$ 25,000
Nursing Society	\$ 4,000
Nurses Programs (Health Office)	\$ 5,200
Food Pantry	\$ 3,000
Diversity Council	\$ 5,000
Sustainability Committee	\$ 1,250
CRIER	\$ 4,000
Music Licenses (formerly WCEB)	\$ 3,500
Job Fair	\$ 1,000
Intramurals & Recreation	\$ 15,000
Student Leadership Workshop	\$ 5,000
SCOP	\$ 500
Individual Clubs (14)	\$ 10,000
<b>Total Expenses</b>	<b>\$ 195,000</b>

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**April 20, 2021**  
**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.

**Consent Agenda**

[Appointments, Promotions and Separations](#)

[Position Activity](#)

**Regular Agenda**

1. [Resolution #T4743 Performance Growth Awards](#)
2. [Resolution #T4744-21 RAVE Award-Katie Crowe](#)
3. [Resolution #T4745-21 Emeritus Designation -Beth Bentley](#)
4. [Resolution #T4746-21 Emeritus Designation- Dale Crandall](#)
5. [Resolution #T4747-21 Emeritus Designation- Thomas Dunbar](#)
6. [Retirement - #T4748-21 Richard Evans, Professor](#)
7. [Retirement - #T4749-21 Brian Halm, Associate Professor](#)
8. [Retirement - #T4750-21 John Longwell, Professor](#)
9. [Retirement - #T4751-21 Carl Hufford, Custodian](#)

Summary of activities:

- [Fostering Diversity, Equity and Inclusion](#)

- [Human Resources](#)

Summary of [vacant positions](#)

**NEXT MEETING:**

TBD

**Standards for the Human Resources and Diversity Committee:**

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

## **Discussion:**

### **SUMMARY of Activity: Fostering Diversity, Equity and Inclusion (DEI)**

#### Diversity Center events and programs 2020/2021

The Diversity Center launched a few initiatives in fall 2020 and spring 2021. One of the initiatives being our Mentorship program. We had 38 individuals agree to serve as mentors. The mentors ranged from CCC staff and faculty, Corning Inc. employees and other community members. We had 24 CCC students request a mentor. There were 22 over all matches made.

#### Diversity Center Events

Between fall and spring we hosted about 54 workshops, presentations, interviews, and class sessions. We had many community members attend the events. Workshops saw about 15-25 participants, guest presentations ranged about 30 - 50 attendees, with one presentation seeing about 100 in attendance. Our student numbers were low with a range of about 5 -12 students in attendance depending on the event. There are several factors that contributed to attendance, time of program, many of our programs were in the evening; students dealing with video conference fatigue; lack of knowledge about the program.

#### Work Study with the Diversity Center

We had 5 work-study students employed for the Diversity Center. Each student had a different role in the center.

Dr. Christine Atkins created and taught a new DEI Blackboard Course: “Introduction to Teaching for Inclusive Excellence” – Offered in Jan 2021

### **SUMMARY of Activity: Human Resources**

- Benefits Administration – renewal cycle for health insurance in progress

- Recruitment and On-boarding – revamping of the process in progress
- Special Projects – Banner systems change for Faculty and Adjunct Load in progress (FLAC)

## SUMMARY STATUS OF VACANT FULL TIME POSITIONS

AS of June 8, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service	1			4	5
Faculty	2			6	8
Professional Service	2			6	8
Grand Total	5			16	21

[Return to agenda](#)

**Regional Board of Trustees  
Human Resources Committee  
June 8, 2021  
Via Zoom**

**MINUTES**

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

Excused: Trustee Winston

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

Trustee N. Parks called the HR committee meeting at 6:26 pm by noting few action items on the agenda

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

**ACTION ITEMS**

**Consent Agenda**

Resolution #T4735 [Appointments, Promotions and Separations](#)

Resolution #T4736 [Position Activity](#)

**Regular Agenda**

10. [Resolution #T4743 Performance Growth Awards](#)
11. [Resolution #T4744-21 RAVE Award-Katie Crowe](#)
12. [Resolution #T4745-21 Emeritus Designation -Beth Bentley](#)
13. [Resolution #T4746-21 Emeritus Designation- Dale Crandall](#)
14. [Resolution #T4747-21 Emeritus Designation- Thomas Dunbar](#)
15. [Retirement - #T4748-21 Richard Evans, Professor](#)
16. [Retirement - #T4749-21 Brian Halm, Associate Professor](#)
17. [Retirement - #T4750-21 John Longwell, Professor](#)



