

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

DATE: Thursday, March 16, 2023

TIME: 5:30 p.m. Meeting

LOCATIONS: Health Center

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of February 2, 2023 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- GUIDED PATHWAYS
- 7- STUDENT TRUSTEE REPORT
- 8- CCC DEVELOPMENT FOUNDATION REPORT
- 9- APPROVAL OF CONSENT AGENDA
 1. [RESOLUTION #T4844-23 Appointments, Promotions and Separations](#)
 2. [RESOLUTION #T4845-23 Position Activity](#)

REGULAR AGENDA

CASS Committee

1. [RESOLUTION #T4846-23 Academic Calendar for 2024-2025 &2025-2026](#)
2. [RESOLUTION #T4847-23 Personal Care Attendants Policy](#)

EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee

1. [RESOLUTION #T4848-23 Operating Report for January 2023](#)
2. [RESOLUTION #T4849-23 Credit for Prior Learning](#)

HUMAN RESOURCES Committee

1. [RESOLUTION #T4850-23 Update to the Acceptable Use Policy](#)
2. [RESOLUTION #T4851-23 Update to the Eligibility for Rehire Policy](#)
3. [RESOLUTION #T4852-23 Update to Response Policy for Sexual Violence and Other Misconduct](#)
4. [RESOLUTION #T4853-23 Update to Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations](#)
5. [RESOLUTION #T4854-Appreciation for Connie Park](#)

10-OLD BUSINESS

11-NEW BUSINESS

12-EXECUTIVE SESSION

13-ADJOURNMENT

CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
February 2, 2023
HEC and Via Zoom
MEETING MINUTES

In attendance: M. Wayne R. Allison, N. Wightman, P. Chu, K. Early, M. Lawrence, N. Parks, J. McKinney-Cherry, W. Stoner, S. Jacoby Murphy

Guest: J. Koski

Excused: Trustee Winston, Heather Reynolds,

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

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

Guest: New employees

1. CALL TO ORDER. Chair Wayne and called the meeting to order at 5:49 pm.
2. APPROVAL OF AGENDA: (J. McKinney-Cherry, R. Allison, Unanimous).
- 3- APPROVAL OF THE MINUTES: December 8, 2022 RBOT Meeting (P. Chu, K. Early, Unanimous).
4. CHAIR UPDATE:
Chair started his report by apologizing for missing the last RBOT meeting.

- Encouraged Committee Chairs to review and include information on their measurable standards as part of their committees 'work.
- Participated in the Association of Community College Trustees, virtual, legislative workshops in Washington. Alan Winston and President Mullaney attended the summit.
- Chair Winston is the chair of the Nomination committee and will contact trustees for reappointment
- Trustee Wightman received a call from the Governor's office concerning our new gubernatorial appointees.

- Congratulated Jeanne Eschbach for her Steuben Chamber of Commerce Lifetime Achievement Award

5. PRESIDENT OF THE COLLEGE'S REPORT.

President Mullaney started his report by introducing new employees:

- Jessica Gerrish, Nurse Education
- Christopher O'Connell, Coordinator of Work Based Learning:

Start Up Highlights:

- College Vision tied into Strategic plan of 2022-2026
 - DEI
 - Student Success
 - Partnerships

- Safety Drill

Thanks to Law enforcement and Executive Director Burdick

Budget/Enrollment

- Reaching fall enrollment goal and other savings have provided a small cushion for some spring enrollment deficit
- Remainder of the COVID federal funds will be spent this year
- Spring enrollment is at 85% of goal and down 11% from last spring
- Final numbers will determine if we need to adjust expenditures during spring semester
- Budget development for the 2023-24 fiscal year will begin in February with meetings with individual department budget managers

Advocacy and State Level;

- Legislative Breakfast: 2/10
- Legislative Visits: Chemung 2/13, Steuben 2/27 and Schuyler 3/8
- Leadership Lunches at CCC: Chemung 4/14, Schuyler 4/28 and Steuben 5/5

Advocacy at the Federal Level

- Priorities
 - Short-term Pell
 - Workforce training
- ACCT National Legislative Summit: 2/5-8
- Meetings with Senators Gillibrand and Schumer and Representative Langworthy

Upcoming Campus Activities

Red Baron Award Ceremony: March 17th

Visiting Scholar: Meg Lowman, April 25th

Dr. Mullaney ended his report by playing a retirement video tribute of Jeanne Eschbach

6- GUIDED PATHWAYS

Guided Pathways

- CTIE Retreat Starfish Presentation, 1/11
- First Year Experience, coaching from Monroe CC, 2/1

Strategic Planning and Institutional Assessment

- SUNY Strategic Enrollment Management, completed 12/23
- Living Our Vision: Strategic Plan 2023-2026, Strategic Planning and Institutional Assessment Committee (SPIAC) & Senior Staff
- Aspen-American Association of State Colleges & Universities (AASCU) Transfer Intensive: Strategic Transfer Excellence Plan

Middle States Commission on Higher Education (MSCHE):

MSCHE Annual Conference, 12/7-9

CCC Self-Study update

Grants Summary

Grant Status FY2023	Number of Grants/Proposals	Grant Budget Total
Active and Completed	33	\$11,125,713
Denied	0	\$0
Pending	4	\$537,287
Total	37	\$11,663,000

Proposals Under Consideration/ In Development

- Innovative Instruction Transformation Team (IITG), Feb. 17

- FY2023 High Needs Aid to Localities Funding for Community Colleges, technology programs, Mar. 1
- Arise Appalachian Regional Initiative for Stronger Economies (ARISE), multi-state, rolling
- Local Government Records Management Improvement Fund (LGRMIF), Mar. 1
- Workforce Opportunity for Rural Communities (WORC) Initiative, USDOL, July 2023

Submitted

- New York State Office for People with Developmental Disabilities (OPWDD) grant lead, Direct Support Professional (budget submitted to lead)

7. STUDENT TRUSTEE REPORT:

Student Trustee, Wyatt Stoner gave a review of his report below:

- Approved purchase of Oculus's for Barron's Den Game Room
 - We reached out to Facebook with the help of Trustee Judy McKinney-Cherry to inquire about donations.
- Turkey Baskets
 - Student government gave out 10 thanksgiving meal baskets around Thanksgiving
 - Each basket should feed a small family.
- The ASL Club
 - Successful field trip to Gauladette University. 10 students attending the trip.
- The Crier
 - Published their latest edition 12/07/2022, it is smaller than the previous edition and they have three consistent columns.
- The Orchard
 - 20 new members, 12 consistent goers (every Friday).
 - 11/18/22 they had a pizza and bowling night. They also packed 10 Operation Christmas Child boxes with the organization "Samaritan's Purse".
 - Planning a skating/sledding event for the Friday or Saturday after Finals week.
- Nursing Society
 - Had a successful fundraising event, they made upwards of \$740 selling Gertrude Hawk Chocolate.
 - Planning another fundraising event for the spring semester.
 - T-Shirt prices obtained for the spring semester.
 - They are also planning a Christmas surprise/Thank you party for the Nursing Faculty.
- The Muse of Fire
 - "Our Town" play was successful. Good turnout and they are also doing the musical "Chicago" in the spring.
 - We approved the fund to purchase the rights to put on the musical.
 - They have concerns about their financial ability to put on the production, but are planning some serious fundraising.

- They put on two, 45-minute shows at Corning’s “Sparkle” and made \$412
- The Diversity Center
 - 12/08/2022 they had a discussion promoting the variety of religious, spiritual, and social practices and beliefs surrounding Christmas. Was a very interesting conversation, very warm, inspiring, and thought provoking.
- The Nurse’s Office
 - SUNY has recently created a program providing students with free Psychiatric care and Therapy sessions for as long as needed.
- On Another Note...
 - It has come to our attention that the band and choir group have been struggling with membership and finances. They are on the verge of dying out.
 - We are exploring what necessary steps must be taken to preserve and stimulate growth of both of these important groups.
 - We are exploring the creation of an email specifically dedicated to event planning and outreach. A “subscription” service for the upcoming events on campus and to foster student input. We are exploring the logistics currently.

8. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Chair Jill Koski gave a review of the Foundation Inc. report:

- Foundation:
 - Reflections, the annual Alumni recognition event is back!
 - Save the date: November 17, 2023
 - Baron Bulletin email newsletter was sent on January 27 featuring:
 - Call for Alumni Award & Athletics Hall of Fame nominations
 - Alumni Spotlight: Martin Scanlon ‘91
 - The online Scholarship Application opened on 2/1
 - Alumni Art exhibit currently on display in the Atrium Gallery at CCC (opening 2/2 - today)
 - Planning for the Visiting Scholar Series event on April 25 is underway.
 - Meg Lowman, author of *The Arbornaut: A Life Discovering the Eighth Continent in the Trees Above Us*
 - RBOT members will all receive an invitation to the private reception
 - The Foundation is funding tickets for CCC representatives to attend some local events including the Kappa Alpha Psi Fraternity Ball and the Guthrie Corning Hospital Valentine’s Ball.
- Housing LLC:
 - Capstone On-Campus Management (COCM) on-site visit scheduled for 2/28-3/1.

- Fundraising:
 - 2022 Year-End Giving Results:
 - Fundraising Total: ~\$310,526
 - Leadership Giving participation:
 - CCCDF Board: 73% (\$3,500 total)
 - RBOT: 91% (\$16,668 total)
 - Senior Staff: 100% (\$8,618 total)
 - Total dollars are up over 2021 for each category, exceeding the prior year by 50%.
 - The Foundation is committed to raising \$39,900 for the Spencer Crest Nature & Research Center project. Progress to date:
 - \$10,000 from Corning Incorporated Foundation
 - \$2,500 pledge from First Heritage Federal Credit Union
 - Other requests have been submitted but are awaiting responses
 - Annual Fund Q1 mailing will be sent in March
 - Jennifer Warner '04 will be signatory.

9. APPROVAL OF THE CONSENT AGENDA

RESOLUTION #4834-23- Appointment, Promotion and Separation

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 Corning Community College hereby ratifies the following employment actions to be taken. (A. Winston, N. Parks, Unanimous)

First	Last	Title	Department	Effective	Action	Grade	Salary	Background
Cynthia	Hibbard	Cleaner	Physical Plant	11/28/2022	New Hire	UN	\$ 27,562	This is a 12-month full time, civil service, CSEA union position, at pay grade 301. This hire was made as a result of an open search.

Mitchell	Smith	Director of Development	Development Foundation	1/3/2023	New Hire	F1	\$ 68,344	This is a 12-month full time, professional service, exempt position, at pay grade F. This hire was made as a result of an open search.
Jessica	Gerrish	Instructor	Nurse Education	1/18/23	New Hire	I	\$ 47,483	This is a 10-month full time, tenure track, academic appointment. This hire was made as a result of an open search.
Elmarine	Jimenez	Assistant Professor	STEM	12/3/2022	Salary Adjustment	II	\$ 10,608.30	This one-time lump sum adjusted the salary while an Instructor to an Assistant level rate
Butler	Diane	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Dewert	Robert	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Hibbard	Cynthia	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Kulcavage	Jennifer	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Shelley	Jason	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase

Williams	Nolan	Cleaner	Physical Plant	12/31/2022	Salary Adjustment	301	\$ 29,650	Salary adjustment based on the NYS hourly minimum increase
Miller	Ramona	Assistant Professor	Professional Studies	12/31/2022	Salary Adjustment	II	\$ 56,009	Salary adjustment for completion of Ph.D., \$2,000 addition to base
Jolene	Burun	Visiting Instructor	Nurse Education	12/16/2022	End of Appointment	I	\$ 47,530	End of a 1-semester term appointment.
Matthew	Gorman	Director of Student Life	Student Life	1/3/2023	Resignation	F1	\$ 69,484	Matt Gorman had served in this role for less than 1 year and will be returning to Jefferson CC.
Christian	Kull	Director of Enrollment Operations	Retention and Educational Planning	1/10/2023	Resignation	F1	\$ 83,769	Chris Kull had served in this role for 4.5 years and will be seeking other opportunities.

RESOLUTION #4835-23- Position Activity

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below,
BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the following position management actions to be taken. (A. Winston, N. Parks, Unanimous)

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director, Manufacturing Technician Program	Vacant	New Position (Grant funded)	With Board Approval	The Manufacturing Technician Program Director will be responsible for the creation, implementation and continuity of the college's non-credit Manufacturing Technician programs. This is classified as a Director level, Grade F.

10. REGULAR AGENDA

AUDIT COMMITTEE

Auditors provided a summary of the audit report:

- The audit began in October and concluded in January. Sue, Lisa and their team members did a great job in providing everything we needed to complete the audit.
- The college Unrestricted Fund generated a \$1.7m surplus in the current year and ending the 2022 fiscal year with a total fund balance of \$3.4M. The surplus is largely a result of Higher Education Emergency Relief Funding (HEERF - Pandemic related) and is temporary in nature with those funds being used up in 2023. Tuition revenue decreased from the prior year.
- The College underspent its operating budget by \$1.2m and recognized revenue in excess of anticipated amounts of \$505k.
- The College as a whole realized an overall reduction in fund balance. This is mostly due to depreciation and amortization expenses in the current year.
- The College adopted Governmental Accounting Standards Board (GASB) Statement No. 87 in 2022 fiscal year. This new standard required a change in accounting for leases that was applied retrospectively to the College's financial statements. There is a restatement footnote that provides more information related to the adoption as well as enhancement to the preexisting lease and capital asset footnotes.
- In addition to the financial statement audit, there was also a Uniform Guidance audit for the federal expenditures. The HEERF program was testing this year, no non-compliance noted throughout those procedures.
- -The audit did not reveal any material weaknesses, significant deficiencies or other findings and two findings identified in previous audits were resolved in the current year.

