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

**AGENDA**

**DATE:** Thursday, November 15, 2018  
**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:** Recruiting and Marketing, Director Stephanie Specchio, Director David Empet

1. Call to Order
2. Approval of the Meeting Minutes of the [September 27, 2018, 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 #4528-18 – [Kate Larrabee \(resignation\)](#)
  - RESOLUTION #4529-18 – [Donald Kinney \(resignation\)](#)
  - RESOLUTION #4530-18 – [Brad Owlett, System Analyst \(interim appointment\)](#)
  - RESOLUTION #4531-18 – [E-services Administrator \(reclassification\)](#)
  - RESOLUTION #4532-18 – [VP of Administrative Services and Chief Financial Officer \(updated title and job description\)](#)
  - RESOLUTION #4533-18 – [Winter Term 2018 – Pilot Pay Program](#)
9. Regular Agenda
  - [AUDIT Committee](#)
    - RESOLUTION #T4534-18 – [Perry Hall Receivables Write-off](#)
  - [CASS Committee](#)
    - RESOLUTION #T4535-18 – [Resolution to Reinstate the Energy Process Technology, A.A.S. Program](#)
  - [EXECUTIVE Committee](#)
    - RESOLUTION #T4536-18 – [Approval of the Amended SUNY Corning Community College Strategic Plan 2017-2021](#)
    - RESOLUTION #T4537-18 – [SUNY Web Content Policy](#)
  - [EXTERNAL AFFAIRS Committee](#)
  - [FINANCE AND FACILITIES Committee](#)
    - RESOLUTION #T4538-18 – [Operating Reports for September and October 2018](#)
    - RESOLUTION #T4539-18 – [Safety Project](#)
    - RESOLUTION #T4540-18 – [Critical Maintenance](#)
    - RESOLUTION #T4541-18 – [Planetarium Renovation](#)
    - RESOLUTION #T4542-18 – [Keystone Residential Scholarship Program](#)

HUMAN RESOURCES Committee

RESOLUTION #4543-18 – [Cathleen Kunkler \(retirement\)](#)

RESOLUTION #4544-18 – [Jennifer Forward \(new hire\)](#)

RESOLUTION #4545-18 – [Laura Clark \(new hire\)](#)

RESOLUTION #4546-18 – [Kristine MacDonald \(new hire\)](#)

RESOLUTION #4547-18 – [Bernadette Wesoloskie \(new hire\)](#)

RESOLUTION #4548-18 – [SUNY CCC Sexual Harassment Response and Prevention Statement](#)

RESOLUTION #4549-18 – [SUNY CCC Equal Employment and Educational Opportunity Policy](#)

RESOLUTION #4550-18 – [SUNY CCC Response Policy for Sexual Violence and Other Misconduct](#)

RESOLUTION #4551-18 – [SUNY CCC and PECCEC Agreement 2018 – 2022](#)

10. Old Business

11. New Business

12. Executive Session to discuss matters pertaining to the status of the Presidential search, employment history and discipline, pending litigation, and collective bargaining.

13. Adjournment

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

**September 27, 2018**

Health Education Center – 110

**MEETING MINUTES**

Present: Trustees: Vice-Chair Wightman, G. Baity, T. Blumer, D. Creath, S. Epp, C. Heyward, J. Kelley, N. Milliken, N. Parks, M. Wayne, A. Winston,  
Senior Staff: President Douglas, Provost Fisher, VP Winger, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Maarit Clay  
Support Staff: R. Stanley, J. Toribio  
Guests: B. Gustin, K. Jubilee, R. Steinberg  
Excused: Trustees: Chair Blowers

1. CALL TO ORDER. Vice-Chair Wightman called the meeting to order at 6:20 p.m.
2. APPROVAL OF MINUTES of the August 2, 2018, meeting (Heyward, Baity; unanimously approved).
3. CHAIR'S REPORT.
  - Vice-Chair Wightman provided an update on Chair Blowers' excused absence.
4. PRESIDENT OF THE COLLEGE'S REPORT.
  - Recently approved Veterans Administration legislation will allow veterans to access GI benefits for the STLEA program.
  - Cameron Manufacturing approved funding for a scholarship for 50% of student tuition in the College's welding program.
  - WellConnect are providing face-to-face on campus counseling to students, 4 hrs a week, and on Mondays and Thursdays.
  - Professor Gustin represented CCC at SUNY Chancellor Johnson's inauguration.
  - Class of 1960 Anniversary Celebration was held recently; it was the first event planned by CCCDF new alumni coordinator.
  - The College's 3-year cohort on student loan default decreased in the last six years from 29.8 to 15.4%.
5. STUDENT TRUSTEE'S REPORT. Student Trustee Epp shared the following:
  - #checkusout event garnered a good turnout.
  - All the previously vacant positions on the SAEB have not been filled.
  - The SAEB goal is to update the constitution, particularly the election process.
  - Muse of Fire, theater club will present It's a Wonderful Life from November 28 through December 1, 2018.
6. CCC DEVELOPMENT FOUNDATION, INC., REPORT. Vice-Chair Wightman referred the Board to the CCCDF report in the Red Book.
7. APPROVAL OF AGENDA (Blumer, Winston; unanimously approved).
8. APPROVAL OF THE CONSENT AGENDA (Kelley, Wayne; unanimously approved).

**RESOLUTION #4505-18**

Anne Rich, Administrative Assistant (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the resignation of Anne Rich, Administrative Assistant effective August 3, 2018.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Ms. Rich for her service to the College.

RESOLUTION #4506-18

Karl Brouneus, Campus Safety Officer (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the resignation of Karl Brouneus, Senior Campus Safety Officer effective July 22, 2018.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Mr. Brouneus for his service to the College.

RESOLUTION #4507-18

Michael Hardy, Instructor of Nurse Education (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the resignation of Michael Hardy, Instructor of Nursing effective January 17, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Mr. Hardy for his service to the College.

RESOLUTION #4508-18

Kim Perkins, Director of ACE (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the resignation of Kim Perkins, Director of Academic Outreach effective October 12, 2018.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Ms. Perkins for her service to the College.

RESOLUTION #4509-18

Justin Rubitski, Research Analyst (resignation)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the resignation of Justin Rubitski, Research Analyst in Institutional Research effective September 21, 2018.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its appreciation to Mr. Rubitski for his service to the College.

RESOLUTION #4510-18

Paul Andrews, Director of Institutional Research (temporary stipend)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the temporary stipend for Paul Andrews, Director of Institutional Research effective September 1, 2018.

RESOLUTION #4511-18

Amber Crouthamel, Recruiter/Special Initiatives (transfer of current employee)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the lateral transfer for Amber Crouthamel to the position of Recruiter/Special Initiatives effective September 3, 2018.

RESOLUTION #4512-18

Maarit Clay, Director of Special Initiatives (transfer of current employee)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the transfer of Maarit Clay to the position of Director of Special Projects effective August 20, 2018.

RESOLUTION #4513-18

Molly Welch, Instructor of Nurse Education (appointment)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the appointment of Molly Welch to an Instructor of Nurse Education effective August 15, 2018.

RESOLUTION #4514-18

Jeremiah Haynes, Diversity, Equity, and Inclusion Activities Assistant (promotion of current employee)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the promotion of Jeremiah Haynes to the position of Diversity, Equity, and Inclusion Activities Assistant effective September 24, 2018.

RESOLUTION #4515-18

Director of Workforce Education (reclassification)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College ratifies the reclassification for the position of Director for Workforce Education to a grade of 208.

9. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS)

Trustee Blumer provided an overview of the agenda, noting that there are no action items, and highlighted the following:

- Academic Affairs and SDEM
  - The Committee reviewed the program review schedule.
  - Provost Fisher provided the following highlights:

- The NYS DoE approved the Sustainability Studies A.S. program.
  - Additional academic partnerships to follow
  - Increased academic support services now offered in Perry Hall
  - Emily Andress coached the Women's volleyball team to her 100th win.
- The Committee reviewed and discussed enrollment. Fall 2018 FTEs are down by 5%.

## EXECUTIVE COMMITTEE

Vice-Chair Wightman provided an overview of the agenda, noting that there are two action items, and highlighted the following:

- An update on the status of the Presidential Search.
- The Committee reviewed and discussed the revised draft of the campus profile.
- The Committee reviewed the action items.

### RESOLUTION #4516-18

Revision of Bylaws of the Regional Board of Trustees of SUNY SUNY Corning Community College (Wightman, Blumer; unanimously approved)

WHEREAS, the Regional Board of Trustees of SUNY SUNY Corning Community College exercises Administrative Control as outlined in the Bylaws of the Regional Board of Trustees of SUNY SUNY Corning Community College, and

WHEREAS, the Regional Board of Trustees of SUNY SUNY Corning Community College proposes a revision to Part I, Article I, Section I, D of the Bylaws of the Regional Board of Trustees of SUNY SUNY Corning Community College,

THEREFORE, BE IT RESOLVED that the Regional Board of Trustees of SUNY SUNY Corning Community College authorizes the revision of Part I, Article I, Section I, D of the Bylaws of the Regional Board of Trustees of SUNY SUNY Corning Community College as outlined below.

### RESOLUTION #4517-18

Approval of Matching Grant for ARC Grant (Wightman, Baity; unanimously approved)

WHEREAS, advanced manufacturing is the backbone of the Southern Tier economy, and

WHEREAS, growth in the industry, coupled with an aging workforce, has left a critical gap in the availability of a trained and skilled labor force, and

WHEREAS, funding from the Appalachian Regional Commission (ARC) will enable CCC to implement the Industrial Maintenance Advancement Project (IMAP), designed to provide students with the new working paradigm and the advanced technical skills that will allow them to seamlessly transition into employment in the Industrial Maintenance sector, and

WHEREAS, the \$300k project, financed with \$150k from ARC and \$150k matching funds from SUNY Technology monies will help provide expanded access to a career in industrial maintenance;

THEREFORE, BE IT RESOLVED that the Regional Board of Trustees of SUNY SUNY Corning Community College hereby approves the \$150k match in funds from SUNY Technology monies to implement the SUNY CCC Industrial Maintenance Advancement Project.

## EXTERNAL AFFAIRS COMMITTEE

Trustee Baity provided an overview of the agenda, noting that there is one action item and highlighted the following:

- Development Foundation Report.
  - Annual giving update. CCCDF raised \$245k, up by \$65k versus this time in 2017.
  - Four new board members were appointed to the CCCDF board; all have strong ties with business and the community.
  - The Foundation welcomed two new hires: the Alumni Development Coordinator, Nick Simons, and Heather Barber, the Annual Fund Officer.
- Marketing and Communications. Provost Fisher provided an overview of the variety of activities promoted by the College: Barons Brought Back, CTran ads, etc.
- Workforce Education and Academic Pathways. Executive Director Eschbach was congratulated by Chair Baity for meeting the fiscal goals set for the year.
  - The welding program welcomed 9 new students; Cameron is sponsoring a 50% scholarship for one student.
  - Maarit Clay was welcomed as the new Director of Strategic Initiatives.
  - Grant Update. The College submitted an ARC grant request for the mechatronics lab equipment.
- Legislative update.
  - NYCCAP is beginning discussions for legislative funding advocacy.
  - The College is hosting the 23rd District Congressional debate on October 30 in the gymnasium. WETM is moderating the congressional debate beginning at 7 p.m.
  - Trustees Baity, Creath, Heyward, and Winston attended the annual NYCCT conference.

## RESOLUTION #4518-18

Approval Acceptance of Taxidermy Collection for the Spencer Crest Nature Center (Baity, Kelley; unanimously approved)

WHEREAS, Dr. James Felli has offered to donate his personal collection of taxidermy wildlife to the College's Spencer Crest Nature Center, a combined value greater than \$5,000, and

WHEREAS, the Associate Dean of Instruction, Division of Professional Studies, Deborah Beall, has agreed to the usefulness of the donated equipment to the College, and

WHEREAS, the Interim Provost, Dr. L. Dean Fisher, supports the acceptance of this donation,

NOW, THEREFORE, BE IT RESOLVED, that the SUNY Corning Community College Regional Board of Trustees hereby accepts the donation of this taxidermy collection to be used at the College, and

BE IT FURTHER RESOLVED, that the Regional Board of Trustees expresses its gratitude to Dr. James Felli for providing this collection for the College's use.

## FINANCE AND FACILITIES COMMITTEE

Trustee Wayne provided an overview of the agenda, noting that there are two action items, and highlighted the following:



- Introduction of the new interim VP of Administrative Services, Gary Winger.
- The Committee reviewed the July operating report.
- The Committee reviewed revenues and expenses as compared to budget.
- The Committee reviewed the restricted reserve fund, unrestricted reserve funds, and the Student Activities Account.
- In light of decreased enrollment, the Committee reviewed and discussed the 2018-19 budget.
- The Committee reviewed and discussed the open capital projects.
- Siemens Update. President Douglas shared that she recently met with Siemens representatives and is encouraged that any details of concern were satisfactorily addressed. Funding has yet to be finalized. The College is currently exploring different financial partnership options. The Board authorized President Douglas to sign contingent upon securing of finances.

RESOLUTION #4519-18

Operating Report (Wayne, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the periods ending July 31, 2018.

RESOLUTION #4520-18

Approval of the Performance Contracting Agreement (Wayne, Epp; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY SUNY Corning Community College hereby authorizes the President of the College to execute the energy retrofit contract with Siemens, Inc., (Option A, as amended). A Notice to Proceed shall not be signed by the College until successful financing has been secured.

HUMAN RESOURCES COMMITTEE

Trustee Blumer provided an overview of the agenda, noting that there are 7 action items on the Regular Agenda, and highlighted the following:

- The Committee reviewed the Consent Agenda items.
- The Committee reviewed the Regular Agenda items.
- The Committee discussed:
  - Completion of performance evaluations/dialogs 90% completion rate.
  - Prepared for Benefit Fair where a third option to health plan will be introduced on October 11, 2018.
  - The Committee discussed the diversity initiatives.
- The Committee reviewed the employee headcount chart.
- The Committee reviewed the equity action report.
- The Committee reviewed the vacant positions list.

RESOLUTION #4521-18

Heather Barber, Annual Fund Officer (new hire) (Blumer, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Heather Barber for the position of Annual Fund Officer effective September 5, 2018.

President Douglas noted that this employee's salary is paid for by the CCCDF).

RESOLUTION #4522-18

Nicholas Simons, Alumni Development Coordinator (new hire) (Blumer, Wayne; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Nicholas Simons for the position of Alumni Development Coordinator effective August 21, 2018.

RESOLUTION #4523-18

Elmarine Jimenez, Instructor (tenure track) Computer Information Science (new hire) (Blumer, Parks; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Elmarine Jimenez for the position of Instructor (tenure track) in Computer Information Science effective January 16, 2019.

RESOLUTION #4524-18

Daniel Duzy, Coordinator of Residential Retention and Success (new hire) (Blumer, Kelley; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Daniel Duzy for the position of Coordinator for Residential Retention and Success effective July 30, 2018.

RESOLUTION #4525-18

Jemal Cooper, Campus Security Officer (new hire) (Blumer, Parks; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Jemal Cooper for the position of Campus Security Officer effective September 1, 2018.

RESOLUTION #4526-18

Brenda Guild, Administrative Assistant (new hire) (Blumer, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the hire of Brenda Guild for the position of Administrative Assistant effective September 10, 2018.

President Douglas added that all these new hires are filling either replacement or repurposed positions.

RESOLUTION #4527-18

Rescind Resolution 4421-18 (Blumer, Epp; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby rescinds resolution #4421-18 without

prejudice or precedence with respect to the College's rights and interests, including its right to seek judicial review.

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION. None.

13. ADJOURNMENT. Vice Chair Wightman adjourned the RBOT meeting at 7:19 p.m. (Blumer, Kelley).

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4528-18**

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.

**BACKGROUND NOTES**

Originally hired on August 17, 2018, Kate Larrabee has been working as a Visiting Instructor in the Nurse Education Program. She has elected to pursue her nurse practitioner certification and will resign at the end of the 2018-19 academic year.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4529-18**

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.

**BACKGROUND NOTES**

Originally hired on January 16, 1995, Donald Kinney has been working most of his 23 years of service as a Programmer/Analyst in the Information Technology department. He has elected to pursue a position outside the region.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4530-18**

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.

**BACKGROUND NOTES**

A temporary increase of 10% will be added to the current hourly rate of \$25.21(\$49,153 annualized) effective November 8, 2018 until the vacancy is filled.

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4531-18

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).

BACKGROUND NOTES

This position will remain a 12-month, standard appointment with an increase of responsibilities which is appropriate for the professional grade of 205.

**Position:** e-Services Administrator

**Authority:** This position reports to the Director of Information Technology.

**General**

**Responsibilities:** This position is responsible the college’s enterprise-wide systems, including their impact on Internet/Intranet activities. The position evaluates the technological feasibility of integrated systems, including the management of data resources and the coordination and retrieval of pertinent information by all users.

