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**Agenda:** Thursday, January 17, 2019, Meeting

**Minutes of December 4, 2018, Meeting**

## RESOLUTIONS

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## COMMITTEE REPORTS

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- Minutes
- Report by the Provost (Acting)
- Report by the Student Trustee
- Action Items

### Executive Committee
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- Report by the President

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- Minutes
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### Finance and Facilities Committee
- Minutes
- Report by the Vice President of Administrative Services
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- Report by the Executive Director of Human Resources and CDO
- Consent Agenda Action Items
- Regular Agenda Action Items

### Executive Session
DATE: Thursday, January 17, 2019
TIME: 5:30 p.m. Dinner
       6:15 p.m. Meeting
LOCATIONS: Health Education Center, 132 Denison Parkway East, Room 110, Corning, NY

5:50 – 6:10 p.m. - Dessert Presentation: Associate Professor Loueda Bleiler, Sabbatical Presentation

1. Call to Order
2. Approval of the Meeting Minutes of the December 4, 2018, Special Executive Committee Meeting
3. Chair’s Report
4. President of the College’s Report
5. Student Trustee’s Report
6. CCC Development Foundation, Inc., Report
7. Approval of Agenda
8. Approval of Consent Agenda
   RESOLUTION #T4555-19 – Patrick Tomassi (resignation)
   RESOLUTION #T4556-19 – Dr. Sabrina Taylor-Johnson (salary adjustment)
   RESOLUTION #T4557-19 – Sandra Congdon (resignation)
   RESOLUTION #T4558-19 – Carissa Orcutt (resignation)

Regular Agenda

CASS Committee
   RESOLUTION #T4559-19 – Resolution Program Review for Mechanical Technology (AAS); Manufacturing Technology (AAS0; and CAD (Certificate)

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EXTERNAL AFFAIRS Committee

FINANCE AND FACILITIES Committee
   RESOLUTION #T4562-19 – Operating Reports for October and November 2018
   RESOLUTION #T4563-19 – Good Neighbor Tuition Program
   RESOLUTION #T4564-19 – Audit Contract
   RESOLUTION #T4565-19 – Banner Consulting Funding

HUMAN RESOURCES Committee
   RESOLUTION #T4566-19 – Breana Losey (new hire)
   RESOLUTION #T4567-19 – Kiflom Gebremichael (new hire)
   RESOLUTION #T4568-19 – Laura Clark (new hire)
9. Old Business
10. New Business
11. Executive Session to discuss matters pertaining to the status of the Presidential search, employment history and discipline, pending litigation, and collective bargaining.
12. Adjournment
Present: Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, T. Blumer, A. Winston, M. Wayne
Other Trustees in Attendance: D. Creath, C. Heyward, J. Kelley, N. Milliken
Excused: S. Epp, N. Parks
Senior Staff: President Douglas, Provost Fisher, VP Winger, Executive Director May, Executive Director Park, Director Maarit Clay
Support Staff: R. Stanley, J. Toribio
Excused: Executive Director Eschbach

1. CALL TO ORDER. Chair Blowers called the meeting to order at 5:16 p.m.
2. APPROVAL OF MINUTES of the September 27, 2018, meeting (Blumer, Baity; unanimously approved).
3. CHAIR’S REPORT.
4. PRESIDENT OF THE COLLEGE’S REPORT.
5. STUDENT TRUSTEE’S REPORT.
6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.
7. APPROVAL OF AGENDA (Baity, Blumer; unanimously approved).
8. APPROVAL OF THE CONSENT AGENDA (Blumer, Wightman; unanimously approved).

RESOLUTION #4528-18 – Kate Larrabee, Visiting Instructor (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the resignation of Kate Larrabee effective May 24, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Kate Larrabee for her service to the College and wishes the best of luck in her future endeavors.

RESOLUTION #4529-18 – Donald Kinney, Programmer/Analyst (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the resignation of Don Kinney effective November 8, 2018.

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

RESOLUTION #4530-18 – Brad Owlett, System Analyst (interim appointment)
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the temporary pay increase for Brad Owlett, System Analyst for the interim appointment covering the vacancy of Don Kinney effective November 8, 2018.

RESOLUTION #4531-18 – e-Services Administrator (reclassification)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the reclassification of the Programmer/Analyst position (grade 203) to an e-Services Administrator (grade 205).

RESOLUTION #4532-18 – Vice President of Administrative Services and Chief Financial Officer (updated title and job description)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves a title and job description update for the position of Vice President of Administrative Services and Chief Financial Officer, changed from its previous title of Vice President of Administrative Services.

RESOLUTION #4533-18 – Winter Term 2018 – Pilot Pay Program

WHEREAS, the College is developing and investing in efforts to increase the enrollment for the academic year 2018-19,

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves a pilot pay program for the Winter 2018 term to increase the volume of courses delivered as well as increase enrollment in the courses.

9. REGULAR AGENDA

AUDIT COMMITTEE

RESOLUTION #4534-18 – Perry Hall Receivables Write-Off (Wayne, Winston; unanimously approved)

WHEREAS, the receivables for Perry Hall total $1,273,692 as of August 31, 2018, and;

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
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<tr>
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</tr>
<tr>
<td>8/31/18</td>
<td>$309,022</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees agrees to write-off the receivables for the years 2015 and 2016 totaling $479,815.

RESOLUTION #4552-18 – Independent Auditors Report (Wayne, Wightman; unanimously approved)
WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the books and records of SUNY Corning Community College for the fiscal year ended August 31, 2018; and,

WHEREAS, the firm reviewed its report with the Regional Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of SUNY 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.

RESOLUTION #4553-18 – Independent Auditors’ Report on Compliance dealing with Financial Aid and other Federal Grants (Wayne, Wightman; unanimously approved)

WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the College’s compliance with regulations pertaining to federal financial aid programs and other federal grants; and,

WHEREAS, the auditing firm reviewed its report with the Regional Board of Trustees;

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

BE IT FURTHER RESOLVED, that a copy of this report shall be submitted to the U.S. Comptroller General, the U.S. Department of Education and the New York State Department of Education.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

RESOLUTION #4535-18 – Resolution to Reinstate the Energy Process Technology, A.A.S. Program (Blumer, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby revokes Resolution T4003-15 and reinstates the Energy Process Technology A.A.S. as a program opportunity.

EXECUTIVE COMMITTEE

RESOLUTION #4536-18 – Approval of the Amended SUNY Corning Community College Strategic Plan 2017-2021 (Wightman, Wayne; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the Strategic Plan as amended.

BE IT FURTHER RESOLVED, that Resolution #4273-17 is hereby rescinded.

RESOLUTION #4537-18 -- Approval of the SUNY CCC Web Content Policy (Kelley, Baity; unanimously approved)
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the Web Content Policy.

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #4538-18 -- Operating Report (Wayne, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending August 31, 2018 and September 30, 2018.

RESOLUTION #4539-18 -- Safety Project (Wayne, Kelley; unanimously approved)

WHEREAS, SUNY Corning Community College is launching a Safety project which will include communication equipment into classrooms for emergency notifications;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of SUNY Corning Community College, hereby approves the development of the Safety project in the amount of $150,000 and requests $75,000 from the State University of New York and agrees to provide the local share of $75,000, and;

BE IT FURTHER RESOLVED, that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project.

RESOLUTION #4540-18 -- Critical Maintenance (Wayne, Blumer; unanimously approved)

WHEREAS, SUNY Corning Community College is launching a Critical Maintenance project which will include Planetarium roof replacement and repairs to the Wastewater Treatment Plant;

WHEREAS, the College now desires to engage architects and planners to design this project;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of SUNY Corning Community College, hereby approves the development of the Critical Maintenance project in the amount of $280,000 and requests $140,000 from the State University of New York and agrees to provide the local share of $140,000, and;

BE IT FURTHER RESOLVED, that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project.

RESOLUTION #4541-18 – Planetarium Renovation (Wayne, Wightman; unanimously approved)

WHEREAS, SUNY Corning Community College is launching a Planetarium Renovations project which will include technology and theater seating improvements;
NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, Sponsor of SUNY Corning Community College, hereby approves the development of the Planetarium Renovation project in the amount of $450,000 and requests $225,000 from the State University of New York and agrees to provide the local share of $225,000 which will be financed by $125,000 from Fundraising and $100,000 from the Capital Reserve, and;

BE IT FURTHER RESOLVED, that a copy of this resolution is forwarded to the State University of New York for their approval of our application for funding this project.

RESOLUTION #4542-18 – Keystone Residential Scholarship Program (Wayne, Kelley; unanimously approved)

WHEREAS, SUNY Corning Community College desires to attract additional students from Pennsylvania, and;

WHEREAS, there is a higher than desirable vacancy rate in Perry Hall;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, hereby approves the implementation of a Keystone Residential Scholarship Program for Pennsylvania students agreeing to reside in Perry Hall effective January 1, 2019. The scholarships will reduce the tuition paid by Pennsylvania students to that paid by resident students. The scholarships shall be funded by expensing them to the College’s operating fund.

HUMAN RESOURCES COMMITTEE

RESOLUTION #4543-18 – Cathleen Kunkler, Nursing Curriculum Coordinator (retirement) (Baity, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Cathleen Kunkler, Nursing Curriculum Coordinator, effective January 23, 2019.

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

RESOLUTION #4544-18 – Jennifer Forward, Coordinator of Career Services (new hire) (Baity, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Jennifer Forward as the Coordinator of Career Services effective November 5, 2018.

RESOLUTION #4545-18 – Laura Clark, Director of Workforce Education (new hire) (Baity, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Laura Clark, Director of Workforce Education effective November 5, 2018.

RESOLUTION #4546-18 – Kristine MacDonald, Director, Center for Teaching Innovation and Excellence (new hire) (Baity, Kelley; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Kristine MacDonald, Director, Center for Teaching Innovation and Excellence effective November 12, 2018.
RESOLUTION #4547-18 – Bernadette Wesolowski, Bursar (new hire) (Baity, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Bernadette Wesolowski, Bursar effective October 8, 2018.

RESOLUTION #4548-18 – SUNY CCC Sexual Harassment Response and Prevention Statement (Baity, Wightman; unanimously approved)

WHEREAS, the SUNY Board of Trustees approved the resolution to amend the policy entitled Equal Opportunity: Access, Employment, and Fair Treatment in the State University of New York effective October 9, 2018.

WHEREAS, the resolution required state-operated campuses and community colleges to adopt a uniform Sexual Harassment Response and Prevention Statement.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Sexual Harassment Policy in compliance to the SUNY resolution.

RESOLUTION #4549-18 – SUNY CCC Equal Employment and Educational Opportunity Policy (Baity, Wightman; unanimously approved)

WHEREAS, that the Regional Board of Trustees of SUNY Corning Community College ratified the Sexual Harassment Response and Prevention Statement in compliance to the SUNY resolution thereby requiring an adjustment to the Equal Employment and Educational Opportunity Policy.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies an update to the Equal Employment and Educational Opportunity Policy.