RESOLUTION #4836-23 Acceptance of Audit Report for the Year Ending August 31, 2022

WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the books and records of Corning Community College for the fiscal year ended August 31, 2022 and,

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

BE IT FURTHER RESOLVED, that this report shall be submitted to the New York State Comptroller and to the State University of New York. M. Wayne, J. McKinney-Cherry, Unanimous)

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee McKinney-Cherry highlighted a few points on the CASS report and indicated there is one action items on the agenda.

Provost Report

Academic Affairs:

- As a result of our work with the Office of People with Developmental Disabilities (OPWDD), OPWDD reached out to SUNY to inquire about replicating the SUNY CCC micro credential modal system-wide towards the goal of establishing a partnership which

would result in more Direct Support Professional graduates from the SUNY System. SUNY CCC's work to obtain national accreditation for the DSP micro credentials has been applauded and held up as the exemplar for sister SUNY institutions to follow. Department Chair Eric Smith and ADI Beall have been asked to provide leadership to our fellow SUNY colleagues as they proceed through the development of micro credentials and accreditation process.

- Edward Dougherty, Professor of English, has had a number of his poems published recently. Some highlights include Poetica Review: The Lamp (2), Timepiece, Starling; Kosmos Quarterly: The Rope Bridge, Monument; Hudson Valley Writers/ Albany Poets: Invitation to Tea (Market), Unchained Chain, Desire Lines, and Aji Journal: Epistemology, Meeting Minutes.
- The inaugural Herbst Fund award (\$1500) is for a project entitled, "Chemistry of Art/Art of Chemistry." Instructors Kamesh Narasimhan, Kyle Williams (Chemistry) and Fred Herbst, Erica Unterman (Art) submitted the proposal.
- Theatre students and Muse of Fire club members performed a student adaptation of Dickens' *A Christmas Carol*, and performed original music at the Corning Sparkle celebration on Saturday, December 3.
- CCC recently competed in the New York State Mathematical Associate of Two-Year Colleges fall Math Contest, of the 20 colleges that participated, the CCC team came in 2nd! This is our best showing in many years. CCC had two students place in the top 10 in the individual category: Rusario Gerbino and Cameron Jensen.; Fall 2022

• **Learning Commons Tutoring**

Semester	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022
Total Tutoring Sessions	1088	1058	1438	1365	1514

- Accommodation tests proctored between 10/28/22 and 12/09/22: 149
- Visits from HS transition coordinator Bev Matern and her students from Bradford (11/3/22) 2 students and Campbell Savona (11/4/22) 2 students
- EOP program had 13 students for the Fall semester: one student left CCC and the area prior to the end of the semester, one will be transferring to Oneonta Community College, one student has a hold on their account for next semester. We will be having a new student transferring in for next semester.
- The annual CTIE January Retreat will be held virtually, Wed., Jan. 11, 2023. Nine proposals have been received for 10 sessions.
- Equipment purchased from 606K Fund: Machine Tool Technology- Prototrak conversational tool room lathe and milling machine (SCH001); Science Laboratory Equipment: Chemistry- mass spectrometer; and Digital Design-equipment A.S. program: A 3d printer / CNC router combination machine for the Design studio.

Student Services

- Hayden Bellinger (Cross Country), finished 25th at the NJCAA Nationals and was named a Coaches Association All-American.
- Outreach to all Perry Hall residents that dropped below FT status and to residents that received warning grades was conducted. Weekly checks of enrollment status for residents were done to ensure students maintained full-time status so there was no loss of Financial Aid
- Banner Graduation Application is now live for Fall 22, Winter 23, and Spring 2023 potential graduates
- Student Life Office – 100+ visits daily to ask for assistance, get snacks, popcorn, tea/coffee, purchase discount passes
- Our new Coordinator of Work-Based Learning, Chris O'Connell started on November 28. Along with our new Coordinator of Career and Transfer Services, we expect to see growth in internships as well as strengthened transfer partnerships.

- The final Strategic Enrollment Management (SEM) Plan was submitted to SUNY on Dec. 23 as part of the SUNY SEM project that provided guidance and coaching for SEM plan development.
- Equipment purchased from 606K Fund: E- Sports Equipment

RESOLUTION #4837-23- Mary Guzzy Sabbatical Leave

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following sabbatical leave for the Spring 2024 Semester:(J. McKinney-Cherry, P. Chu, Unanimous)

EXECUTIVE COMMITTEE

RESOLUTION #4838-23- Contract between the Corning Community College Development Foundation, Inc. and Corning Community College

BE IT RESOLVED, that the Corning Community College Regional Board of Trustees does hereby accept and endorse the proposed renewal contract between Corning Community College and the Corning Community College Foundation Inc.

(M. Wayne, R. Allison, Unanimous)

RESOLUTION #4839-23-Appreciation for Aaron T. Alsheimer

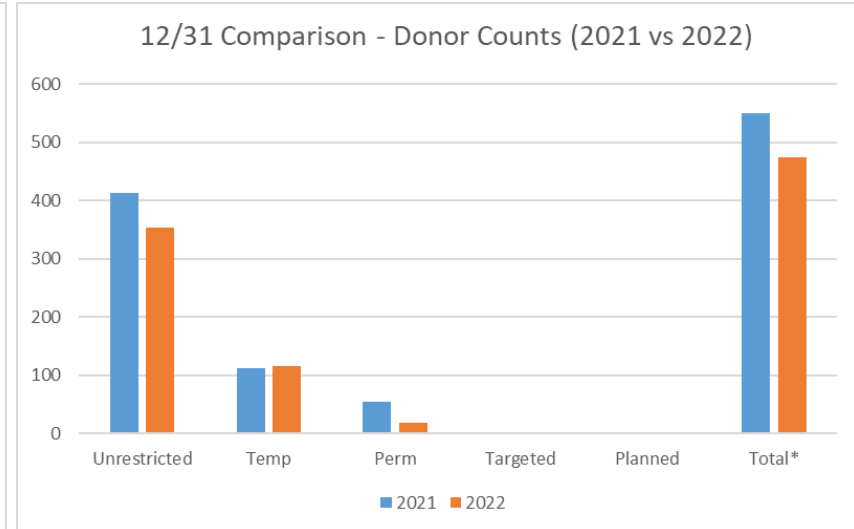
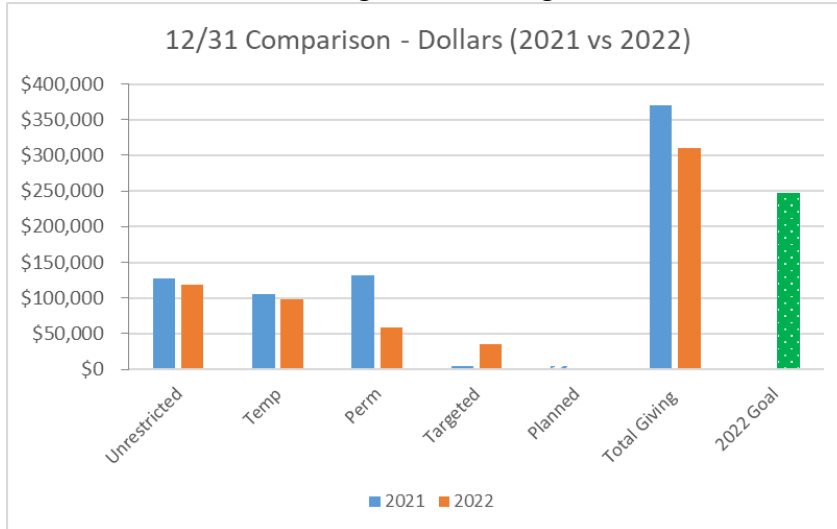
BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby extends its gratitude to Aaron for his unwavering dedication to the College and Foundation. (M. Wayne, N. Parks, Unanimous).

EXTERNAL AFFAIRS

Foundation Report by Executive Director:

- The CCCDF Board met on 12/7/22:
 - Chris Wood resigned from the Board effective 12/2/22.
 - Aaron Alsheimer and Sandy Franklin termed off the board effective 12/31/22.
 - Approved new board member Jennifer Warner effective 1/1/23.
 - The Board approved the following Officers, effective January 1, 2023:
 - President: Jill Koski
 - Vice President: Fred Arcuri
 - Treasurer: Art Boehm
 - Secretary: Kamala Keeley
 - Approved the updates to the CCC/CCCDF Legal Agreement.
 - Approved the 2023 operating budget.
 - Approved Resolutions to commit to funding two major projects:

- Spencer Crest Nature Center Repairs: \$39,900
- Steuben Hall Auditorium Classroom Renovations: \$137,000
- Gift Fund Balance Reports were sent to department leaders in mid-December.
- Mitchell Smith, Director of Development, started on 1/3/23.
- Two donations were delivered from Hilliard Corporation and Corning Incorporated totaling \$35,000 in support of the Machine Tool Technology program critical upgrade initiative as a result of the efforts of the Machine Tool Advisory Board.
- Spencer Crest Nature & Research Center Critical Maintenance mini-campaign is in progress with \$10,000 received and requests submitted to two local financial institutions.
- The Foundation's annual tax statement and impact report will be mailed to all Board members and donors who gave \$250+ in the 2022 calendar year.
- Completed donor analysis of database (year 3 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- Staff are in the early phases of planning the return of the Reflections Event for fall 2023, celebrating the accomplishments of CCC Alumni.
- The Q1 Annual Fund solicitation mailing will be sent in March.
- 2022 College Leadership participation in Annual Giving ended at: RBOT (91%), CCCDF Board (73%), Senior Staff (100%).
- Annual Giving results through 12/31/2022:



	2021	2022
Unrestricted	\$126,878.68	\$119,118.80
Temp	\$105,969.08	\$98,331.86
Perm	\$132,089.66	\$58,075.41
Targeted	\$5,000.00	\$35,000.00
Planned	\$5,000.00	\$0.00
Total Giving	\$369,937.42	\$310,526.07
2022 Goal		\$247,010.00

	2021	2022
Unrestricted	413	353
Temp	112	116
Perm	54	18
Targeted	1	2
Planned	1	0
Total*	550	474
* Unduplicated count of annual donors		

Marketing/Communications

Highlights

- Winter Classes: [landing page](#)
- Direct mail: winter postcards to went elsewhere; postcards to stop outs (766 recipients)
- Direct mail: spring postcards to CCC students registered in fall but not spring (260 recipients)
- Digital: college newspapers ads for winter classes (Albany, Binghamton, Syracuse, Buffalo)
- Signage: digital displays at CCC, ACP, HEC, Elmira Center; Digital billboards in Elmira & Barton (spring class advertising)
- Digital Contract: Winter/Spring Ads: 23,757 FB & 22,223 INSTA impressions (Nov. only)

Performance

1. Website: Nov. - Jan. 2021/2022 Comparison

Channel Grouping	New Users 2021 (Nov. 8-Jan. 3)	New Users 2022 (Nov. 8-Jan. 3)	Change
Organic Search	13,247	10,150	-23.38%
Direct	5,658	6,689	+18.22%
Paid Search	1,350	5,034	+272.89%
Referral (SUNY & paid)	1,151	1,926	+67.33%
Social	494	1,927	+290.08%

2. Chatbot +: (Nov. 8-Jan. 3) Chat Sessions: 272; Calls 249

Other

- Value of the Month Video: [Creative Expression](#) ; Value of the Month Video: [Connectedness](#)
- 2022 Holiday Video & Card
- Class-specific social media marketing for Theatre Studies and Healthcare Ethics
- Social media push/marketing for additional tutoring hours during finals week
- STEM Day: tri-fold program, single-page handouts for [AS](#) & [AAS](#), social media coverage
- Good luck during finals week [video](#)
- Happy Thanksgiving [video](#)

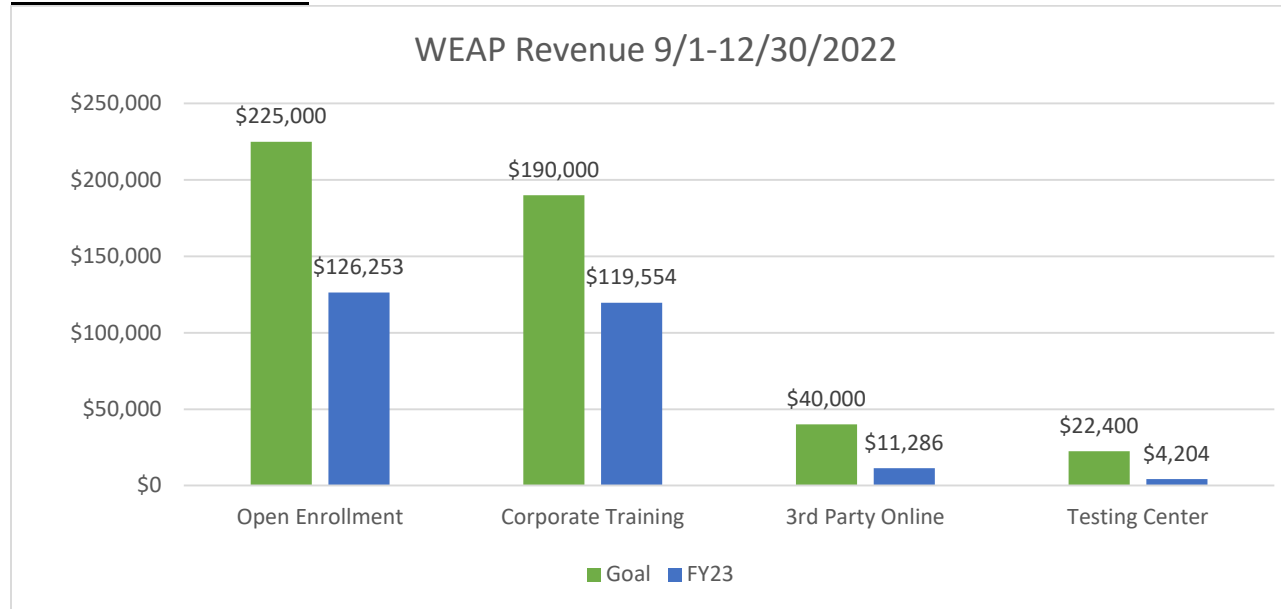
Press Releases & Web Stories

- SUNY CCC Awarded \$1.25 Million as Subrecipient of Build Back Better Regional Challenge, 12/8
- SUNY CCC to Welcome Over 500 Local Students for STEM Day, 11/18
- SUNY CCC Music Theory Students Compose Original Soundtrack to Guided Meditation, 11/30

- SUNY CCC Recognizes 2022-23 Scholarship Recipients, 11/9

Workforce Education & Academic Pathways

Workforce Education



- WEAP is collaborating with Professional Studies on expansion of Teacher Assistant and Direct Support Professional micro-credentials. Completed draft of new Customer Service micro-credential as a non-credit/credit offering.
- Mark Bellinger (Welding Coordinator) won the Educator Partnership award for the Chemung County Chamber of Commerce.
- A. Cloke & E. Lehman are scheduling regular information sessions for corporate clients; 16 businesses attended first two sessions.
- Company visits: StorFlex, Southern Tier Custom Fabricators, Steuben County Cooperative Extension, Hardinge
- WEAP team sponsored two families for Catholic Charities Adopt-a-Family at the holidays.