**Professional Grade:** 205

**Essential Functions:**

- Oversees all enterprise-wide systems (Banner, WebCT, Luminis) and the College’s Internet/Intranet environment
- Install, maintain, and support college-wide systems (Banner, Blackboard, CMS, Luminis, and Windows systems)
- Coordinate technical aspects of Banner applications patches, upgrades and testing with off site DBA and local subject matter experts
- Assist in the operations, maintenance and user management of Banner applications
- Maintain existing custom developed code
- Develop programs, scripts and/or applications based on user requests
- Provide leadership, prioritization of tasks and project management facilitation for the E-services team
- Researches and integrates new functionality of enterprise-wide systems
- Evaluates hardware and software to make determination of needs for enterprise-wide systems
- Ensures integration of all self-service systems and database applications
- Manages data exchange and data warehousing activities
- Identifies necessary training and education requirements for staff
- Other duties as assigned

**Required Skills:**

- Ability to work as a member of a technical team with little supervision
- Strong analytical and problem-solving skills
- Ability to handle multiple simultaneous projects
- Experience with server platforms and integrated applications
- Experience with web interfaces.
- Experience with database design and implementations
- Ability to program forms and scripts

**Preferred Skills:**

- Experience with Linux and Solaris operating systems
- Experience with HTML, CSS, Java, Perl, PHP, and SQL languages.
- Experience in a higher ed. environment (Banner, Blackboard, Luminis).
- Experience with VMWare, NetBackup, DNS, DHCP, and group policies.

**Minimum Qualifications:**

- Bachelor's degree in a computer-related field; and
- Three years of experience in computer support

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4532-18**

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.

**BACKGROUND NOTES**

The insertion of the Chief Financial Officer title is an important distinction to be made in this role. An update is requested for approval prior to the national search to be conducted in coordination of the Presidential search.

Updated job description:

**VICE PRESIDENT of Administrative Services and Chief Financial Officer**

**Authority:** This position reports to the President of the College.

**General**

**Responsibilities:** This position serves as the College’s chief financial officer, providing leadership and management for all aspects of the College’s business, financial and accounting services, information technology, institutional research, public safety, and physical facilities. This position is responsible for budget planning, internal control and contract administration.

**Essential Functions:**

- Provide leadership and direction to the business, financial, technological, institutional research, public safety and administrative operations of the College.
- Provide leadership and oversight for the operation, maintenance, and protection of the physical plant including comprehensive planning for facilities, infrastructure and technology.
- Provide leadership in the development of the College budget and the control of expenditures within the approved budget including a financial budgeting and planning process that is aligned with the College’s mission, evidenced based and linked to institution’s strategic plan/objectives.
- Serve as an advocate for the College’s interests; represent the College by speaking to and making presentations to external groups who have the capacity to influence/affect the College’s success.
- Maintain positive and productive relationships with federal, state, and local officials who interface with the College.
- Act as financial advisor to the President and the Regional Board of Trustees.

- Manage and oversee the duties of the Associate Dean (Controller), Director of Physical Plant, Director of Information Technology, Director of Institutional Research, and Director of Public Safety.
- Manage public-private partnerships; e.g. energy retro-fit (new), bookstore (currently contracted), food services (currently contracted), private developer land lease (currently contracted).
- Identify, recommend, and implement appropriate/necessary training and professional development for self and staff reporting to the position.
- Administer inventory and property control programs and assist in the administration of an effective space-utilization program.
- Oversee the financial and planning aspects of all construction projects.
- Prepare reports and other information as may be required for communication between Administrative Services and the President and for effective management of College resources.
- Establish, coordinate, maintain, and systematically review the process for financial evaluation of instructional and non-instructional programs and activities; serve as a resource to College personnel in determining the cost effectiveness of current and proposed initiatives including periodic assessment of the effectiveness of planning, resource allocation and availability of resources.
- Provide statements of income and expenditures and appropriate other financial data and related comments to the Regional Board of Trustees at each regular meeting.
- Monitor reserve funds to provide maximum practical protection and overall institutional fiscal health.
- Ensure adequate internal controls and internal audit procedures exist to safeguard the assets of the College including oversight of an annual independent audit.
- Provide adequate insurance and risk management.
- Contribute to the College meeting its strategic objectives by assisting administrators and department heads in conducting financial analyses of current and proposed activities.
- Identify the need for changes in policies, procedures, and processes and take initiative to implement changes within assigned area of responsibility or make recommendations for change to responsible party.
- Provide input into state and national legislative activities that impact higher education finance and the finances of the College.
- Assist the President in developing and interpreting data to ensure College services correlate with community needs.
- Perform other related duties, as assigned.

**Required Knowledge, Skills, and Abilities:**

- Proven leadership in a large, complex organizational setting
- Proven ability to work as a team player, appropriately exhibiting a positive attitude and the ability to work in an environment characterized by complex factors, competing priorities, ambiguous situations, and resource challenges
- Strong financial and accounting background, including knowledge of fund accounting

- Experience in operational and strategic planning, policy development, and financial analysis
- Excellent organizational, administrative, computer, analytical, interpersonal and oral/written communication skills
- Ability to work with confidential information
- Knowledge of and experience with non-profit institutions
- Demonstrated ability to work cooperatively and collaboratively with college faculty, staff, administrators and governing boards
- Ability to effectively communicate ideas and information in written and oral format to administrative staff, professional colleagues, governing boards, and the general public in large or small group settings

**Minimum Qualifications:**

- Master's degree in finance, business administration, accounting or other related field
- Significant financial, administrative, and supervisory management experience in a large, complex organization
- Experience with computerized business and financial systems
- Or an equivalent combination of both education and experience

**Preferred Qualifications:**

- Financial, administrative, and supervisory management experience in educational administration, preferably in a community college
- Experience with Ellucian/Banner systems

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4533-18**

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.

**BACKGROUND NOTES**

The pilot pay program is being offered in the Winter session, not during the faculty contract year. Faculty who reach an enrollment of 20 students will receive a 10% increase to the standard rate and for those with 24 students, a 15% increase to the standard rate. Currently, student enrollment must reach 36 students to receive additional pay. An assessment will be conducted after the winter session to understand if the program was beneficial.

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**AUDIT COMMITTEE**

**RESOLUTION #T4534-18**

Perry Hall Receivables Write-Off

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:

8/31/15	\$206,781- \$94,426* = \$112,355
8/31/16	\$367,460
8/31/17	\$390,429
8/31/18	\$309,022

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.

**BACKGROUND NOTES**

\*This amount has been approved by the bank and has been transferred from the Housing LLC to the College.

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**COMMITTEE on ACADEMIC and STUDENT SUCCESS**

**RESOLUTION #T4535-18**

Resolution to Reinstate the Energy Process Technology, A.A.S. Program

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.

**BACKGROUND NOTES**

The program was suspended/deactivated by Regional Board of Trustees actions due to low enrollment and workforce needs in 2015. The reactivation of the program will allow for SUNY Corning Community College to leverage the Siemens partnership and a SUNY Clean Energy Grant competition.

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## EXECUTIVE COMMITTEE

## RESOLUTION #T4536-18

Approval of the Amended SUNY Corning Community College Strategic Plan 2017-2021

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.

## BACKGROUND NOTES

The 2017-2021 Strategic Plan represents priorities and objectives that are consistent with the vision and mission of the College and activities that will influence divisional and departmental planning and budgeting. The Plan was revised to reflect the department-level goals target completion date of December 2020.

**SUNY Corning Community College  
Office of the President  
Strategic Plan 2017-2021**

**Theme 1- Access & Opportunity**

**Goal: CCC will optimize access for NYS residents and our 100-mile radius and enhance opportunities for students.**

**1.1 Increase full-time, first-time student enrollment to 800 by Fall 2020**

- 1.1.1 Increase enrollment of students attending directly from local, service area, high schools to 26% by Fall 2020
- 1.1.2 Increase the number of students attending from regional, 100-mile radius, high schools, to 60 headcount by Fall 2020
- 1.1.3 Increase the number of students attending from the NYC area to 45 by Fall 2020
- 1.1.4 Further define the University Center Program including goals, growth, programs and facility impacts by Dec. 2020
- 1.1.5 Expand enhanced partnerships and articulated pathways with colleges and universities by four by Dec. 2020
- 1.1.6 Expand credit for prior learning options by Aug. 2020

**1.2 Enhance present programming opportunities, pedagogical delivery options, and create new in-demand programming opportunities to attract students by Fall 2020**

- 1.2.1 Develop, prioritize, and implement an online education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and services by Jun. 2018
- 1.2.2 Offer a Cybersecurity A.S. program by Dec. 2017
- 1.2.3 Create and offer a Community and Public Health program by Dec. 2019
- 1.2.4 Create and promote environmental programs of Environmental Science A.S. and Sustainability A.S. by Dec. 2020
- 1.2.5 Develop an infrastructure to infuse active learning opportunities through curricular and extracurricular activities by Jun. 2020

- 1.2.6 Benchmark by June 2017 and expand the number of students in active learning opportunity identified courses by Dec. 2020
- 1.2.7 Create non-credit and credit mechatronics programming by Aug. 2020
- 1.2.8 Create interdisciplinary STEAM learning opportunities by Aug. 2020
- 1.2.9 Develop/revise programs and delivery models to address workforce demand by Aug. 2020

### **1.3 Enhance satellite facilities and partnerships to increase enrollment in related programs**

- 1.3.1 Evaluate locations of offerings and make appropriate adjustments to accommodate contemporary program offerings each semester
- 1.3.2 Renovate and create spaces annually to accommodate contemporary program offerings, guided by the Facilities Master Plan
- 1.3.3 Clarify marketable identity for other campus locations by Dec. 2020
- 1.3.4 Increase enrollment in workforce program offerings by 100 registrations per year for 2017-2018, 2018-2019, and 2019-2020
- 1.3.5 Increase enrollment in technology program offerings at Airport Corporate Park by 5% per year for 2017-2018, 2018-2019, and 2019-2020
- 1.3.6 Increase enrollment in health education program offerings at the Health Education Center by 15 FTEs per year for 2017-2018, 2018-2019, and 2019-2020
- 1.3.7 Increase annual enrollment in credit program offerings at the Academic and Workforce Development Center to 250 FTEs by Dec. 2020

## **Theme 2- Student Retention & Achievement**

**Goal: CCC will increase retention and student success.**

### **2.1 Increase retention (first-time, full-time, fall-to-fall) to 62% by Fall 2020**

- 2.1.1 Increase use of active learning and classroom engagement, generally and including use of available technology, as measured in the Community College Survey of Student Engagement to CCSSE's benchmarked mean by Spring 2018
- 2.1.2 Benchmark and set improvement targets for the Library Learning Commons in supporting successful course completion by Dec. 2017
- 2.1.3 Increase successful completion rate of students with developmental placements in sequential first credit bearing course to 78% in English and 61% in Math by Dec. 2020
- 2.1.4 Increase the persistence of students taking FYEX to 76 % by Dec. 2020
- 2.1.5 Create/further develop three co-curricular programs addressing student success by 2020
- 2.1.6 Enhance the academic and student services infrastructure supporting online courses and programs by Dec. 2020
- 2.1.7 Assess and improve seamless service to students by Dec. 2017

### **2.2 Infuse program delivery with engaging and emerging pedagogical models of instruction and communication across all programs by December 2020**

- 2.2.1 Pursue funding to implement the objectives of the Academic Technology Plan, including 21st century learning spaces to support classroom based pedagogies of engagement by Fall 2018
- 2.2.2 Provide faculty development (esp. enabling optimal use of academic technology), support resources for faculty and students, and equipment to increase the number of programs using deliberate and defined applied learning pedagogy to 75% by Dec. 2020
- 2.2.3 Increase professional development on assessment of student learning with one additional workshops and one additional webinars/conferences per year through Dec. 2020
- 2.2.4 Incorporate new employee onboarding practices with technology by Jun. 2018
- 2.2.5 Increase the utilization of technological resources to enhance advising and student support by Fall 2018
- 2.2.6 Increase the number of courses using Open Education Resources by Aug. 2020
- 2.2.7 Collaborate across departments to offer intensive, various parts of term, and modular offerings



## **2.3 Define institutional student success measures, favoring ones currently reported to SUNY, including SUNY Excels; IPEDS; NCCBP; SAM; and VFA in an institutional dashboard by June 2017**

2.3.1 Define measures and implement strategies to improve student time to completion

2.3.2 Develop an institutional dashboard to report progress on student success measures

### **Theme 3- Caring & Inclusive Environment**

**Goal: CCC will deliver value in an inclusive environment for commuter students, residential students, and employees.**

#### **3.1 Increase student participation in inclusivity education by December 2020**

3.1.1 Establish new diversity, equity, and inclusion based program by Mar. 2019

3.1.2 Identify and further develop unified inclusivity programming to build community with students by Mar. 2017

3.1.3 Establish a benchmark by Jun. 2017 and incentivize student participation in co-curricular inclusivity programming and events to increase participation 10% by Apr. 2019

3.1.4 Increase the College's social sustainability by meeting the needs of a changing student population

#### **3.2 Increase employee participation in inclusivity education by December 2020**

3.2.1 Determine an institutional measure, benchmark, and targets by Dec. 2017

3.2.2 Implement Diversity Passport Program by Sep. 2017

#### **3.3 Increase Diversity of Workforce**

3.3.1 Increase employment of racially/ethnically diverse individuals to 6.4% by Sep. 2017, to 6.7% by Sep. 2018, to 7.0 by Sep. 2019, and to 7.5% by Sep. 2020

3.3.2 Improve search process practices and procedures to recruit a more diverse employee population by Jul. 2017

### **Theme 4- Community & Alumni Engagement**

**Goal: CCC will engage community and alumni in support of mission-related economic development and collaborations.**

#### **4.1 Expand linkages with business, industry, and community organizations to support local employers in new 21st century job growth**

4.1.1 Create/enhance community and economic development partner collaboration to provide education for high demand occupations to support job growth in 5 job growth occupations by Dec. 2020

4.1.2 Establish at least five partnership opportunities the CCC Health Education Center by Dec. 2020

4.1.3 Expand partnerships with educational, community, business, and industry leaders to develop/enhance high demand credit and non-credit courses/certificates/programs and quality industry-based, stackable credentials (credit and non-credit) by Dec. 2020

4.1.4 Expand pathways between non-credit programs to credit by Dec. 2020

4.1.5 Enhance and promote a sustainable program mix, addressing regional occupation projections by Dec. 2020

4.1.6 Explore community partnerships and develop a proposal to create a financially sustainable small business development model by Mar. 2017

## **4.2 Expand community and alumni connections and support of College initiatives**

- 4.2.1 Collaborate with the Corning Community College Development Foundation to set and achieve annual and capital fundraising goals in the Annual Resource Development Plan
- 4.2.2 Achieve SUNY target average of 2.1% alumni giving rate by Dec. 2020
- 4.2.3 Collaborate across campus stakeholder to identify and secure local, regional, state, federal, and private foundation annual grant targets in the agreement with GST BOCES

## **4.3 Increase awareness of the CCC Brand by 2% by Spring 2020**

- 4.3.1 Conduct a baseline perception survey by Fall 2017
- 4.3.2 Conduct perception survey in Spring 2020

## **Theme 5- Financial Health**

**Goal: CCC will promote financial health for students and the institution.**

### **5.1 Prepare students to make sustainable financial choices**

- 5.1.1 Improve student understanding of financial aid choices and ramifications
- 5.1.2 Improve financial literacy and financial planning skills for diverse student populations
- 5.1.3 Maintain affordability while safeguarding academic quality using measures favored by SUNY Excels, NACUBO, and MSCHE

### **5.2 Ensure that CCC is financially successful and stable**

- 5.2.1 Expand partnerships, including public/private, to secure grant and other funding opportunities
- 5.2.2 Explore and expand partnerships to share fiscal resources including consortiums and SUNY services
- 5.2.3 Develop summer residential opportunity options and annual summer programs
- 5.2.4 Create guidelines to encourage sustainable purchasing
- 5.2.5 Advocate for federal, state, local and CCC policies that support or advance sustainability

## **Theme 6- Environmental Sustainability**

**Goal: Increase understanding of environmental sustainability and increase environmentally sustainable practices.**

### **6.1 Education/Research - Increase sustainability awareness of our campus community and community at-large**

- 6.1.1 Increase sustainability awareness, literacy, and knowledge of our students
- 6.1.2 Increase sustainability awareness and best sustainability practices among employees
- 6.1.3 Disseminate sustainability updates based on actions in the detailed Sustainability Master Plan

## **6.2 Operations - Reduce the ecological footprint of the College by reducing carbon emissions, reducing waste, and increasing recycling**

6.2.1 Reduce the College's Carbon Footprint

6.2.2 Reduce expenses by reducing waste through inefficient or improper use of resources

6.2.3 Increase recycling initiatives

## **6.3 Innovation - Work collaboratively with colleagues and community partners to pilot use of a non-fossil fuel energy on campus**

6.3.1 Pilot alternative/renewable energy resources for use on campus

6.3.2 Incorporate an alternative/renewable energy initiative that could be embedded into the curriculum

6.3.3 Install outdoor AC-recharge stations for electric cars, to encourage the use of electric cars

6.3.4 Seek community partners for innovative sustainability initiatives on campus that could serve as model for the community

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**EXECUTIVE COMMITTEE**

**RESOLUTION #T4537-18**

Approval of the SUNY CCC Web Content Policy

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the Web Content Policy.