18. [Retirement - #T4751-21 Carl Hufford, Custodian](#)

Summary of activities:

- [Fostering Diversity, Equity and Inclusion](#)
- [Human Resources](#)

Summary of [vacant positions](#)

Trustee Parks reported on her meeting with Provost Herbst and Executive Director Park to discuss and narrow down on some data points for CCC DEI work as it's related to each individual committee. The plan is to have good metrics and data in order to manage and achieve our goals. A lengthy discussion followed.

Executive Director reported on the progress of the three years' diversity plan, which includes the areas and stakeholders:

- Recruitment is being headed up by the Director of enrollment,
- Retention and success is being headed up by marketing.
- Recruitment and retention for faculty and staff headed up by Connie Park
- Professor Christine Atkins is heading up racial equity and the curriculum.
- SUNY inclusive cultures and how to establish inclusive cultures on campus is being headed up by Professor Hannah Jones.
- Equity measures are headed up by Paul Andrews.

The committee also discussed gender equity at length and Executive Director Park updated trustees on what has been done so far:

- A study was conducted on the faculty side three years ago, and the outlook is good in that area. The College is working on sustaining the same kind of equity across campus.
- As for staff, it's been many, since a labor market study was conducted in terms of making sure employees are paid fairly in relation to the general market. The College is working on pursuing a market study.

The Committee agreed to forward all action items to the full Board for consideration and approval. (j. McKinney-Cherry, M. Wayne, Unanimous)

Trustee Park adjourned the HR Committee meeting at 6:59 p.m.

**CONSENT AGENDA**

**HUMAN RESOURCES and DIVERSITY COMMITTEE**  
**Appointments, Promotions and Separations**  
[RESOLUTION #T4734-21](#)

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

<b>Employee Name</b>	<b>Title</b>	<b>Department</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Thomas Slymon	Campus Safety Officer	Public Safety	New Hire	5/8/21	This is a 12- month classified, provisional, civil service full time position at an annual rate of \$26,682.
Kris Nazar	Technical Assistant	Student Accounts	New Hire	6/1/21	This is a 12-month standard, professional grade 202, full time position at an annual rate of \$36,500.
Dr. Barbara Canfield	Provost	Provost	New Hire	7/1/21	This is a 12-month standard, full time position at an annual rate of \$136,000.
Amanda Bailey	Senior Library Clerk	Library	New Hire	7/5/21	This is a 12-month classified grade 102, provisional, civil service full time position at an annual rate of \$32,000.
Ashley Molina	Visiting Instructor	Nurse Education	Reappointment	8/11/21	1 year reappointment to Nurse Education
Kim Bailey	Visiting Instructor	Nurse Education	Resignation	4/22/21	Kim Bailey has worked with the College for 5 years in both part and full time roles.

Rosemary Anthony	Assistant Professor	Professional Studies	Resignation	6/14/21	Rosemary Anthony leaves with 4 years of service and will be working with Lake Erie College of Osteopathic Medicine
Susan Padgett	Interim Director	Nurse Education	Resignation	6/4/21	Sue Padgett leaves with 1.5 years of service
Megan Mletzko	Assistant Director Educational Planning	Retention & Education Planning	Resignation	6/11/21	Megan Mletzko leaves with 5 years of service and will be working full time as a mother and partner
Stacy Housworth	Director of Finance and Controller	Accounting and Payroll	Resignation	6/21/21	Stacy Housworth leaves with 13 years of service and will be working with Steuben Co. Industrial Development Agency
<b>Employee Name</b>	<b>Title</b>	<b>Department</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Adam Nichols	Groundskeeper	Physical Plant	Resignation	5/28/21	Adam Nichols leaves with 11 years of service to work with his family's business
Yumiko Akiba	Instructor	STEM	Termination	8/10/21	Yumiko Akiba leaves with 3 years of service and will be working with the Alternative School for Math and Science
Sandy Turner-Vicioso	Professor	Humanities and Social Science	Termination	8/10/21	Sandy Turner-Vicioso leaves with 20 years of service
Susan Hoobler	Associate Professor	Professional Studies	Termination	5/22/21	Susan Hoobler leaves with 13 years of service
Nicole Brooks	Director of Student Support Services	Student Support Services	End of Appointment	6/30/21	Nicole Brooks leaves with 3 years of service. This position ended due to the non-renewal of the TRiO grant
Jolene Burun	Visiting Instructor	Nurse Education	End of Appointment	5/22/21	After this 1 semester full time appointment, Jolene Burun continues to adjunct on a part time basis