Academic Pathways

ACE

- Finalizing NACEP Accreditation; virtual site visit will be February 2, 2023
- 1043 ACE HS seniors received Admission letters. ACE staff will follow-up to encourage these seniors to submit additional data needed by Admissions Office (41 submitted in the first week).
- Group advising for ACE students are being schedule at multiple high schools.

Legislative Relations

1. Federal: Pell grant max increased to \$7,395 (+\$500) for 2023-24
2. State: NYCCT/NYCAAP State Budget Priorities ([flyer](#)) 2023-24
3. ACCT National Legislative Summit Feb 5-8 Washington, D.C.
4. SUNY is helping in funding our classroom upgrade and Spencer Crest

FINANCE AND FACILITIES

Trustee Wayne provided a review of the Finance and Facility report and stated the committee held a meeting on January 23, 2023 and mentioned there are 3 action items on the agenda.

ACTION ITEMS:

RESOLUTION #4840-23: Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending November 30, 2022. (M. Wayne, K. Early, Unanimous)

RESOLUTION #4841-23- Facilities Master Plan

BE IT RESOLVED that the Regional Board of Trustees of Corning Community College hereby approves the Facilities Master Plan and forwards the plan to the regional counties of Chemung, Schuyler and Steuben for their approval and then to the State University of New York for its approval. (M. Wayne, N. Wightman, Unanimous)

RESOLUTION #4842-23- Sale of Goff Road

BE IT RESOLVED that the Regional Board of Trustees, Sponsor of Corning Community College, hereby approves the sale of the property located at 2634 Goff Road, Corning, NY 14830, the value of which to be determined by two appraisals;

BE IT FURTHER RESOLVED that a copy of this resolution is forwarded to the State University of New York for their approval of the sale of said property. (M. Wayne, N. Wightman, Unanimous)

SUNY Corning Community College
Operating Dashboard
as of 11/30/2022



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 11/30/22	2022-2023 Receivable
November 30, 2022	\$11,099,145	150	\$3,167,170	\$ 760,120.00
November 30, 2021	\$9,538,622	129	\$3,827,941	\$ 1,896,328.00

Revenues & Expenditures @ 11/30/2022

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 11/30/22	Fall 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 27,368,437	\$ 13,055,831	\$ 10,082,558	\$ 12,650,981	\$ (404,850)
Expenses	\$ 27,368,437	\$ 9,322,493	\$ 6,316,586	\$ 8,487,472	\$ 835,021
Surplus(Deficit)	\$ -				\$ 430,171

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 11/30/22	Fall 22 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 6,555,689	\$ 5,290,167	\$ 6,282,025	\$ (273,665)
Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 2,931,909	\$ 2,931,909	\$ (594,673)
Personnel & Benefits	\$ 19,574,639	\$ 6,332,842	\$ 4,376,456	\$ 6,023,898	\$ 308,944
Equipment	\$ 381,340	\$ 93,871	\$ 3,440	\$ 8,586	\$ 85,285
Contractuals	\$ 7,412,458	\$ 2,895,780	\$ 1,936,691	\$ 2,454,988	\$ 440,792

Use of HEERF ARP(Round III) Funding as of 11/30/2022

LOST REVENUE	This completes the use of HEERF allocation for lost revenue	
Tuition & Fees	\$	952,647
	\$	952,647
COVID related expenses (Contractuals)	These expenditures are running through the restricted fund - not operating	
Student Mental Wellness (\$166,997)	\$	-
Capital(HVAC Air Ventilation Upgrades \$592,375)	\$	10,238
	\$	10,238
Total use of HEERF Funds	\$	962,885

Enrollment

	2022-2023	2021-2022	2020-2021	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3930	3813	4087	-3.8%
Total FTE	1109.6	1103.1	1166.3	-4.9%
Full-Time FTE	400.9	441	551.7	-27.3%
Part-Time FTE	161	158.8	165.9	-3.0%
Credit Enrollment FTE (Excluding ACE)	561.9	599.8	717.6	-21.7%
HS Enrollment FTE (ACE)	547.7	503.3	448.7	22.1%
% Chemung County	42.3%	43.6%	41.0%	3.2%
% Steuben County	35.5%	33.9%	35.3%	0.6%
% Schuyler County	5.9%	6.4%	6.9%	-14.5%
% All Other Non- sponsor	16.3%	16.1%	16.8%	-3.0%

**Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 11/30/22**



	2022-2023 Budget	Fall 2022-23 Budget	2022-2023 Actual@11/30/22	Fall 2022-23 Forecast	Fall 2022-23 Budget vs Forecast
REVENUES					
Resident Tuition	\$ 7,718,980	\$ 3,887,083	\$ 3,491,560	\$ 4,055,009	\$ 167,926
Non Resident Tuition	\$ 785,000	\$ 596,351	\$ 233,709	\$ 651,935	\$ 55,584
ACE Tuition	\$ 2,176,000	\$ 1,378,056	\$ 895,601	\$ 895,601	\$ (482,455)
Student Fees	\$ 1,418,900	\$ 694,199	\$ 669,298	\$ 679,480	\$ (14,719)
State Aid	\$ 7,111,352	\$ 2,396,355	\$ 1,777,838	\$ 2,370,450	\$ (25,905)
Grant Aid & Contracts	\$ 735,000	\$ 245,000	\$ (1,862)	\$ 962,885	\$ 717,885
Federal appropriations	\$ 8,000	\$ 3,605	\$ -	\$ -	\$ (3,605)
County Operating Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 2,931,909	\$ 2,931,909	\$ (594,673)
Other sources	\$ 872,655	\$ 328,600	\$ 84,506	\$ 103,713	\$ (224,887)
Applied Fund Balance					
Total Revenues	\$ 27,368,437	\$ 13,055,831	\$ 10,082,558	\$ 12,650,981	\$ (404,850)
EXPENSES					
Salaries	\$ 14,428,239	\$ 4,726,187	\$ 3,174,447	\$ 4,325,297	\$ 400,890
Employee Benefits	\$ 5,146,400	\$ 1,606,655	\$ 1,202,008	\$ 1,698,601	\$ (91,946)
Equipment	\$ 381,340	\$ 93,871	\$ 3,440	\$ 8,586	\$ 85,285
Contractual Expenditures					
<i>Purchased Services</i>	\$ 32,100	\$ 3,545	\$ 29,969	\$ 32,967	\$ (29,422)
<i>Materials & Supplies</i>	\$ 473,000	\$ 202,526	\$ 95,925	\$ 114,007	\$ 88,519
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 49,824	\$ 12,141	\$ 32,456	\$ 17,368
<i>Consultants and Contractors</i>	\$ 176,520	\$ 69,441	\$ 19,053	\$ 75,408	\$ (5,967)
<i>Accreditation</i>	\$ 55,050	\$ 55,050	\$ 20,943	\$ 28,368	\$ 26,682
<i>Marketing</i>	\$ 200,860	\$ 98,130	\$ 45,670	\$ 65,708	\$ 32,422
<i>Conference & Travel</i>	\$ 87,000	\$ 38,721	\$ 13,284	\$ 17,948	\$ 20,773
<i>Utilities</i>	\$ 510,000	\$ 121,196	\$ 29,224	\$ 152,097	\$ (30,901)
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 60,663	\$ 52,258	\$ 59,801	\$ 862
<i>Software & Contracts</i>	\$ 528,340	\$ 146,849	\$ 87,857	\$ 179,096	\$ (32,247)
<i>Voice & Data Communication</i>	\$ 114,755	\$ 28,202	\$ 23,239	\$ 33,147	\$ (4,945)
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 39,438	\$ 4,736	\$ 6,964	\$ 32,474
<i>Maintenance Contracts</i>	\$ 476,450	\$ 202,083	\$ 57,227	\$ 88,144	\$ 113,939
<i>Rentals (HEC)</i>	\$ 347,580	\$ 86,895	\$ 87,178	\$ 144,858	\$ (57,963)
<i>General Institutional</i>	\$ 1,419,873	\$ 268,683	\$ 142,806	\$ 183,455	\$ 85,228
<i>Other Expenditures</i>	\$ 271,490	\$ 52,941	\$ 23,299	\$ 50,143	\$ 2,798
<i>Scholarships</i>	\$ 2,278,000	\$ 1,371,592	\$ 1,191,883	\$ 1,190,421	\$ 181,171
<i>Transfer Out</i>	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 7,412,458	\$ 2,895,780	\$ 1,936,691	\$ 2,454,988	\$ 440,792
Total Expenses	\$ 27,368,437	\$ 9,322,493	\$ 6,316,586	\$ 8,487,472	\$ 835,021
Surplus/(Deficit)	\$ -	\$ 3,733,338	\$ 3,765,972	\$ 4,163,509	\$ 430,171

% of total 2022-23 revenue realized 36.8%
% of total 2022-23 budget expended 23.1%

% of total 2021-22 revenue realized 42.9%
% of total 2021-22 budget expended 23.6%

**SUNY CORNING COMMUNITY COLLEGE FSA FUND
OPERATING DASHBOARD SUMMARY
PERIOD ENDING 11/30/22**



REVENUES	2022-23	@ 11/30/22	2022-23	2022-23
			YE Preliminary	
	Budget	22-23 Actual	Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Life Fee - Student Activities</i>	\$ 154,000	\$ 72,340	\$ 130,000	\$ (24,000)
<i>Fundraising/Misc Sales</i>	\$ -	\$ 1,082	\$ 4,000	\$ 4,000
ATHLETICS			\$ -	\$ -
<i>Student Life Fee - Athletics</i>	\$ 286,000	\$ 134,389	\$ 246,000	\$ (40,000)
<i>Concessions/Gate/Misc</i>	\$ 4,000	\$ 118	\$ 4,000	\$ -
<i>Development Foundation</i>	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -
STUDENT SUCCESS PROGRAMS			\$ -	\$ -
<i>Student Life Fee</i>	\$ 50,000	\$ 25,784	\$ 43,000	\$ (7,000)
<i>Other Student Fees</i>	\$ 30,000	\$ 14,919	\$ 30,000	\$ -
Total FSA Fund Revenue	\$ 524,000	\$ 248,632	\$ 457,000	\$ (67,000)
EXPENSES	Budget	22-23 Actual	YE Preliminary	
			Forecast	Budget vs Forecast
STUDENT ACTIVITIES				
<i>Student Activities & Governing Board</i>	\$ 99,550	\$ 13,941	\$ 85,550	\$ 14,000
<i>Clubs</i>	\$ 54,450	\$ 7,026	\$ 48,450	\$ 6,000
ATHLETICS				\$ -
<i>General Athletics</i>	\$ 179,550	\$ 36,368	\$ 145,300	\$ 34,250
<i>Athletic Teams</i>	\$ 110,450	\$ 34,780	\$ 104,700	\$ 5,750
STUDENT SUCCESS PROGRAMS				
<i>Graduation</i>	\$ 50,000	\$ 362	\$ 50,000	\$ -
<i>Student Orientation/ID</i>	\$ 30,000	\$ 7,879	\$ 23,000	\$ 7,000
Total FSA Fund Expenses	\$ 524,000	\$ 100,356	\$ 457,000	\$ 67,000
FSA Fund Surplus (Deficit)	\$ -	\$ 148,276	\$ -	\$ -