**BACKGROUND NOTES**

**SUNY Corning Community College  
Board Policy and Administrative Procedures**

Effective Date: January 1, 2019	RBOT Resolution #____-18 <b>Accessibility of Web Content</b>
Issue/amendment date: November 15, 2018	Author: <ul style="list-style-type: none"> <li>• Sayles &amp; Evans, Attorneys at Law</li> <li>• Office of the Provost</li> </ul>
Reference: RBOT Policy Manual and College Administrative Procedures	Rescinds: N/A

**Policy Statement**

SUNY Corning Community College will maintain a web presence that is accessible to the widest possible audience, regardless of technology or ability.

**Administrative Procedures**

SUNY Corning Community College establishes the following administrative procedures for the development and maintenance of web content such that it is compliant with all appropriate governmental requirements for accessibility.

To reach that goal, SUNY CCC works diligently to comply with best practices and standards that aim to make web content more accessible for people with disabilities and that comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), and its implementing regulation at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 (the ADA), 42 U.S.C. Sections 12131 et seq., and its implementing regulation at 28 C.F.R. Part 35.

## **SCOPE**

This policy applies to all College-initiated or College-controlled content on the Internet, including but not limited to web-based applications and social media. All personnel who are involved in the procurement, preparation, and maintenance of web-based information related to the College must implement this Plan, with the assistance of campus resources dedicated to supporting web accessibility.

## **STANDARDS**

### General Principles:

SUNY Corning Community College is committed to providing the public, including individuals who use assistive technology, access to web-based information and services. SUNY CCC's web presence must conform to W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.

### Design of Responsibilities:

1. The Department Head of Human Resources is responsible for ensuring that members of the campus community who generate, implement, maintain, or authorize web content receive annual training to ensure satisfactory understanding of W3C's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.
2. The Department Head of Information Technology is responsible for ensuring that the templates made available to the campus community comply with the above-stated standard.
3. The Department Head of Communications is responsible for ensuring that the templates are used in accordance with the above-stated standard.

4. Members of the campus community who generate, implement, maintain, or authorize web content are responsible for attending the annual training and posting/maintaining timely and accurate information within their assigned areas about Corning Community College's web presence requirements using tools provided by the College.
5. If the College contracts with a third party to develop, maintain, or host the College's websites or social media presence, the applicable College employee who manages the contract will ensure that the contractor complies with the College's accessibility standards and that the accessibility standards are expressly addressed within the contract.
6. The Department Head of Information Technology shall be responsible for addressing complaints from users and for monitoring compliance with this plan through periodic, randomized testing of the College's web presence on no less than a quarterly basis; shall maintain records of how content was selected, the results of testing, and what corrective actions, if any, were implemented; shall notify the responsible individuals/departments about necessary corrective actions within fifteen days of testing; and shall report to the Office of the President necessary corrective actions not completed within 30 days.
7. Any exceptions to the standards set forth herein based on undue burden and/or fundamental alteration shall be made by the President only, who shall then direct that equally effective alternatives for access be implemented.
8. The Department Head of learning resources shall be responsible to see that ongoing faculty training is available to assure for proper use of the learning management system to assure use by faculty in a manner compliant with the above-identified standards.

### C. Effective Dates

All newly-created Corning Community College web-based material and all modifications of existing material undertaken after the effective date of this policy will comply with this policy.

## **APPLICABILITY**

This policy applies to all Corning Community College academic and administrative units that create and maintain a web presence used in the programs and activities of the College.

## **DEFINITIONS**

Corning Community College web presence: Any college-initiated or college-controlled web page or any web .based application used in the programs or activities of the College.

Users: Corning website users are defined as current Corning students, applicants for admission, Corning staff and faculty, community members, alumni, and participants in the College's programs and activities.

Accessible: Refers to the concept that people with disabilities are able to independently and timely access and use a product or system, including with the benefit of assistive technologies. Assistive technologies include adaptive hardware and/or software and other devices that are used to increase, maintain, or improve the functional capabilities of individuals with disabilities.

*Warning! If you are reading a printed copy of this document, you may not have the current information. Please refer to the Regional Board of Trustees Policy Manual, available on the Office of the President's web page, for the latest version of this policy.*

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4538-18**

Operating Report

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

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4539-18**

Safety Project

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.

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4540-18**

Critical Maintenance

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.

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4541-18**

Planetarium Renovation

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.

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4542-18**

Keystone Residential Scholarship Program

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.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4543-18**

Cathleen Kunkler, Nursing Curriculum Coordinator (retirement)

**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.

**BACKGROUND NOTES**

Originally hired August 14, 2003, Cathleen Kunkler has made a positive impact on the Nurse Education department in her 15 years of service.

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## HUMAN RESOURCES COMMITTEE

## RESOLUTION #T4544-18

Jennifer Forward, Coordinator of Career Services (new hire)

**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.

## BACKGROUND NOTES

This is a twelve-month standard term of appointment to professional service pay grade 205 at an annual rate of pay of \$46,000. Current grant funding will cover 66% of salary and benefits costs. The remaining funds will be re-allocated from a current part time position.

## Professional Profile:

SUNY Buffalo, Graduate School GPA 4.0  
 Vocational Rehabilitation Counseling  
 Practicum ACCES VR (state vocational rehabilitation)  
 Internship in progress

Masters Counseling  
 Fall 2014

Cornell University: Certified Work Incentives Practitioner

December 2012  
 (License renew 2019)  
 Graduate Certificates

SUNY Empire State College, School for Graduate Studies

- Community Advocacy
- Child and Family Advocacy

SUNY Brockport, Magna Cum Laude GPA 3.71

- Bachelor of Science in Special Education
- Bachelor of Arts in English Creative Writing
- Bachelor of Science in Early Childhood Education

Bachelor of Arts/Science  
 August 2008

## Work History:

Cayuga Addiction and Recovery  
 Vocational Counselor

Ithaca, NY  
 December 2016-present

AIM Independent Living Center  
Benefits Advisor/Advocate/Vocational Counselor

Community Action of Orleans and Genesee  
Disability Program Navigator / Disability Resource Coordinator

Literacy West NY, Inc.  
Adult Education Teacher, Summer Youth Program Teacher

Cattaraugus Wyoming County Early Head Start  
Family Development Specialist (fill in for disability leave)

Corning/Elmira NY  
December 2014-December 2016

Genesee, Orleans, Livingston, Wyoming Counties  
Oct 2009-Jan 2014

Warsaw, NY  
April 2009-Oct 2009

Warsaw, NY  
July 2009-Oct 2009

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4545-18

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

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## HUMAN RESOURCES COMMITTEE

## RESOLUTION #T4546-18

Kristine MacDonald, Director, Center for Teaching Innovation and Excellence (new hire)

**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.

## BACKGROUND NOTES

This is a twelve-month standard term of appointment to professional service pay grade 207 at an annual rate of pay of \$54,000.

Professional Profile

Doctor of Education in Educational Leadership and Management in Higher Education  
Drexel University, Philadelphia, PA November 2017

Master of Science in Secondary Education May 2011  
University of Scranton, Scranton, PA

Bachelor of Arts in Communication/Journalism, concentration in Print Media,  
Minor Political Science May 2005  
Shippensburg University, Shippensburg, PA

Research Fellow, Pennsylvania Association of School Administrators (PASA) March 2017

Leadership Experience

Writer and Editor	WriterAccess	Jan. 2018 – present
Academic Provider	Lernsys, Inc., Online	July 2017 – present
General Education Instructor	Fortis Institute, Scranton, PA	June 2011 – present
Course Designer Mini-MOOC	Drexel University, Philadelphia, PA	Oct. 2016–Sept. 2017
CCILC & NCQA Manager	Dr. Sean McCall, Dickson City, PA	June 2009 – Feb. 2014

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4547-18**

Bernadette Wesolowski, Bursar (new hire)

**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.

**BACKGROUND NOTES**

This is a twelve-month standard term of appointment to professional service pay grade 205 at an annual rate of pay of \$75,000.

Professional Profile:

Education: Cleveland State University, Cleveland, Ohio

Bachelor's Degree in Business Administration, Accounting Major

Work Experience:

Hardinge Inc. Elmira, NY \$350M sales publicly held corporation – (private as of May, 2018)

- Treasury Operations Manager April 2012-Present
- Senior Accountant September 2002-April 2012

Marketeam Associates, Warrensville Heights, OH \$5M sales privately held company

- Controller, June 1997-December 1998
- Accounting Manager, June 1990-June, 1997
- Staff Accountant, June 1986-June 1990

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4548-18**

**SUNY CCC Sexual Harassment Response and Prevention Statement**

**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.

**BACKGROUND NOTES**

The proposed resolution establishes a uniform policy statement with respect to sexual harassment and directs all campuses and System Administration to create a consensual sexual and romantic relationship policy. SUNY CCC's consensual relations policy meets the requirements of the SUNY resolution and no further action is needed.

**SUNY CCC Sexual Harassment Response and Prevention Policy Statement**

Sexual harassment is a form of sex discrimination which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY CCC. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the College, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the College's Equal Employment and Educational Opportunity Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.
- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform his or her employment or academic duties;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may use the College's Equal Employment and Educational Opportunity Complaint Procedure for more details on how to have their allegations reviewed, including a link to a complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or provides information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the campus EEO Officer, and may file a complaint pursuant to these procedures.

SUNY CCC and SUNY System Administration shall take the necessary steps to ensure that this Sexual Harassment Response and Prevention Policy Statement is distributed, implemented, and enforced in accordance with their respective policies.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4549-18**

SUNY CCC Equal Employment and Educational Opportunity Policy

**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.

BACKGROUND NOTES

**SUNY Corning Community College  
Board Policy and Administrative Procedures**

Effective Date: <b>November 15, 2018</b>	RBOT Resolution # <b>Equal Employment and Educational Opportunity Policy</b>
Issue/amendment date: <b>November 15, 2018</b>	Author: Human Resources Office
References: RBOT Policy Manual, Personnel Policies Handbook for Non-Union Employees, PECCC Agreement, College Catalog, College website	Rescinds: RBOT Resolutions # <b>4050-15</b> , #3968-15, #3843-14, #3566-13, and #3567-13

**Policy Statement**

SUNY Corning Community College (“the College”) declares and affirms a policy of equal employment and equal educational opportunity. The College will make all decisions regarding admissions and the entire educational process of its students (including all educational programs and activities) and the recruitment, hiring, promotion, and other terms and conditions of employment without discrimination on the basis of race, color, age, religion, national origin, disability, sex, sexual orientation, or other protected characteristics which cannot be lawfully used as the basis for employment or educational decisions.

Through its policies and programs, the College undertakes to comply fully with all applicable federal, state and local laws relating to equal employment and equal educational opportunity. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, and the New York

State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence, and place an affirmative obligation on the College to maintain a work and study environment free from discriminatory harassment, intimidation, ridicule, and insult. (Also see Sexual Harassment Response and Prevention Statement)

The College is committed to maintaining an educational and work environment that is free of any harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a non-discriminatory environment.

## Summary

Harassment on the basis of the above protected characteristics constitutes unlawful discrimination. The College will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy its discriminatory effects on the victim(s) and others. Sex discrimination includes sexual harassment, sexual assault, and sexual violence.

This policy applies to all members of the campus community, individuals doing business with the College, and any persons utilizing campus facilities. A procedure for handling complaints under this policy has been established and is available at: <https://www.corning-cc.edu/non-discrimination>. This procedure may be used by students, employees, or any third party participating in a College sponsored program or affiliated activity. Employee grievance procedures established through College policy or collective bargaining agreements, student disciplinary procedures, or any other internal grievance/complaint procedure will continue to operate as before.

The President of the College has ultimate responsibility for equal opportunity and has assigned responsibility for the administration of the College's policy to the Executive Director of Human Resources (the "Director"), who also serves as the College's Title IX Coordinator. The Director administers the Equal Employment and Educational Opportunity Complaint Procedure, coordinates the activities of the Equal Opportunity Committee, and is responsible for the maintenance of all necessary records needed to comply with federal and state laws governing equal employment and educational opportunity. One or more deputy coordinators may be appointed to assist the Director in his/her Title IX Coordinator duties; a complete list of these deputy coordinators is available from the Director.

To ensure that the complaint procedure processes are fair, the Director or his/her designee serves as an impartial party who is responsible for:

- ensuring that the procedure is carried out properly
- ensuring that the rights of both complainant and respondent are protected and that both parties have an equal opportunity to present relevant witnesses and other evidence
- advising and providing information to the complainant and respondent, including information on counseling and victim services available both on and off campus
- investigating complaints
- requesting access to pertinent documents
- maintaining a record of each case.

The Director may receive initial inquiries, reports, and requests for consultation and counseling on an informal basis. Assistance will be available whether or not a formal complaint is under consideration or even possible. It is the responsibility of the Director to respond to all such inquiries, reports, and requests as

soon as possible and in a manner appropriate to the particular circumstances. This response may include interim measures to protect the parties during the investigation process. Such interim measures will not disproportionately impact the complainant.

Individuals who believe that they have been harassed or otherwise discriminated against in violation of this policy should contact the Director. Responsible employees who observe or become aware of incidents of discrimination and harassment, including sexual harassment, sexual assault, and sexual violence, are obligated to report this information to the Director. A “responsible employee” is an employee with the authority to take action to redress the harassment/discrimination, who has the duty to report harassment or any other misconduct by students or employees to appropriate college officials, or an individual who a student or employee could reasonably believe has this authority or responsibility. In the event that the Director is alleged to have discriminated against an individual in violation of this policy, the incident should be reported directly to the President’s Office.

Inquiries regarding the application of Title IX and other laws, regulations, and policies prohibiting discrimination and harassment may be directed to:

<p><b>Connie Park</b>          Executive Director of Human Resources          Title IX Coordinator          1 Academic Drive          Corning, NY 14830          (607) 962-9444  <a href="mailto:cpark3@corning-cc.edu">cpark3@corning-cc.edu</a></p>	<p>-OR-</p>	<p>U.S. Department of Education’s          Office for Civil Rights          32 Old Slip, 26<sup>th</sup> Floor          New York, NY 10005-2500          (646) 428-3800  <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a></p>
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**Definitions**

***Harassment on the Basis of Protected Characteristics Other Than Sex/Gender*** - harassment based on race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics is oral, written, graphic or physical conduct relating to an individual’s protected characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the College’s programs or activities.

***Sex Discrimination\**** – behaviors and actions that deny or limit an individual’s ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of an individual’s sex. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault, and sexual violence, both on and off campus, by employees, students, or third parties. Employees and students should report sexual harassment that they observe or become aware of to the Title IX Coordinator.

***Sexual Harassment in the Educational Setting*** – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the College’s programs.

***Sexual Harassment in the Employment Setting*** – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant



- Such conduct is intended to interfere, or results in interference, with an employee’s work performance, or creates an intimidating, hostile, or offensive work environment (hostile environment harassment).

**Sexual Assault\*** is defined as a physical sexual act or acts committed against an individual’s will and consent or when an individual is incapable of giving active consent, incapable of appraising the nature of the conduct, or incapable of declining participation in, or communicating unwillingness to engage in, a sexual act or acts. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape,” whether forcible or non-forcible, “date rape,” and “acquaintance rape.” Nothing contained in this definition shall be construed to limit, or conflict with the sex offenses enumerated in Article 130 of the NYS Penal Law, which shall be the guiding reference in determining if the alleged conduct is consistent with the definition of sexual assault.

**Sexual Violence,\*** as that term is used in this document and prior U.S. Office for Civil Rights guidance, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (as defined within this policy). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence could involve students, College employees, third parties or a combination. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX and the College’s Equal Employment and Educational Opportunity Policy.

**Affirmative Consent** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create a clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

**Hostile Environment Sexual Harassment** – examples include:

- Sexual innuendos, sexually suggestive comments, offensive language, sexually oriented kidding or teasing, gestures, practical jokes, etc.
- Displays of sexually suggestive pictures, magazines, or other objects
- Any other conduct that ridicules or humiliates an individual because of his/her gender.

**Non-Sexual Hostile Environment Harassment** - The same general principles that apply to hostile environment sexual harassment also apply to harassment on the basis of other factors, such as race, color, age, religion, national origin, disability, sexual orientation, or other protected characteristics. Examples of non-sexual hostile environment harassment include:

- Transfer, demotion, or termination of employees on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.

- Interference in or denial of opportunities for educational success on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.
- Unwelcome, offensive, or demeaning comments, slurs, language, jokes, or gestures related to or referring to an individual's race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.
- The presence of books, magazines, pictures, or other objects that may be reasonably construed as offensive or demeaning based on race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics in the workplace where other students or employees may see or find them.
- Creating or contributing to an intimidating, hostile, or offensive working environment on the basis of race, color, age, religion, national origin, disability, gender, sexual orientation, or other protected characteristics.

**Dating violence** - Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Domestic violence** - Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person co-habiting with the victim as a spouse or intimate partner.