RESOLUTION #4550-18 – SUNY CCC Response Policy for Sexual Violence and Other Misconduct (Baity, Blumer; unanimously approved)

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

RESOLUTION #4551-18 – SUNY CCC and PECCC Agreement 2018 – 2022 (Baity, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Agreement between SUNY CCC and the Professional Educators of Corning Community College, effective September 1, 2018 – August 31, 2022.

RESOLUTION #4554-18 – Corporate Trainer (new position) (Baity, Kelley; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the creation of the Corporate Trainer, a new position within Workforce Education and Academic Pathways.

10. OLD BUSINESS. None.
11. NEW BUSINESS. None.
12. EXECUTIVE SESSION. None.
13. ADJOURNMENT. Chair Blowers adjourned the RBOT meeting at 5:30 p.m. (Kelley, Heyward).
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4555-19

Patrick Tomassi, Campus Safety Officer (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the resignation of Patrick Tomassi, Campus Safety Officer effective January 15, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Patrick Tomassi for service to the College and conveys best wishes for his future endeavors.

BACKGROUND NOTES

Mr. Tomassi will begin with the Southern Tier Law Enforcement Academy in January 2019 and will maintain a part time effort as a campus safety officer with CCC while enrolled as a student. Mr. Tomassi has one year of service with the College.
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4556-19

Dr. Sabrina Johnson-Taylor, Assistant Dean of Learning Resources (salary adjustment)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies an equity salary adjustment for Dr. Sabrina Johnson-Taylor, Assistant Dean of Learning Resources effective January 5, 2019.

BACKGROUND NOTES

Upon employee request, a review of Dr. Johnson-Taylor’s salary within the relevant professional grade 208 was conducted by Human Resources. Based on a review of internal equity supplemented by an informal survey of like position with other SUNY CCC comparator community colleges, management has concluded a $2,518 annual increase as appropriate. This will result in a 3.7% increase to her base.
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4557-19

Sandra Congdon, Instructor (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the resignation of Sandra Congdon as Instructor, effective January 17, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Sandra Congdon for her service to the College and wishes her the best of luck in her future endeavors.

BACKGROUND NOTES

Sandra Congdon was hired on August 18, 2017 and has submitted her resignation to work full time at Robert Packer Hospital.
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4558-19

Carissa Orcutt, Cleaner (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the resignation of Carissa Orcutt as a Cleaner, effective January 11, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Carissa Orcutt for her service to the College and wishes her the best of luck in her future endeavors.

BACKGROUND NOTES

Carissa Orcutt was hired on April 29, 2017.
REGULAR AGENDA

COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4559-19

Program Review: Mechanical Technology (A.A.S.), Manufacturing Technology (A.A.S.), and Computer Aided Drafting (Certificate)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the continuation of the Mechanical Technology (A.A.S.), Manufacturing Technology (A.A.S.), and Computer Aided Drafting (Certificate) as program offerings of SUNY Corning Community College.

BACKGROUND NOTES

Program Review According to the policy guidelines of the State University of New York all academic programs must be reviewed every six years. Each year, the Provost prepares a program review calendar which is sent to the Curriculum Committee and shared with all associate deans of instruction. The Curriculum Committee assigns two principle reviewers for each program review. All program reviews are sent before the Curriculum Committee on the dates established on the program review calendar. The Curriculum Committee makes a recommendation concerning whether to continue or deactivate the program as part of the program offerings of the College. This recommendation is then sent to the Faculty Assembly as an action item. The Program Review recommendations are reviewed by Senior Staff and the President prior to consideration by RBOT. Therefore, the Faculty Assembly, the Vice President and Dean of Academic Affairs, and the President all recommend continuance of the indicated programs.
BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the following sabbatical leave for the 2019-2020 Academic Year:

Dr. Gregg Caruso (Fall 2019)

BACKGROUND NOTES

Process: Each spring, the opportunity for sabbatical leave is announced and communicated to the list of faculty eligible for sabbatical leave and invites application. Applications are due in November and are reviewed by the Associate Dean of Instruction and the Provost. Recommendations are forwarded to the President. The President’s recommendations are presented to the CASS committee of the Regional Board of Trustees. Applicants may indicate preference for a one-semester sabbatical leave with full pay, or a two-semester sabbatical leave for 60% pay.

Applications for sabbatical leave must address the benefit to the College, its programming, and its students. Applications typically include proposals for professional development, professional productivity such as writing for publication, performing research, or producing creative works, or significant program/curriculum development. For the 2019-2020 Academic Year, two applications were received. After review, the recommendation is to approve a single sabbatical for Dr. Gregg Caruso.

Dr. Gregg Caruso has been a full-time member of the faculty since 2006, and his proposed sabbatical would entail a visiting researcher at a Scottish university, completion of a philosophy book, and development of a course in social justice.
COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4561-19

Academic Calendar

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the proposed academic calendar contained herein for 2019-2020, with parallel calendars authorized for 2020-2021, and for 2021-2022.

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<td>05/28/2019</td>
<td>05/26/2020</td>
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<td>First Day of Second - Five Week Summer</td>
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<td>07/06/2021</td>
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<tr>
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<td>08/05/2019</td>
<td>08/03/2020</td>
<td>08/09/2021</td>
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<tr>
<td>Start – Up</td>
<td>08/16/2019</td>
<td>08/14/2020</td>
<td>08/13/2021</td>
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<tr>
<td>First Day – Fall 2019</td>
<td>08/19/2019</td>
<td>08/17/2020</td>
<td>08/16/2021</td>
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<td>Labor Day Holiday</td>
<td>09/02/2019</td>
<td>09/07/2020</td>
<td>09/06/2021</td>
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<td>BREAK WEEK</td>
<td>10/14/2019 to 10/19/2019</td>
<td>10/12/2020 to 10/16/2020</td>
<td>10/11/2021 to 10/15/2021</td>
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<td>Final Exams</td>
<td>12/09/2019 to 12/14/2019</td>
<td>12/07/2020 to 12/12/2020</td>
<td>12/06/2021 to 12/11/2021</td>
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<td>Winter Term Starts</td>
<td>12/16/2019</td>
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<td>12/13/2021</td>
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<td>Start-Up</td>
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<td>01/14/2022</td>
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<tr>
<td>MLK, Jr Holiday</td>
<td>01/20/2020</td>
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<td>01/17/2022</td>
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<tr>
<td>First Day - Spring 2019</td>
<td>01/21/2020</td>
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<td>BREAK WEEK</td>
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<td>02/21/2022 to 02/25/2022</td>
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<tr>
<td>BREAK WEEK</td>
<td>04/06/2020 to 04/10/2020</td>
<td>03/29/2021 to 04/02/2021</td>
<td>03/28/2022 to 04/01/2022</td>
</tr>
<tr>
<td>Finals Week</td>
<td>05/11/2020 to 05/15/2020</td>
<td>05/10/2021 to 05/14/2021</td>
<td>05/09/2022 to 05/13/2022</td>
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<tr>
<td>Commencement</td>
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<td>05/15/2021</td>
<td>05/14/2022</td>
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BACKGROUND NOTES

A Calendar Committee was convened in November 2018 with the charge to develop an academic calendar recommendation for 2019-2020, and the subsequent two years. The Calendar Committee was comprised of faculty, staff, and students. Survey work of the campus occurred coupled with committee members engaging with their campus counterparts. The Calendar Committee advanced a report identifying three calendar options with a strong consensus of
the committee to maintain the current calendar structure. The other two options would have involved a later semester start and not providing Labor Day or Martin Luther King, Jr. holidays, or a later semester start and elimination of one break week.

It is recommended that the proposed academic calendar contained herein be adopted with parallel calendar development for the ensuing two academic years after 2019-2020.
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending October 31, 2018 and November 30, 2018.
WHEREAS, SUNY Corning Community College desires to attract out-of-state students, and;
WHEREAS, resident tuition has risen in recent years as a result of declining state support, and;
WHEREAS, the College currently charges twice the resident rates to non-resident students,
NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, hereby approves, effective with the Fall 2019 semester, that the non-resident tuition rate will be equal to the resident tuition rate plus the chargeback rate per student.
WHEREAS, the College has received a proposal from Insero & Co. to extend its contract for audit services through fiscal year 2021, and;

WHEREAS, Insero & Co. is proposing to maintain its basic audit service fee at $40,000 per year, and;

WHEREAS, the College has been satisfied with the audit services that Insero & Co has been providing, and;

WHEREAS, with the appointment of a new President and Vice President of Administrative Services, it is important to maintain the continuity and knowledge of the College that Insero & Co. can provide during the transition period,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, hereby approves a three year contract with Insero & Co. to provide audit services for the College.
WHEREAS, the Regional Board of Trustees of SUNY Corning Community College has been previously briefed on the serious problems that the College has been experiencing with Banner, its core processor, and;

WHEREAS, the results of a staff survey indicate that the annual cost of wasted time resulting from Banner problems is estimated to be approximately $500,000, and;

WHEREAS, there is a need to hire consultants to work with College staff to implement the recommendations of the Ellucian consultant report issued in 2016, and;

WHEREAS, the Regional Board of Trustees has established a designated fund for Professional and Technical Currency which totals $650,000,

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees, hereby approves, spending up to $500,000 of this fund to hire consultants to assist the College in resolving its issues with Banner and to provide staff training.
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4566-19

Breana Losey, Director of Academic Outreach (new hire)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Breana Losey as the Director of Academic Outreach, effective December 10, 2018.

BACKGROUND NOTES

This is a twelve-month standard appointment to professional service pay grade 205 at an annual rate of pay of $47,000. This hire was a result of an open search and replaces the previous incumbent, Kim Perkins. Professional Profile:

EDUCATION

Indiana State University (Terre Haute, IN) - May 2014, Master of Science in Student Affair Administration in Higher Education
Anderson University (Anderson, IN) - May 2005, Bachelor of Arts in Music Business

ENROLLMENT AND ADMISSIONS EXPERIENCE

Seasonal Reader (Northeastern University) October 2017 – March 2018
Senior Admissions Counselor (Anderson University) March 2006 – March 2012
Transfer Admissions Counselor (Anderson University) March 2012 – March 2014

STUDENT AFFAIRS EXPERIENCE

Academic Advisor (Miami University) October 2014 – Present
Transfer Faculty Mentor (Anderson University) September 2012 – December 2013

TEACHING EXPERIENCE

- Adjunct Faculty Member (Ivy Tech Community College) January 2014 – May 2014
- First Year Experience Instructor (Anderson University) January 2014 – May 2014
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4567-18

Kiflom Gebremichael, Visiting Instructor of Mechatronics (new hire)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Kiflom Gebremichael as a Visiting Instructor, effective January 16, 2019 (subject to employment eligibility).