SUNY Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Student Activities
For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 154,000	\$ 72,340	\$ 130,000	\$ (24,000)
Fundraising	\$ -	\$ 1,082	\$ 4,000	\$ 4,000
Miscellaneous Revenue	\$ -			\$ -
Total Revenues	\$ 154,000	\$ 73,422	\$ 134,000	\$ (20,000)
<u>EXPENSES</u>				
Salaries	\$ 21,800	\$ 2,739	\$ 18,000	\$ 3,800
Equipment	\$ -			\$ -
Contractual Expenditures				
<i>Purchased Services</i>	\$ 1,000		\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 40,700	\$ 6,411	\$ 34,500	\$ 6,200
<i>Special Projects</i>	\$ 12,200	\$ 1,233	\$ 12,200	\$ -
<i>Conference & Travel</i>	\$ 800	\$ 600	\$ 800	\$ -
<i>Stipends</i>	\$ 7,050	\$ 2,330	\$ 7,050	\$ -
<i>Other Expenditures</i>	\$ 70,450	\$ 7,654	\$ 60,450	\$ 10,000
<i>Transfers</i>				\$ -
Total Contractual Expenses	\$ 132,200	\$ 18,228	\$ 116,000	\$ 16,200
Total Expenses	\$ 154,000	\$ 20,967	\$ 134,000	\$ 20,000
Surplus/(Deficit)	\$ -	\$ 52,455	\$ -	\$ -

Corning Community College
Report to Finance & Facilities Committee
FSA FUND - Athletics
For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 286,000	\$ 134,389	\$ 246,000	\$ (40,000)
Miscellaneous Sales	\$ 1,000	\$ -	\$ 1,000	\$ -
Gate Revenues	\$ 1,500	\$ 118	\$ 1,500	\$ -
Concession Sales	\$ 1,500	\$ -	\$ 1,500	\$ -
Athletic Facility Rentals	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 290,000	\$ 134,507	\$ 250,000	\$ (40,000)
<u>EXPENSES</u>				
Salaries	\$ 55,050	\$ 16,647	\$ 51,040	\$ 4,010
Equipment	\$ 24,000	\$ 4,524	\$ 14,000	\$ 10,000
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ 1,000	\$ 395	\$ 1,000	\$ -
<i>Materials & Supplies</i>	\$ 12,350	\$ -	\$ 8,100	\$ 4,250
<i>Stipends</i>	\$ 25,360	\$ 9,457	\$ 25,360	\$ -
<i>Conference & Travel</i>	\$ 123,740	\$ 30,220	\$ 102,000	\$ 21,740
<i>Rentals</i>	\$ 35,000	\$ -	\$ 35,000	\$ -
<i>Other Expenditures</i>	\$ 13,500	\$ 9,905	\$ 13,500	\$ -
Total Contractual Expenses	\$ 210,950	\$ 49,977	\$ 184,960	\$ 25,990
Total Expenses	\$ 290,000	\$ 71,148	\$ 250,000	\$ 40,000
Surplus/(Deficit)	\$ -	\$ 63,359	\$ -	\$ -

SUNY Corning Community College
 Report to Finance & Facilities Committee
 FSA FUND - Student Success Programs
 For Period ending 11/30/22



	2022-23	@ 11/30/22	2022-23	2022-23
	Budget	22-23 Actual	YE Preliminary Forecast	Budget vs Forecast
<u>REVENUES</u>				
Student Activity Fees	\$ 50,000	\$ 25,784	\$ 43,000	\$ (7,000)
Fundraising	\$ -	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -
Other Student Fees	\$ 30,000	\$ 14,919	\$ 30,000	\$ -
Total Revenues	\$ 80,000	\$ 40,703	\$ 73,000	\$ (7,000)
<u>EXPENSES</u>				
Salaries	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Contractual Expenditures				\$ -
<i>Purchased Services</i>	\$ -	\$ -	\$ -	\$ -
<i>Materials & Supplies</i>	\$ 6,000	\$ 384	\$ 5,000	\$ 1,000
<i>Special Projects</i>	\$ 1,500		\$ 1,500	\$ -
<i>Commencement</i>	\$ 50,000	\$ 362	\$ 50,000	\$ -
<i>Conference & Travel</i>	\$ -		\$ -	\$ -
<i>Stipends</i>	\$ -		\$ -	\$ -
<i>Other Expenditures</i>	\$ 22,500	\$ 7,495	\$ 16,500	\$ 6,000
<i>Transfers</i>	\$ -		\$ -	\$ -
Total Contractual Expenses	\$ 80,000	\$ 8,241	\$ 73,000	\$ 7,000
Total Expenses	\$ 80,000	\$ 8,241	\$ 73,000	\$ 7,000
Surplus/(Deficit)	\$ -	\$ 32,462	\$ -	\$ -

Fiscal Year 22-23 Capital Projects

Debt Obligations	Initial Balance	FY Beginning		Spent to Date FY 22-23	Remaining FY Debt	Remaining Debt 8.31.23
		Balance	FY 22-23 Debt			
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,915,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 6,915,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 207,031.00	\$ 103,515.62	\$ 103,515.38	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 3,271,000.00	\$ 138,000.00		\$ 138,000.00	\$ 3,271,000.00
Energy Performance - Siemens Interest	3.500%		\$ 109,795.00	\$ 54,897.50	\$ 54,897.50	

Fiscal Year 22-23 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent Prior FY	FY 22-23 Spent to Date 11.30.22	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 120,270.00	\$ 716,970.00	\$ 596,700.00	\$ 1,433,940.00	\$ 456,899.21	\$ 495,488.00	\$ 242,187.00	\$ 239,365.79	66%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 10,508.11	\$ 15,591.00	\$ 719,003.92	\$ 254,896.97	3%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ 91,629.00	\$ 37,398.00	\$ 162,141.06	33%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ -	\$ -	\$ 317,905.92	\$ -	0%
Digital Dome Theater Seating and Software									
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 462,933.66	\$ 26,022.28	\$ -	\$ 1,044.06	99.8%
Facilities Master Plan Phase 1									
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ 37,100.00	\$ 53,890.97	\$ -	65%

Campus Auxiliary Services Update

Auxiliary Services

Resolution to accept the Facilities Master Plan for Board approval.

Resolution to begin the process to sell the Goff Road facility.

Public Safety

An Active Shooter Drill will be held on January 20th on the main campus for all employees. This drill was a critical part of our efforts to train employees regarding our emergency guidelines and response procedures.

Health Office

The Nurses are working on spring programs and immunization compliance for new students. They continue to assist staff and students who are dealing with COVID related issues.

Information Technology

Upgrades have been made in the CAD labs in Schuyler Hall. Two computer labs with upgraded CAD software will now be located in the area of the Mechatronics and Maker Space facilities for more accessibility. This provides an opportunity to close two underutilized computer labs that would require costly upgrades if they remained open.

We are waiting for new printers and multi-function devices from Higher Information Group. This will replace older units and will help us meet SUNY Printer Policies and requirements. There has been a delay in this project due to supply chain issues with the manufacturer.

Physical Plant

Staff have been using the Winter break to complete work in Schuyler Hall. This includes relocating machining equipment, continued work in the mechatronics and maker space and the final stages of the Trane project.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the Human Resources Committee report.

DISCUSSION ITEMS:

DEI Updates

- Recruitment & Access
- Continuing to be present in Elmira HS for early college pipeline relationship building w/ administrators and teachers
- Student success & outcomes
- We have been working on creating mental health resources available to students & tracking DEI metrics.
- DEI in the workforce
- Mandatory Supervisor and Search Training is in development
- We have been awarded a SUNY Prodig grant for faculty pipeline development & retention and have started to implement the planned activity, specifically for coaching & mentoring of faculty.
- DEI in the curriculum, programs and pedagogy
- A review of DEI Social Justice curriculum has been underway; thus far about 10 courses have been submitted for review and approval to meet the new learning outcome for SUNY's general education standard.
- DEI Culture
- Implementing the NY state GENDA law, gender identity compliance, to non-binary gender selections and use of chosen name

Summary of [vacant positions](#)

SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of Jan 11, 2023

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service					0
Faculty	2			2	5

Professional Service	4	5	9
Grand Total	6	7	14

11. OLD BUSINESS. None.

12. NEW BUSINESS. None

13. EXECUTIVE SESSION: Yes

Chair Wayne requested a motion to adjourn the meeting at 7:26pm and to enter into executive session. (Parks, N. Wightman, Unanimous)

Strategic Initiatives

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

March 16, 2023

Guided Pathways

- Workforce Pathways Grant: Hired a Success Coach
- First Year Experience, coaching from Monroe CC, monthly

Strategic Planning and Institutional Assessment

- Aspen-AASCU Transfer Intensive: Strategic Transfer Impact Plan Launch, 2/22
- Department Manager Meeting goal setting, 2/28

Middle States Commission on Higher Education (MSCHE):

- CCC Self-Study update
- Visiting Team Chair

Grants Summary

Grant Status FY2023	Number of Grants/Proposals	Grant Budget Total
Active and Completed	44	\$10,773,561
Denied	1	\$348,357
Pending	6	\$468,396
Total	51	\$11,590,314

Proposal Under Consideration/ In Development

- SUNY High Needs Program - Micro-credentials, March 17
- Arise Appalachian Regional Initiative for Stronger Economies (ARISE), multi-state, rolling
- Workforce Opportunity for Rural Communities (WORC) Initiative, USDOL, July 2023

Submitted

- Innovative Instruction Transformation Team (IITG), Feb. 17
- FY2023 High Needs Aid to Localities Funding for Community Colleges, technology programs, Mar. 1
- New York State Office for People with Developmental Disabilities (OPWDD) grant lead, Direct Support Professional (budget revision)

Response to Proposal

- Denied: National Science Foundation Advanced Technological Education; \$350,000; NSF; optical systems
- Awarded: SUNY Apprenticeship- Anchor Glass, \$5,500
- Awarded: SUNY Preapprenticeship- Hardinge, \$6,600
- Awarded: SUNY Workforce Development Grant:
 - Arbor Development, \$14,094
 - BOCES, Customer Service, \$18,954
 - Guthrie, Cayuga CST Training, \$10,179
 - Non-Profit Leadership, Consortium, \$10,179
 - Repsol, \$5,292
 - ST Logistics, Warehouse Supervision, \$41,994
 - StorFlex Lean Thinking, \$15, 520

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
March 6, 2023

MISSION:

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

MINUTES

DISCUSSION ITEMS:

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

ACTION ITEMS:

3. [RESOLUTION #T4846-23 Academic Calendar for 2024-2025 &2025-2026](#)
4. [RESOLUTION #T4847-23 Personal Care Attendants Policy](#)

NEXT COMMITTEE MEETING: March 6, 2023

Measurable Standards for the CASS Committee are:

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
 - Ensure that academic programming is in line with the overall strategic plan of the College
 - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
 - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
 - Assessing enrollment and completion metrics
 - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
 - Evaluate the enrollment, awareness, and marketing of programs offered by the college.
 - Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
 - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
 - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
 - Evaluate student support services and receive updates regarding student-guided funding of activities.
 - Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.

3. Monitors academic affairs on behalf of the full board:

- The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
- Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
- Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES

March 6, 2022

Via Zoom

[Minutes](#)

In Attendance: Trustees: M. Wayne, P. Chu, R. Allison, N. Wightman, K. Early and S. Jacoby-Murphy

Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia

Absent: J. McKinney-Cherry, W. Stoner

Guest: Joe Rowe

DISCUSSION ITEMS:

3. [Provost](#)

4. [Student Trustee Report](#)

ACTION ITEMS:

5. [RESOLUTION #T4846-23 Academic Calendar for 2024-2025 &2025-2026](#)

6. [RESOLUTION #T4847-23 Personal Care Attendants Policy](#)

Meeting was called at 5:07 pm.

Provost Canfield gave a review of her report and highlighted few points:

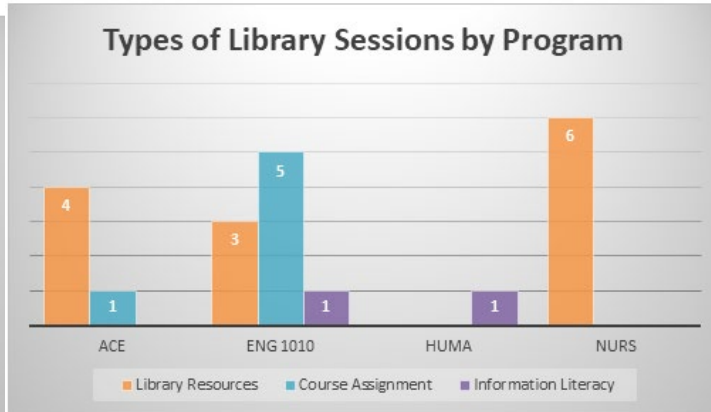
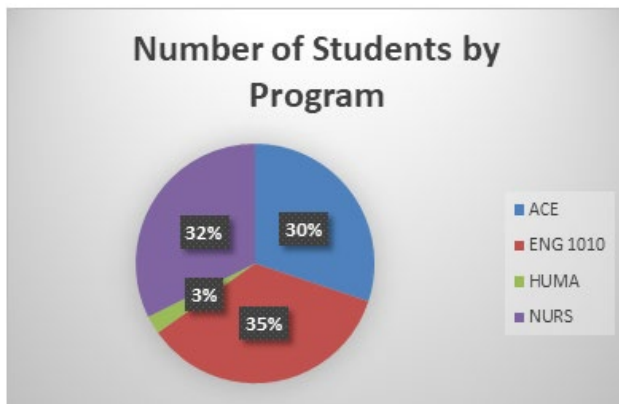
- The Amatrol Mechatronics trainer was installed in the Mechatronics Lab and training was provided
- Robert Koble has been selected as one of 11 professors to attend ETOP (Education and Training in Optics and Photonics) 2023 in Cocoa Beach, FL, funded through LASER-TEC
- Dr. Gregg Caruso, Professor of Philosophy, has been selected as the 2022 winner of the American Philosophical Association Joseph B. Gittler Award for an outstanding scholarly contribution in the field of the philosophy
- Education Department Chair and faculty member Julie Dick has been selected to participate in The Building Bridges Across the Community and The World: Finland Education Experience
- Sky Moss, Professor of History, presented a lecture based on research from his Cornell University fellowship titled *Black Coastal Communities: Food, Land, and Family, the Language of Slavery*
- Corning CC has been involved in a yearlong project entitle the Aspen-AASCU Transfer Intensive. The purpose of the initiative was to develop transformational transfer partnerships.