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

[Return to agenda](#)

**CONSENT AGENDA**

**HUMAN RESOURCES COMMITTEE**

**Position Activity**

RESOLUTION #T4735

**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.

<b>Title</b>	<b>Incumbent</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
Assistant Director of Development	None	Change of title and job description	6/1/21	With the previous separation of the alumni development coordinator, a new job description and title has been established which oversees efforts in relation to the annual fund and constituent engagement. This is a 12-month standard, professional pay grade 204 position.

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

[Return to agenda](#)

**REGULAR AGENDA**

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

**Resolution T#4736-21- 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 2021-2022 academic year:

<b>Faculty Member</b>	<b>Current Rank</b>	<b>New Rank</b>	<b>Academic Division</b>
Michelle Logan	Assistant Professor	Associate Professor	Professional Studies
Daniel Coble	Assistant Professor	Associate Professor	Humanities and Social Sciences
Marie Hannan-Mandel	Associate Professor	Professor	Humanities and Social Sciences
Robert Cooper	Associate Professor	Professor	Humanities and Social Sciences
Loueda Bleiler	Associate Professor	Professor	Humanities and Social Sciences
Sky Moss	Associate Professor	Professor	Humanities and Social Sciences

**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 FOR ACADEMIC AND STUDENT SERVICES**

RESOLUTION #T4737-21

**RESOLUTION OF CONGRATULATIONS:**

**COACH STACY JOHNSON & THE SUNY CCC RED BARON'S SOFTBALL TEAM – NJCAA REGION III DIVISION III  
A CHAMPIONS & RUNNER UP:**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its congratulations to Coach Stacy Johnson and the following members of the RED BARON SUNY CCC SOFTBALL TEAM:



#2 Faith Rodriquez	C/OF	Freshman	#3 Becca Valasco	Utility	Freshman
#4 Jodie Burdick	OF	Freshman	#7 Kiarah Grover	OF	Freshman
#8 Siobhan Stone	OF/P	Freshman	#9 Jill Murray	IF	Sophomore
#10 Gabriella Stalter	IF/OF	Freshman	#13 Grace Vondracek	Utility	Freshman
#14 Alexis Lewis	IF	Sophomore	#15 Alyssa Steinhauer	OF	Freshman
#16 Lexi Wood	IF	Freshman	#17 Hailey Burdick	C	Sophomore
#19 Christina Willsey	C/OF	Freshman	#22 Ryleigh Carson	IF/OF/C	Freshman
#23 Jayden Hill	P/IF	Freshman	#24 Emily McCreery	P	Freshman
#33 Katie Kerch	IF	Freshman			

The Regional Board of Trustees commends the exceptional work of COACH STACY JOHNSON AND THE SUNY CORNING COMMUNITY COLLEGE RED BARON SOFTBALL TEAM in winning their first NJCAA Region III Division III A Finals since 2004 on Saturday, May 15, 2021.

The Red Barons ranked # 1 in the nation won against Mohawk Valley Community College in a 19-2 win at home in a winner-take-all game three in the NJCAA Region IIIA Championship. SUNY- CCC then advanced to the NJCAA Division III National Championship. The team was National Runner-up to seven consecutive time winner Rock Valley College from Rockford, Illinois. Our team had an overall final record of 37-3.

**Mentionables:**

- Alexis Wood was named NJCAA Region III Player of the Year & MSAC Conference Player of the Year
  - Head Coach Stacy Johnson was named NJCAA Region III Coach of the Year & MSAC Conference Coach of the Year
  - All-Region First Team: Emily McCreery (Wurtsboro, NY)
  - All-Region First Team and All-MSAC Conference Team: Grace Vondracek (Odessa, NY), Jillian Murray (Horseheads, NY), Alexis Wood (Elmira, NY), Kiarah Grover (Elmira, NY), Hailey Burdick (Elmira Heights, NY) and Jayden Hill (Geneva, NY)
- All National Tournament Team: Grace Vondracek (infield), Alexis Wood (infield), Jayden Hill (pitcher), Defensive Player of the Tournament: Kiarah Grover

[Return to Agenda](#)

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
RESOLUTION #T4738-21  
Mechatronic New Program Proposal

**New Program Proposal – Mechatronics A.A.S**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the review of the Resolution for the for the Mechatronics A.A.S New Program Proposal.