**Preponderance of the Evidence** – the standard of proof in sexual harassment and sexual assault cases which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

\*For additional information and resources regarding sexual assault and sexual violence, please refer to the College’s Response Policy for Sexual Violence and Other Misconduct, available at: [www.corning-cc.edu/sexualviolence](http://www.corning-cc.edu/sexualviolence).

\*For additional information and resources regarding sexual harassment, see the Sexual Harassment Response and Prevention Statement

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4550-18

SUNY CCC Response Policy for Sexual Violence and Other Misconduct

**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.

BACKGROUND NOTES

SUNY Corning Community College  
Board Policy and Administrative Procedures

Effective Date: November 16, 2018	RBOT Resolution # <b>Response Policy for Sexual Violence and Other Misconduct</b>
Amendment date: November 16, 2018	Author: Human Resources Office
References: RBOT Policy Manual, College Catalog	Amends: RBOT Resolution #4336-17, 4049-15

**Policy Statement**

This policy and any associated administrative requirements and procedures are intended to comply with the uniform sexual assault prevention and response policies developed by the State University of New York for implementation at each of its State-operated and community college campuses, as well as with applicable federal and New York State law.

**Definitions**

**Sex Discrimination\*** – behaviors and actions that deny or limit an individual’s ability to benefit from and/or fully participate in the educational programs or activities or employment opportunities because of an individual’s sex. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault, and sexual violence, both on and off campus, by employees, students, or third parties. Employees and students should report sexual harassment that they observe or become aware of to the Title IX Coordinator.

**Sexual Harassment in the Educational Setting** – unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student denies or limits, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the College’s programs.

***Sexual Harassment in the Employment Setting*** – unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when any of the following occurs:

- Submission to such conduct is made a term or condition of an individual’s continued employment, promotion, or other condition of employment
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an employee or job applicant
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***Affirmative Consent*** is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create a clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

***Hostile Environment Sexual Harassment*** – examples include:

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relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Domestic violence** Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person co-habiting with the victim as a spouse or intimate partner.

**Preponderance of the Evidence** – the standard of proof in sexual harassment and sexual assault cases which asks whether it is “more likely than not” that the sexual harassment or sexual violence occurred. If the evidence presented meets this standard, then the accused should be found responsible.

### **Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases**

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

### **Reporting Options, Resources, Protections, and Accommodations for Victims/Survivors**

In accordance with the Students’ Bill of Rights, available at:

[www.corning-cc.edu/sexualviolence](http://www.corning-cc.edu/sexualviolence), reporting individuals will have the right to pursue more than one of the options below at the same time, or to choose not to participate in any of the options below:

#### Reporting:

- To disclose *confidentially* the incident to one of the following College officials, who by law may maintain confidentiality, and can assist in obtaining services (more information on confidential reporting is available at:

<https://www.corning-cc.edu/sexualviolence/confidentialdisclose>).

-Chaplain’s Office, Commons Building, (607) 962-9257

-Health Services Office, Commons Building, (607) 962-9257

- To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines, **resources can be found:**

<https://www.suny.edu/violence-response/>

÷ <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906), ~~and assistance can also be obtained through:~~

~~–Sexual Assault & Violence Response Resources <https://www.suny.edu/violence-response/>~~

~~–[Sexual Assault Resource Center \(SARC\)](#)~~

SurvJustice: <http://www.survjustice.org/services.html>

- Legal Momentum: <https://www.legalmomentum.org/>
- NYSCASA: <http://www.casany.org>
- NYSCADV: <http://www.nyseadv.org/>
- Pandora's Project: <http://www.pandys.org/lgbtsurvivors.html>
- GLBTQ Domestic Violence Project: <http://www.glbtqdv.org/>
- RAINN: [https://www.rainn.org/get\\_help](https://www.rainn.org/get_help)
- Safe Horizons: <http://www.safehorizon.org/>

(Please note that these hotlines are for crisis intervention, resources, and referrals, and are not reporting mechanisms, meaning that disclosure on a call to a hotline does not provide any information to the campus. Reporting Individuals are encouraged to additionally contact a campus confidential or private resource so that the campus can take appropriate action in these cases).

- To disclose the incident to one of the following college officials who can offer *privacy* and can provide information about remedies, accommodations, evidence preservation, and how to obtain resources. Those officials will also provide the information contained in the Students' Bill of Rights, including the right to choose when and where to report, to be protected by the institution from retaliation, and to receive assistance and resources from the institution. These College officials will disclose that they are private and not confidential resources and they may still be required by law and College policy to inform one or more College officials about the incident, including but not limited to the Title IX Coordinator. They will notify reporting individuals that the criminal justice process uses different standards of proof and evidence than internal procedures, and questions about the penal law or the criminal justice process should be directed to law enforcement or district attorney:

- **Connie Park**, Title IX Coordinator, (607) 962-9444, Human Resources Office, 1 Academic Drive, Corning, NY 14830, [cpark3@corning-cc.edu](mailto:cpark3@corning-cc.edu)
- Department of Public Safety, (607)962-9000 or [publicsafety@corninig-cc.edu](mailto:publicsafety@corninig-cc.edu)

- To file a criminal complaint with the Department of Public Safety and/or with local law enforcement and/or state police:

- Corning Community College Department of Public Safety, (607)962-9000 or [publicsafety@corninig-cc.edu](mailto:publicsafety@corninig-cc.edu)
- Steuben County Sheriff, Dial 911 or 7007 Rumsey St. Ext., Bath, NY 14810, (800) 724-7777 or (607) 622-3930.
- New York State Police, Dial 911 or Painted Post Barracks 3859 Meads Creek Road, Painted Post, NY 14870, (607)962-6865.

- To receive assistance from the Department of Public Safety in initiating legal proceedings in family court or civil court.

- To file a report of sexual assault, domestic violence, dating violence, and/or stalking, and/or talk to the Title IX Coordinator for information and assistance. Reports of sexual assault will be investigated in accordance with the College's Equal Employment and Educational Opportunity Complaint Procedure, available at: <https://www.corning-cc.edu/sexualviolence>

Complaints of domestic violence, dating violence, and/or stalking will be investigated in accordance with procedure established under the student conduct process. The reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy. If a reporting individual wishes to keep his/her identity anonymous, he or she may call the Title IX Coordinator's office anonymously to discuss the situation and available options (<https://www.corning-cc.edu/sexualviolence>).

~~—Connie Park, Title IX Coordinator, (607) 962-9444, Human Resources Office, 1 Academic Drive, Corning, NY 14830, [cpark3@corning-cc.edu](mailto:cpark3@corning-cc.edu)~~

- When the accused is an employee, a reporting individual may also report the incident to the Title IX Coordinator, or may request that one of the above referenced confidential or private employees assist in reporting the incident to the Human Resources Office. Disciplinary proceedings will be conducted in accordance with applicable College policy or collective bargaining agreements. When the accused is an employee of an affiliated entity or vendor of the College, College officials will, at the request of the reporting individual, assist in reporting to the appropriate office of the vendor or affiliated entity and, if the response of the vendor or affiliated entity is not sufficient, assist in obtaining a persona non grata letter, subject to legal requirements and College policy.
- You may withdraw your complaint or involvement from the College process at any time.
- At the first instance of disclosure by a reporting individual to a College representative, **an immediate referral will be made to the Title IX Coordinator or designated representative.** The following options shall be presented to the reporting individual, (a) a report to the College's Department of Public Safety, (b) local law enforcement, and/or State Police or (c) choose not to report; to report the incident to the College; to be protected by the College from retaliation for reporting an incident; and to receive assistance and resources from the College.

#### Resources:

- Emergency access to obtain effective intervention services:

~~—[Sexual Assault Resource Center \(SARC\)](#): ~~Lauren West, Director~~~~

135 Walnut Street, Corning, NY 14830

755 E. Church Street, Elmira, NY 14901

323 Owego Street, Unit #12, Montour Falls, NY 14865

Toll-Free Hotline: 888-810-0093

~~—[lauren.west@ppsfl.org](mailto:lauren.west@ppsfl.org)~~

~~—<https://www.facebook.com/sarest?fref=ts>~~

Sexual contact can transmit Sexually Transmitted Infections (STI) and may result in pregnancy. Information on testing for STIs, emergency contraception, and whether such testing is provided for free or at a cost is available from SARC.

- A free, confidential counseling and resource referral service for students and their family members which is available 24/7:

~~— WELLCONNECT~~

~~1-866-640-4777 (access code: CCC-STU)~~

- Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases; insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency funds. More information may be found here: <https://ovs.ny.gov/help-crime-victims>, or by calling 1-800-247-8035.
- To best preserve evidence, victims/survivors should avoid showering, washing, changing clothes, combing hair, drinking, eating, or doing anything to alter physical appearance until after a physical exam has been completed.

#### Protection and Accommodations:

- When the accused is a student, to have the College issue a “No Contact Order,” consistent with College policy and procedure, meaning that continuing to contact the protected individual is a violation of College policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person.

The College will promptly review existing “No Contact Orders” at a party’s request, including requests to modify the terms of or discontinue an order. The parties can submit evidence to support their requests. If the College finds it appropriate, it can even make a schedule for the parties who seek to use the same facilities without running afoul of the “No Contact Order.”

- To have assistance from the Department of Public Safety or other College officials in initiating legal proceedings in family court or civil court, including but not limited to obtaining an Order of Protection or, if outside of New York State, an equivalent protective or restraining order.
- To receive a copy of the Order of Protection or equivalent and have an opportunity to meet or speak with a College official who can explain the order and answer questions about it, including information from the Order about the accused’s responsibility to stay away from the protected person(s); that burden does not rest on the protected person(s).
- To receive an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension.
- To receive assistance from The Department Of Public Safety in effecting an arrest when an individual violates an Order of Protection or, if outside of New York State, an equivalent protective or restraining order within the jurisdiction of The Department of Public Safety or, if outside of the jurisdiction or if the Department of Public Safety does not have arresting powers to call on and assist local law enforcement in effecting an arrest for violating such an order.
- When the accused is a student and presents a continuing threat to the health and safety of the community, to have the accused subject to interim suspension **or other action** pending the outcome of a complaint procedure or conduct process. The College will promptly review existing interim suspensions at a party’s request, including requests to modify the terms or discontinue an interim suspension **or other action**. Parties can submit evidence to support their request.
- When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and College policies and rules.



- When the accused is not a member of the college community, to have assistance from the Department of Public Safety or other College officials in obtaining a persona non grata letter, subject to legal requirements and College policy.
- To ~~obtain~~ **request** reasonable and available interim measures and accommodations that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Parties may request a prompt review of the need for and terms of any interim measures and accommodations that directly affect them. The parties can submit evidence to support their requests. While ~~reporting individuals~~ parties may request accommodations through any of the offices referenced in this policy, the ~~following office~~ Title IX Coordinator can serve as a point to assist with these measures.

~~Human Resources Office: Nan Nicholas, Director and Title IX Coordinator, Classroom Building, (607) 962-9444, [nicholas@corning-cc.edu](mailto:nicholas@corning-cc.edu).~~

### Student Conduct Process:

- To request that student conduct charges be filed against the accused. Conduct proceedings are governed by the procedures set forth in the Corning Community College Course Catalog and Information Guide (<https://www.corning-cc.edu/student-code-conduct>), as well as federal and New York State law, including the due process provisions of the United States and New York State Constitutions.
- Throughout conduct proceedings, the respondent and the reporting individual will have:
  - The same opportunity to be accompanied by an advisor of their choice who may assist and advise the parties throughout the conduct process and any related hearings or meetings. Participation of the advisor in any proceeding is governed by federal law and the Student Code of Conduct;
  - The right to a prompt response to any complaint and to have their complaint investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues related to sexual assault, domestic violence, dating violence, and stalking.
  - The right to an investigation and process conducted in a manner that recognizes the legal and policy requirements of due process (including fairness, impartiality, and a meaningful opportunity to be heard) and is not conducted by individuals with a conflict of interest.
  - The right to receive advance written or electronic notice of the date, time, and location of any meeting or hearing they are required to or are eligible to attend. Accused individuals will also be told the factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.
  - The right to have a conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay.
  - The right to offer evidence during an investigation and to review available relevant evidence in the case file (or otherwise held by the College).
  - The right to present evidence and testimony at a hearing, where appropriate.

-The right to a range of options for providing testimony via alternative arrangements, including telephone/videoconferencing or testifying with a room partition.

-The right to exclude prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis or treatment from admittance in College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

-The right to ask questions of the decision maker and via the decision maker indirectly request responses from other parties and any other witnesses present.

-The right to make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

-The right to simultaneous (among the parties) written or electronic notification of the outcome of a conduct proceeding, including the decision, any sanction(s), and the rationale for the decision and any sanctions.

-The right to written or electronic notice about the sanction(s) that may be imposed on the accused based upon the outcome of the conduct proceeding. For students found responsible for sexual assault, the available sanctions are suspension with additional requirements and expulsion/dismissal.

-Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest.

-The right to have access to a full and fair record of a student conduct hearing which shall be preserved and maintained for at least five years.

-For information on the Student Code of Conduct and the student conduct process, contact the **Assistant Dean of Student Services, Administration Building, (607) 962-9318.**

• The right to choose whether to disclose or discuss the outcome of a conduct hearing.

• The right to have all information obtained during the course of the conduct or complaint process be protected from public release until the appeals panel makes a final determination unless otherwise required by law

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4551-18**

SUNY CCC and PECCC Agreement 2018 – 2022

**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.

**BACKGROUND NOTES**

With the successful conclusion of the negotiations process, the College and PECCC has come to a four year agreement. Currently a compression study is underway as a pre-cursor to the final decision on wages for the 2019 – 2022 academic years.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Audit Committee**  
**November 15, 2018**  
**HEC - 110**

**MISSION:**

This Committee shall consider and make recommendation to the Board regarding the retention of an audit firm and receive the audit report and make appropriate recommendations to the Board.

**MINUTES**

**DISCUSSION ITEM**

1. Housing LLC accounts receivable with Jerry Mickelson, Duane Shoen, and Ben Owens from Insero & Co.

**ACTION ITEM:**

1. [Perry Hall Receivables Write-off](#)

**NEXT MEETINGS:**

Tuesday, December 4, 2018, 4:30 p.m., Special Meeting

**Measurable Standards** for the Committee on Audit are:

- On an annual basis, recommend to the Board an Audit Firm;
- On an annual basis, monitor progress on Audit process;
- On an annual basis, recommend actions to the Board based on the results of the Audit.
- Refer Audit findings to the appropriate Board Committee.
- Receive Audit recommendations from all Committees and provide for follow-up;
- Ensure that actions are consistent with Strategic Plan.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Audit Committee**  
**September 27, 2018**  
Health Education Center – 110

**MINUTES**

Trustees: Vice-Chair Wightman, T. Blumer, J. Kelley, N. Milliken, M. Wayne, A. Winston  
Guests: J. Mickelson, D. Shoen, and B. Owens from Insero & Co.  
Senior Staff: President Douglas, VP Winger  
Support Staff: S. Housworth, R. Stanley, J. Toribio  
Excused: Chair Blowers

Trustee Wayne called the Audit Committee meeting to order at 4:37 p.m.

Mr. Mickelson discussed the audit process overview and the Housing LLC receivables in relation to the College, and discussed the preliminary presentation and disclosures.

Mr. Owens shared that the auditors are conducting pre-engagement activities, testing balances, reviewing policies and procedures, and performing walkthroughs to understand the College's internal controls. Mr. Owens shared that board inquiries are forthcoming as well as inquiries with external entities.

Mr. Shoen shared that the auditors are also conducting special tests of student financial aid process to ensure the College is complying with all laws and regulations and that internal controls are working properly.

The audit is expected to conclude by the end of November.

Mr. Mickelson requested a December meeting. The Committee agreed to convene on December 4, 2018, at 4 p.m.

The Committee discussed receivables of \$1.273m due to the College from the Housing LLC. This represents 4 years of receivables due to the College. The Committee discussed writing off two-years worth of receivables.

Trustee Wayne adjourned the Audit Committee meeting at 5:15 p.m.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Audit Committee**  
**November 6, 2018**  
Health Education Center – 110

**MINUTES**

Trustees: Chair Blowers, T. Blumer, J. Kelley, N. Milliken, M. Wayne, A. Winston  
Other Trustees in Attendance: Vice-Chair Wightman, D. Creath  
Guests: J. Mickelson, D. Shoen, B. Owens from Insero & Co.  
Senior Staff: President Douglas, VP Winger  
Support Staff: Jina Toribio

Chair Blowers called the Audit Committee meeting to order at 4:30 p.m. and noted that there is one agenda item on the agenda.

The Committee reviewed and discussed the resolution that proposes the College write-off a portion of the Perry Hall receivables. The Committee discussed that the proposal is consistent with the recommendation from auditors to write off the two oldest years of debt minus any funds received from the Housing LLC. This recommendation comes with support from the College's financing partners. The net write-off amount is \$479,815

Mr. Mickelson noted that these adjustments have eroded the College's fund balances.