Committee agreed to move both resolution to RBOT for approval and meeting was adjourned at 5:43 pm.

REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by Provost: Dr. Barbara Canfield
March 6, 2023

Academic Affairs:

- In a press release issued by the Governor's Office the Governor recognized that Corning CC had the first DSP microcredential as part of the SUNY system. This highlights the incredible work that Associate Professor Eric Smith and ADI Deborah Beall have done.
- The Amatrol Mechatronics trainer was installed in the Mechatronics Lab and training was provided. Two HAAS machines have been delivered and installed in the Machining Lab, a HAAS mini mill and a HAAS lathe. Training was also provided on this equipment. A new laser cutter/etcher has been delivered and is awaiting installation. It will be one of the tools housed in the Makerspace.
- Robert Koble has been selected as one of 11 professors to attend ETOP (Education and Training in Optics and Photonics) 2023 in Cocoa Beach, FL, funded through LASER-TEC.
- Education Department Chair and faculty member Julie Dick has been selected to participate in The Building Bridges Across the Community and The World: Finland Education Experience. This grant-funded opportunity is supported by the Community Foundation grant. Local educators will travel to Finland and observe the internationally recognized best practices in education in the Finland School System with the intent to bring these practices back to our communities.
- Dr. Gregg Caruso, Professor of Philosophy, has been selected as the 2022 winner of the American Philosophical Association Joseph B. Gittler Award for an outstanding scholarly contribution in the field of the philosophy of one or more of the social sciences. The award for his book, *Rejecting Retributivism: Free Will, Punishment, and Criminal Justice*, will be given at the APA's national conference in April. Additionally, he is a featured philosopher in a new documentary titled, *Free Will? A Documentary*.
- Sky Moss, Professor of History, presented a lecture based on research from his Cornell University fellowship titled *Black Coastal Communities: Food, Land, and Family, the Language of Slavery*. The lecture was part of Black History Month programming from the Katherine P. Douglas Diversity Center.
- Dr. Christine Atkins (Professor of English) has been selected as a 2023 Community College Internationalization Fellow by Cornell's Institute for African Development (IAD).
- Library Staff presented a total of 21 instruction sessions, ~400 students served, in Fall 2022. Faculty usually request one of three types of sessions; an Introduction to Library Resources, Information Literacy, or finding resources for their course assignment.



Student Services

- Corning CC has been involved in a yearlong project entitle the Aspen-AASCU Transfer Intensive. The purpose of the initiative was to develop transformational transfer partnerships. We were invited by SUNY Geneseo to partner with them on this work. The result is the Strategic Transfer Excellence Plan. While the plan was developed with transfer to SUNY Geneseo in mind, the concepts can be applied to other transfer schools as well. Highlights include data sharing, creating clear program pathways, early identification of transfer interest, creating “relational” advising at both institutions, and connecting students with resources at both institutions.
- This semester we will pilot a Registration Advising Week specifically geared toward continuing students. The idea is that various areas involved in the process will be co-located to provide one-stop advising/registration. This idea came from the Department Chairs who were excited about the prospect of leveraging group advising.
- Group campus visits for Bradford HS, Campbell Savona HS, Waverly HS, Wyalusing Valley (sixty-six 10th grade students) hosted at the Digital Dome, Ernie Davis Academy & Broadway MS.

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REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Regional Board of Trustees for Corning Community College
Report by: Josh Goodwin, Student Governance, President
March 6, 2023

- Old Business
 - SAGA provided funding for Muse of Fire for the upcoming musical, “Chicago.”
- New Ideas
 - Prom 2.0 in April
 - Fire and Ice event (SAGA covering s’mores)
- Recent Events
 - Hosted Art display in Kelly Lounge featuring roughly 12 CCC students the week of February 13th - 17th

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**CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES**

External Affairs Committee

**Tuesday, March 7, 2023
CCC**

AGENDA

MISSION:

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

ACTION ITEMS:

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

NEXT MEETING:

April 18, 2023

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

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
External Affairs Committee
March 7, 2023/ Via Zoom
MINUTES

In Attendance: Trustees: A. Winston, M. Wayne, P. Chu, N. Parks, R. Allison, M. Lawrence, J. McKinney-Cherry and N. Parks

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

Guest: Joe Rumsey:

CCC Development Foundation

Executive Director J. Marchese gave a review of his report and highlighted a few points:

- Discussed the 2023 Resource Development Plan, which was shared with trustees.
- Capstone on Campus Management (COCM) representatives were on campus from 2/28-3/2 to conduct on-site interviews and student focus groups as part of their plan to evaluate CCC's residence life program and to provide the College with marketing and management plans to build a successful residence life program on campus.
- Preparations ongoing for the upcoming Walter R. Smith Visiting Scholar Series event on April 25 featuring Meg Lowman.

Marketing/Communications

Executive Director gave a review of her report and indicated that Marketing and Communications had finalized a one-year contract with 26Designs which includes purchase of different products such as Google Map connect, YouTube compatible view and Targeted display ads

Workforce Education & Academic Pathways

Executive Director Eschbach gave a review of her report and highlighted a few points:

- 2/2 NACEP Accreditation
- Micro credential
- Executive Director Transition

Legislative Relations

1. Federal
 - A. ACCT Legislative Summit Report
 - B. Meeting with Congressman Nick Langworthy
 - C. ACCT Public Policy & Advocacy (PPA) Committee Update
2. State
 - A. State Budget Update
 - B. Meeting with Senator O'Mara
 - C. NYCCT/NYCCAP Committee Update
3. Local
 - A. Annual Legislative Breakfast
 - B. President Mullaney's "State of the College" tri-county legislative meetings
 - C. Legislative liaison (Margaret Lawrence) for the tri-county governments
 - 1) Upcoming campus visits
 - 2) Bi-annual meetings

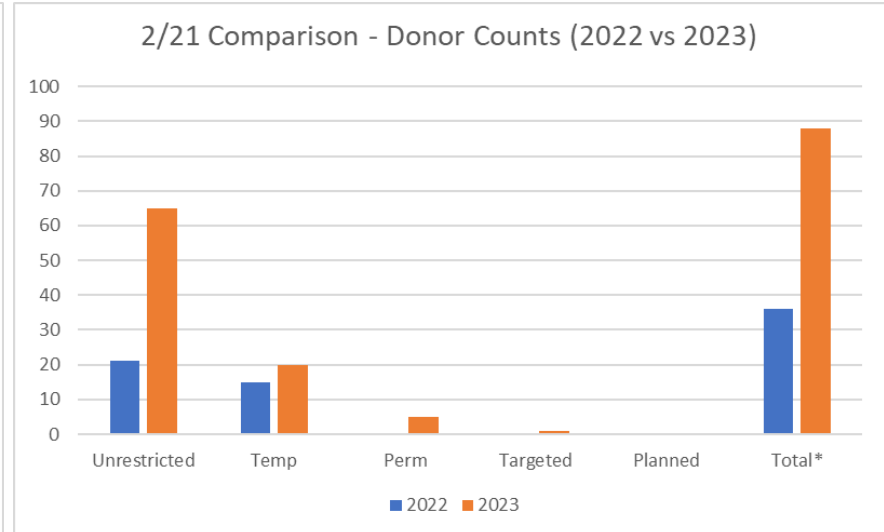
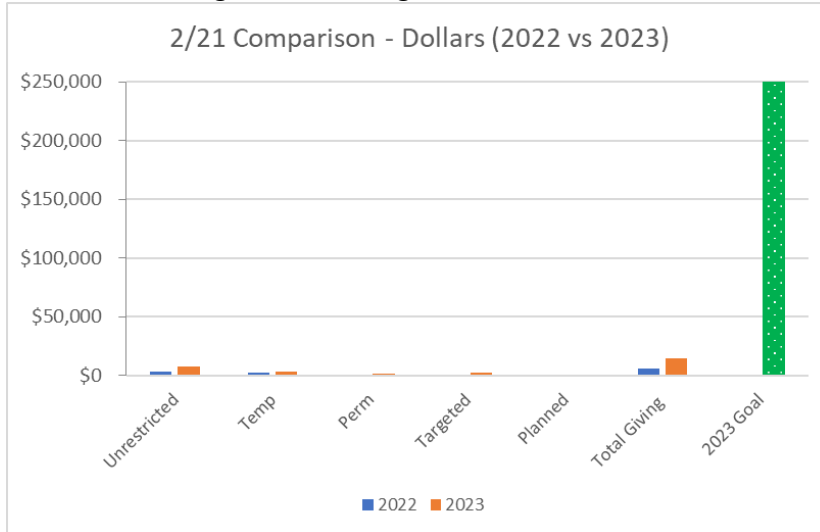
Trustee Winston adjourned the External Affairs committee meeting at 5:10 pm

CCC Development Foundation

Submitted by John Marchese, Executive Director of Development Foundation

Tuesday, March 7, 2023

- Capstone on Campus Management (COCM) representatives were on campus from 2/28-3/2 to conduct on-site interviews and student focus groups as part of their plan to evaluate CCC's residence life program and to provide the College with marketing and management plans to build a successful residence life program on campus.
- The CCCDF Audit Committee met on 2/8/23 and approved EFPR Group's services for the 2022 audit process.
- Spencer Crest Nature & Research Center Critical Maintenance mini-campaign is in progress with \$12,500 received and other requests in the pipeline awaiting responses.
- The first Baron Bulletin e-newsletter was sent in January and plans are in place for bi-monthly e-newsletters for the rest of the year.
- The Q1 Annual Fund solicitation mailing will be sent in March.
- Preparations ongoing for the upcoming Walter R. Smith Visiting Scholar Series event on April 25 featuring Meg Lowman.
- The online Common Scholarship Application is open from February 1 through May 31.
- The 2023 Resource Development Plan has been reviewed by the CCCDF Resource Development Committee and is being referred to both the full Foundation board and RBOT External Affairs Committee for review (see attached).
- Soliciting nominations for the Alumni Awards and Red Barons Athletic Hall of Fame with a deadline of May 1st in preparation for the return of the Reflections event on November 17.
- Annual Giving results through 02/21/2023:



	2022	2023		2022	2023
Unrestricted	\$3,517.00	\$7,933.40	Unrestricted	21	65
Temp	\$2,526.00	\$2,882.00	Temp	15	20
Perm	\$0.00	\$1,175.00	Perm	0	5
Targeted	\$0.00	\$2,500.00	Targeted	0	1
Planned	\$0.00	\$0.00	Planned	0	0
Total Giving	\$6,043.00	\$14,490.40	Total*	36	88
2023 Goal		\$252,770.00	* Unduplicated count of annual donors		

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Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

Tuesday, March 7, 2023

Highlights

- Finalized new digital marketing contract with 2060 Digital
 - Google MapConnect: Targeted & Retargeted Display Ads: Social Media Ads: Streaming TV (OTT) Ads and YouTube Ads
- Express Enrollment Facebook Ad (88,088 impressions, 446 link clicks)
- Highlight DEI initiatives of the Diversity Center (MLK Day event, Sky Moss research, variety of virtual events, Elmira Nursing event)
- Faculty Friday: [Julie Croteau](#) (stories featuring CCC faculty)
- Nurse Education application (social media and digital displays)

Performance

1. Website: Jan. - Feb. 2022/2023 Comparison

Channel Grouping	New Users 2021 (Jan. 3-Feb. 21)	New Users 2022 (Jan. 3-Feb. 21)	Change
Organic Search	16,800	12,412	-26.12%
Direct	5,659	8,152	+44.05%
Paid Search	1,936	5,722	+195.56%
Referral (SUNY & paid)	1,761	1,354	-23.11%
Social	652	1,471	+125.61%

2. Chatbot: Jan. 3 - Feb. 21 2022/2023 Comparison

Channel Grouping	2021 (Jan. 3-Feb. 21)	2022 (Jan. 3-Feb. 21)	Change
Chat Sessions	373	337	-9.65%
Calls	207	385	+86.00%

Other

- Value of the Month: [Critical Thinking](#)
- [Landing page](#) created for Visiting Scholar Series event: Meg Lowman
- [CCCDF Impact Report](#) design and print
- Narcan kits installed at CCC ([WETM](#) & [WENY](#) coverage)
- Support DHS Blue Campaign to raise awareness about human trafficking
- Press Release request form created (generate leads on stories from faculty/staff)