BACKGROUND NOTES
This is a one-semester, full-time academic appointment as a visiting instructor at an annual rate of pay of $45,495 (actual amount will be prorated based on start date). This hire will temporarily fill the need for a full time faculty position for mechatronics. An open search will be conducted in the future to find an indefinite replacement.

Professional Profile:

Education
MS Electrical Engineering, anticipated completion December 2018
University of Saint Thomas, St. Paul, Minnesota

B. Engineering, Honours Electrical and Electronic Engineering, 2005
Queen Mary University of London, UK

Work History
AV Technology Consultant, April 2017 – present, University of Saint Thomas, St. Paul, Minnesota


HUMAN RESOURCES COMMITTEE

RESOLUTION #T4568-18

Laura Clark, Director of Workforce Education (new hire)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Laura Clark, Director of Workforce Education effective November 5, 2018.

BACKGROUND NOTES

This is a twelve-month standard term of appointment to professional service pay grade 208 at an annual rate of pay of $75,000 Professional Profile:

Education
Elmira College, Elmira, NY - Masters in General Education University of Buffalo, Buffalo, NY - Bachelor of Science in International Studies

Professional Experience:
Corning Incorporated, Erwin, NY 03/16 – Current
Training Supervisor: Diesel Manufacturing Facility, CET

GST BOCES, Elmira, NY 02/15-03/16
Educational Grant Specialist

Corning Credit Union, Corning, NY 11/11-02/15
Education Specialist
Member Services Representative NY 05/08-11/11
HUMAN RESOURCES COMMITTEE

RESOLUTION #T4569-18

RESOLUTION #

Krista Powers, Instructor of Nurse Education (new hire)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the appointment of Krista Powers as Instructor of Nurse Education, effective January 16, 2019.

BACKGROUND NOTES
This is a ten-month academic appointment at an annual rate of pay of $50,000. This hire was a result of an open search and replaces the previous incumbent, Michael Hardy.

EDUCATION
Mansfield University, Mansfield, PA, 2014  Master of Nursing Science (MSN), Educator Concentration
Wilkes University, Wilkes-Barre, PA, 2009  Baccalaureate of Science Degree in Nursing (BSN), Minor in Women’s Studies

PROFESSIONAL EXPERIENCE
Arnot Ogden Medical Center, Elmira NY - Staff Development Instructor, Medical/ Surgical Educator, May, 2017-Present
Mansfield University, Mansfield PA - NUR 3370 Nursing Instructor, August, 2014-May, 2017
Corning Community College, Corning, NY - Staff Assistant in Nursing Simulation Lab, January, 2014- August, 2015
Cayuga Medical Center Urgent Care, R.N. staff/charge nurse, Ithaca, NY, August, 2012- January 2015
UHS Wilson Hospital, R.N. Staff nurse, Johnson City, NY, June, 2009- July, 2012

LICENSURE/ CERTIFICATIONS
Registered Nurse, New York, License #620217, 2009- Present
Registered Nurse, Pennsylvania, License #RN663729, 2014-2017
Advances Cardiac Life Support Certification, American Heart Association, 2012-Present
Basic Life Support, American Heart Association, 2009- Present
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 (Acting) Report
2. Student Trustee Report

ACTION ITEMS:
1. Resolution Program Review for Mechanical Technology (AAS); Manufacturing Technology (AAS0; and CAD (Certificate)
2. Sabbatical Recommendation
3. Academic Calendar Recommendation

NEXT COMMITTEE MEETING: February 26, 2019

Measurable Standards for the CASS Committee are:
- Review for approval academic programs at least every six years and receive a follow-up on recommendations to ensure viability for continued offering;
- Review status of the Strategic Enrollment Plan addressing student success as demonstrated by recruitment, retention and graduation.
- Review Academic Support/Student Services and Retention/Enrollment Planning programs for effectiveness;
- Review progress of the Academic Plan annually to align strategies and initiatives with the College-wide Strategic Plan;
- Receive from the president recommendations for promotion, tenure, and professional leave for the faculty;
- Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission of Higher Education;
- Review action items forwarded to the President from the Faculty Assembly that require the approval of the Regional Board of Trustees (such as program reviews);
- Receive updates regarding student-guided funding of activities and services.
- On a regular basis, monitor the College's interaction with business, economic and community leaders to ensure college educational opportunities are aligned with regional needs.
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts that integrate faculty into recruitment and retention efforts of the institution, where needed.
ADI Cole presented highlights from the Mechanical Technology (AAS); Manufacturing Technology (AAS); and CAD (Certificate) program review. After thorough review and discussion, the Committee agreed to forward the resolution to the full Board for consideration and approval.

Trustee Blumer called the CASS Committee meeting to order at 7:05 p.m. and noted that there are three action items on the agenda.

Provost Fisher provided the following highlights from the agenda:

- **Academic Services.**
  - the College is hosting a retreat organized by the Center for Teaching Innovation Excellence (CTIE)
  - Community and Public Health program organized “Good in the Hood” in November
  - The College’s 2018 graduating nursing class received an 84 percent pass rate on the latest NCLEX, a 10 percent increase from the previous cohort.
  - The College is implementing Ally in Blackboard; this will enable the College to make online offerings accessible.

- **Student Development and Enrollment Management**
  - Addressing Food Insecurity.
    - The Spencer Hill Campus hosted the Mobile Food Pantry from the Food Bank of the Southern Tier in December.
    - Each visit serves approximately 175 students and are scheduled monthly through the remainder of the academic year.
    - Discussions are underway with the Food Bank to secure ongoing support for the campus food pantry.
  - Female cross country members (Katherine Hallinan and Anna Lares) finished in the Top 10 of the Region III Cross Country meet, qualifying to participate in the NJCAA National Championship Meet.
  - Troy Martin, Director of Financial Aid, was awarded the Father Joseph Dunne Service Award for outstanding achievement and service to the New York State financial aid community.
  - Email addresses for high school teachers are being compiled to launch a communications plan.
  - SUNY notified the College today that they will be funding a bus for downstate students to visit SUNY CCC in April.
  - Up-to-date enrollment figures for Spring 2019 will be provided at the next full Board meeting.
  - Provost Fisher reported increased FTE and headcount figures for the winter term.
The Committee reviewed and discussed the three action items:

- Program review: Mechanical Technology (AAS); Manufacturing Technology (AAS); and CAD (Certificate)
- Sabbatical recommendation.

The Committee agreed to forward the resolutions to the Full Board for consideration and approval.

Student Trustee Report. Student Trustee Epp provided the following highlights:

- Several members of the inaugural women's cross country team made it to nationals.
- Student Life introduced a new college-wide event: Team Yahtzee.
- The student team from SUNY CCC, including member Student Trustee Epp, won the NYS Aging Innovation Challenge.
- The "Good in the Hood" event was held on November 29.
- Anthony Cantando, the president of the Student Association Executive Board resigned from his role, effective January 1, 2019, and was replaced by VP Christopher Mosher. A search for a new VP will be launched shortly.

Trustee Blumer adjourned the CASS Committee meeting at 7:29 p.m.
Committee on Academic and Student Services
Report by the Provost (Acting)
January 17, 2019

Academic Services
- As a part of the ongoing analysis of academic programs, the program review of Mechanical Technology, Manufacturing Technology, and CAD have been completed. Computer Sciences related programs are underway and expected to be available at the next CASS meeting. It is recommended the programs be continued.
- As a part of the application process for faculty sabbatical, two applications were received and evaluated by the appropriate Associate Dean of Instruction and then forwarded to the Office of the Provost. One of the two applications is supported for approval.
- On January 10, 2019, the College will host a retreated organized by the Center for Teaching Innovation and Excellence. The retreat provides an array of workshops to build pedagogies and to train in technologies that will advance learning. Elmira College’s Department of Education is presenting a session and its faculty are also participating.
- The STEM Division and the Career Development Council organized a STEM Day on November 20, 2018, with 583 students participating. The contact information for these high school sophomores and juniors was collected to assure that the College can systematically communicate with them, and to tailor communications based on their indicated interests (based on session attendance).
- The Humanities and Social Sciences Division is moving through the governance process for a new program for Digital Design (A.S.) that would create an intersection between technology and art. It is expected that the program could be submitted to SUNY by the end of the Spring 2019 semester, assuming that the remaining governance elements support it.
- An articulation agreement with GST BOCES has been finalized for Automotive Technology, and articulation work is nearing its conclusion with SUNY Canton, Elmira College, and Alfred State on multiple dimensions. A draft renewal of the articulation with Penn Tech has been drafted and forwarded to them for review.
- Community and Public Health organized “Good in the Hood” on November 29—attended by about 150 individuals. It provided an opportunity to share information about the College and its programs, and to highlight community resources.
- The College has received a report on the latest NCLEX pass results—84 percent for the 2018 graduating class. That rate represents an increase of 10 percent from the previous cohort, and exceeds the national norm of 80 percent for NCLEX licensure pass rates.
- The Library has added a new tool (Ally) to the online Learning Management Platform (Blackboard). Ally allows for a faculty member to instantly gauge the level of compliance for any content added to an online class. This functions as a facet of the response for accessibility for the SUNY CCC web presence.

Student Development and Enrollment Management
- SUNY CCC hosted a visit by the Mobile Food Pantry from the Food Bank of the Southern Tier to the Spencer Hill Campus on December 11, 2018. This builds on the previous visit from November 2018. Each visit is serving about 175 students. Visits are scheduled for each month during the Spring 2019 semester, and discussions are underway with the Food Bank about ongoing support for the campus food pantry.
- Female cross country members (Katherine Hallinan and Anna Lares) finished in the Top 10 of the Region III Cross Country meet, qualifying to participate in the NJCAA National Championship Meet. Coach Becky Copp and the athletes competed with Hallinan finishing 33rd and Lares 82nd.
- An initiative of Athletics and Residential Life partnering with Financial Aid was to work with Perry Hall residents in late November. Of 24 residents identified as owing debts and not registered for the Spring 2019 semester, 21 of 24 were able to be resolved by Financial Aid and Educational Planning staff engaging in evening based activities.
- For Fall 2018, Financial Aid processed 1,694 financial aid awards, with 1,087 of that total receiving a Pell Grant.
• Awarding for 2019-2020 financial aid has commenced. Award notices for 2019-2020 will include a “toolkit” for social services in the region that can support students beyond financial aid resources.

• Student Services has prepared a plan for a Learning Living Community for 2019 for Perry Hall that will leverage shared PIF funds from Alfred State that will amplify the tutoring support available in the Hall. A focus will be on science tutoring. Math and writing tutoring is already in place.

• Student Support Services is assisting 195 students with scheduling support, support for student success workshops and other targeted tutoring support identified as needed for participant students.