**BACKGROUND NOTES:**

New Program Proposals according to the policy guidelines of the State University of New York require all new programs must be reviewed through the College governance process. The Provost Office submits the Form 1A Program Announcement one year prior to the Form 2A. SUNY approves the Program Announcement and notifies the College. The College then has 1 year from this approval date to submit the Form 2A for the proposed new program. The Division responsible presents the Form 2A, New Program Proposal, to the Office of the Provost. The Office of the Provost makes their recommendation to the Curriculum Committee. The Curriculum Committee makes a recommendation concerning whether to proceed with the new program as part of the program offerings of the College. This recommendation is then sent to the Faculty Assembly as an action item. The new program proposal recommendation is then reviewed by Senior Staff and the President prior to consideration by RBOT. Therefore, the Faculty Assembly, the Provost, and the President all recommend the new program be added to the program offerings of the College.

[Return to Agenda](#)



**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

RESOLUTION #T4739-21

**Program Review – Liberal Arts and Sciences (LAHS-AA, LAHS-AS, LAMS-AS) Program**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the review of the Resolution for the Program Review for the following:

Liberal Arts and Sciences: Humanities and Social Sciences, Associate in Art  
Liberal Arts and Sciences: Humanities and Social Sciences, Associate in Science  
Liberal Arts and Sciences: Mathematics and Sciences, Associate in Science.

**BACKGROUND NOTES:**

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

[Return to Agenda](#)

**REGULAR AGENDA**

**EXTERNAL AFFAIRS COMMITTEE**

**RESOLUTION #T4740-21**

**Recommendation of the CCC Student Trustee Award Recipient-Madison Cunningham**

WHEREAS, it is the focus of the Corning Community College Development Foundation to solicit, receive, and manage assets in order to contribute to the long-range goals, objectives and success of Corning Community College, and

WHEREAS, the Corning Community College Development Foundation approved the establishment of the CCC Student Trustee Award as a fund that will encourage and support Student Trustees who have served CCC, and

WHEREAS, the Board of Trustees of Corning Community College previously endorsed the CCC Student Trustee Award, and

WHEREAS, Madison J. Cunningham has successfully completed her responsibilities as the 2020-2021 Student Trustee, and

WHEREAS, Madison J. Cunningham will be continuing her education in the pursuit of a Bachelor's Degree in the Fall of 2021,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College does hereby recommend Madison J. Cunningham as the recipient of the 2021 CCC Student Trustee Award.

**REGULAR AGENDA**

**FINANCE AND FACILITIES COMMITTEE  
RESOLUTION #T4741-21**

***Operating Report***

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending April 30, 2021.

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

**FINANCE AND FACILITIES COMMITTEE**  
**RESOLUTION #T4742-21**  
**Facilities Master Plan Update**

WHEREAS, the State University of New York requires all Community Colleges to prepare a Facilities Master Plan, and

WHEREAS, the last Facilities Master Plan prepared for SUNY Corning Community College was completed in 2015, and

WHEREAS, SUNY Corning Community College has engaged SWBR Architects and Planners to develop and publish a updated comprehensive Facilities Master Plan and requests approval for the design cost of \$154,500, and

WHEREAS, these architects have worked with College Trustees, faculty, students and administration to develop a plan intended to meet the College's needs over the next five years,

NOW, THEREFORE, BE IT RESOLVED that the SUNY Corning Community College Regional Board of Trustees accepts and approves the Facilities Master Plan Update to be prepared by SWBR. After completion, the updated plan will be forwarded to the Regional Counties of Chemung, Schuyler and Steuben for their approval and then to the State University of New York for their approval.

**BACKGROUND NOTES**

The State University of New York requires all Community Colleges to prepare a Facilities Master Plan which will function as a guide for administrators, maintenance personnel, architects, engineers and others charged with the responsibility of developing, improving and maintaining the physical facilities at the College.