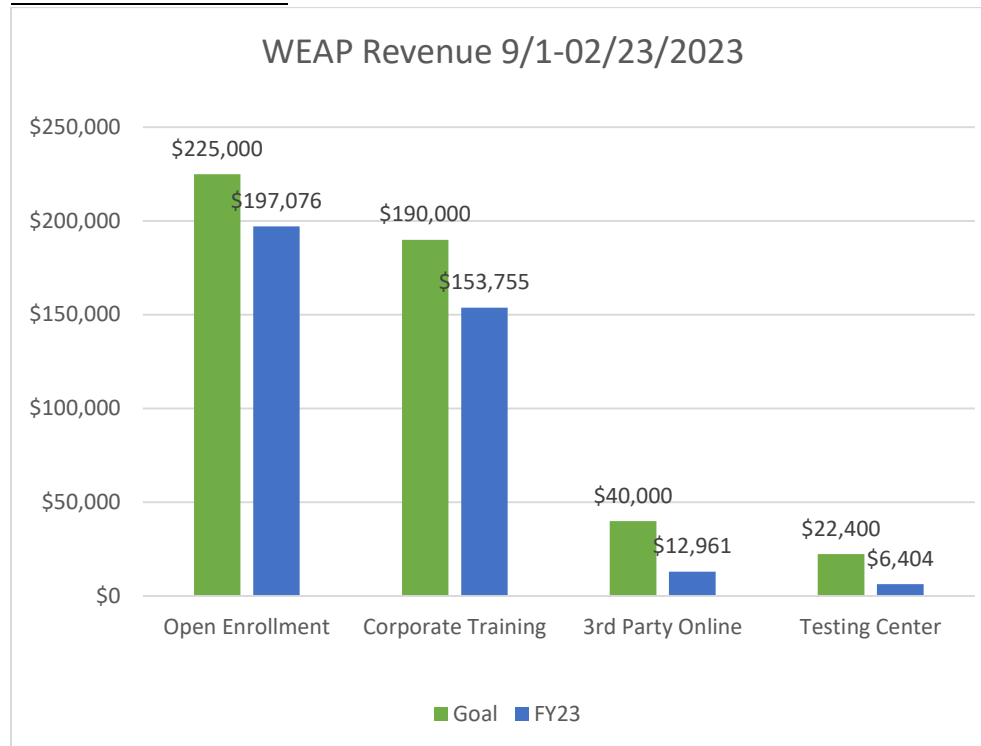
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Workforce Education & Academic Pathways

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

Tuesday, March 7, 2023

Workforce Education



- Recruitment Events: 3/1-Waverly/Tioga County Job Fair; 2/24 & 3/1-Elmira Teacher Asst.; 3/8-Early Childhood recruitment
- 3/2--J. Eschbach presented “Workforce in the Southern Tier” to Leadership Chemung group;
- Tour of Adaptec, Painted Post; working on corporate training;
- Corporate Training: Rockwell Museum (Diversity Training); CNA (Chemung CNF, Arnot); Guthrie/Cayuga Medical (Central Service Tech); Repsol (Excel); StorFlex (Lean); Hardinge (Machine Operator, Pre-Apprenticeship, Supervisor, Six Sigma); GST BOCES (Customer Service); Captain Bills (Managing Employees); ProAction (Diversity); Kimble (Sexual Harassment Prevention); Southern Tier Logistics (Interpersonal Skills, Everything DiSC, Emotional Intelligence, Essential Skills for Supervisors); St. Mary Our Mother School (Technology in the Classroom)

Academic Pathways

ACE

- 2/2 NACEP Accreditation Visit; team was very impressed
- 22 individual student advising sessions
- Presentations: Wyalusing, 9th grade students & parents; Wayland, 8th grade parents

Testing Center

- Working with HS Learning Center and STEM Academy on placement testing for F23.
- TEAS Testing is heavy this month due to Nursing Program admission deadline of 3/31.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, March 7, 2023

4. Federal
 - D. ACCT Legislative Summit Report
 - E. Meeting with Congressman Nick Langworthy
 - F. ACCT Public Policy & Advocacy (PPA) Committee Update
5. State
 - D. State Budget Update
 - E. Meeting with Senator O'Mara
 - F. NYCCT/NYCCAP Committee Update
6. Local
 - D. Annual Legislative Breakfast
 - E. President Mullaney's "State of the College" tri-county legislative meetings
 - F. Legislative liaison (Margaret Lawrence) for the tri-county governments
 - 3) Upcoming campus visits
 - 4) Bi-annual meetings

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Finance and Facilities Committee

Monday, March 6, 2023

Virtual Meeting

AGENDA

MISSION:

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

-

ACTION ITEMS:

1. [RESOLUTION #T4848-23 Operating Report for January 2023](#)
2. [RESOLUTION #T4849-23 Credit for Prior Learning](#)

DISCUSSION ITEMS:

- Dashboard as of January 31, 2023
- Dormant Bank Accounts
- Capital Projects Update
- Campus Auxiliary Services Update

NEXT COMMITTEE MEETING: TBD

[MEASURABLE STANDARDS](#)

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

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;

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

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Finance and Facilities Committee

March 6, 2023

Virtual Zoom Meeting

MINUTES

In Attendance:

Trustees: Chair M. Wayne, R. Allison, K. Early, H. Reynolds, J. Rowe

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

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

Excused: W. Stoner, N. Wightman

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

Director Chandler provided an overview of the agenda, noting that there are three action items:

Discussion Items:

- Summary/Dashboard
 - Dashboard includes all of Fall semester
 - Cash on hand is \$14 million based on timing of receivables coming in, Student Receivables total \$3.5 million.
 - Enrollment projections
 - Surplus for Fall semester is \$22k we had a deficit in revenue and savings in expenses
 - Use of HERFF federal stimulus funds through December, we have used all of the allocation for revenue that we could use, we still have some money for other operations including student mental wellness and HVAC upgrades.
 - Review of final fall enrollment and Perry Hall occupancy data
- January Revenue/Expense Highlights
 - Data is only showing one week of Spring semester, forecast is based on budget
 - Revenue coming in fairly close but enrollment is down so forecast is lower than budget, spending is line with where it normally is at beginning of semester.
 - Discussion regarding Spring semester enrollment being down, and HERFF funds are gone and managing to stay within budget.
 - Spring enrollment will be updated numbers are verified in February.
- Capital Projects
 - Summary of updated capital activity as of January, most of the activity is in the Renovation and Revitalization project in Schuyler Hall, spending for completion of our Facilities Master Plan.
- Credit for Prior Learning

- Discussion of resolution for Credit for Prior Learning and how it is processed. Our current fee schedule shows we are charging based on the number of credits. We received new guidance that we cannot charge students by credit. Only an assessment fee can be charged to students. Jeanne and team reviewed SUNY and the College's policies and came up with this proposal where they pay a fee at time of submission for evaluation which falls in line with SUNY guidance. Additional discussion regarding Marketing for students that may qualify.
- Dormant Bank accounts
 - Discussion to get history/information on various dormant bank accounts.
- Auxiliary Services Update
 - Public safety hired new PT officer.
 - IT working on multiple projects with departments across campus, E-sports lab is upgraded with new computers and furniture and team is doing really well. Banner Back to Basics has been extremely beneficial to the College and all the departments participating. Papercut software being installed to monitor printing totals per SUNY print initiative.
 - Health office has signed a new agreement with Arnot Health for medical oversight program. College Nurse Christine Bonarski has written a grant through the American Heart Association for a blood pressure monitoring machine.
 - Goff Road update is that a price was provided to a prospective buyer.
- Action Items
 - January Operating Report
 - Credit for Prior Learning

The Committee agreed to forward the two action items to the full Board for approval.

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:39 p.m.

SUNY Corning Community College
Operating Dashboard
Fall 2022 as of 1/31/2023



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 12/31/22	Current Year Receivable
December 31, 2022	\$ 14,157,384	192	\$ 3,518,841	\$ 486,928
December 31, 2021	\$ 8,510,070	115	\$ 3,197,330	\$ 1,294,799

Revenues & Expenditures @ 12/31/2022

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 12/31/22	Fall 22 Semester Projected	Semester Variance to Budget
Revenues	\$ 26,927,833	\$ 13,055,831	\$ 12,152,260	\$ 12,152,260	\$ (903,571)
Expenses	\$ 26,927,833	\$ 9,322,492	\$ 8,396,279	\$ 8,396,279	\$ 926,213
Surplus(Deficit)	\$ -				\$ 22,642

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Fall 22 Semester Budget	Fall 22 Semester Actual @ 12/31/22	Fall 22 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 6,555,689	\$ 5,774,467	\$ 5,774,467	\$ (781,222)
Chargebacks	\$ 6,542,550	\$ 3,526,582	\$ 2,931,909	\$ 2,931,909	\$ (594,673)
Personnel & Benefits	\$ 19,574,639	\$ 6,332,842	\$ 5,987,437	\$ 5,987,437	\$ 345,405
Equipment	\$ 381,340	\$ 93,871	\$ 10,742	\$ 10,742	\$ 83,129
Contractuals	\$ 7,412,458	\$ 2,895,779	\$ 2,398,100	\$ 2,398,099	\$ 497,680

Use of HEERF ARP(Round III) Funding as of 12/31/2022

LOST REVENUE	This completes the use of HEERF allocation for lost revenue	
Tuition & Fees	\$	952,647
	\$	952,647
COVID related expenses (Contractuals)	These expenditures are running through the restricted fund - not operating	
Student Mental Wellness (\$166,997)	\$	50,584
Capital HVAC Air Ventilation Upgrades	\$	30,112
	\$	80,696
Total use of HEERF Funds	\$	1,033,343

Enrollment - Fall 22 Final

	2022-2023 Fall	2021-2022 Fall	2020-2021 Fall	3 YR % change
Total Headcount	3930	3813	4087	-3.8%
Total FTE	1109.6	1103.1	1166.3	-4.9%
Full-Time FTE	400.9	441	551.7	-27.3%
Part-Time FTE	161	158.8	165.9	-3.0%
Credit Enrollment FTE (Excluding ACE)	561.9	599.8	717.6	-21.7%
HS Enrollment FTE (ACE)	547.7	503.3	448.7	22.1%
% Chemung County	42.3%	43.6%	41.0%	3.2%
% Steuben County	35.5%	33.9%	35.3%	0.6%
% Schuyler County	5.9%	6.4%	6.9%	-14.5%
% All Other Non-sponsor	16.3%	16.1%	16.8%	-3.0%

Perry Hall Occupancy

	2022-2023	2021-2022	2020-2021	2019-2020
Fall (Sept - Dec)	123	133	108	176
Spring (Jan - May)	90	101	71	158
Summer (June - August)			4	3

Corning Community College
Report to Finance & Facilities Committee
Unrestricted Operating Summary
Month End 1/31/23



	2022-2023 Budget	2022-2023 YTD@1/31/23	Spring 2022-23 Budget	2022-2023 Spring@1/31/23	Spring 2022-23 Forecast
REVENUES					
Resident Tuition	\$ 7,718,980	\$ 6,181,418	\$ 3,724,947	\$ 2,666,946	\$ 3,051,702
Non Resident Tuition	\$ 785,000	\$ 606,082	\$ 193,045	\$ 65,563	\$ 166,018
ACE Tuition	\$ 2,176,000	\$ 1,495,146	\$ 751,773	\$ 455,150	\$ 735,233
Student Fees	\$ 1,418,900	\$ 1,139,471	\$ 716,968	\$ 459,993	\$ 673,050
State Aid	\$ 7,111,352	\$ 2,963,064	\$ 2,995,442	\$ 592,613	\$ 2,988,966
Grant Aid & Contracts	\$ 735,000	\$ 962,885	\$ 490,000	\$ -	\$ -
Federal appropriations	\$ 8,000	\$ -	\$ 3,896	\$ -	\$ 3,896
County Operating Chargebacks	\$ 6,542,550	\$ 3,311,025	\$ 2,748,911	\$ 379,116	\$ 2,998,426
Other sources	\$ 872,655	\$ 177,126	\$ 369,791	\$ 64,577	\$ 326,688
Applied Fund Balance					
Total Revenues	\$ 27,368,437	\$ 16,836,217	\$ 11,994,772	\$ 4,683,957	\$ 10,943,979
EXPENSES					
Salaries	\$ 14,428,239	\$ 5,305,214	\$ 6,205,618	\$ 980,098	\$ 6,129,881
Employee Benefits	\$ 5,146,400	\$ 2,128,191	\$ 2,257,164	\$ 465,871	\$ 2,252,448
Equipment	\$ 381,340	\$ 10,742	\$ 121,204	\$ -	\$ 112,372
Contractual Expenditures					
<i>Purchased Services</i>	\$ 32,100	\$ 33,550	\$ 11,944	\$ 1,573	\$ 13,367
<i>Materials & Supplies</i>	\$ 473,000	\$ 157,394	\$ 231,572	\$ 47,934	\$ 171,791
<i>Dues & Subscriptions</i>	\$ 82,365	\$ 31,700	\$ 26,277	\$ 8,584	\$ 27,717
<i>Consultants and Contractors</i>	\$ 176,520	\$ 116,428	\$ 74,153	\$ 41,020	\$ 74,152
<i>Accreditation</i>	\$ 55,050	\$ 38,767	\$ -	\$ 12,247	\$ 12,247
<i>Marketing</i>	\$ 200,860	\$ 75,816	\$ 87,620	\$ 9,192	\$ 78,986
<i>Conference & Travel</i>	\$ 87,000	\$ 21,497	\$ 46,402	\$ (438)	\$ 26,788
<i>Utilities</i>	\$ 510,000	\$ 107,706	\$ 328,535	\$ 219,572	\$ 327,270
<i>Maintenance & Repairs</i>	\$ 280,200	\$ 71,059	\$ 97,507	\$ 9,925	\$ 96,788
<i>Software & Contracts</i>	\$ 528,340	\$ 124,176	\$ 178,450	\$ 10,628	\$ 124,390
<i>Voice & Data Communication</i>	\$ 114,755	\$ 38,907	\$ 53,721	\$ 7,866	\$ 50,414
<i>Special Projects, Programs & Events</i>	\$ 78,875	\$ 13,317	\$ 65,003	\$ 5,317	\$ 59,979
<i>Maintenance Contracts</i>	\$ 476,450	\$ 181,704	\$ 158,504	\$ 110,922	\$ 164,922
<i>Rentals (HEC)</i>	\$ 347,580	\$ 173,698	\$ 234,475	\$ 86,520	\$ 234,475
<i>General Institutional</i>	\$ 1,419,873	\$ 272,766	\$ 853,573	\$ 89,312	\$ 861,487
<i>Other Expenditures</i>	\$ 271,490	\$ 72,586	\$ 142,454	\$ 12,453	\$ 131,420
<i>Scholarships</i>	\$ 2,278,000	\$ 1,794,058	\$ 820,596	\$ 518,367	\$ 835,231
<i>Transfer Out</i>	\$ -	\$ 0	\$ -	\$ -	\$ -
Total Contractual Expenses	\$ 7,412,458	\$ 3,325,129	\$ 3,410,785	\$ 1,190,993	\$ 3,291,423
Total Expenses	\$ 27,368,437	\$ 10,769,276	\$ 11,994,772	\$ 2,636,961	\$ 11,786,125
Surplus/(Deficit)	\$ -	\$ 6,066,941	\$ 0	\$ 2,046,995	\$ (842,146)