• Troy Martin, Director of Financial Aid, was awarded the Father Joseph Dunne Service Award for outstanding achievement and service to the New York State financial aid community.

• Email addresses for high school teachers in the three service counties have been compiled to assure that a communications plan can be supported to link relevant information to them every two weeks beginning in January. The intent would be to systematically influence the influencers of student decision.

• Admissions organized an Open House event at the SUNY Welcome Center and has organized bus trips to the Spencer Hill campus for April 2019, and will include ongoing outreach to large high schools in the New York City area. The SUNY CCC Open House will shift to a late morning to mid-afternoon event.

**Winter Enrollment 2019**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Winter 2018</th>
<th>Winter 2019</th>
<th>Change from 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td>14.2</td>
<td>20.7</td>
<td>46%</td>
</tr>
<tr>
<td>Headcount</td>
<td>130</td>
<td>169</td>
<td>30%</td>
</tr>
</tbody>
</table>

Enrollment for Spring 2019 is dynamic and updated information for enrollment will be provided at the meeting. The displayed graphic identifies the Winter/Summer 2019 terms. Enrollment for summer will continue until those terms start, and winter term enrollment has concluded.
• In the first year for CCC’s Cross-Country team, some of the members of our women's team made it to nationals.
• Student Life introduced a new college-wide event: Team Yahtzee. Up until now, Bingo and Trivia have been the only events done consistently.
• The student team from CCC won the Aging Innovation Challenge.
• The community health event "Good in the Hood" was held on November 29. This event was a capstone of six courses and was coordinated by the Community and Public Health Education students.
• Anthony Cantando, the president of the Student Association Executive Board has resigned from his role, effective January 1st, 2019.
MISSION:
The Executive Committee shall consist of the officers: Chair, Vice-Chair, Treasurer, of the Board of Trustees; the Chairperson of the Academic and Student Services Committee; the Chairperson of the External Affairs Committee; the Chairperson of the Human Resources Committee; Chairperson of Finance and Facilities Committee; and the immediate past Chairperson.

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

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

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

MINUTES
EXECUTIVE SESSION MINUTES

DISCUSSION ITEMS:
1. Presidential Search Update
2. Vice-President for Administrative Services & CFO search
3. Feedback on Provost Model
4. PACE Campus Climate Survey

ACTION ITEM: None.

EXECUTIVE SESSION: Status of Presidential search, pending litigation, employment, and collective bargaining matters.

NEXT COMMITTEE MEETING: February 26, 2019

Measurable Standards for the Executive Committee are:
- Review and maintain Trustee Orientation Program;
- On an annual basis, monitor the progress of the Strategic Budgeting Plan, the Strategic Plan, and Report Card and refer issues to appropriate Regional Board of Trustees Committee;
- Plan and Implement the Annual Board Retreat;
- Coordinate the evaluation of the President’s review process;
- Coordinate the annual evaluation process for Board effectiveness at the Annual Retreat;
- On a bi-annual basis, review the existing By-Laws of the Regional Board and recommend appropriate changes;
- On an annual basis, review and approve the composition of all Advisory Boards for academic programs and recommend appointments for replacements as needed;
- At the Annual Retreat, review report of Regional Board of Trustees resolutions;
- Review the Regional Board of Trustees policy manual at least annually;
- Review of Presidential contract in second calendar quarter;
- Monitor the development of the plan for the establishment of campus sites;
- Review President’s expenses on semiannual basis;
- Review and discuss Regional Board of Trustees attendance at the annual retreat;
- Ensure that actions are consistent with Strategic Initiatives;
- Maintain relationships with county legislators through annual presentations of the State of the College during the first quarter of every calendar year.
- Invest NYS legislative software through NYCCAP;
- Support community college advocacy staff representations in Albany through annual budget cycles.
- Forward legislation information to RBOT members quarterly.
- Support faculty and student participation in SUNY Legislative Days in Albany.
- Nurture Senior Staff interaction with Legislators.
- Annually host elected officials to inform, advocate, and expose them to our campuses.
MINUTES

Present: Trustees: Chair Blowers, G. Baity, T. Blumer, M. Wayne, A. Winston
Other Trustees in Attendance: D. Creath, S. Epp, C. Heyward, N. Milliken, N. Parks
Excused: Vice-Chair Wightman
Senior Staff: President Douglas, Provost Fisher, VP Winger, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay
Support Staff: Jina Toribio

Chair Blowers called the Executive Committee meeting to order at 7:55 p.m.

● Presidential Search Update.
  ○ Chair Blowers provided the Committee with an update on the status of the Presidential search, reminding RBOT of the finalists’ upcoming campus interviews, receptions, and special meeting.
  ○ Trustee Baity stressed the importance of establishing an onboarding and mentoring program for the selected finalist.
● President Douglas provided an overview of the agenda, including:
  ○ Update on the status of the CFO/VP of Administrative Services search.
    ■ ACCT will launch the search this week via print, electronic, and one-on-one recruiting.
    ■ The search committee has been selected.
    ■ The Committee has an April deadline to submit up to four finalists for a hopeful June 1, 2019, start date.
    ■ The next President of SUNY CCC will be involved in the selection process.
● Feedback on the Provost Model.
  ○ President Douglas is currently conducting an assessment of the model. President Douglas administered an online survey instrument and has received 22 out of 80 responses to-date; the deadline for responses to the instrument is this upcoming Friday.
  ○ The President is holding four focus groups and will be reporting on the findings during the next full Board meeting.
● PACE Campus Climate Survey. The College administered the survey and has received 140 responses (33 percent response rate). The final report is due to the College in February and will be presented to RBOT in the March meeting.
● Action Items: After thorough discussion, the Committee agreed to withdraw both resolutions from the agenda.

Chair Blowers adjourned the Executive Committee at 8:19 p.m.
MISSION:
The External Affairs Committee shall consider and make recommendations to the Regional Board of Trustees on the College’s relationships with: SUNY Corning Community College Development Foundation, Inc.; Alumni Program; County and State Legislative bodies; The NYCCT and the ACCT; Business/Industry and Education Institutions.

MINUTES

DISCUSSION ITEMS:
1. Review CCC Development Foundation Report
2. Review Marketing/Communications Report
3. Review Workforce Education & Academic Pathways Report
4. Review Legislative Update

ACTION ITEM: None.

NEXT COMMITTEE MEETING: February 26, 2019

Measurable Standards for the External Affairs Committee are:
○ In alignment with strategic and/or department goals provide updates as needed on: fundraising, grants, marketing, public relations, and nurturing community relations;
○ Review annually the Resource Development Plan for the Foundation to determine that it meets the funding priorities of the Regional Board of Trustees;
   Review periodic reports from the President regarding college meetings with elected officials from Chemung, Schuyler and Steuben Counties to understand workforce priorities of the 3 counties and to discuss the state of the College;
○ As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; monitor college activities at the regional, state and federal level legislative efforts;
○ Track participation and encourage information sharing by trustees who attend NYCCT and ACCT meetings; encourage new trustees begin by attending NYCCT Orientation;
○ As appropriate, track activities of the Office of Workforce Development and Academic Pathways, including its interactions with business, economic, and community leaders to confirm alignment with regional workforce needs.

Return to Agenda
Table of Contents
Trustee Winston called the External Affairs Committee to order at 6:21 p.m. and noted that there are no action items on the agenda.

- CCCDF report. Executive Director May provided the following highlights
  - The CCCDF Board approved the adoption of a Sexual Harassment Policy.
  - The CCCDF Board approved the 2019 CCCDF Budget.
  - The CCC Housing LLC Board approved the 2019 Housing LLC Budget:
    - including an increased marketing line for Perry Hall advertising of $50,000.
    - The Fall 2019-Spring 2020 & Summer 2020 Housing Pricing Structure Resolution was approved:
      - Increased current Fall/Spring room rent costs by 2.5%:
      - Increased summer 2019 room rent costs by 2.5%:
      - Increased Corning Incorporated summer intern cost by 2%; new rate:
  - Annual fund update: leadership giving totals $43,500, up significantly from last year.
  - Annual fund solicitation is slightly down from last year in appeal mailings.
  - Total giving is down year to year due to estate gifts that are not duplicable.
  - The Committee reviewed the STEAM Innovation center brochure/communication piece.
  - Red Barons golf tournament has been revamped. The 2018 Honorary Chairs are Kate and Paul Douglas.
  - President Douglas’ retirement gala will be held on June 8, 2019.

  - six social media campaigns promoting SUNY Corning Community College are underway

- Workforce Education and Academic Pathways. Executive Director Eschbach provided an overview of the following highlights:
  - The Committee reviewed Revenue goals: with four months into the academic year, the Division is halfway through meeting their goals with open enrollment and corporate training.
  - Business networking has increased
○ The College is collaborating with Elmira College and GST BOCES on a business training needs survey
○ CAF USA is funding a Corporate Trainer position
○ Laura Clark, Director of Workforce Education, began November 5
○ Elmira after school grant. Spring ’19 classes include First Year Experience, Peer Recovery Coaching, Perspectives of Drugs, Methods & Materials for Early Childhood Education and Introduction to Business Management
○ Director Clay provided an update on the status of grants and strategic initiatives.
○ Mobile Food Pantry @AWDC—approximately 75 community members and students served

- Legislative Update.
  ○ President Douglas reported on SUNY plans for budget advocacy.
  ○ Trustee Baity and Trustee Winston reiterated RBOT’s role in advocacy.
  ○ Trustee Baity shared materials from the ACCT conference and noted that they are available on the Google drive in the ACCT folder.