Mr. Owens outlined field work completed by the auditors. He shared that at this time, there are no substantial audit findings to report. Next steps entail the auditors' review of compliance procedures. Draft reports will be provided to the College before the December 4, 2018, meeting.

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

Chair Blowers adjourned the Audit Committee meeting at 4:48 p.m.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Committee on Academic and Student Services**  
**November 15, 2018**  
Health Education Center – 110

**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 to Reinstate the Energy Process Technology, A.A.S. Program](#)

**NEXT COMMITTEE MEETING:** January 8, 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 status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service
- Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
- Review efforts that integrate faculty into recruitment and retention efforts of the institution, where needed.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Committee on Academic and Student Services**  
**November 6, 2018**  
Health Education Center – 110

**MINUTES**

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

Trustee Blumer called the CASS Committee meeting to order at 5:56 p.m. and noted that there is one action item on the agenda.

Program reviews were moved to January; Trustee Blumer asked that the CASS Committee convene on January 8, 2019, at 3:30 p.m. in HEC 110 to review and discuss the five program reviews.

Provost Fisher provided the following highlights from the agenda:

Academic Services

- A taskforce has been convened to review general education. An advisory group of academic officers will meet to decide next steps.
- Update on status of articulation agreements.
- The Calendar Committee was convened and asked to recommend a three-year academic calendar.

Student Development and Enrollment Management

- Cross country women's team advance to regionals and finals. This is a fantastic accomplishment for a first-year program.
- The mobile food bank will be visiting the Spencer Hill campus on a monthly basis to assist the College address food insecurity.
- The Committee discussed WellConnect usage.

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

- Beat the Board event was held to increase awareness of the Student Association.
- The Open house was well attended, several clubs and Student Association members were in attendance to share offerings. The Science Club made liquid nitrogen ice cream.
- Frankenreads event was held in the Commons. Individuals read portions of Frankenstein everyday last week.
- The Executive Board will be meeting on a monthly basis with Provost Fisher and Asst. Dean Johnson to maintain open lines of communication and convey concerns.

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

Trustee Blumer adjourned the CASS Committee meeting at 6:26 p.m.



**Committee on Academic and Student Services**  
**Report by the Provost (Acting)**  
**November 15, 2018**

Academic Services

- To improve communications, a weekly *Provost's Notes* continues to be generated to all faculty and staff within Academic Affairs, Student Development and Enrollment Management, and Marketing. The intent is to assure that there is constant flow of information to campus personnel. Weekly open office hours are included for ready availability to relay ideas or concerns.
- SUNY has generated a task force report on the state of general education to begin a conversation within the system regarding the current state of general education, and what it might look like for the future. The report has been distributed to faculty, and it is not envisioned that substantive system-wide conversation will begin until 2021-2022.
- Work continues with faculty to implement multiple measures for placement for mathematics, reading, and writing. Full implementation of multiple measures is planned for Spring 2019.
- Articulation agreements have been negotiated with the University of Buffalo School of Pharmacy and St. John Fisher College Wegman School of Pharmacy. Both agreements will allow for students to access direct pathways into pharmacy programs after following a prescribed curriculum at SUNY Corning Community College. These arrangements establish 2 plus 4 plans for students to pursue a PharmD program.
- An articulation agreement has been formalized to link SUNY CCC's engineering technology program into Alfred State College's mechanical engineering technology baccalaureate. Conversations continue to determine how we can expand the partnership with Alfred State College on other efforts.
- A successful search has concluded for the Director, Center for Teaching Innovation and Excellence. The successful candidate will commence work on November 12. In preparation for that work, a needs assessment survey has been distributed to all faculty (part-time and full-time) to establish a baseline for training needs.
- To promote increased FTE production in the winter term, faculty have been asked to add additional short-term, mostly online courses into the winter term. An aggressive marketing effort has been attached to the winter term and the courses have been added to Open SUNY, allowing for students across the system to enroll. To compensate for increased class sizes in the winter term, the adjunct rate will be paid at a factor of 1.1 for class sizes that range from 20-23, and a factor of 1.15 for class sizes from 24-28.
- A nursing articulation agreement has been accomplished between SUNY CCC's nursing program and The Sage Colleges.
- A process has been established to track tutoring use (both within the Learning Commons, in Perry Hall, and online) to determine the effectiveness of the current SUNY CCC tutoring efforts.
- Articulation conversations continue with Elmira College, SUNY Canton, SUNY Cortland, and with Mansfield University. Agreements with all of these regional partners are expected to be concluded by the end of the calendar year.
- The Calendar Committee has been formed to provide a recommendation for a multi-year academic calendar for SUNY Corning Community College. The multi-year academic calendar recommendation will be provided at the January RBOT meeting.

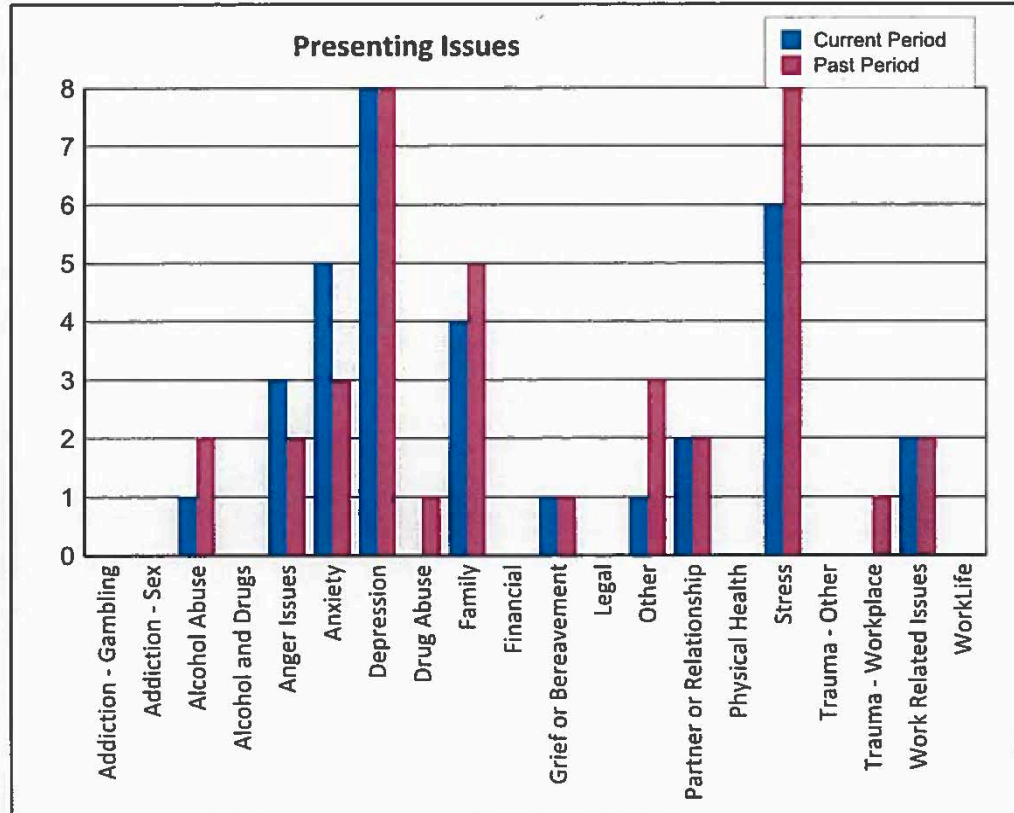
Student Development and Enrollment Management

- The women's soccer team advanced as the number eight seed to the Region 3 tournament. The women's cross-country team also advanced to the regional competition for the conference. Katherine Hallinan placed 2<sup>nd</sup> overall and Anna Lares 5<sup>th</sup> overall for the regional competition. Both are advancing to the national competitions in Massachusetts.

- The Elmira Center is having student activities coordinated there through the work of an adjunct. The Elmira Center Food Pantry has been fully stocked and being promoted to students; a voter registration drive was accomplished at the Elmira Center by Catholic Charities; and therapy dogs and stress ball give-aways were recently accomplished.
- Student Services has partnered with the Food Bank of the Southern Tier to have two mobile food pantry visits to the Spencer Hill campus on November 13 and December 11. Further visits are planned for Spring 2019 with explorations for how the Food Bank of the Southern Tier and the College can establish a broader framework to serve students.
- The Student Association has a full executive board with Anthony Smaldone as Treasurer, Sam Weimer as Secretary, and Serena VanOsdol as Speaker of the Senate.
- Student Life has been organizing workshops for students during Wednesday evenings this semester to advance career and professional development. Time management, stress management, and personal wellness have been topics covered so far. The sessions are experiencing around 50 to 60 participants with the focus, but not exclusive, on Perry Hall residents.
- The Free Application for Federal Student Aid is open for the 2019-2020 academic year. Reminders have been generated to current students and to students in the application “pipeline.” A total of 14 financial aid presentations have occurred in local high schools through October 23, 2018. The application opened on October 1, 2018. Financial aid outreach continues in the region. Financial aid has also completed presentations for each First Year Experience class this Fall 2018.
- Student Support Services (TriO) is coordinating a series of financial literacy activities for the campus. The six-session series relies upon representatives for local financial institutions to provide the speakers.
- The student loan default rate has been reduced from its high of 29.8 percent to the most current rate of 15.4 percent. This represents a six year decline in the default rate for the institution.
- A simplified readmit process has been implemented to dramatically reduce the methods used for a student to be readmitted to the institution. An aggressive recruit back effort has been launched to encourage previous students to return and finish her/his studies at SUNY CCC.
- A summary of a year of counseling activity through WellConnect is provided on the next page. WellConnect has provided mental health counselors two days per week to serve students.

Presenting Issues

Presenting Issues	Current Period		Past Period	
	Count	Percent	Count	Percent
Addiction - Gambling	0	0.0%	0	0.0%
Addiction - Sex	0	0.0%	0	0.0%
Alcohol Abuse	1	3.0%	2	5.3%
Alcohol and Drugs	0	0.0%	0	0.0%
Anger Issues	3	9.1%	2	5.3%
Anxiety	5	15.2%	3	7.9%
Depression	8	24.2%	8	21.1%
Drug Abuse	0	0.0%	1	2.6%
Family	4	12.1%	5	13.2%
Financial	0	0.0%	0	0.0%
Grief or Bereavement	1	3.0%	1	2.6%
Legal	0	0.0%	0	0.0%
Other	1	3.0%	3	7.9%
Partner or Relationship	2	6.1%	2	5.3%
Physical Health	0	0.0%	0	0.0%
Stress	6	18.2%	8	21.1%
Trauma - Other	0	0.0%	0	0.0%
Trauma - Workplace	0	0.0%	1	2.6%
Work Related Issues	2	6.1%	2	5.3%
WorkLife	0	0.0%	0	0.0%
<b>Total</b>	<b>33</b>		<b>38</b>	



## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

### Report by the Student Trustee

November 15, 2018

- To provide students an opportunity to get to know their Student Association Executive Board, a Beat the Board contest has been started—allowing for students to engage in game room competitions with current Board members.
- Student Government supported Open House with staffing for booths to communicate student life opportunities to prospective students.
- Student Government participated in the Frankenreads project this fall semester.
- The Student Association Executive Board is meeting regularly with the Provost and the Assistant Dean for Student Services to relay student concerns.

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# SUNY CORNING COMMUNITY COLLEGE

## Regional Board of Trustees

### Executive Committee

November 15, 2018

Health Education Center – 110

#### **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. [Enrollment Initiatives Update](#)
2. I-86 Innovation Corridor Update
3. [Strategic Plan Dashboard](#)
4. [Campus Safety Plan Update](#)
5. [Presidential Scholars Update](#)
6. [PACE Campus Climate Survey](#)
7. Presidential Search Update

#### **ACTION ITEM:**

1. [Approval of the Amended SUNY Corning Community College Strategic Plan 2017-2021](#)
2. [Web Content Policy](#)

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

**NEXT COMMITTEE MEETING: January 8, 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.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Executive Committee**  
**November 6, 2018**  
Location: Health Education Center – 110

**MINUTES**

Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, T. Blumer, M. Wayne, A. Winston  
Other Trustees in Attendance: D. Creath, S. Epp, C. Heyward, J. Kelley, N. Milliken, N. Parks, N. Wightman  
Guests: Jack Benjamin  
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 6:57 p.m.

President Douglas provided an overview of the agenda, including:

- Enrollment Initiatives Update. Barons Brought Back. The Committee discussed the status of the initiative and evaluation of the program moving forward.
- I-86 Innovation Corridor Update. The Committee will meet next week. It is currently awaiting approval for funding and posted a position for the Executive Director.
- Strategic Plan Dashboard. Director Clay provided an overview of the dashboard.
- Campus Safety Plan Update. President Douglas provided an update on the status of the safety plan.
- Presidential Scholars Update. This year the College is hosting the largest cohort of scholars, 44 students. The Committee
- PACE Campus Climate Survey. President Douglas provided an update on the status of the upcoming survey. The instrument will be administered this semester, with findings being presented in January.
- Presidential Search Update. Chair Blowers and Vice-Chair Wightman provided an update on the status of the Presidential Search. To-date, 22 applications have been submitted to ACCT. Both will be communicating with ACCT consultants tomorrow and requested that any questions be submitted to Vice-Chair Wightman via email by tomorrow early afternoon.

Action Items:

- Strategic Plan 2017-2021. The end date was revised to allow the College to meet and report on goals.
- Web Content Policy. The policy provides guidelines for web content and will go into effect in January 2019.

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

Chair Blowers adjourned the Executive Committee at 7:36 p.m.

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Summer 2018 Strategic Enrollment Initiatives Targeting Fall 2018 Enrollment and beyond

**Barons Brought Back (B3)** – S’18 debt forgiveness if enroll F’18







Communication/Marketing	Results	Recommendation
Email; 177 student with outstanding s’18 balance	11 students re-enrolled	Late initiation (July 24) makes solid recommendation difficult
Email: 55 ACE seniors with outstanding balance	3 qualified for B3, 1 elected to simply pay off debt	Actual debt forgiveness appears to be secondary
Personal phone calls to 43 of the above	8 ineligible for B3 because they did not register for 15 credits but did re-enroll	Primary take-away: positive message that we want to work with a student to bring them back

**Jobs For the Future (JFF)** – tuition free Associates Degree for targeted Associate Degrees and targeted residency

Communication/Marketing	Results	Next Steps
Flyers, posters, social media, CTRAN busing, electronic signage/First Arena, traditional mailings, faith-based communities, non-profits	44 potential students contacted College, all ineligible 1) currently enrolled, 2) didn’t reside in identified zip codes	Pathways to Employment College 101 workshops, w/ EOP, BOCES, DSS Navigators, Ernie Davis Community Center, Trinity of Chemung County
Attended community events; Strong Kids Safe Kids, Farmers Market, Community Block Party	Majors of greatest interest – Nursing, Business, Education	Stay the course for one complete 12 month cycle and re-evaluate








# Strategic Plan 2017-2021 Dashboard





SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 1: Access &amp; Opportunity</b>							
1.1	New Student Head Count		New full-time and part-time headcount	760	827	700	800
1.2	New Academic Programs		New Programs Approved by State Ed.: Cyber Security, Community and Public Health, Sustainability Studies	1	1	1	4
1.3	Satellite Facilities FTE						
	Airport Corporate Park		First Day FTE: ABOD-AOS, AUTO-AAS, AUTO-Cert, AUTO-AOS, CNCP-Cert, MACT-Cert, MACT-AAS	30.9	27.1	22.9	30
	Health Education Center		First Day FTE: NURS-AAS, CPHE-AS	157.1	167.2	156.7	180
	Elmira Center		First Day FTE: Elmira		89.1	79.6	TBA




Green: Maintain effective practice




Yellow: Continued attention on effective strategies



Red: Increase effective initiatives

SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 2: Student Retention &amp; Achievement</b>							
2.1	Retention		Fall to Fall, First Time, Full Time	62.50%	59.80%		62%
2.2	Engaging Pedagogies across Programs						
	Applied Learning		Course Sections	73	75		80
	Student Experience of Applied Learning		CCSSE: 4i community project/service-learning, 8a internship, field experience, clinical (2015 and 2018)	4i: 24.8% 8a: 15.8%	4i: 33.4% 8a: 25.5%		
2.3	Student Success: 3-year Associate Graduation Rate		3 Year graduation rate (FL2013 and FL2014)	30.20%	35.70%		26%

SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 3: Caring &amp; Inclusive Community</b>							
3.1	Student Participation		Duplicated headcount in Center for Diversity and Inclusion events and activities	720	790		850
3.2	Employee Participation		Duplicated employee participation HR events and activities	30	90		50
3.3	Employee Diversity		All employees (2015-2016 and 2016-2017)	5.90%	6.50%		7.50%

SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 4: Community &amp; Alumni Engagement</b>							
4.1	Support Local Employers		Non-credit Instructional Activities (NCIA): Business and Industry Training Non-Credit Contact Hours	743	4095		5500
4.2	Alumni Giving		Number of alumni Donors	381	366		420
4.3	Brand Awareness		Convergent: How would you characterize SUNY CCC's image/brand as the sole public higher education resource in the Central Southern Tier Region?		66% good and excellent		

SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 5: Financial Health</b>							
5.1	Student Financial Health		Student loan default rate (2014 and 2015 students)	19%	15.40%		19%
5.2	Institutional Financial Health		Ratio of fund balance to budget (2016 and 2017)	14.40%	18.30%		15%

SP #	Performance Indicator		Data Source	Year 1 (16-17)	Year 2 (17-18)	Year 3 (18-19)	2020 Goal
<b>Theme 6: Environmental Sustainability</b>							
6.1	Sustainability Education						
	Students and Employees attending environmental sustainability programming		Headcount of student and employee event and activity participants				10% increase from 18-19
	Headcount in Environmental Science and Sustainability programs		First Day Headcount in ENVR-AS, SUST-AS	31	36	36	48
6.2	Sustainable Operations						
	Carbon footprint						
			Electric: 11 meters	5,189,111 KWH avg.			reduce 26%
			Gas: 16 meters	223,292 CCF avg.			reduce 23%
	Garbage produced		Volume: # of full dumpsters before and after composting, if implemented				TBA
	Recycling collected		eWaste collected at Sustainability/Physical Plant event		522 lbs		TBA
6.3	Sustainable Energy		Alternative/renewable: SUNY Energy Buying Group, solar options, geothermal: NY Power Authority				TBA

## Emergency Response Team Campus Safety Plan Update

ERT Priority	Proposed Actions	Cost
FY'17 Simulation Prep	<ul style="list-style-type: none"> <li>• Conference Bridge</li> </ul>	Incorporated into existing department budgets
FY'18 Classroom Security	<ul style="list-style-type: none"> <li>• 140 Classroom locks (\$70,000) &amp;</li> <li>• 2-way phones (\$95,000)</li> </ul>	\$165,000 (\$82,500 FY'17 capital reserves & \$82,500 SUNY match) Summer 2017 lock installation
FY'19 Communications & Campus Safety	Variable message boards <ul style="list-style-type: none"> <li>• 2 outdoor locations</li> </ul> Digital displays <ul style="list-style-type: none"> <li>• 3 indoor @ \$3,500 ea</li> </ul> ----- Additional security cameras (\$45,326) Consider over 2 FY's	\$150,000 College operating and/or capital reserves
FY'20 Campus Safety	77 Indoor & 16 Outdoor speakers, 86 strobe lights (\$185,311) ----- Consider over 2 FY's	\$185,000 College operating and/or capital reserves

Presidential Scholars  
Fall 2018 Entering Cohort

GENDER		
Gender	Number	% Cohort
Female	30	68.2%
Male	14	31.8%
<b>Total</b>	<b>44</b>	

COUNTY		
County	Number	% Cohort
Chemung	22	50.0%
Schuyler	5	11.4%
Steuben	16	36.4%
Tioga	1	2.3%
<b>Total</b>	<b>44</b>	

HIGH SCHOOL			
High School	Number	% Cohort	
Addison Central School	4	9.1%	
Alfred-Almond Central School	1	2.3%	
Campbell-Savona Central School	1	2.3%	
Canistota-Greenwood Central	2	4.5%	
Corning-Painted Post East H S	6	13.6%	
Elmira High School	13	29.5%	
Haverling Jr-Sr High School	1	2.3%	
Hornell High School	1	2.3%	
Horseheads High School	5	11.4%	
Odessa-Montour Central School	3	6.8%	
Spencer-Van Etten Central School	1	2.3%	
Thomas A Edison High School	2	4.5%	
Twin Tiers Baptist High School	1	2.3%	
Watkins Glen Central School	2	4.5%	
Waverly High School	1	2.3%	
<b>Total</b>	<b>44</b>		

Presidential Scholars  
Fall 2017 Cohort  
2nd Year (currently attending)

HIGH SCHOOL		
High School	Number	% Cohort
Addison Central School	2	9.1%
Avoca Central School	1	4.5%
Corning-Painted Post East H S	3	13.6%
Elmira High School	7	31.8%
Horseheads High School	1	4.5%
Jasper-Troupsburg Central School	2	9.1%
Odessa-Montour Central School	2	9.1%
Thomas A Edison High School	1	4.5%
Watkins Glen Central School	1	4.5%
Waverly High School	2	9.1%
<b>Total</b>	<b>22</b>	

COUNTY		
County	Number	% Cohort
Chemung	9	40.9%
Schuyler	3	13.6%
Steuben	8	36.4%
Tioga	2	9.1%
<b>Total</b>	<b>22</b>	

GENDER		
Gender	Number	% Cohort
Female	13	59.1%
Male	9	40.9%
<b>Total</b>	<b>22</b>	

NOTE: 2 Students graduated within 1 year

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**November 15, 2018**  
Health Education Center – 110

**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:** January 8, 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.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
**November 6, 2018**  
Health Education Center – 110

**MINUTES**

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

Trustee Winston called the External Affairs Committee to order at 5:19 p.m. and noted that there are no action items on the agenda.

CCCDF report. Executive Director May provided the following highlights

- CCCDF received the CASE educational fundraising award, a national award given to superior fundraising programs at educational institutions across the country.
- Reflections will take place this Friday, November 9, 2018.
- CCCDF reviewed the Case for Support which will be presented to RBOT in the January board meeting. Three emerging themes:
  - Visibility
  - Community partnerships
  - Workforce development

Marketing and Communications Report. Provost Fisher shared promotion efforts:

- web traffic
- Press releases
- Communications plan
- new text service

Workforce Education and Academic Pathways. Executive Director Eschbach provided the following highlights:

- Presented different method for reporting revenues
- Welcomed new Director of Workforce Education, Laura Clark
- ACE activity updates

Legislative Update. President Douglas reported:

- ACCT Trustee survey findings.

- Trustee Advocacy.
  - Trustees attendance at NYCCT and ACCT conferences.
  - Trustee Winston shared that 3 SUNY CCC RBOT members are on the NYCCT Advocacy Committee which will be working on the upcoming legislative budgetary session and log jam over the gubernatorial appointment process.
  - Conference documents and notes from Trustee Baity were uploaded to the NYCCT folder in the Google drive.
  - The ACCT legislative summit will take place in February.

Trustee Winston adjourned the External Affairs Committee meeting at 5:38 p.m.

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**External Affairs Committee  
November 15, 2018**

**CCC Development Foundation Report - Executive Director May**

- The CCC Development Foundation Board met on September 6.
  - Welcomed Tom Blumer (as the College Trustee representative) and Dawn Burlew to the Foundation Board.
  - Approved updates to multiple Foundation policies that were recommended by the Foundation’s sub-committees.
- A Case for Support was reviewed and approved by the Foundation Board and will be brought to RBOT in January.
- The third quarter Annual Fund solicitation mailing was sent in mid-October.
- Annual Fund Update:

<b>Year to Date Fund Comparison</b>	<b>Total through 10/11/18</b>	<b>Gift Count</b>	<b>Total through 10/11/17</b>	<b>Gift Count</b>	<b>Total Through 12/31/17</b>	<b>Gift Count</b>
<b>Q1 Solicitation</b>	\$60,569.40	203	\$47,556.40	236	\$50,063.40	267
<b>Q2 Solicitation</b>	\$17,818.66	114	\$27,765.00	97	\$30,985.00	119
<b>Total</b>	\$261,659.14	795	\$360,078.74*	903	\$612,345.54*	1,232

*\*2017 Totals include an anomaly \$160,000 estate gift which impacts the comparison to 2018.*

- Received the 2018 [CASE Educational Fundraising Award](#) for Overall Improvement, a national award given to superior fundraising programs at educational institutions across the country.
- Scholarship award recipients were honored at the annual Scholarship Recognition Ceremony on October 16<sup>th</sup>. 57 students received just over \$91,000 in scholarship funding for the 2018-2019 academic year.
- Reflections is scheduled on November 9<sup>th</sup>. This year’s event will honor 6 alumni awardees, 3 Athletic Hall of Fame inductees, 6 CCC Colleague Award recipients, and the Foundation’s Founders Community Partner Award recipient.
- The third quarter Baron Bulletin was e-mailed in October.

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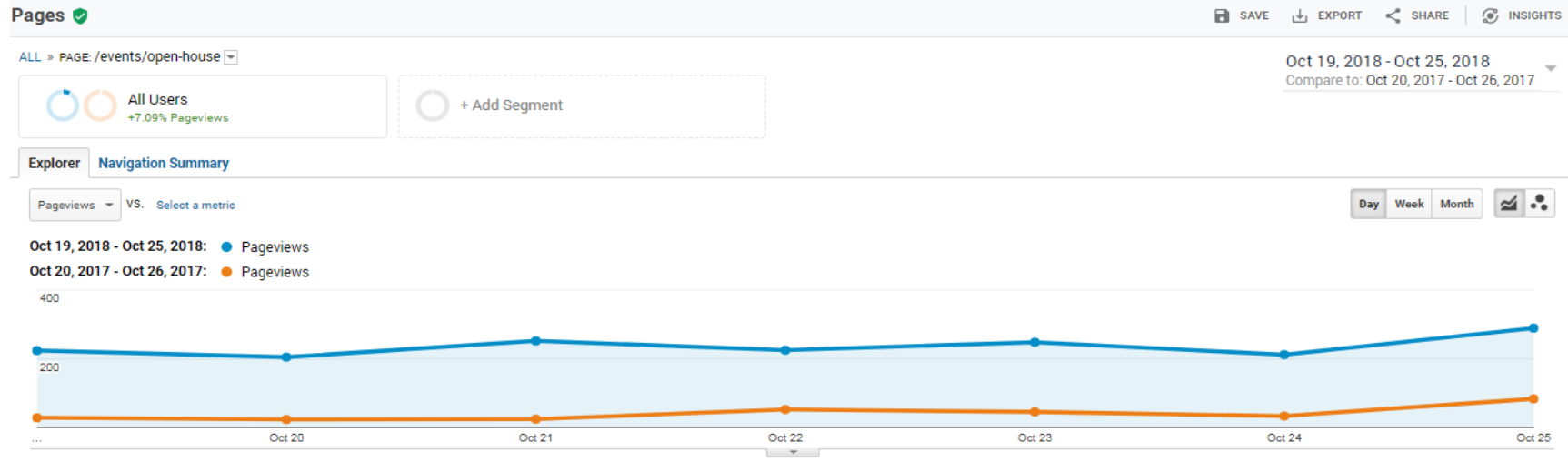
# Marketing/Communications

Submitted by Dr. L. Dean Fisher

November 15, 2018

## Marketing and Communications

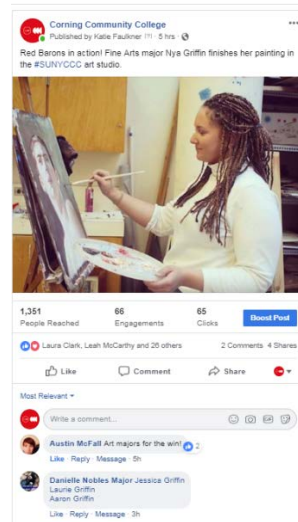
- Marketing & Communications supported the Fall Open House with a variety of methods (direct mail, radio ads, targeted emails to decision-influencers and parents, and social media advertising). The following chart reflects the page traffic to the Open House registration page compared to the same time last year, reflecting significant increases in page-traffic. Recruiting supported the promotion through high school visits, and the display of posters and rack cards at various venues. YouTube videos were also used to direct traffic to the Open House registration page.



- Press releases done since 9/1/2018 include:
  - Discussion on men, masculinity, and sexual assault prevention at SUNY CCC
  - Sustainability Studies launched
  - Design competition for SUNY CCC logo
  - Pine City resident earns inaugural scholarship for welding
  - SUNY CCC student to be featured on History Channel
  - Pulitzer Prize author to speak at SUNY CCC
  - Presidential search update
  - Class of 1960 celebration
  - 9/11 Remembrance
  - Opening of Fall Art Show at SUNY CCC
  - New Trustees Join Board
- Marketing and Communications has partnered with Student Development and Enrollment Management to develop a comprehensive and integrated communications plan that focuses on multiple dimensions: recruiting messages to prospects, recruit-back efforts to former students who did not graduate, messages to community influencers (e.g. counselors, teachers, business leaders), to prospective athletes and coaches, and to parents to

reinforce the College as a choice. Messaging this year also introduces the stories of our alumni and reiterates the institutional commitment to help students realize their goals. Tactics for the communication plan include digital marketing, YouTube advertising, direct mail and email, social media, local print/radio, bus signage (C-Tran), outdoor signage at First Arena, and guide book advertising.

- The College has transitioned to a new text service that will allow for segmentation of messaging. Different subscription codes allow for faculty and staff to be segmented from student subscriptions—allowing for unique messaging to different groups during emergencies.
- A comprehensive effort is underway to develop messages using social media (Facebook) and professional platforms such as LinkedIn to communicate about our alumni and current students. An example follows:



- Perry Hall marketing video was produced and uploaded to YouTube, Facebook, and linked through targeted emails to prospects. The reach has been significant so far:

**Post Details** ✕

Video   **Post**   Shares   See metrics for all videos

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**Corning Community College**

Published by Katie Faulkner [?] · September 28 at 10:27 AM · 🌐

We're here to get you there! #SUNYCCC #RedBarons

⋮

**SUNY CCC**

01:43

✔ **Get More Likes, Comments and Shares**  
Boost this post for \$20 to reach up to 8,800 people.

**6,084**  
People Reached

**232**  
Engagements

**687**  
Clicks

**Boost Post**

👍 ❤️ 43

5 Comments

34 Shares

👍 Like

💬 Comment

➦ Share

⋮

**Performance for Your Post**

---

**6,084** People Reached

---

**2,228** Video Views

---

**232** Reactions, Comments & Shares ⓘ

134 <span style="color: blue;">👍</span> Like	40 On Post	94 On Shares
26 <span style="color: red;">❤️</span> Love	3 On Post	23 On Shares
1 <span style="color: yellow;">😲</span> Wow	1 On Post	0 On Shares
37 Comments	10 On Post	27 On Shares
34 Shares	34 On Post	0 On Shares

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**687** Post Clicks

119 Clicks to Play <span style="font-size: x-small;">ⓘ</span>	0 Link Clicks	568 Other Clicks <span style="font-size: x-small;">ⓘ</span>
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**NEGATIVE FEEDBACK**

1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

- Ongoing internal communications continue to be supported by Marketing, such as distribution of Presidential Matters, Provost’s Notes, and Presidential Search Updates.

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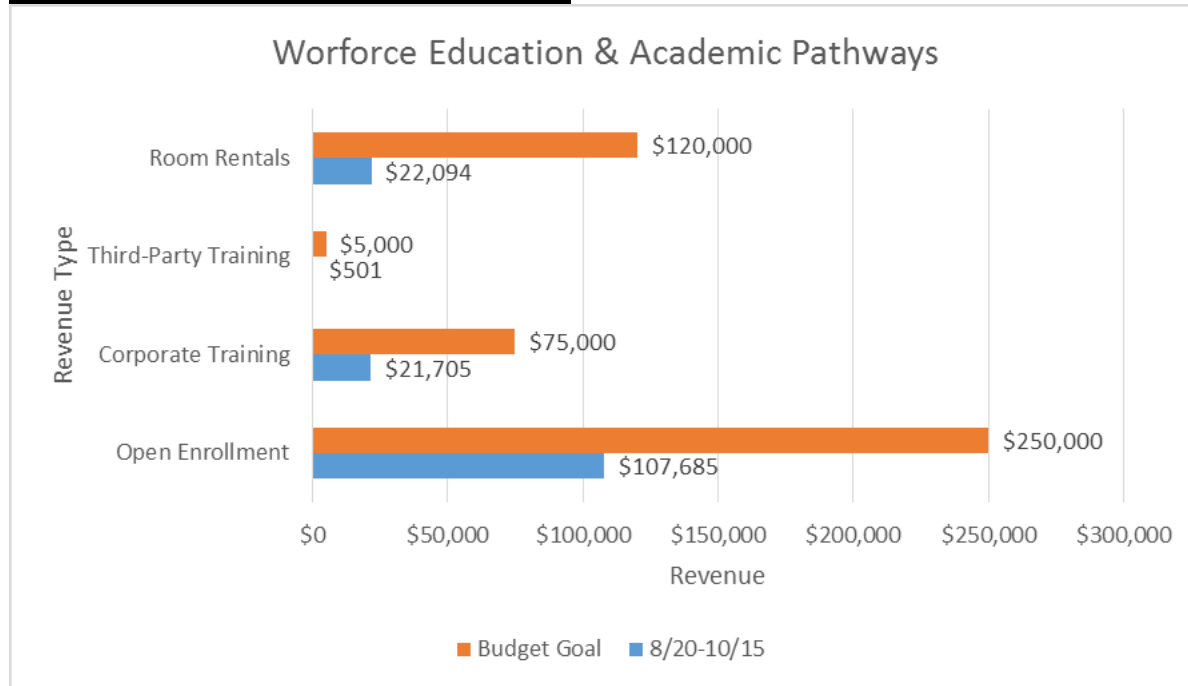