% of total 2022-23 revenue realized 61.5%
 % of total 2022-23 budget expended 39.3%

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

SUNY Corning Community College
Operating Dashboard
Month End as of 1/31/2023



Cash & Student Receivables

	Cash	# Days of Operations	Total Student AR as of 1/31/23	Current FY Year Receivable
January 31, 2023	\$ 13,116,752	178	\$ 4,115,134	\$ 3,946,458
January 31, 2022	\$ 9,223,398	125	\$ 5,054,259	

Revenues & Expenditures @ 1/31/2023

	FY 23 Adopted Budget	Spring 23 Semester Budget	Spring 23 Semester Actual @ 1/31/23	Spring 23 Semester Projected	Semester Variance to Budget
Revenues	\$ 26,927,833	\$ 11,994,772	\$ 4,683,957	\$ 10,943,979	\$ (1,050,793)
Expenses	\$ 26,927,833	\$ 11,994,772	\$ 2,636,961	\$ 11,786,125	\$ 208,647
Surplus(Deficit)	\$ -				\$ (842,146)

Highlights of Revenues & Expenditures

	FY 23 Adopted Budget	Spring 23 Semester Budget	Spring 23 Semester Actual @ 1/31/23	Spring 23 Semester Projected	Semester Variance to Budget
Tuition & Fees	\$ 12,098,880	\$ 5,386,732	\$ 3,647,651	\$ 4,626,002	\$ (760,730)
Chargebacks	\$ 6,542,550	\$ 2,748,911	\$ 379,116	\$ 2,998,426	\$ 249,515
Personnel & Benefits	\$ 19,574,639	\$ 8,462,782	\$ 1,445,968	\$ 8,382,329	\$ 80,453
Equipment	\$ 381,340	\$ 121,204	\$ -	\$ 112,372	\$ 8,832
Contractuals	\$ 7,412,458	\$ 3,410,785	\$ 1,190,993	\$ 3,291,423	\$ 119,362

Use of HEERF ARP(Round III) Funding as of 1/31/2023

LOST REVENUE	This completes the use of HEERF allocation for lost revenue	
Tuition & Fees	\$	952,647
	\$	952,647
COVID related expenses (Contractuals)	These expenditures are running through the restricted fund - not operating	
Student Mental Wellness (\$166,997)	\$	50,675
Capital HVAC Air Ventilation Upgrades	\$	117,262
	\$	167,937
Total use of HEERF Funds	\$	1,120,584

Enrollment - Spring numbers are not final and verified until February

	2022-2023	2021-2022	2020-2021	3 YR % change
	Spring	Spring	Spring	
Total Headcount	0	2981	3196	-100.0%
Total FTE	0	781.8	907.4	-100.0%
Full-Time FTE	0	365.2	437.4	-100.0%
Part-Time FTE	0	146.1	182.3	-100.0%
Credit Enrollment FTE (Excluding ACE)	0	511.3	619.7	-100.0%
HS Enrollment FTE (ACE)	0	270.5	284.7	-100.0%
% Chemung County	0.0%	43.0%	42.1%	-100.0%
% Steuben County	0.0%	34.2%	32.6%	-100.0%
% Schuyler County	0.0%	5.1%	6.5%	-100.0%
% All Other Non-sponsor	0.0%	17.7%	18.8%	-100.0%

Perry Hall Occupancy

	2022-2023	2021-2022	2020-2021	2019-2020
Fall (Sept - Dec)	123	133	108	176
Spring (Jan - May)	90	101	71	158
Summer (June - August)			4	3

Fiscal Year 22-23 Capital Projects

Debt Obligations	Initial Balance	FY Beginning		Spent to Date FY 22-23	Remaining FY Debt	Remaining Debt 8.31.23
		Balance	FY 22-23 Debt			
Library/Commons - USDA Bond Principal	\$ 8,250,000.00	\$ 6,915,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ 6,915,000.00
Library/Commons - USDA Bond Interest	3.125%	\$ -	\$ 207,031.00	\$ 103,515.62	\$ 103,515.38	
Energy Performance - Siemens Principal	\$ 3,525,000.00	\$ 3,271,000.00	\$ 138,000.00		\$ 138,000.00	\$ 3,271,000.00
Energy Performance - Siemens Interest	3.500%		\$ 109,795.00	\$ 54,897.50	\$ 54,897.50	

Fiscal Year 22-23 Capital Projects	Capital Reserve	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent Prior FY	FY 22-23 Spent to Date 1.31.23	Encumbered	Remaining Budget	% Complete
Renovations & Revitalization III									
<i>Heat, Ventilation, & Air Conditioning</i>									
Schuyler Hall -Chiller	\$ 120,270.00	\$ 716,970.00	\$ 596,700.00	\$ 1,433,940.00	\$ 456,899.21	\$ 544,729.50	\$ 192,945.29	\$ 239,366.00	70%
	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ 10,508.11	\$ 356,131.17	\$ 378,463.84	\$ 254,896.88	37%
<i>Lab Renovations</i>									
Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ 8,831.94	\$ 127,378.22	\$ 29,514.15	\$ 134,275.69	45%
Mechatronics	\$ -	\$ 150,000.00	\$ 167,905.92	\$ 317,905.92	\$ -	\$ -	\$ 317,905.92	\$ -	0%
Digital Dome Theater Seating and Software									
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ 462,933.66	\$ 26,022.28	\$ -	\$ 1,044.06	99.8%
Facilities Master Plan Phase 1									
Design - SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ 63,009.03	\$ 89,232.50	\$ 1,758.47	\$ -	99%

Credit for Prior Learning Fee Schedule - current

Service	Fee
Credit by Exam Fee (Class and/or lab)	\$80.00
Portfolio Evaluation (1-6 credits)	\$400.00
Portfolio Evaluation (7-12 credits)	\$800.00
Portfolio Evaluation (13-18)	\$1,000.00

Credit for Prior Learning Assessment Fee - proposed

An assessment fee of 33% of the current NYS tuition cost will be charged per credit for each course submitted; students will pay at the time of application submission. This fee will cover the cost of faculty preparation and evaluation.

Campus Auxiliary Services Update

Public Safety

Dawson Smith was hired as a part-time Senior Campus Safety Officer (Peace Officer). Officer Smith graduated from CCC and the Alfred State Police Academy. His training made him eligible for NYS Peace Officer certification.

Information Technology

IT staff are working with various departments to purchase equipment and software from the \$600,000 received from SUNY.

The Esports lab has been upgraded with new computers and furniture. A ribbon cutting ceremony will be scheduled in March.

Banner Back2Basics work continues in all the departments that participated during 2022.

The printer/copier project is ongoing and new units are expected soon. Software upgrades have been made to help us meet SUNY compliance standards.

Several upgrades have been performed to help secure our IT infrastructure. KnowBe4 training has been sent to all employees. This training program includes up to date information regarding phishing and spam safety.

Health Office

We have signed an agreement for medical oversight of the Health Office by Arnot Health. This will provide us with a number of opportunities to offer expanded services to students and staff. Thanks to Trustee Parks for helping us make contact with the people at Arnot who worked with us.

The Health Office has received tentative approval for a \$10,000 award through the Community Impact Grants for Corning, NY & Steuben County, NY made possible by the Estate of Mary Vohar Lilley. This will provide funding through the American Heart Association for a blood pressure monitoring and awareness program for students and staff.

Physical Plant

A prospective buyer has been identified for the Goff Road property. We have sent a letter with an asking price and we are waiting to see their level of interest to purchase at that amount. The price was calculated based upon the two recent appraisals. We are working with SUNY to make sure we will meet their requirements for a property sale.

CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
March 7, 2023

Location: Zoom

AGENDA

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

ACTION ITEMS

Consent Agenda

[REOLUTION #T4844-23 Appointments, Promotions and Separations](#)

[RESOLUTION #T4845-23 Position Activity](#)

Regular Agenda

1. [REOLUTION #T4850-23 Update to the Acceptable Use Policy](#)
2. [RESOLUTION #T4851-23 Update to the Eligibility for Rehire Policy](#)
3. [RESOLUTION #T4852-23 Update to Response Policy for Sexual Violence and Other Misconduct](#)
4. [REOLUTION #T4853-23 Update to Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations](#)
5. [RESOLUTION #T4854-Appreciation for Connie Park](#)

DISCUSSION ITEMS

- DEI Updates
- [Headcount Report](#)
- Summary of [vacant positions](#)

NEXT MEETING:
TBD

Standards for the Human Resources and Diversity Committee:

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

CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
March 7, 2023
Via Zoom

MINUTES

In attendance: N. Parks, H Reynolds, A. Winston, Judy McKinney-Cherry, M. Lawrence, R. Allison,

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

Excused: S. Jacoby-Murphy

Guest: Laura Ewell

Trustee N. Parks called the HR committee meeting to order at 5:11 pm, noting two action items for appointments, promotions, separation, and position activity and four other resolutions. She also reminded trustees to review the HR committee's measurable standards to make sure to continue supporting DEI activities for the entire college

Executive Director Park provided an overview of the regular agenda and Highlighted the points below:

DEI Updates

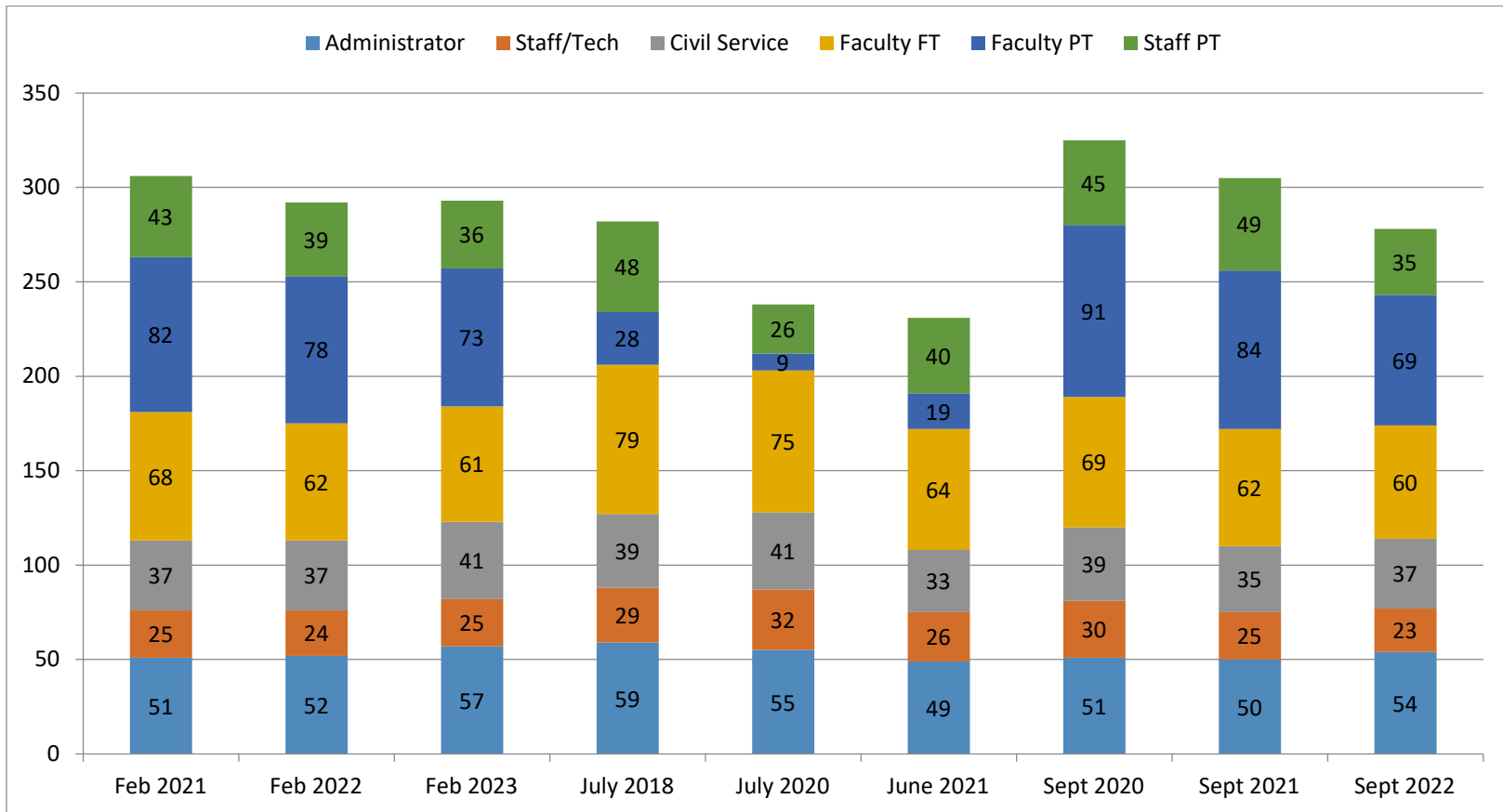
- Continue work on Gender Identities
- Curriculum change to adapt to SUNY General Education requirements
- Incorporate DEI in recruitment and retention
- Continue strong partnership with Cornell University

Committee agreed to move all resolution to full RBOT for approval

Trustee Parks and the entire committee thanked Executive Director Park for her service to the college and her devotion to DEI.