Trustee Winston adjourned the External Affairs Committee meeting at 6:46 p.m.
CCC Development Foundation Report - Executive Director May

- The CCC Development Foundation Finance & Properties Committee met on November 13.
  - Reviewed financial statements, investment statements, 2019 CCCDF Budget, and proposals from CCC.
- The CCCDF Board & Resource Development Committee met on November 14.
  - Reviewed the draft 2019 Resource Development Plan which includes communications timeline and fundraising goals.
- The CCCDF Board met on December 17.
  - Approved the adoption of a Sexual Harassment Policy.
  - Approved the 2019 CCCDF Budget.
  - Approved renewing Board of Directors Resolution.
  - Approved a resolution that authorizes Angela May to sign a contract with Blackbaud to upgrade the current Raiser’s Edge Donor/Alumni database to a newer, more user-friendly version called RE NXT.
  - Heather Barber presented the 2019 Resource Development Plan that includes fundraising goals and the communications timeline.
  - Nick Simons presented a 3-year Alumni Program Plan which includes 5 strategic directives:
    - Develop high quality programs and benefits for alumni.
    - Create a network of opportunities with other alumni, staff, etc.
    - Create an Alumni Association.
    - Engage future alumni.
    - Inspire Red Baron spirit and pride.
- The CCC Housing LLC Board of Managers met on November 13 with an additional meeting held on December 10 to allow further discussion on a few important topics.
  - Approved the 2019 Housing LLC Budget.
    - Includes an increased marketing line for Perry Hall advertising of $50,000.
  - The Fall 2019-Spring 2020 & Summer 2020 Housing Pricing Structure Resolution was approved. These rates rank us second highest among our peer community college institutions for room rate costs:
    - Increased current Fall/Spring room rent costs by 2.5%:
      - Double: $3,180
      - Single: $4,000
      - Super-Single: $4,200
    - Increased summer 2019 room rent costs by 2.5%:
      - Double: $1,060
      - Single: $1,333
      - Super-Single: $1,400
    - Increased Corning Incorporated summer intern cost by 2%; new rate: $5,508/intern
    - Non-Student Group Rates remain unchanged.
  - Approved the requirement of a parental signature guaranteeing financial payment for non-independent students.
- The fourth quarter Annual Fund solicitation mailing was sent in early December to over 14,000 constituents.
- The fourth quarter Baron Bulletin e-newsletter was sent in early November to over 8,000 constituents.
- Year-end electronic fundraising appeals were sent on December 28, 2018 and December 31, 2018.
• Annual Fund Update:

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<thead>
<tr>
<th>Year to Date Fund Comparison</th>
<th>Total through 12/21/18</th>
<th>Gift Count</th>
<th>Total through 12/21/17</th>
<th>Gift Count</th>
<th>Total Through 12/31/17</th>
<th>Gift Count</th>
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<td>$110,863.20</td>
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<td>$134,500.20</td>
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• Leadership Giving:

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<tr>
<th>Year to Date Fund Leadership Giving</th>
<th>2018 gifts through 12/21/18</th>
<th># of donors through 12/21/18</th>
<th>2017 gifts Through 12/31/17</th>
<th>2016 gifts Through 12/31/16</th>
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<td>$30,567.80</td>
<td>$24,780.00</td>
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</table>

• Reflections event on November 9 was a success with over 125 guests in attendance.
• Nominations for the Athletics Hall of Fame and Alumni Awards are being accepted through April 1, 2019.
• The College’s online Scholarship Application will open in early January through the April 1 deadline.
• A Case for Support brochure has been created to support the strategic initiatives identified for 2019.
• Planning has begun for the annual Red Barons Classic Golf Tournament on May 20, 2019.
  ○ Have received verbal confirmation of a leading sponsorship pledge from Corning Enterprises for $10,000.
  ○ Dr. Katherine P. Douglas and Mr. Paul H. Douglas will be the 2019 Honorary Chairs.
  ○ Identifying community prospects to form a Golf Tournament Sponsorship Committee.
• The Foundation is hosting a Fundraising Retirement Gala to honor President Douglas on June 8, 2019 with proceeds supporting an endowed scholarship in her name.
Marketing and Communications

- There are six campaigns underway that rely on social media (with a shift to SnapChat) or other digital advertising to promote SUNY Corning Community College. Those campaigns are: Winter Term, Living in Perry Hall, the Keystone Residential Scholarship, Jobs for the Future, Red Baron Enrollment Events; and Certified Nursing Aide. The best “traction” has been for Winter Term, Living at Perry Hall, and the Keystone Scholarship:
Press releases have continued since the last meeting of the Regional Board of Trustees, along with news coverage in print, radio, and television. Highlights include releases on STEM DAY activities, the Grip M8 Project, outreach and community service events, and the new SUNY CCC Colleague Awards.
• Articles continue to be developed leveraging alumni stories that can be used for press releases, website profiles, and targeted messaging to potential students. There have been XX alumni stories prepared to date by Marketing and Communications. An example:
  ○ Zach Dunbar

• Support for other ongoing efforts (e.g. Presidential Matters, Provost’s Notes) continues along with other ongoing messaging to the campus, and campus videos for new employees.
Revenue Report (August 20-December 31):

**Corporate Contacts:**
- **Business Networking:**
  - Sheetmetal Union 112; Todd Burgess did classroom presentation for Welding students
  - Vulcraft tour for Welding students
  - Southern Tier Industry Summit
  - Elmira Poverty Reduction TaskForce
  - Finger Lakes Performing Provider System (FLPPS)
  - Corning Chamber of Commerce; business after hours and strategic planning
  - Watkins Glen Chamber Annual Meeting
  - Micatu re: SUNY Clean Energy Grant
- **Corporate Contracts**
  - Care Compass Network
  - Gunlocke
  - Schuyler County DSS (for spring)
Workforce Education Highlights:

- Laura Clark, Director of Workforce Education, began November 5th
- Laura Clark is collaborating with Alan Yeck (Elmira College) and Tim Driscoll (GST BOCES, Adult Education) for a business training needs survey.
- CAF USA will fund a Corporate Trainer position with SUNY CCC WEAP and fund additional corporate training
- Recruitment Events
  - 10/27 SUNY CCC Open House, Welding presentation & other staff volunteers
  - 11/1 Finger Lakes Performing Provider System (FLPPS) conference
  - 11/20 SUNY CCC STEM Day, Welding presentation & other staff volunteers
  - 12/5 Guidance Counselor Day@CCC, Laura gave WEAP presentation
  - 12/6 Corning Area Chamber of Commerce Non-Profit Showcase

Academic Pathway Highlights:

- Community Involvement
  - Delivered Jobs for the Future posters to over 25 businesses in the community; over 300 Head Start parents
  - Mobile Food Pantry @AWDC—approximately 75 community members and students served
  - AWDC staff & partner staff adopted a 9-person family for the holidays
- Student Activities
  - Pizza for evening students
  - Halloween scavenger hunt
  - Holiday cards for veterans
  - Therapy Dogs
  - Hot chocolate for last week of classes
  - Thanksgiving lunches at both ACP & AWDC
- Program Development/Micro-credentialing
  - Development meeting for Health micro-credentials (grant writing course for spring)
- ACE Activities
  - 8 additional schools visited; total of 544 students requested personalized educational plans; hired a PT educational planner to assist Tyre with this project
  - ACE parent brochure completed; sent with letter
- Elmira After School Grant
  - Spring ’19 classes will include First Year Experience, Peer Recovery Coaching, Perspectives of Drugs, Methods & Materials for Early Childhood Education and Introduction to Business Management
- Grants (Strategic Initiatives):
  - SUNY OER Degree Program $25,000 11/27/18
  - SUNY Strong Start to Finish $25,000 11/30/18
- NYS Office of Alcoholism & Substance Abuse Services Mini-Grant to Promote Collegiate Recovery Programming $20,000 12/5/18
- NYS REDC CFA for STEAM $1,000,000 12/18/18

**Completed:**
- Developmental English Co-Requisite Learning Comm. $ 20,000 12/7/18
- SUNY Clean Energy Workforce Development Grant $667,138 12/21/18

**In Development:**
- Planetarium:
  - SUNY Innovative Instruction Technology Grants $60,000 March 1
  - Sloan Foundation, Science of Learning; STEM will submit letter of inquiry by January 3, 2019 ($125,000)

**Legislative Relations**
Submitted by Dr. Katherine P. Douglas
January 17, 2018

- SUNY plans for FY'20 budget advocacy
The Alumni of SUNY Corning Community College

As of the graduating class of 2018, SUNY CCC has approximately 30,900 degree- and certificate-holding Alumni. This number becomes significantly larger when considering non-degree attendees of SUNY CCC, such as students that transferred before completing their degree, students who have credits but did not graduate, and students who completed non-credit courses. For the Purpose of this Plan, “Alumni” will consider and include each of these groups.

A Brief of the Alumni Program at SUNY CCC

With the office of Institutional Advancement providing administrative oversight, the Alumni Program had relied heavily on both spectacle and modest events to engage Alumni. These event and engagement efforts targeted broad Alumni audiences with the dual purpose of both fundraising and “friendraising.” Under its current iteration, the Alumni Development Program will capitalize on the building of relationships with Alumni through “friendraising” efforts, to build and populate the base of committed Alumni constituents.

Purpose

To increase meaningful engagement between SUNY Corning Community College, through the Development Foundation and through oversight by the Foundation Board Alumni Committee, and targeted Alumni audiences; to cultivate an informed and engaged body of stakeholders; to facilitate and engender an atmosphere of giving, generosity, and patronage.

3-Year Strategic Directives

1. Develop high quality programs and benefits for Alumni
2. Create a Network of Opportunities with other Alumni, faculty, staff, future Alumni and regional businesses
3. Create an Alumni Association for centralized Alumni relations that will serve as a vehicle for communication to Alumni and provide an identifiable SUNY CCC affiliation
4. Engage future alumni
5. Inspire Red Baron spirit and pride
1. Develop high quality programs and benefits for Alumni

**Objectives**
- To have well-known, high-quality and unique benefits and opportunities for SUNY CCC Alumni both on and off campus
- To have encompassing and well-known support programs that are partnered with local and regional communities for the purpose of providing Alumni advancement and professional development opportunities
- To have engaged faculty and staff that are able and willing to work with both Alumni and future Alumni on programming and benefits

**Action items**
- Research and expand the Alumni benefits program to include unique opportunities for CCC Alumni both on and off campus
- Collaborate with other campus departments and entities on methods and strategies for providing professional development opportunities.
- Offer professional development workshops
- Contact and collaborate with local business and business entities (chambers of commerce, the Gaffer District, etc.) to research discount programs or special opportunities for Alumni both in Corning and in commerce hubs in the tri-county area
- Regularly utilize and leverage Alumni social media presence to update virtual audience on benefits

**Metrics**
- Number of people utilizing benefits
- Number and rates of attendance at professional development workshops
- Number and rate of page followers reached on Facebook
- Number and rate of page followers engaged (likes, comments, clicks and shares) on Facebook

2. Create a *Network of Opportunities* with other Alumni, faculty, staff, future Alumni and regional businesses

**Objectives**
- To have an interwoven network with overlapping subnetworks based on affinity groups (e.g. graduation year, degree program, 1st generation college students, presidential scholars, etc.)
- To have a defined career services entity that offers career preparation classes, mentorships, provides information on and hosts job fairs, provides résumé, interview and cover letter assistance, and is a conduit for internship and job opportunities
- To provide meaningful and attended events that prompt Alumni-Alumni interfaces, Alumni-future Alumni interfaces and Alumni-CCC interfaces
- To have consistent and meaningful communication between the Alumni Development Program and targeted constituencies utilizing social media platforms
2. Create a *Network of Opportunities* with other Alumni, faculty, staff, future Alumni and regional businesses

**Action items**
- Work and collaborate with other campus departments and divisions on methods and strategies for providing career services opportunities for Alumni and future Alumni
- Host Alumni-specific events both on and off campus in regional hubs based on Alumni concentration and affinity
- Collaborate with other campus departments, divisions, and groups to include Alumni as participants
- To develop and expand the Alumni Development Program social media presence both in reach and across social media platforms