Workforce

# Workforce Education and Academic Pathways

Submitted by Jeanne Eschbach  
September to October 2018

## Revenue Report (August 20-October 15):



## Corporate Contacts:

- Business Networking:
  - Chemung County Chamber & STEG—Chemung County Childcare Needs Assessment
  - DePuy Synthes—advising
  - HRATT—Human Resource Association of the Twin Tiers
  - Insero Accounting
  - JSEC—Manufacturing HR Group
  - Socha Financial Group
  - Manufacturing Day @Chemung County—SUNY CCC Welding students attended; Tyre Bush volunteer
  - Manufacturing Day @Steuben County—presentations by SUNY CCC GripM8 students and Jennifer Ross, non-credit Solidworks instructor; Jeanne Eschbach volunteer
- Corporate Contracts
  - A Reflection of You Counseling and Support Services

- CAF USA
- Corning, Inc. @ Sullivan Park
- PPG Training @ ACP
- Southern Tier Logistics
- Schuyler County DSS (in development)
- Repesol (in development)

**Workforce Education Highlights:**

- Completed search for Director of Workforce Education; Laura Clark will begin November 5th
- American Welding Society President, Dale Flood, visited the Southern Tier with a visit and tour of SUNY CCC's Welding program
- Cameron Manufacturing and Fabrication presented first welding scholarship to Chris Rocchi, Chemung County resident
- Workforce Development Institute
  - 8/29 Apprenticeship Meeting
  - 10/2 Energy Summit held at SUNY CCC/Hanley Room
- Recruitment Events
  - 9/22 Arnot Mall Job Fair 30
  - 10/3 Southern Tier Construction Career Day 250
  - 10/6 Corning Job Fair 40

**Academic Pathway Highlights:**

- Community Involvement
  - Poverty Reduction Committee—promote Jobs for the Future Scholarship, CNA/HHA courses
- Program Development/Micro-credentialing
  - Empire State College—adult career pathways development
  - North American Rail Hub planning
  - Development meeting for Health micro-credentials
- ACE Activities
  - 11 schools visited; 269 students requested personalized educational plans
  - ACE parent brochure in final development stages
- Elmira After School Grant
  - Spring '19 classes will include First Year Experience and Peer Recovery Coaching
  - Arranged 2 financial aid completion events – November 14 from 4 to 5:30 at the Elmira Center and February 4th from 3:30 to 5 at Elmira High School

**Grants Highlights:**

- Received:
  - ARC Technical Assistance Grant (SUNY CCC is one of two NYS colleges to be part of this consortium to develop programming to address opioid issues and/or entrepreneurial training)
- Completed:
  - Appalachian Regional Commission (ARC) \$300,000
  - SUNY/OASAS Collegiate Recovering Programming \$ 20,000
  - SUNY OER Program Incentive \$ 25,000
  - NSF ATE Program Funding Opportunities & Mentor-Connect (to assist SUNY CCC to submit a 10/2019 proposal)



- In Development:
  - SUNY Clean Energy Program grant
  - Research for planetarium funding sources
- Other:
  - Perkins 2017-18 Final Report Submitted
  - Hired PT Research Analyst for Perkins—Mikki Yesesky
  - RFPs issued for Records Management Grant

**Legislative Update**

- ACCT [Citizen Trustee Survey Results \(click on download survey results\)](#)
- ACCT and NYCCT Fall Conference Report

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Finance and Facilities Committee**  
**November 15, 2018**  
Health Education Center – 110

**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 August and September 2018/Expense Highlights](#)
2. [Open Capital Projects](#)
3. Enrollment Impact on 2018/19 Budget
4. Financing Options for HEC, Perry Hall and Siemens Project

**ACTION ITEMS:**

1. [Operating Reports for September and October 2018](#)
2. [Safety Project](#)
3. [Critical Maintenance](#)
4. [Planetarium Renovation](#)
5. [Keystone Residential Scholarship Program](#)

**NEXT COMMITTEE MEETING:** January 8, 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**  
**November 6, 2018**  
Health Education Center – 110

**MINUTES**

Trustees: Chair Blowers, T. Blumer, S. Epp, C. Heyward, J. Kelley, N. Milliken, M. Wayne  
Other Trustees in Attendance: Vice-Chair Wightman, G. Baity, D. Creath, N. Parks, A. Winston  
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 6:30 p.m. and noted that there are 5 action items for on the agenda.

- August Operating Report. The Committee reviewed the August Operating Report.
- The College is in a strong position with an excess of revenues to expenditures.
- VP Winger noted that the College has kept personnel costs down.
- VP Winger provided an overview of the September Operating report.
- September Operating Report. During the first month of new fiscal year, it was noted that student tuition and fees are listed at \$9m. This will likely be adjusted down to \$8m resulting from certificates of residency.
- Enrollment impacts. Could be down 97 FTEs.
- Solutions summit. Senior Staff and the campus community recommended ways of reducing expenses and increasing revenues. The Solutions matrix is included in the meeting materials.
- The Committee reviewed and discussed the Keystone residential scholarship program which targets Pennsylvania students who elect to reside in Perry Hall.
- The Committee reviewed the open capital projects.
- The Committee reviewed the action items:
  - Operating Reports for August and September 2018
  - Safety Equipment
  - Critical Maintenance
  - Planetarium Renovation
  - Keystone Residential Scholarship Program

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

Trustee Wayne adjourned the Finance and Facilities meeting at 6:56 p.m.

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# **SUNY Corning Community College**

## **Operating Reports**

**August 2018**

# SUNY Corning Community College

## Operating Report Comments

### August 2018 - Cash

The total cash position of all college funds at month end amounted to \$11,720,973 All funds not immediately needed are in interest bearing accounts.

The current cash position of \$11,720,973 represents 145 days of College operations.

### Unrestricted Fund Operations - August 2018

- Operating revenues of \$28,406,549 represents 95% of budgeted revenues.
- Operating expenses of \$28,467,995 represents 96% of budgeted expenses.

Net Operations reflects an **excess** of expenditures to revenues of \$61,446.

# Pre-Audit August 2018

## Revenue Sources - Unrestricted Fund

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
Student Tuition and Fees	\$13,284,808	\$14,363,496	92.49%	\$12,009,286
Sponsor Counties	\$6,070,069	\$6,481,085	93.66%	\$5,739,210
Other Counties	\$855,838	\$602,068	142.15%	\$795,555
State Aid	\$7,373,199	\$7,366,238	100.09%	\$7,470,981
Other Revenues	\$754,087	\$586,400	128.60%	\$635,164
Federal Aid	\$33,366	\$100,000	33.37%	\$85,629
Transfer In	\$35,182	\$260,000	13.53%	\$30,836
Applied Fund Balance	\$0	\$0	0.00%	\$0
<b>Total Revenues</b>	<b>\$28,406,549</b>	<b>\$29,759,287</b>	<b>95.45%</b>	<b>\$26,766,660</b>

## Expenses - Unrestricted Fund

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
Personnel Services	\$15,272,776	\$15,692,581	97.32%	\$15,136,284
Purchase Services	\$2,515,284	\$2,035,115	123.59%	\$2,294,669
Equipment	\$159,854	\$120,100	133.10%	\$349,603
Materials and Supplies	\$831,022	\$854,699	97.23%	\$776,411
<b>Other Expenditures **</b>	<b>\$2,671,648</b>	<b>\$2,846,404</b>	<b>93.86%</b>	<b>\$2,260,787</b>
General Institutional	\$840,969	\$768,377	109.45%	\$823,488
Employee Benefits	\$6,176,443	\$7,169,255	86.15%	\$6,072,906
Transfer Out	\$0	\$0	0.00%	\$0
<b>Total Expenses</b>	<b>\$28,467,995</b>	<b>\$29,486,530</b>	<b>96.55%</b>	<b>\$27,714,148</b>

<b>**Other Expenditures</b>	Aug-18	Budget	Year End FY17
Conference and Travel	\$174,752	\$158,484	\$141,910.42
Trustee Meetings	\$7,884	\$7,500	\$9,040.16
College Governance	\$650	\$1,920	\$1,964.20
Other Travel	\$13,125	\$8,240	\$27,132.76
Professional Development	\$190	\$672	\$0.00
Vehicles	\$51,524	\$64,084	\$49,141.15
Communications	\$0	\$0	(\$7,053.96)
Voice and Data Communication	\$93,159	\$101,104	\$87,543.60
Speakers	\$0	\$0	\$4,006.78
Stipends	\$0	\$0	\$0.00
Special Projects	\$141,600	\$143,951	\$94,613.91
Special Programs	\$7,247	\$26,140	\$9,493.09
Special Events	\$2,077	\$17,350	\$2,442.40
Food	\$65,491	\$33,328	\$50,269.74
Food Vendor Purchases	\$10,727	\$5,000	\$71,280.20
Cash Short/Over	\$1	\$0	(\$0.15)
Misc. Student Expenditures	\$0	\$0	(\$200.00)
Misc. Expenditures	\$38,200	\$33,700	\$3,629.65
Utilities	\$465,853	\$586,000	\$420,801.83
Maintenance	\$158,663	\$109,626	\$127,796.50
Housekeeping	\$45,247	\$43,000	\$32,693.24
Repairs	\$147,742	\$215,319	\$127,858.73
Maintenance Contracts	\$514,568	\$482,093	\$487,415.69
Software Maintenance Contract	\$450,252	\$472,068	\$431,598.08
Rentals	\$282,696	\$336,826	\$87,409.15
<b>Total</b>	<b>\$2,671,647</b>	<b>\$2,846,404</b>	<b>\$2,260,787.17</b>

Revenue Sources - Restricted Fund

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
State Aid	\$498,689	\$880,000	56.67%	\$888,194
Other Revenues	\$8,771,035	\$7,500,000	116.95%	\$7,592,898
Transfers In	\$12,047	\$0	-	\$0
<b>Total Revenues</b>	<b>\$9,281,771</b>	<b>\$8,380,000</b>	<b>110.76%</b>	<b>\$8,481,091</b>

Expenses - Restricted Fund

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
Personnel Services	\$390,996	\$77,717	503.10%	\$522,263
Purchase Services	\$33,570	\$65,000	51.65%	\$65,520
Equipment	\$58,166	\$67,267	86.47%	\$120,613
Materials and Supplies	\$28,060	\$26,245	106.91%	\$45,486
<b>Other Expenditures **</b>	<b>\$8,002,989</b>	<b>\$7,544,404</b>	<b>106.08%</b>	<b>\$7,511,205</b>
General Institutional	\$32,266	\$39,783	81.11%	\$77,237
Employee Benefits	\$84,543	\$102,379	82.58%	\$133,966
Transfer Out	\$18,447	\$0	-	\$0
<b>Total Expenses</b>	<b>\$8,649,036</b>	<b>\$7,922,795</b>	<b>109.17%</b>	<b>\$8,476,289</b>

<b>**Other Expenditures</b>	Aug-18	Budget	Year End FY17
Conference and Travel	\$16,218	\$30,000	\$31,420
Voice and Data Communication	\$0	\$3,000	\$2,676
Special Projects	\$0	\$12,500	\$14,127
Food	\$334	\$0	\$0
Miscellaneous Expenditures	\$147	\$33,904	\$1,020
Utilities	\$0	\$0	\$0
Software Maintenance Contract	\$4,090	\$0	\$0
Financial Aid Payments	\$7,922,029	\$7,400,000	\$7,397,711
Part Time Tap Payments	\$60,172	\$65,000	\$64,251
<b>Total</b>	<b>\$8,002,989</b>	<b>\$7,544,404</b>	<b>\$7,511,205</b>

Revenue Sources - Student Activities

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
Student Tuition and Fees	\$621,637	\$660,415	94.13%	\$554,376
Other Revenues	\$1,444,837	\$1,979,252	73.00%	\$2,460,537
Transfers In	\$0	\$0	-	\$0
Applied Fund Balance	\$0	\$0	-	\$0
<b>Total Revenues</b>	<b>\$2,066,474</b>	<b>\$2,639,667</b>	<b>78.29%</b>	<b>\$3,014,913</b>

Expenses - Student Activities

September 2017-August 2018

	Aug-18	Budget	% of Budget	Year End FY17
Personnel Services	\$508,317	\$413,330	122.98%	\$646,792
Purchase Services	\$400	\$2,600	15.38%	\$420
Equipment	\$53,732	\$51,239	104.87%	\$56,651
Materials and Supplies	\$92,017	\$78,277	117.55%	\$89,435
<b>Other Expenditures **</b>	<b>\$1,277,904</b>	<b>\$1,958,536</b>	<b>65.25%</b>	<b>\$2,092,989</b>
General Institutional	\$91,797	\$3,320	2764.97%	\$18,745
Employee Benefits	\$162,997	\$147,816	110.27%	\$204,832
Transfers Out	\$35,182	\$43,965	80.02%	\$30,836
<b>Total Expenses</b>	<b>\$2,222,346</b>	<b>\$2,699,083</b>	<b>82.34%</b>	<b>\$3,140,700</b>

<b>**Other Expenditures</b>	Aug-18	Budget	Year End FY17
Conference and Travel	\$124,342	\$188,419	\$120,546
Vehicles	\$7	\$0	\$37
Communications	\$3,119	\$2,133	\$2,783
Voice and Data Communication	\$1,226	\$5,120	\$5,544
Speakers	\$27,625	\$11,011	\$30,492
Stipends	\$42,607	\$65,421	\$40,691
Special Projects	\$13,521	\$3,941	\$27,391
Special Programs	\$3,939	\$1,573	\$1,963
Special Events	\$1,690	\$720	\$1,588
Pinning Ceremony	\$570	\$1,680	\$9,836
Striping Ceremony	\$1,107	\$1,026	\$1,206
Awards	\$3,129	\$449	\$8,444
Commencement Exercise	\$29,688	\$13,383	\$13,985
Economic Development	\$0	\$0	\$567
Food	\$37,230	\$20,779	\$49,970
Clubs	\$0	\$0	\$0
Entertainment	\$39,166	\$20,914	\$32,974
Promotions	\$9,645	\$6,580	\$10,259
Cash Short/Over	\$0	\$59	\$51
New Text	\$278,281	\$543,574	\$685,181
Used Text	\$77,805	\$165,000	\$147,045
Trade Books	-\$728	\$5,744	\$1,464
Soft Goods	\$17,103	\$70,000	\$71,263
School Supplies	\$299,543	\$465,482	\$436,369
Freight/Shipping	\$22,068	\$44,068	\$45,288
Software Hardware	\$3,750	\$98,023	\$82,844
Misc. Purchases	\$32,784	\$35,000	\$32,617
Misc. Expenditures	\$79,258	\$53,595	\$78,945
Utilities	\$0	\$0	\$0
Maintenance	\$120	\$0	\$16,254
Housekeeping	\$4,620	\$0	\$3,607
Repairs	\$349	\$200	\$575
Maintenance Contracts	\$56,159	\$4,593	\$17,975
Software Maintenance Contracts	\$9,651	\$0	\$0
Rentals	\$58,532	\$130,049	\$115,236
<b>Total</b>	<b>\$1,277,904</b>	<b>\$1,958,536</b>	<b>\$2,092,989</b>



# August 2018 – Analysis of Revenues and Expenses

## August Highlights - FY18/FY17

	<u>Aug-18</u>	<u>Aug-17</u>	<u>Variance</u>
<b>Tuition &amp; Fees</b>	\$13,284,808	\$12,009,286	\$1,275,522
<b>Personnel Services</b>	\$15,272,776	\$15,136,284	\$136,492

# **SUNY Corning Community College**

## **Operating Report**

**September 30, 2018**

## September 2018 - Cash

The total cash position of all college funds at month end amounted to \$14,475,248 All funds not immediately needed are in interest bearing accounts.

The current cash position of \$14,475,248 represents 181 days of College operations.

### Unrestricted Fund Operations

- Operating revenues of \$11,525,434 represents 39% of budgeted revenues.
- Operating expenses of \$754,803 represents 3% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$10,770,631.