Trustee Parks adjourned the HR committee meeting at 5:47 pm

Human Resources: Headcount report, Spring 2023



*Note, the headcount report was not provided for June 2022

Non-College Funded Fulltime positions: 7 employees including: 4 administrators and 3 civil service

Summary of Appointments and Separations

(By date, as reported in HR Committee)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1
7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3
11/17/20	1	9	0	-8	0	5	2
1/12/21	3	5	0	-2	2	7	4
3/2/21	1	0	2	-1	1	10	3
4/20/21	0	3	1	-4	1	6	5
6/8/21	4	11	4	-11	5	8	8
8/24/21	9	4	0	5	3	4	2
10/12/21	4	3	0	1	5	3	4
1/27/22	6	4	2	0	7	2	5
4/19/22	4	3	0	2	1	2	10
5/7/22	5	8	1	-4	1	3	9
8/23/22	11	4	2	5	1	0	6
10/3/22	2	1	0	1	3	2	8
11/28/22	6	0	0	6	1	3	6
1/23/23	3	2	0	1	0	5	9

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SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of March 7, 2023

	Assessin g	Closing	Hol d	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty	2			3	5
Professional Service	2			12	14
Grand Total	4			16	20

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HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

RESOLUTION #T4844-23

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 Corning Community College hereby ratifies the following employment actions to be taken.

Last Name	First Name	Title	Department	Effective	Action	Grade	Annual Salary	Background
Gerrish	Jessica	Instructor	Nurse Education	1/18/2023	New Hire	I	\$ 47,483	This is a 10-mo academic, full time appointment. This hire was made as a result of an open search.
Clay	Maarit	Vice President and Dean (Interim)	Student Development and Enrollment Management	3/13/2023	Promotion	H	\$ 120,000	This is a 12-mo standard, full time position which had been used previously (see HR supplementary fold for the job description)
Canfield	Barbara	Vice President and Dean	Academic Affairs	3/13/2023	Transfer	H	\$ 125,000	This is a 12-mo standard, full time position which had been used previously (see HR supplementary fold for the job description)

Ewell	Laura	Assistant Director of HR	Human Resources	3/6/2023	Stipend	E2	\$ 6,331	This stipend provides compensation for duties during the vacancy of the Executive Director of HR
Andress	Emily	Enrollment Coordinator	Retention and Educational Planning	2/24/2023	Resignation	D3	\$ 58,400	Emily Andress served the college for 12 years and will be working with the HS Learning Center.
Shelley	Jason	Cleaner	Physical Plant	2/21/2023	Resignation	301	\$ 29,650	Jason Shelley served the college for 1 year.
Oliver	Claude	Admissions Recruiter	Recruitment and Admissions	2/13/2023	Resignation	C1	\$ 46,061	Claude Oliver served the college for 2 years and will be working with Alfred University.
McGuire	Caleb	Asst Dir Recruitment Admission	Recruitment and Admissions	2/8/2023	Resignation	E1	\$ 62,454	Caleb McGuire served the college for 5 years and will be moving to a SUNY 4-year College
Park	Connie	Executive Director of HR and CDO	Human Resources	4/3/2023	Resignation	H	\$ 119,578	Connie Park served the college for over 5 years and will be moving out of the area
Townsend	David	Assistant Director of Trades	Physical Plant	3/17/2023	Resignation	E	\$ 84,412	Dave Townsend served the college for 24 years and will be working for the town of Bath

Herbst	Frederic	Professor	Humanities and Social Sciences	4/1/2023	Resignation	III	\$ 100,000	Fred Herbst has served the college for 23 years and will be moving out of the area
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**Resumes are available in the HR folder as a supplement for the HR Committee agenda*
[agenda](#)

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HUMAN RESOURCES COMMITTEE

Position Activity

RESOLUTION #T4845-23

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below,
BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the following position management actions to be taken.

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Grants Fiscal Assistant	Vacant	New Position (Grant funded)	With Board Approval	This position is responsible for providing a variety of grant related support services, record keeping and reporting to meet grant compliance requirements, coordinating special projects and multi-agency projects, as well as providing support and assistance to other office personnel as required.
Grants Manager	Vacant	New Position	With Board Approval	The Grant Manager will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

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COMMITTEE FOR ACADEMIC AND STUDENT SERVICES
Resolution #t4846-23 for Academic Calendar for 2024-2025 & 2025-2026:

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the proposed academic calendar contained herein for 2024-2025 with mirrored calendar authorized for 2025-2026.

- **FALL 2024**

- Semester Starts- August 26
- Labor Day-No classes
- October Break-Oct. 14-15
- Thanksgiving Break- Nov 27 – 29
- Last Day School – Monday, Dec 9
- Final Exam Week – Tues thru Monday – Dec 10th to Dec 16
- Grades Due – Wednesday – Dec 18

- **WINTER 2024 - 2025**

- Winter Session – Monday – December 23 until Friday, January 24

- **SPRING 2025**

- Start- January 27
- Break- Full week of March 17 – 21
- Last Day Class – Friday, May 9
- Final Exams- begin on Monday, May 12 – Friday, May 16
- Commencement- May 17

- **SUMMER 2025:**

- Session I – Tuesday, May 27 thru Tuesday, July 1
- Juneteenth - June 19-No classes
- SUMMER BREAK Wednesday, July 2 thru Friday, July 11
- Session II – Monday, July 14 thru Friday, August 15
- Full Session – Tuesday, May 27 thru Friday August 15
(Includes same Summer Break)

- **FALL 2025**

- Semester Starts- August 25
- Labor Day-No classes
- October Break-Oct. 13-14
- Thanksgiving Break-Nov 26 – 28
- Last Day School – Monday, Dec 8
- Final Exam Week – Tues thru Monday – Dec 9 to Dec 15
- Grades Due – Wednesday – Dec 17

- **WINTER 2025 - 2026**

- Winter Session – Monday – December 22 until Friday, January 23

- **SPRING 2026**

- Start- January 26
- Break- Full week of March 16 – 20
- Last Day Class: Friday, May 8
- Final Exams- begin on Monday, May 11 – Friday, May 15
- Commencement- May 16

- **SUMMER 2026:**

- Session I – Tuesday, May 26 thru Tuesday, June 30
- Juneteenth-June 19-No classes
- SUMMER BREAK Wednesday, July 1 thru Friday, July 10
- Session II – Monday, July 13 thru Friday, August 14
- Full Session – Tuesday, May 26 thru Friday August 14
(Includes same Summer Break)

BACKGROUND NOTES:

A Calendar Committee was convened in October of 2022 with the charge to update the academic calendar with a start date a week later than what was in the calendars that had been previously approved through 2025-26. The intent is to see if a later start will help with enrollment. We currently start earlier than most of the other community colleges within SUNY. The Calendar Committee had faculty, staff, and student representatives. Options were developed taking into consideration the many factors that impact the calendar. Options were developed and shared out for feedback. The calendars for academic years 2024-25 and 2025-26 are the final calendars put forth by the committee for adoption. It should be noted that the calendars account for holidays occurring during the semester/session when the college is closed including Labor Day, Thanksgiving, Juneteenth, and Independence Day.

It is recommended that the proposed academic calendar contained herein be adopted to keep a 3-year cycle to meet Financial Aid/Registrar's SUNY deadlines.

The academic calendar committee will meet annually each spring to ensure that the calendar is maintained for a 3-year period.

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION #T4847-23

Resolution for Personal Care Attendants Policy

WHEREAS, Corning Community College seeks to initiate this policy to show we are committed to providing accommodations to otherwise qualified individuals with disabilities by making reasonable modifications in services, programs, and/or activities, and complies with all state and federal laws regarding individuals with disabilities. Students who seek reasonable accommodations must register with the Office of Accessibility Services. The College will review all requests for reasonable accommodations on an individualized and case-by-case basis.

The College recognizes that certain students may be entitled to the services of a Personal Care Attendant (PCA). This policy addresses the use of PCAs for students that have PCAs as part of an approved accommodation through Accessibility Services. The College does not assume coordination of, financial responsibility for, or legal liability for PCAs.

WHEREAS, the Regional Board of Trustees of Corning Community College approves that the purpose of this policy is to describe the key concepts involved in a request for the use of a PCA; clarify the student's responsibilities with respect to their PCA; and explain the College's role in this process.

BACKGROUND NOTES:

Personal Care Attendant (PCA) – is a person who has been hired to support a student with a disability to live a more independent life by performing personal care duties or services (chronic or temporary). A PCA works directly for and is employed by the student. The type of tasks performed by PCAs vary from person to person. Tasks performed by PCAs may include, but are not limited to, the following:

- Providing help with activities of daily living, such as bathing, dressing, toileting, and grooming
- Housekeeping
- Preparing meals and assistance with eating

- Positioning or transferring to and from a wheelchair
- Running errands
- Monitoring medical conditions
- Ensuring compliance with medication regimes
- Transporting and/or escorting
- Assisting with maintenance of the housing environment, including light cleaning, laundry, and keeping the environment safe
- Turning pages and retrieving books
- Opening doors
- Alerting to distracting, repetitive movements
- Alerting to dangerous environments/situations

Student with a disability – an otherwise qualified individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, as specified according to the American with Disabilities Act (ADA) of 1990 as amended in 2008.

FINANCE AND FACILITIES COMMITTEE
RESOLUTION T#4848-23

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending January 31, 2023.

FINANCE AND FACILITIES COMMITTEE
RESOLUTION #T4849-23

Credit for Prior Learning Fee Schedule

WHEREAS, the State University of New York requires that the Board of Trustees of each community college approve Fee Schedules; and,

WHEREAS, the State University of New York has released new guidance on credit for prior learning, and to be in compliance with SUNY policy changes there is a need to make changes to the fee structure currently in place and,

WHEREAS, the Finance and Facilities Committee has reviewed the proposed Credit for Prior Learning Fee changes 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 Credit for Prior Learning Assessment Fee; and,

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

HUMAN RESOURCES COMMITTEE

RESOLUTION #T4850-23

Update: Acceptable Use Policy

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies an update to the Acceptable Use Policy.

BACKGROUND NOTES

The updates include revisions to reflect current security and authentication measures, technology updates as well as new language addressing remote work arrangements. The final policy updates with highlighted changes has been made available as a [supplementary document](#).

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4851-23

Update: Eligibility for Rehire Policy

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies an update to the Eligibility for Rehire Policy.

BACKGROUND NOTES

The update to the policy would allow retirees to return to work at CCC sooner than the current 26-week restriction. The final policy updates with highlighted changes has been made available as a [supplementary document](#).

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4852-23

Update: Response Policy for Sexual Violence and Other Misconduct

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies an update to the Response Policy for Sexual Violence and Other Misconduct.

BACKGROUND NOTES

Updated to reflect the change of the Title IX Coordinator contact information. The final policy updates with highlighted changes has been made available as a [supplementary document](#).

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4853-23

Update: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations.

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies an update to the Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations.

BACKGROUND NOTES

Updated to reflect the change of the Title IX Coordinator contact information. The final policy updates with highlighted changes has been made available as a [supplementary document](#).

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4854-23

Resolution of Appreciation- Connie Park

WHEREAS, Connie Park has served as the Executive Director of Human Resources and Chief Diversity Officer at Corning Community College with professionalism and grace since 2017, and

WHEREAS Executive Director Park's tenure was characterized by her steadfast commitment to the College's mission her compassion, and strong belief in social justice, and,

WHEREAS, Executive Director Park developed strategies and drove the implementation of activities that increased employee engagement, advocated for continuous professional development, and significantly increased the diversity of the College faculty and staff and,

WHEREAS, in her role as the inaugural Chief Diversity Officer, she led CCC's efforts to make the College a more equitable, diverse, and inclusive place for students and employees, and the broader community, and

WHEREAS, Executive Director Park's collaborative efforts have allowed CCC to partner with regional and state-wide leaders in the areas of human resources and DEI, which has improved and innovated the College's programs and services, and

WHEREAS, the College completed several significant improvements during her tenure as Executive Director, including the development of the College's first comprehensive diversity, equity, and inclusion plan, improved working conditions, particularly for entry-level and essential workers, and the completion of a major campus-wide technology project which improved transparency, streamlined processes and reduced security risks to the College,

NOW, THEREFORE, BE IT RESOLVED that the Regional Board of Trustees of Corning Community College hereby express sincere thanks and appreciation to Connie Park for her distinguished service to the College as the Executive Director of Human Resources and Chief Diversity Officer.