**Metrics**
- Number of individuals utilizing network and career service opportunities
- Number of followers and global engagements on social media platforms
- Number and rate of responses to event invites
- Number of attendees at events and workshops

3. Create an *Alumni Association* for centralized Alumni relations

**Objectives**
- Create an *Alumni Association* that is fostered and developed into the body for centralized and consistent Alumni relations
- To have an Alumni committee that is engaged, developed, utilized, and is able to provide network connections and leadership
- To have a physical Alumni center that can be a location that provides materials and support for both Alumni and future Alumni
- To have a well-organized, expanded database of Alumni that is auto-populated by the Banner system and is coded based on class, affinity groups, clubs and sports
3. Create an *Alumni Association* for centralized Alumni relations

**Action items**
- Engage the Alumni committee to define the objectives, goals, and role of the Alumni Committee in Alumni relations affairs, the Alumni Association, and to complete Alumni Programming
- Form the Alumni Association that will serve as a vehicle for communication to Alumni and provide an identifiable SUNY CCC affiliation
- Investigate and examine the feasibility of a location for a physical Alumni Center with the office of the Alumni Development Coordinator serving as the Alumni Center in the interim
- Investigate the feasibility of running a physical Alumni Center with particular focus on costs and staffing
- Begin the process of organizing the Alumni in the Raisers Edge database with coding specific to class, affinity groups, clubs and sports
- Expand the Alumni database, including data pertaining to sought coding parameters

**Metrics**
- Number of Alumni that are members of the Alumni Association
- Number of Alumni Committee member in attendance at meetings, events, etc.
- Number of Alumni constituents in the database that are coded based on coding parameters developed for constituent affiliation
- Number of Alumni constituents whom new database coding information is obtained

4. Engage future Alumni

**Objectives**
- To have partnerships between the CCCDF, through the Alumni Association and/or the Foundation Board Alumni Committee, and different future Alumni groups and organizations that can be leveraged for engaging these individuals with Alumni
- To have opportunities for Alumni to engage future alumni in speaking opportunities (colloquia or lectures)
- To have opportunities for Alumni and future Alumni mentoring groups that could align with specific groups such as athletes, affinity groups, specific support groups, community groups, and the aforementioned *Network of Opportunities*
- To have opportunities for Alumni to volunteer at events, for solicitations, to perform office duties, and assistance with database management
4. Engage future Alumni

**Action items**
- Engage on-campus divisions to gain an understanding of where volunteer help is needed
- Create an understanding and develop a listing of what the campus volunteer needs are and which of these needs would be best to maximize Alumni and future Alumni interfaces. Engage the Alumni body to gain an understanding of what types of volunteer opportunities would be of interest.

**Metrics**
- Number of events that would provide Alumni to future Alumni interface opportunities
- Number of events that provide CCCDF and future Alumni interface opportunities
- Number of students directly engaged
- Number of events where Alumni are solicited to volunteer
- Number of events that Alumni volunteer at
- Number of Alumni that volunteer at events

5. Inspire *Red Baron* spirit and pride

**Objectives**
- To have Alumni and future Alumni with defined and iterated class and institutional identity that is engendered prior to the first day of classes, cultivated through the time spent as a student, and maintained post-commencement
- To have students with a matured affinity group identity that is able to be recognized and represented
- To have a recognizable and proud *Red Baron* identity that is able to be recognized through the community at large through engagements with Alumni and future Alumni
- To have a 15% increase the Alumni prospect pool, with the amount of received donations also increased by 15% by 2021

**Action items**
- To communicate, dichotomize, and actualize affinity groups to Alumni and future Alumni through targeted communications via social media, and bulletins, and to have these affinity group identities tied to the larger *Red Baron* identity
- To use identified *Red Baron* affinity groups for events and at events
- To establish and universalize affinity group and *Red Baron* nomenclature within the CCCDF and with the college at large
- To utilize the *Red Baron* identity in outreach and engagements with Alumni, future Alumni and the community, and facilitate and nurture the self-identification of being a CCC alumna/us
- Align Alumni and future Alumni engagement opportunities with current College initiatives, such as Diversity, Equity and Inclusion (DEI), or One Book
- To communicate and engender to Alumni the role and identity of patron and stakeholder
4. Engage future Alumni

Metrics
- Number of affinity groups “established” and constituents dichotomized into affinity groups within the Alumni database
- Rate of return engagements from communications that utilize an affinity group identity or Red Baron identity
- Number of initiative events (DEI, One Book, etc.) that Alumni are included in and attend
- Number of Alumni donors
- Amount received from Alumni donations
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.

MINUTES

DISCUSSION ITEMS:
1. Operating Reports for October and November 2018/Expense Highlights
2. Open Capital Projects
3. President’s Expenses – Fall 2018 and Spring 2017
4. Siemens Financing

ACTION ITEMS:
1. Operating Reports for September and October 2018
2. Good Neighbor Tuition Program
3. Audit Contract
4. Banner Consulting Funding

NEXT COMMITTEE MEETING: February 26, 2019

Measurable Standards for the Committee on Finance and Facilities are:
- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Review capital expenditures and active construction projects at every meeting;
- Review the progress on the College’s Facilities Master Plan:
  - Develop a five-year Facilities Master Plan, effective for 2015-2020;
  - Review space allocation at all campus facilities and ensure it is being utilized in the most strategic manner;
  - Review the transportation needs of resident and commuter students to and from campus.
- Review each capital project proposal in relation to the overall Facilities Master Plan;
- Review the College’s Three-year Fiscal Operating Plan and recommend action;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the Technology Plan of the College and monitor annually, including financing and technology policies;
- Ensure that actions are consistent with the Strategic Plan.
SUNY CORNING COMMUNITY COLLEGE  
Regional Board of Trustees  
Finance and Facilities Committee  
January 8, 2019  
Health Education Center – 110  

MINUTES

Present: Trustees: Chair Blowers, T. Blumer, S. Epp, C. Heyward, N. Milliken, M. Wayne  
Other Trustees in Attendance: G. Baity, D. Creath, N. Parks, A. Winston  

Excused: J. Kelley  
Senior Staff: President Douglas, Provost Fisher, VP Winger, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay  
Support Staff: Jina Toribio  

Trustee Wayne called the Finance and Facilities meeting to order at 7:29 p.m. and noted that there are two action items on the agenda.

● The Committee reviewed the November operating report.
● VP Winger provided an overview of the agenda:
  ○ The Committee reviewed the November revenues and expenses, noting that expenses are in line with the budget.
  ○ Trustee Wayne pointed out that the decrease in tuition and fees (differences in the summary pages 7 and 12) are a result of the adjustment resulting from verification of student county of residence.
  ○ There was no change/activity in capital projects.
  ○ The Committee reviewed the President’s expenses.
  ○ Siemens Funding Update. The College will need the assistance of the housing authority or other entity to secure tax exempt funding for the energy retrofit project.
  ○ Operating reports for October and November 2018.
  ○ Good Neighbor Tuition Program.
  ○ Newly Introduced Items.
    ■ Banner. VP Winger shared progress towards researching and contracting with one or two consulting firms specializing in Banner. The College is awaiting receipt of one or more proposals before presenting the resolution for consideration and approval. A cost/benefit analysis will be prepared. Funds will need to be appropriated from the Board designated Professional and Technical Currency Fund.
    ■ The College received a proposal from Insero & Co. to continue serving as the College’s auditing firm.

● Action Items

Trustee Wayne adjourned the Finance and Facilities meeting at 7:55 p.m.
October 2018 - Cash

The total cash position of all college funds at month end amounted to $13,174,707. All funds not immediately needed are in interest bearing accounts.

The current cash position of $13,174,707 represents 165 days of College operations.

Unrestricted Fund Operations – October 2018

- Operating revenues of $11,579,843 represents 39% of budgeted revenues.
- Operating expenses of $3,466,848 represents 12% of budgeted expenses.

Net Operations reflects an excess of expenditures to revenues of $8,112,995.
October 2018

Revenue Sources - Unrestricted Fund

<table>
<thead>
<tr>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition and Fees</td>
<td>$7,793,080</td>
<td>$13,352,467</td>
<td>57.62%</td>
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<tr>
<td>Sponsorship</td>
<td>$1,885,541</td>
<td>$5,810,739</td>
<td>29.17%</td>
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<tr>
<td>Other Counties</td>
<td>$239,088</td>
<td>$562,337</td>
<td>13.23%</td>
</tr>
<tr>
<td>State Aid</td>
<td>$1,345,064</td>
<td>$2,123,576</td>
<td>10.05%</td>
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<tr>
<td>Other Revenues</td>
<td>$178,212</td>
<td>$891,180</td>
<td>19.98%</td>
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<tr>
<td>Federal Aid</td>
<td>$0</td>
<td>$33,366</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transfer In</td>
<td>$0</td>
<td>$265,428</td>
<td>0.00%</td>
</tr>
<tr>
<td>Applied Fund Balance</td>
<td>$0</td>
<td>$161,918</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$11,570,841</td>
<td>$29,162,265</td>
<td>89.71%</td>
</tr>
</tbody>
</table>

Expenses - Unrestricted Fund

**Oct-18**

<table>
<thead>
<tr>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$89,923</td>
<td>$2,042,190</td>
<td>11.20%</td>
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<tr>
<td>Purchase Services</td>
<td>$14,167</td>
<td>$351,165</td>
<td>4.03%</td>
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<tr>
<td>Equipment</td>
<td>$220,781</td>
<td>$803,566</td>
<td>25.87%</td>
</tr>
<tr>
<td><strong>Other Expenditures</strong></td>
<td>$135,759</td>
<td>$7,715,056</td>
<td>12.37%</td>
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<tr>
<td>General Institutional</td>
<td>$199,154</td>
<td>$732,235</td>
<td>26.70%</td>
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<tr>
<td>Employee Benefits</td>
<td>$53,217</td>
<td>$6,402,401</td>
<td>12.71%</td>
</tr>
<tr>
<td><strong>Transfer Out</strong></td>
<td>$0</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,460,848</td>
<td>$29,162,265</td>
<td>11.80%</td>
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</table>

Revenue Sources - Restricted Fund

**OCT 18**

<table>
<thead>
<tr>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>$183,428</td>
<td>$116,733</td>
<td>35.50%</td>
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<tr>
<td>Other Revenues</td>
<td>$2,922,105</td>
<td>$0</td>
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<tr>
<td>Transfers In</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$3,105,513</td>
<td>$116,733</td>
<td>600.99%</td>
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</table>