# September 2018

## Revenue Sources - Unrestricted Fund Sep-18

	Sep-18	Budget	% of Budget	Year End FY18
Student Tuition and Fees	\$9,084,439	\$13,582,467	66.88%	\$13,284,808
Sponsor Counties	\$1,984,655	\$6,810,739	29.14%	\$6,070,069
Other Counties	\$262,478	\$592,237	44.32%	\$855,838
State Aid	\$42,105	\$7,123,576	0.59%	\$7,373,199
Other Revenues	\$151,758	\$891,308	17.03%	\$754,087
Federal Aid	\$0	\$0	0.00%	\$33,366
Transfer In	\$0	\$0	0.00%	\$35,182
Applied Fund Balance	\$0	\$161,938	0.00%	\$0
<b>Total Revenues</b>	<b>\$11,525,434</b>	<b>\$29,162,265</b>	<b>39.52%</b>	<b>\$28,406,549</b>

## Expenses - Unrestricted Fund Sep-18

	Sep-18	Budget	% of Budget	Year End FY18
Personnel Services	\$59,524	\$16,085,646	0.37%	\$15,272,776
Purchase Services	\$23,974	\$2,042,190	1.17%	\$2,515,284
Equipment	\$1,169	\$351,169	0.33%	\$159,854
Materials and Supplies	\$95,269	\$853,566	11.16%	\$831,022
<b>Other Expenditures **</b>	<b>\$164,954</b>	<b>\$2,715,056</b>	<b>6.08%</b>	<b>\$2,671,648</b>
General Institutional	\$91,918	\$712,235	12.91%	\$840,969
Employee Benefits	\$317,994	\$6,402,403	4.97%	\$6,176,443
Transfer Out	\$0	\$0	0.00%	\$0
<b>Total Expenses</b>	<b>\$754,803</b>	<b>\$29,162,265</b>	<b>2.59%</b>	<b>\$28,467,995</b>

<b>**Other Expenditures</b>	Sep-18	Budget	Year End FY18
Conference and Travel	\$7,884	\$225,041	\$141,910.42
Trustee Meetings	\$0	\$7,500	\$9,040.16
College Governance	\$0	\$1,920	\$1,964.20
Other Travel	\$479	\$8,440	\$27,132.76
Professional Development	\$0	\$672	\$0.00
Vehicles	\$271	\$70,060	\$49,141.15
Communications	\$0	\$0	(\$7,053.96)
Voice and Data Communication	\$5,867	\$101,104	\$87,543.60
Speakers	\$0	\$0	\$4,006.78
Stipends	\$0	\$0	\$0.00
Special Projects	\$3,290	\$174,858	\$94,613.91
Special Programs	\$0	\$26,540	\$9,493.09
Special Events	\$211	\$36,850	\$2,442.40
Food	\$605	\$37,926	\$50,269.74
Food Vendor Purchases	\$0	\$5,000	\$71,280.20
Cash Short/Over	\$0	\$6,200	(\$0.15)
Misc. Student Expenditures	\$0	\$0	(\$200.00)
Misc. Expenditures	\$2,885	\$33,700	\$3,629.65
Utilities	\$31,438	\$480,000	\$420,801.83
Maintenance	\$8,090	\$109,625	\$127,796.50
Repairs	\$280	\$215,317	\$127,858.73
Maintenance Contracts	\$25,045	\$417,091	\$487,415.69
Software Maintenance Contract	\$22,611	\$420,387	\$431,598.08
Rentals	\$56,000	\$336,825	\$87,409.15
<b>Total</b>	<b>\$164,954</b>	<b>\$2,715,056</b>	<b>\$2,228,093.93</b>

Revenue Sources - Restricted Fund

September 2018

	Sep-18	Budget	% of Budget	Year End FY18
State Aid	\$180,328	\$516,733	34.90%	\$498,689
Other Revenues	\$322,010	\$0	-	\$8,771,035
Transfers In	\$0	\$0	-	\$12,047
<b>Total Revenues</b>	<b>\$502,337</b>	<b>\$516,733</b>	<b>97.21%</b>	<b>\$9,281,771</b>

Expenses - Restricted Fund

September 2018

	Sep-18	Budget	% of Budget	Year End FY18
Personnel Services	\$16,108	\$0	-	\$390,996
Purchase Services	\$0	\$0	-	\$33,570
Equipment	\$0	\$28,341	0.00%	\$58,166
Materials and Supplies	\$2,540	\$26,362	9.64%	\$28,060
<b>Other Expenditures **</b>	<b>\$2,131,932</b>	<b>\$69,258</b>	<b>3078.25%</b>	<b>\$8,002,989</b>
General Institutional	\$0	\$30,468	0.00%	\$32,266
Employee Benefits	\$0	\$95,921	0.00%	\$84,543
Transfer Out	\$0	\$0	-	\$18,447
<b>Total Expenses</b>	<b>\$2,150,579</b>	<b>\$250,350</b>	<b>859.03%</b>	<b>\$8,649,037</b>

<b>**Other Expenditures</b>	Sep-18	Budget	Year End FY18
Conference and Travel	\$0	\$10,619	\$16,218
Voice and Data Communication	\$0	\$0	\$0
Special Projects	\$0	\$0	\$0
Food	\$0	\$500	\$334
Miscellaneous Expenditures	\$0	\$52,549	\$147
Utilities	\$0	\$0	\$0
Software Maintenance Contract	\$0	\$1,590	\$4,090
Financial Aid Payments	\$2,111,182	\$4,000	\$7,922,029
Part Time Tap Payments	\$20,750	\$0	\$60,172
<b>Total</b>	<b>\$2,131,932</b>	<b>\$69,258</b>	<b>\$8,002,989</b>

Revenue Sources - Student Activities

Sep-18

	Sep-18	Budget	% of Budget	Year End FY18
Student Fee Revenue	\$332,099	\$659,043	50.39%	\$621,637
Other Revenues	\$27,506	\$615,593	4.47%	\$1,444,837
Transfers In	\$0	\$0	-	\$0
Applied Fund Balance	\$0	\$0	-	\$0
<b>Total Revenues</b>	<b>\$359,605</b>	<b>\$1,274,636</b>	<b>28.21%</b>	<b>\$2,066,474</b>

Expenses - Student Activities

Sep-18

	Sep-18	Budget	% of Budget	Year End FY18
Personnel Services	\$19,962	\$528,292	3.78%	\$508,317
Purchase Services	\$0	\$500	0.00%	\$400
Equipment	\$5,035	\$30,750	16.37%	\$53,732
Materials and Supplies	\$6,595	\$52,291	12.61%	\$92,017
<b>Other Expenditures **</b>	<b>\$30,844</b>	<b>\$612,645</b>	<b>5.03%</b>	<b>\$1,277,904</b>
General Institutional	\$0	\$0	-	\$91,797
Employee Benefits	\$0	\$50,158	0.00%	\$162,997
Transfers Out	\$0	\$0	-	\$35,182
<b>Total Expenses</b>	<b>\$62,436</b>	<b>\$1,274,636</b>	<b>4.90%</b>	<b>\$2,222,346</b>

<b>**Other Expenditures</b>	Sep-18	Budget	Year End FY18
Conference and Travel	\$17,458	\$135,700	\$124,342
Vehicles	\$0	\$0	\$7
Communications	\$0	\$0	\$3,119
Voice and Data Communication	\$0	\$2,500	\$1,226
Speakers	\$2,450	\$0	\$27,625
Stipends	\$7,570	\$27,800	\$42,607
Special Projects	\$0	\$2,000	\$13,521
Special Programs	\$0	\$0	\$3,939
Special Events	\$0	\$0	\$1,690
Pinning Ceremony	\$0	\$0	\$570
Striping Ceremony	\$0	\$0	\$1,107
Awards	\$230	\$500	\$3,129
Commencement Exercise	\$0	\$10,000	\$29,688
Economic Development	\$0	\$0	\$0
Food	\$390	\$17,000	\$37,230
Clubs	\$0	\$0	\$0
Entertainment	\$0	\$0	\$39,166
Promotions	\$1,331	\$1,275	\$9,645
Cash Short/Over	\$0	\$0	\$0
New Text	\$0	\$0	\$278,281
Used Text	\$0	\$0	\$77,805
Trade Books	\$0	\$0	-\$728
Soft Goods	\$0	\$0	\$17,103
School Supplies	\$0	\$0	\$299,543
Freight/Shipping	\$0	\$0	\$22,068
Software Hardware	\$0	\$0	\$3,750
Misc. Purchases	\$0	\$0	\$32,784
Misc. Expenditures	\$929	\$289,264	\$79,258
Utilities	\$0	\$20,090	\$0
Maintenance	\$0	\$36,200	\$120
Housekeeping	\$0	\$17,316	\$4,620
Repairs	\$0	\$0	\$349
Maintenance Contracts	\$487	\$50,500	\$56,159
Software Maintenance Contracts	\$0	\$0	\$9,651
Rentals	\$0	\$2,500	\$58,532
<b>Total</b>	<b>\$30,844</b>	<b>\$612,645</b>	<b>\$1,277,904</b>

# September 2018 – Analysis of Revenues and Expenses

## September Highlights - FY18/FY17

	<u>Sept-18</u>	<u>Sept-17</u>	<u>Variance</u>
<b>Tuition &amp; Fees</b>	\$9,084,439	\$7,584,553	\$1,499,886
<b>Personnel Services</b>	\$595,248	\$662,255	<b>\$67,007</b>

# Enrollment Impact on 2018/19 Budget

The following is an enrollment projection for 2018/19 and the impact that fewer FTE's could have on this year's budget.

<b>Enrollment Projection 10/9/18</b>	
Fall '18	1263.5
Spring '19	1042
Winter '19	12
Summer '19	113
<b>Total</b>	<b>2430.5</b>
Budget	2528
<b>Difference</b>	<b>-97.5</b>

<b>Projected Reduction in Revenues 2018-19</b>			
	<b>FTE</b>	<b>Tuition and Chargebacks</b>	<b>Shortfall</b>
Tuition	97.5	\$ 4,710.00	\$ 459,225.00
Chargeback	97.5	\$ 3,044.00	\$ 296,790.00
<b>Projected Shortfall</b>			<b>\$ 756,015.00</b>



## SOLUTIONS MATRIX

Increase Revenue	Employee Responsible	Winter/Spring 2019	Sum 2019	AY19-20	AY 20-21
Target departing State Ops students for enrollment in our winter/spring terms; There's Still Time message could target numerous potential student audiences	Dean & Stephanie	x			
Pilot a Winter term compensation	Dean & Connie	x			
Repeat summer 2018 marketing strategy	Stephanie		x		
Target 'almost graduated'	Tyre & Chris	x			
Establish a PA residential scholarship	Gary	x			
Evening/Weekend 14 month program Summer 2019 – Summer II 2020	Jeanne & Dean		x		
Reopen ACE dialog with Corning- Painted Post	Jeanne & Tyre		x		
Explore homeschoolers	Dean & Dave Empet	x			
Explore prison population programs	Jeanne & Maarit				x
Expand online with a focus on new populations & programs not merely shuffling existing F2F online	Dean	x			
Stay the course with the Jobs for the Future scholarship	Jeanne	x			
Appeal to Excelsior students to 'Catch Up on Credits'	Stephanie & Chris Kull	x			
'Good Neighbor' tuition neighboring PA counties	Gary		x		

**Decrease Expenses**

Vacancy Control	Senior Staff	x	x	x	x
Update the 2014 classroom utilization study	Gary & Calvin	x			
Determine impact and savings if shut down/did not heat, clean, etc. underutilized spaces	Gary & Calvin	x			
Implementation of Siemens Retro Energy Project	Gary & Calvin	x			
Health Insurance/Wellness	Connie			x	

**Expand/improve services and/or programs**

Apply 4DX methodology, drive continuous improvement	Senior Staff	x			
E-sports and related academic curriculum	Maarit				x
Involve faculty in recruitment – develop packets to bring on ACE visits	Dave Empet	x			
Analyze current, consider schedule more flex/late start class sections	Dean & Paul A	x			
Internationalization	Jeanne				x
Laptops for all OER students	Maarit			x	
Establish a marijuana curriculum	Maarit				x
Make a true student One Stop, including student accounts & online	Gary		x		
Place a suggestion box outside Student Life to solicit student ideas for	Ryan Steinberg	x			
Advertize Child Care Center subsidy & referrals	Chris & Karen	x			

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## Open Capital Projects - 2018 - 2019

Project	Budget	Prior Years	2018-19	Committed Balance	Balance Available
07258 - Renovations and Revitalization Phase II	\$ 13,090,000	\$ 13,009,241	\$ -	\$ -	\$ 80,759
07260 - Athletic Center	\$ 10,273,600	\$ 5,285,884	\$ -	\$ -	\$ 4,987,716
07261 - Commons - Atrium	\$ 1,012,500	\$ 951,141	\$ -	\$ -	\$ 61,359
07262 - Library - Learning Commons	\$ 10,991,400	\$ 10,637,036	\$ -	\$ -	\$ 354,364
07263 - Renovations and Revitalization Phase III	\$ 12,723,800	\$ 2,479,310	\$ -	\$ -	\$ 10,244,490
Health Education Center	\$ 1,121,366	\$ 868,126	\$ -	\$ -	\$ 253,240
	<b>\$ 49,212,666</b>	<b>\$ 33,230,738</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,981,928</b>

### Financing Options for Health Education Center (HEC), Perry Hall and Siemens Project

Meetings have been held during the past two weeks with the following:

1. Five Star, Chemung Canal and Elmira Savings Bank, the banks that partnered to fund Perry Hall and provide the bridge loan for HEC.
2. Broadstone Real Estate LLC a Rochester based firm that purchases public buildings through Real Estate Investment Trusts (REITS).
3. D.A. Davidson Companies (Joseph Bosch) an investment banker who has financed several projects including resident halls at SUNY campuses.
4. Steuben County IDA (Jamie Johnson) which serves as the intermediary for HEC funding and the USDA Spencer Hill Renewal Project.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**November 15, 2018**  
Health Education Center – 110

**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. [Activity Updates](#)

**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:** January 8, 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.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**November 6, 2018**  
Locations: Health Education Center – 110

**MINUTES**

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

Trustee Parks called the Human Resources Committee to order at 5:39 p.m.

Executive Director Park provided an overview of the Consent and Regular agenda items.

Consent Agenda

- Resignations: K. Larrabee, D. Kinney
- B. Owlett (temporary stipend)
- Reclassification of e-Services Administrator
- Updated title and job description for the VP of Administrative Service and Chief Financial Officer
- Pilot pay program for winter term 2018

Regular Agenda

- Retirement: C. Kunkler
- New hires: J. Forward, L. Clark, K. MacDonald, B. Wesoloskie
- Policy Updates: Based on Executive order from the Governor:
  - SUNY CCC Sexual Harassment Response and Prevention Statement
  - SUNY CCC Equal Employment and Educational Opportunity Policy
  - SUNY CCC Response Policy for Sexual Violence and Other Misconduct
- SUNY CCC and PECCC Agreement 2018-2022
  
- The Committee discussed training requirements for all based on new sexual harassment order.
- The Committee agreed to forward all Consent and Regular Agenda items to the Full Board for consideration and approval.
- Other Updates/Discussion Topics: Health and benefits fair
- The Committee reviewed the vacant positions list.

- The Committee recommended removing references to individuals from policies.

Trustee Parks adjourned the Human Resources Committee meeting at 5:56 p.m.

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## **Other Activity Updates:**

### **Health and Benefits Fair**

On October 11, 2018, the College organized the first Health and Wellness Fair to bring resources and education to the faculty and staff. Providers included

- Excellus Wellness
- Excellus Telemedicine (ability to register on site)
- Excellus Medicare
- Lifetime (Flexible Spending Account; Health Savings)
- Wegmans Flu Shot clinic
- Journey Fitness Club
- Trinity Therapeutics Wellness
- Clinical Associates
- CSEA Dental and Vision
- Wegmans Catering (Chef Andy with Healthy food samplings)

Three presentations were provided on the new health option – Consumer Driven Health Plan. Over 60 faculty and staff were able to attend to learn more to make an informed decision about their health care options.

**STATUS OF VACANT POSITIONS  
AS OF November 6, 2018**

**CIVIL SERVICE POSITIONS**

<u>POSITION</u>	<u>DEPT</u>	<u>LAST HELD BY</u>	<u>STATUS</u>
Cleaner	Physical Plant	K. Hall	Needs assessment in progress
Cleaner	Physical Plant	J. Haynes	Needs assessment in progress

**FACULTY POSITIONS**

<u>POSITION</u>	<u>DEPT</u>	<u>LAST HELD BY</u>	<u>STATUS</u>
Instructor	Academic Affairs	STEM (Pappas)	Search in progress (Mechatronics)
Instructor	Academic Affairs	Humanities & Soc Sci (Cagwin)	Needs assessment in progress
Instructor	Academic Affairs	Humanities & Soc Sci (Clay)	Needs assessment in progress
Instructor	Academic Affairs	Nurse Education (Hardy)	Search in progress
Instructor	Academic Affairs	Nurse Education (Larrabee)	Search in progress

**STAFF POSITIONS**

<u>POSITION</u>	<u>DEPT</u>	<u>LAST HELD BY</u>	<u>STATUS</u>
VP Administrative Services	Senior Staff	K. England	Interim in place; search firm selected
Director of ACE	SDEM	K. Perkins	Search in progress
Research Analyst	Administrative Services	J. Rubitski	Needs assessment in progress
Enrollment Adviser	SDEM	A. Crouthamel	Needs assessment in progress
Programmer/Analyst	Information Technology	D. Kinney	Reclassification proposed

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**SUNY CORNING COMMUNITY COLLEGE**

**Regional Board of Trustees**

**November 6, 2018**

Location: Health Education Center – 110

Executive Session

**MINUTES**

Trustees: Chair Blowers, Vice-Chair Wightman, G. Baity, T. Blumer, D. Creath, S. Epp, C. Heyward, J. Kelley, N. Milliken, N. Parks, M. Wayne, A. Winston  
Senior Staff: President Douglas, Executive Director Park  
Support Staff: Jina Toribio

Chair Blowers called the Executive Session to order at 7:41 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 7:47 p.m.

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