[Return to agenda](#)

**HUMAN RESOURCES COMMITTEE  
RESOLUTION #T4743-21- Performance Growth Awards**

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2021: Deborah Beall, Michael Friebis, Stacy Housworth, Christian Kull, Karen Landis, Caleb McGuire, Kristen Morse, Kimberly Perkins, Laura Prestigiacomo

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees of Corning Community College extends its appreciation to the awardees for their exceptional service to the College.

**BACKGROUND NOTES**

The purpose of the Performance Growth Awards (PGA) is to assist administrators, counselors, librarians and staff/technical assistants in reaching their full potential as employees by motivating them to enhance their productivity, proficiency, and professional development throughout their College careers. Employees are expected to contribute to the College mission and will be evaluated in the context of their particular roles at the College using the following criteria: effectiveness in all job responsibilities progress of institutionally relevant professional development service provided to the College and the community. 9 of 15 eligible employees are recommended for performance growth awards and will receive increases of \$1,500 to their annual salaries.

Name	PGA Level
Beall, Deborah	4
Housworth, Stacy	4
Landis, Karen	3
Morse, Kristen	3
Perkins, Kimberly	3
Kull, Christian	2
McGuire, Caleb	2
Friebis, Michael	2
Prestigiacomo, Laura	2

[Return to agenda](#)

## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### RESOLUTION #T4744-21 Recognizing a Valuable Employee (RAVE) Award- Katie Crowe

**WHEREAS**, the RAVE (Recognizing a Valuable Employee) Award was established to acknowledge non-faculty CCC employees who demonstrate outstanding commitment to the College mission through consistent and exceptional work.

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College approves Katie Crowe to receive the 2021 RAVE award in recognition for outstanding employee service.

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

#### Background:

Katie conducts the tasks of her position with quality as a hallmark. Katie has demonstrated her leadership role with the Administrative Assistants team who support Senior Staff. Some notable nominator quotes include:

- As SUNY CCC's mission is to foster diversity, empowerment, leadership, and teamwork, everything written about Katie in this nomination supports that she definitely helps to fulfill our mission. Simply put, Katie IS all that!
- Katie Crowe is one of the most positive, kind people on campus. Whether it's a student, parent, staff, faculty, or administrator, she treats people with respect. She is a valuable member of the Workforce Education and Academic Pathways team and makes sure everyone is included
- Katie holds the promise of what our department can do as a team as her mantra. She is creative, thoughtful, and consistently presses onward with the "can do" attitude that carries everyone on our team forward.

[Return to agenda](#)

**HUMAN RESOURCES and DIVERSITY COMMITTEE**  
**RESOLUTION #T4745-21**  
Emeritus Status – Beth Bentley

BE IT RESOLVED, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Professor Emeritus to Beth Bentley with all of the rights and privileges accorded therein.

**Beth Bentley, Coordinator of Developmental Reading and Writing**

Beth's service to the college was significant and extensive. Beth went above the required responsibilities of her job by creating the Developmental Education Steering Committee that not only dealt with developmental English, but integrated all of the college's developmental offerings, including math and FYEX, into a unified workgroup. Beth always stayed current with information and professional standards of her position. All of the innovations of curriculum design and institutional integration were based on her extensive reading in professional journals and attendance at conferences. She frequently participated in national and regional conferences and trainings, such as the year-long Mindfulness Teacher Training, the New York State Learning Skills meetings (for which she served on the executive board), and numerous local and CCC sponsored workshops and Great Teachers' Retreats. She was a member of the Association for Contemplative Mind in Higher Education, the National Center for Developmental Education, the National Association for Developmental Educators (NADE), the New York College Learning Skills Association (NYCLSA), and the Mid-Atlantic College Reading Association. Beth presented at seven NYCLSA annual symposia. She was awarded the Developmental Teacher of the Year by both NYCLSA and by NADE.

**BACKGROUND NOTES:**

Emeritus status is an honorary title awarded for distinguished service to the College. The granting of emeritus status is an honor, not a right, and is based on an employee's total contribution to the College. Faculty and professional service employees assigned to pay grades 204 and higher who retire and have served the College for at least fifteen years in accordance with the published designation of retirement will be eligible for consideration for emeritus status following one year of retirement and will continue to be eligible for nomination for two years from the date of initial eligibility.