Expenses - Restricted Fund

**OCT 18**

<table>
<thead>
<tr>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$50,447</td>
<td>$0</td>
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<tr>
<td>Purchase Services</td>
<td>$1,650</td>
<td>$0</td>
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<tr>
<td>Equipment</td>
<td>$8,873</td>
<td>$25,341</td>
<td>0.06%</td>
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<tr>
<td><strong>Other Expenditures</strong></td>
<td>$2,190,808</td>
<td>$69,581</td>
<td>18.48%</td>
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<tr>
<td>General Institutional</td>
<td>$0</td>
<td>$30,468</td>
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<tr>
<td>Employee Benefits</td>
<td>$12,562</td>
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<tr>
<td>Transfer Out</td>
<td>$0</td>
<td>$0</td>
<td>-</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$3,169,339</td>
<td>$750,350</td>
<td>1345.85%</td>
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</table>
Revenue Sources - Student Activities

<table>
<thead>
<tr>
<th></th>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fee Revenue</td>
<td>$350,729</td>
<td>$559,043</td>
<td>50.18%</td>
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<td>Other Revenues</td>
<td>$40,442</td>
<td>$615,593</td>
<td>6.57%</td>
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<tr>
<td>Transfers In</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>Applied Fund Balance</td>
<td>$0</td>
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<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$371,171</td>
<td>$1,274,636</td>
<td>29.12%</td>
<td>$2,056,223</td>
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</table>

Expenses - Student Activities

<table>
<thead>
<tr>
<th></th>
<th>Oct-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$60,823</td>
<td>$528,292</td>
<td>11.51%</td>
<td>$508,317</td>
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<tr>
<td>Purchase Services</td>
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<td>$500</td>
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<td>Equipment</td>
<td>$9,002</td>
<td>$50,750</td>
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<tr>
<td>Materials and Supplies</td>
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<td>$52,291</td>
<td>18.56%</td>
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<td><strong>Other Expenditures</strong></td>
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<td>General Institutional</td>
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<td>$0</td>
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<td>$857</td>
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<tr>
<td>Employee Benefits</td>
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<td>$50,158</td>
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<tr>
<td>Transfers Out</td>
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<td>-</td>
<td>$35,182</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>$182,154</td>
<td>$1,274,636</td>
<td>14.29%</td>
<td>$2,309,319</td>
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**Other Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Oct-18</th>
<th>Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference and Travel</td>
<td>$85,132</td>
<td>$135,700</td>
<td>$124,342</td>
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<tr>
<td>Vehicles</td>
<td>$0</td>
<td>$0</td>
<td>$7</td>
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<tr>
<td>Communications</td>
<td>$0</td>
<td>$0</td>
<td>$3,119</td>
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<tr>
<td>Voice and Data Communication</td>
<td>$133</td>
<td>$2,300</td>
<td>$1,226</td>
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<tr>
<td>Speakers</td>
<td>$6,550</td>
<td>$0</td>
<td>$27,625</td>
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<tr>
<td>Stipends</td>
<td>$12,840</td>
<td>$27,800</td>
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<td>Special Projects</td>
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<td>Special Programs</td>
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<td>Special Events</td>
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<tr>
<td>Pinning Ceremony</td>
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<td>$570</td>
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<tr>
<td>Stripping Ceremony</td>
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<td>Awards</td>
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<td>Commencement Exercise</td>
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<tr>
<td>Economic Development</td>
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<tr>
<td>Food</td>
<td>$3,729</td>
<td>$17,000</td>
<td>$37,280</td>
</tr>
<tr>
<td>Clubs</td>
<td>$0</td>
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<td>Entertainment</td>
<td>$4,640</td>
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<td>$39,166</td>
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<tr>
<td>Promotions</td>
<td>$1,531</td>
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<td>$9,615</td>
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<td>Cash Short/Over</td>
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<td>$0</td>
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<td>New Text</td>
<td>$0</td>
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<td>Used Text</td>
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<td>$0</td>
<td>$99,086</td>
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<tr>
<td>Trade Books</td>
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<tr>
<td>Soft Goods</td>
<td>$0</td>
<td>$0</td>
<td>$17,105</td>
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<tr>
<td>School Supplies</td>
<td>$0</td>
<td>$0</td>
<td>$350,537</td>
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<td>Freight/Shipping</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Software Hardware</td>
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<td>$0</td>
<td>$3,750</td>
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<tr>
<td>Misc. Purchases</td>
<td>$0</td>
<td>$0</td>
<td>$32,784</td>
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<tr>
<td>Misc. Expenditures</td>
<td>$8,556</td>
<td>$289,264</td>
<td>$79,258</td>
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<tr>
<td>Utilities</td>
<td>$0</td>
<td>$20,080</td>
<td>$0</td>
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<tr>
<td>Maintenance</td>
<td>$6,701</td>
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<td>$120</td>
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<tr>
<td>Housekeeping</td>
<td>$1,156</td>
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<td>$4,620</td>
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<tr>
<td>Repairs</td>
<td>$1,307</td>
<td>$0</td>
<td>$549</td>
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<tr>
<td>Maintenance Contracts</td>
<td>$740</td>
<td>$50,300</td>
<td>$56,159</td>
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<tr>
<td>Software Maintenance Contracts</td>
<td>$0</td>
<td>$0</td>
<td>$9,651</td>
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<tr>
<td>Rentals</td>
<td>$0</td>
<td>$2,500</td>
<td>$8,532</td>
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<tr>
<td><strong>Total</strong></td>
<td>$84,767</td>
<td>$612,645</td>
<td>$1,451,332</td>
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</table>
October 2018 – Analysis of Revenues and Expenses

October Highlights - FY18/FY17

<table>
<thead>
<tr>
<th></th>
<th>Oct-18</th>
<th>Oct-17</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$7,799,088</td>
<td>$7,253,352</td>
<td>$545,736</td>
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<td>Personnel Services</td>
<td>$1,801,249</td>
<td>$1,900,488</td>
<td>$99,239</td>
</tr>
</tbody>
</table>

Return to Agenda
Table of Contents
Finance and Facilities Agenda
November 2018 - Cash

The total cash position of all college funds at month end amounted to $10,398,582. All funds not immediately needed are in interest bearing accounts.

The current cash position of $10,398,582 represents 130 days of College operations.

Unrestricted Fund Operations

- Operating revenues of $11,236,661 represents 39% of budgeted revenues.
- Operating expenses of $6,785,333 represents 23% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of $4,451,328.
# November 2018

## Revenue Sources - Unrestricted Fund

<table>
<thead>
<tr>
<th>Nov-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tuition and Fees</td>
<td>$7,420,335</td>
<td>$13,582,467</td>
<td>54.63%</td>
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<tr>
<td>Sponsorships</td>
<td>$1,988,942</td>
<td>$6,810,739</td>
<td>29.17%</td>
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<tr>
<td>Other Counties</td>
<td>$259,098</td>
<td>$592,237</td>
<td>23.75%</td>
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<tr>
<td>State Aid</td>
<td>$1,356,901</td>
<td>$7,123,576</td>
<td>31.03%</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>$213,783</td>
<td>$891,308</td>
<td>35.99%</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>$0</td>
<td>$33,361</td>
<td>0.00%</td>
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<tr>
<td>Transfer In</td>
<td>$0</td>
<td>$265,426</td>
<td></td>
</tr>
<tr>
<td>Applied Fund Balance</td>
<td>$0</td>
<td>$161,938</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$11,238,681</strong></td>
<td><strong>$29,162,265</strong></td>
<td><strong>38.53%</strong></td>
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</tbody>
</table>

## Expenses - Unrestricted Fund

<table>
<thead>
<tr>
<th>Nov-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$9,773,624</td>
<td>$16,085,646</td>
<td>23.46%</td>
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<tr>
<td>Purchase Services</td>
<td>$481,086</td>
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<tr>
<td>Equipment</td>
<td>$16,611</td>
<td>$351,139</td>
<td>4.73%</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$269,242</td>
<td>$893,590</td>
<td>13.89%</td>
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<tr>
<td><strong>Other Expenditures</strong></td>
<td><strong>$547,763</strong></td>
<td><strong>$2,715,658</strong></td>
<td><strong>19.93%</strong></td>
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<tr>
<td>General Institutional</td>
<td>$228,157</td>
<td>$2,132,155</td>
<td>15.10%</td>
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<tr>
<td>Employee Benefits</td>
<td>$1,454,249</td>
<td>$6,402,403</td>
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<td>$0</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$6,785,331</strong></td>
<td><strong>$29,162,265</strong></td>
<td><strong>23.27%</strong></td>
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## Revenue Sources - Restricted Fund

<table>
<thead>
<tr>
<th>Nov 18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Aid</td>
<td>$193,541</td>
<td>$516,733</td>
<td>37.45%</td>
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<tr>
<td>Other Revenues</td>
<td>$2,983,540</td>
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<tr>
<td>Transfers In</td>
<td>$0</td>
<td>$0</td>
<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$3,177,081</strong></td>
<td><strong>$516,733</strong></td>
<td><strong>61.84%</strong></td>
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</table>

## Expenses - Restricted Fund

<table>
<thead>
<tr>
<th>Nov 18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$114,408</td>
<td>$0</td>
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<tr>
<td>Purchase Services</td>
<td>$1,659</td>
<td>$0</td>
<td>-</td>
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<tr>
<td>Equipment</td>
<td>$0</td>
<td>$28,341</td>
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<tr>
<td>Materials and Supplies</td>
<td>$11,754</td>
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<td><strong>Other Expenditures</strong></td>
<td><strong>$3,603,899</strong></td>
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<tr>
<td>General Institutional</td>
<td>$0</td>
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<td>0.00%</td>
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<tr>
<td>Employee Benefits</td>
<td>$24,931</td>
<td>$55,921</td>
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<td>Transfer Out</td>
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<td>$0</td>
<td></td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$3,755,505</strong></td>
<td><strong>$250,350</strong></td>
<td><strong>1501.10%</strong></td>
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</table>
## Revenue Sources - Student Activities

<table>
<thead>
<tr>
<th>Nov-18</th>
<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
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<tr>
<td>Student Fee Revenue</td>
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<td>Other Revenues</td>
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<td>Applied Fund Balance</td>
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<td><strong>Total Revenues</strong></td>
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<td><strong>$1,274,636</strong></td>
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## Expenses - Student Activities

<table>
<thead>
<tr>
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<th>Budget</th>
<th>% of Budget</th>
<th>Year End FY18</th>
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</thead>
<tbody>
<tr>
<td>Personnel Services</td>
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<td>Purchase Services</td>
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<td>Equipment</td>
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<td>$33,792</td>
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<td>Materials and Supplies</td>
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<td>$52,291</td>
<td>$92,017</td>
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<tr>
<td><strong>Other Expenditures</strong></td>
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<td><strong>$612,645</strong></td>
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<tr>
<td>General Institutional</td>
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<td>$0</td>
<td>$-857</td>
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<td>Employee Benefits</td>
<td>$31,922</td>
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<tr>
<td>Transfers Out</td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$323,108</strong></td>
<td><strong>$1,274,636</strong></td>
<td><strong>$2,303,319</strong></td>
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</table>

## **Other Expenditures**

<table>
<thead>
<tr>
<th>Nov-18</th>
<th>Budget</th>
<th>Year End FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference and Travel</td>
<td>$47,999</td>
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<td>Vehicles</td>
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<td>Communications</td>
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<td>Voice and Data Communication</td>
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<td>Speakers</td>
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<td>Stipends</td>
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<td>Special Projects</td>
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<td>Special Programs</td>
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<td>Special Events</td>
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<td>Pinning Ceremony</td>
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<tr>
<td>Striping Ceremony</td>
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<tr>
<td>Awards</td>
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<tr>
<td>Commencement Exercise</td>
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<tr>
<td>Food</td>
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<tr>
<td>Entertainment</td>
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<tr>
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<td>$0</td>
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<tr>
<td>School Supplies</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Freight/Shipping</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Software Hardware</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Misc. Purchases</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Misc. Expenditures</td>
<td>$20,524</td>
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<tr>
<td>Maintenance</td>
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<tr>
<td>Housekeeping</td>
<td>$1,156</td>
<td>$17,316</td>
</tr>
<tr>
<td>Repairs</td>
<td>$1,507</td>
<td>$0</td>
</tr>
<tr>
<td>Maintenance Contracts</td>
<td>$6,699</td>
<td>$55,500</td>
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<tr>
<td>Software Maintenance Contracts</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Rentals</td>
<td>$0</td>
<td>$2,500</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$136,188</strong></td>
<td><strong>$612,645</strong></td>
</tr>
</tbody>
</table>

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**Return to Agenda**

**Table of Contents**

**Finance and Facilities Agenda**
### November 2018 – Analysis of Revenues and Expenses

#### November Highlights - FY18/FY17

<table>
<thead>
<tr>
<th></th>
<th>Nov-18</th>
<th>Nov-17</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$7,420,335</td>
<td>$7,334,753</td>
<td>$85,582</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$3,773,624</td>
<td>$3,222,406</td>
<td>$551,218</td>
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</tbody>
</table>

[Return to Agenda](#)  
[Table of Contents](#)  
[Finance and Facilities Agenda](#)
## Open Capital Projects - 2018 - 2019

<table>
<thead>
<tr>
<th>Project</th>
<th>Budget</th>
<th>Prior Years</th>
<th>2018-19</th>
<th>Committed Balance</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>07258 - Renovations and Revitalization Phase II</td>
<td>$13,090,000</td>
<td>$13,009,241</td>
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<td>$ -</td>
<td>$80,759</td>
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<tr>
<td>07260 - Athletic Center</td>
<td>$10,273,600</td>
<td>$5,285,884</td>
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<td>$ -</td>
<td>$4,987,716</td>
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<tr>
<td>07261 - Commons - Atrium</td>
<td>$1,012,500</td>
<td>$951,141</td>
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<td>$61,359</td>
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<tr>
<td>07262 - Library - Learning Commons</td>
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<td>$10,637,036</td>
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<td>$354,364</td>
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<td>07263 - Renovations and Revitalization Phase III</td>
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<td>07266 - Critical Maintenance</td>
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<td></td>
<td>$48,591,300</td>
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<td>$16,034,488</td>
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</tbody>
</table>
# President's Expenses

## Fall 2018

### Spring 2017 January 1 - August 31, 2018

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<tr>
<th>Account</th>
<th>Dated</th>
<th>Document</th>
<th>Vendor Name</th>
<th>Reason</th>
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<td></td>
<td>31-Aug-18</td>
<td>JB0000090</td>
<td>Delta - Atlanta</td>
<td>Cancellation of travel</td>
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<td></td>
<td>03-Jul-18</td>
<td>J380451</td>
<td>Michelle Logan</td>
<td>Travel Spectrum Conference, Diversity Council</td>
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<td></td>
<td>14-Jun-18</td>
<td>J380050</td>
<td>DOUBLE TREE BILTMORE H</td>
<td>Innovation Center field research</td>
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<tr>
<td></td>
<td>14-Jun-18</td>
<td>J380050</td>
<td>CCI*HOTEL RESCOUNTER</td>
<td>Community Colleges of Appalachia conference lodging</td>
<td>314.06</td>
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<tr>
<td></td>
<td>10-Jun-18</td>
<td>J380050</td>
<td>HILTON GARDEN INN ROAN</td>
<td>STEAM Innovation Center field research</td>
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<td>20-Jun-18</td>
<td>J380050</td>
<td>QUEENSURY HOTEL</td>
<td>NYCCAP meeting</td>
<td>134.16</td>
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<tr>
<td></td>
<td>15-Jun-18</td>
<td>J380050</td>
<td>FAIRFIELD INN &amp; SUITES</td>
<td>STEAM Innovation Center field research</td>
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<td>CORNER KITCHEN</td>
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<td>20-Jun-18</td>
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<td>EZ PASS PREPAID TOLQPS</td>
<td>EZ Pass</td>
<td>50.00</td>
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<tr>
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<td>SHEETZ</td>
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<td>ELIZABETH'S PIZZA</td>
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<td></td>
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<td>FCCC Plenary dinner meeting</td>
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<td>I3802442</td>
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<td>NCBI Training lunch and mileage</td>
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<td>20-Aug-18</td>
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<td>WalMart Community</td>
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<td>30-Apr-18</td>
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<td>Taste of Jamaica</td>
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<td>26-Feb-18</td>
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<td>Bobby K Entertainment, Inc -</td>
<td>DJ services for Prom 2.0</td>
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<table>
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<tr>
<th>Dated</th>
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<td>Special Events</td>
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<td>11-May-18</td>
<td>I3803807</td>
<td>Boutwell - 60th anniversary - review</td>
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<td>3,000.00</td>
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<td>11-May-18</td>
<td>I3803807</td>
<td>N. Agan's 60th anniversary fy18</td>
<td>Bldg Sketches-Chemung, Schuyler, Steuben</td>
<td>3,000.00</td>
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</table>
Siemens Financing

The College will need to utilize the Dormitory Authority or another governmental entity to secure tax exempt funding for the energy retrofit project. The College’s attorney has been in communication with both Siemens Financial and DASNY’s lawyers about how this financing can be brought to a conclusion.
MISSION:
This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel.

MINUTES

DISCUSSION ITEMS:
1. Review Status of Vacant Positions
2. Diversity and Inclusion
3. HR Committee resolution format

ACTION ITEMS:
1. Consent Agenda Items
2. Regular Agenda Items

EXECUTIVE SESSION: Review the status of pending litigation/complaints and collective bargaining matters.

NEXT COMMITTEE MEETING: February 26, 2019

Measurable Standards for the Human Resources Committee are:
1. This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel;
2. At every committee meeting, receive recommendations from the President of the College and recommend action to Regional Board of Trustees on personnel actions, including appointments, reappointments, non-faculty promotions, and terminations of personnel;
3. At every committee meeting, receive a report on the status of vacant positions and review how the personnel actions impact the Budget and diversity;
4. Review equal opportunity efforts and the diversity plan and results annually in the fall;
5. Review the Regional Board of Trustees Personnel Policies Handbook for contemplated changes and to keep it current annually in the fall;
6. Ensure that actions are consistent with Strategic Initiatives.
Trustee Baity called the Human Resources Committee to order at 6:46 p.m.

- Alternate Human Resources Agenda.
  - Trustee Baity presented a proposal to adopt a revised, streamlined Human Resources agenda with the goal of simplifying the presentation of tactical data making way for RBOT to engage in strategic discussions and initiatives.
  - Executive Director Park benchmarked and presented alternative means of reporting staffing changes with SUNY institutions.
  - After review and discussion, the Committee agreed to adopt the alternate model with the caveat that supplemental information (employment history, additional background information, etc.) be presented to RBOT as an addendum/appendix).
- The Committee reviewed the Consent and Regular Agenda items and agreed to forward them to the full Board for consideration and approval.
- The Committee reviewed the Diversity and Inclusion report.
- The Committee reviewed the status of vacant positions.

Trustee Baity adjourned the Human Resources Committee meeting at 7:05 p.m.
Other Activity Updates:

Diversity and Inclusion

- **Fall 2018** - This has been a very active semester in highlighting and valuing the diverse stories of CCC. During the various events, the College has been able to achieve the following goals (1) demonstrate an inclusive approach to diversity engaging multiple sources of identity, (2) engage the full community – faculty, staff, students, and community members, and (3) honor the diversity of stories on campus.
  - 9 events were either sponsored or co-sponsored by the Diversity Center and Council.
  - The range of attendees, 13 – 140 with an average of 52 attendees.
  - Diversity topics included: The Story of Tuskegee Airmen, First Generation College Students, Veterans, Coming Out Day, Immigration, Invisible Illness, and more.

- **Diversity Climate Survey.** Responses to the RFP for the diversity climate survey have been received. A small task force is currently reviewing the materials and will provide a recommendation for the selection.

**HR Committee resolution format** (please see alternate version)
# Status of vacant positions

## Civil Service Positions

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<thead>
<tr>
<th>POSITION</th>
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<th>STATUS</th>
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<tbody>
<tr>
<td>Cleaner</td>
<td>Physical Plant</td>
<td>K. Hall</td>
<td>Temporary PT cleaner hired</td>
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<tr>
<td>Cleaner</td>
<td>Physical Plant</td>
<td>J. Haynes</td>
<td>External evaluation underway</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Physical Plant</td>
<td>C. Orcutt</td>
<td>External evaluation underway</td>
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## Faculty Positions

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<td>STEM (Pappas)</td>
<td>Temporary Instructor hired</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>Humanities &amp; Soc Sci (Cagwin)</td>
<td>Analysis due February 2019</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>Humanities &amp; Soc Sci (Clay)</td>
<td>Needs assessment in progress</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>Nurse Education (Larrabee)</td>
<td>Offer in progress</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>Nurse Education (Congdon)</td>
<td>Search in Progress</td>
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## Staff Positions

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<td>VP Administrative Services</td>
<td>Senior Staff</td>
<td>K. England</td>
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<td>Research Analyst</td>
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<td>Enrollment Adviser</td>
<td>SDEM</td>
<td>A. Crouthamel</td>
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<td>e-Services Administrator</td>
<td>Information Technology</td>
<td>D. Kinney</td>
<td>Search in progress</td>
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<td>Corporate Trainer</td>
<td>WEAP</td>
<td>New position (sponsored)</td>
<td>Search in progress</td>
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Chair Blowers called the Executive Session to order at 8:19 p.m.

The Board discussed:

- A matter pertaining to an employee.
- The status of a litigation matter.
- The status of collective bargaining negotiations.

No action was taken by RBOT.

Chair Blowers adjourned the Executive Session at 8:54 p.m.