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

**HUMAN RESOURCES and DIVERSITY COMMITTEE**

**RESOLUTION #T4746-21**

Emeritus Status – Dale Crandall

BE IT RESOLVED, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Professor Emeritus to Dale Crandall with all of the rights and privileges accorded therein.

**Dale Crandall, Associate Professor of Mechanical Technology**

In his 15 years of college service, Dale Crandall has consistently contributed superior service to the College and community since his hire as a full time faculty member. His significant and continuing planning and preparation to enhance student achievement, service to students, the division, the College, and the community exceeded that expected of faculty. He has taken on leadership roles in department initiatives, including program realignment and grants activities; assisted faculty in and beyond the STEM Division; participating in recruiting outreach for the College; and creating and presenting on careers in CAD or Machining for the Career Development Council, Dale has also been a member of the New York State Engineering Technology Association (NYSETA) and the Southern Tier SolidWorks Users Group (STSWUG), which allowed him to keep current and to share with others the latest technology and pedagogy. Dale’s commitment of his time, focus, and energy to service activities is exceptional. Beyond his activities at the College, Dale has worked with national industry leaders to raise awareness of and generate interest in the careers in manufacturing, for example, “Bridging the Skills Gap” offered by Sandvik Corporation. While the initiative was driven by Sandvik, Dale was instrumental in helping them refine and deliver the message. Dale was also interviewed by the local news for an article, “Efforts Offer Gateway for Women in STEM Fields,” where he discussed fields in STEM.

**BACKGROUND NOTES:**

Emeritus status is an honorary title awarded for distinguished service to the College. The granting of emeritus status is an honor, not a right, and is based on an employee’s total contribution to the College. Faculty and professional service employees assigned to pay grades 204 and higher who retire and have served the College for at least fifteen years in accordance with the published designation of retirement will be eligible for consideration for emeritus status following one year of retirement and will continue to be eligible for nomination for two years from the date of initial eligibility.

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



**HUMAN RESOURCES and DIVERSITY COMMITTEE**

**RESOLUTION #T4747-21**

Emeritus Status – Thomas Dunbar

BE IT RESOLVED, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Professor Emeritus to Thomas Dunbar with all of the rights and privileges accorded therein.

**Thomas Dunbar, Professor of Physics**

Tom has been involved in many college service activities throughout his tenure at the college and has always been actively involved in various community activities. Currently, he sits as Town Supervisor for the Town of Wayne. Tom was committed to maintaining currency in his area, as well as his professional development. Of special note is during his sabbatical leave in 2015-2016, he taught himself Android App programming using the tools provided by Google. In January of 2017, he was invited to the prestigious international Google Enterprise Partner Summit Conference held in London, England. Award recognition also included the Chancellor's Award for Excellence in Faculty Service and the Alumni Association's favorite Instructor list.

**BACKGROUND NOTES:**

Emeritus status is an honorary title awarded for distinguished service to the College. The granting of emeritus status is an honor, not a right, and is based on an employee's total contribution to the College. Faculty and professional service employees assigned to pay grades 204 and higher who retire and have served the College for at least fifteen years in accordance with the published designation of retirement will be eligible for consideration for emeritus status following one year of retirement and will continue to be eligible for nomination for two years from the date of initial eligibility.

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

## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### RESOLUTION #T4748-21

#### Retirement - Richard Evans, Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Richard Evans as Professor in the STEM Division, effective 6/10/21.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Richard Evans for his service to the College and wishes him the best of luck in his future endeavors.

#### BACKGROUND NOTES

Professor Evans retires with 31 years of service to the college in the Math Department in the STEM Division.

[Return to agenda](#)

## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### RESOLUTION #4749-21

##### Retirement - Brian Halm, Associate Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Brian Halm as Associate Professor in the STEM Division, effective 8/11/21.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Professor Halm for his service to the College and wishes him the best of luck in his future endeavors.

#### BACKGROUND NOTES

Professor Halm retires with 34 years of service to the College in the Auto Tech program in the STEM Division.

[Return to agenda](#)

## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### RESOLUTION #T4750-21

#### Retirement - John Longwell, Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of John Longwell, Professor in the STEM Division, effective 8/11/21.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Professor Longwell for his service to the College and wishes him the best of luck in his future endeavors.

#### BACKGROUND NOTES

Professor Longwell retires with 20 years of service in Mechanical Technology in the STEM Division.

[Return to agenda](#)

## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### RESOLUTION #T4751-21

#### Retirement – Carl Hufford, Custodian

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Carl Hufford as a Custodian in the Physical Plant, effective 6/1/21.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Carl Hufford for his service to the College and wishes him the best of luck in his future endeavors.

#### BACKGROUND NOTES

Carl Hufford retires with 19 years of service with the College in the Physical Plant.

[Return to agenda](#)

## REGULAR AGENDA

### EXECUTIVE COMMITTEE

#### RESOLUTION #T4752-21 Resolution of Appreciation-Stacy Housworth

WHEREAS, Stacy Housworth has served as the Director of Finance and Controller at SUNY Corning Community College for almost thirteen years, and

WHEREAS, in her role as the Director of Finance and Controller, Stacy Housworth has been a guiding force in the finance area and has always demonstrated the highest ethical principles in her oversight of the budget, and

WHEREAS, Stacy Housworth established and maintained clear procedures and internal controls within the financial area ensuring the financial integrity and compliance of the College's resources, and

WHEREAS, Stacy Housworth's careful oversight and attention to detail resulted in consistently clean audits that were accurate, complete, and in accordance with general accounting principles, and

WHEREAS, Stacy has managed millions of dollars in grant funding, creating standard operating procedures for processing and reporting, and

WHEREAS Stacy Housworth has embraced formidable economic challenges, including those associated with the COVID-19 pandemic, to ensure the financial safety of the College,

WHEREAS

BE IT RESOLVED that the Regional Board of Trustees hereby recognizes Stacy Housworth for her commitment to excellence and officially extends its highest degree of appreciation for her service to SUNY Corning Community College.

**REGULAR AGENDA**

**COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**

RESOLUTION #T4753-21

Graduation List, May 2021

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2021 Graduation List

## REGULAR AGENDA

### **EXECUTIVE COMMITTEE** **RESOLUTION #T4754-21**

#### Resolution of Appreciation for Fred Herbst

WHEREAS, Frederic Herbst agreed to serve as Interim Provost at Corning Community College at the height of the COVID-19 pandemic, and

WHEREAS, in his role as Interim Provost, Frederic Herbst embraced the formidable challenges associated with the pandemic to guide both academic affairs and student services through trying times, and

WHEREAS, Frederic Herbst, and Whereas, he has facilitated major positive changes which include innovative programming such as the new Mechatronics program and ForthComing Digital Design program and,

WHEREAS Frederic Herbst, drew upon his community relationships to further the academic goals of the Provost's office

WHEREAS Frederic Herbst has distinguished himself by providing leadership, exhibiting professionalism, and extending kindness and support to all employees in his Division, colleagues across campus, Senior Staff associates, and members of the Regional Board of Trustees, and

BE IT RESOLVED that the Regional Board of Trustees hereby recognizes Frederic Herbst commitment to excellence and officially extends its highest degree of appreciation for his service to CCC.



**FINANCE AND FACILITIES COMMITTEE**  
**RESOLUTION #T4755-21**

**2021-2022 Operating Budget**

BE IT RESOLVED, the President of the College proposed the 2021-2022 operating budget to the Finance and Facilities Committee; and,

WHEREAS, the Finance and Facilities Committee recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2021-2022 operating budget of \$26,927,833; and,

BE IT FURTHER RESOLVED, that a copy of this resolution shall be submitted to the State University of New York for its review and approval.

[Return to agenda](#)

**FINANCE AND FACILITIES COMMITTEE**  
**RESOLUTION #T4756-21**  
***Tuition and Fee Schedule***

WHEREAS, the State University of New York requires that the Board of Trustees of each community college approve a [Tuition and Fee Schedule](#); and,

WHEREAS, the Finance and Facilities Committee reviewed the proposed Tuition and Fee Schedule and recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, which includes a full-time tuition rate of \$2,585 per semester and a part-time tuition rate of \$215 per credit hour; and,

BE IT FURTHER RESOLVED, that a copy of this resolution, together with the Tuition and Fee Schedule, shall be submitted to the State University of New York for its review and approval.