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

**DATE:** Thursday, October 10, 2019  
**TIME:** 5:30 p.m. Meeting  
**LOCATIONS:** Health Education Center, 132 Denison Parkway East, Room 110, Corning, NY

1. Call to Order
2. Approval of the Meeting Minutes of the [August 6, 2019, 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 #T4614-19 – [Appointments, Promotions, and Separations](#)
  - RESOLUTION #T4615-19 – [Position Activity](#)
9. Regular Agenda
  - [CASS Committee](#)
  - [EXECUTIVE Committee](#)
    - RESOLUTION #T4613-19 – [Addendum to the Contract](#)
  - [EXTERNAL AFFAIRS Committee](#)
    - RESOLUTION #T4616-19 – [Acceptance of Machining Equipment for the College](#)
  - [FINANCE AND FACILITIES Committee](#)
    - RESOLUTION #T4617-19 – [Operating Report for July 2019](#)
    - RESOLUTION #T4618-19 – [Authorized Signers](#)
  - [HUMAN RESOURCES Committee](#)
    - RESOLUTION #T4619-19 – [Debra Dudick Retirement](#)
    - RESOLUTION #T4620-19 – [Harrold Hunziker Retirement](#)
    - RESOLUTION #T4621-19 – [Michael Skrocki Retirement](#)
    - RESOLUTION #T4622-19 – [Equity Salary Adjustments](#)
    - RESOLUTION #T4623-19 – [CSEA Agreement 2019-2023](#)
    - RESOLUTION #T4624-19 – [Resignation Policy](#)
10. Old Business
11. New Business
12. Executive Session to discuss pending litigation matters and collective bargaining.
13. Adjournment

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

**August 6, 2019**

Health Education Center – 110

**MEETING MINUTES**

In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, M. Wayne, R. Allison, G. Baity, P. Chu, C. Heyward, A. Moretti, N. Parks, A. Winston, M. Wayne

Senior Staff: President Mullaney, Provost Fisher, VP Garnier, Executive Director Eschbach, Executive Director May, Executive Director Park, Director Clay

Support Staff: S. Radford, J. Toribio

Guests: R. Koble, R. Steinberg

Excused: Trustees: G. Welch, Jr.

1. CALL TO ORDER. Chair Blowers called the meeting to order at p.m. 5:30 p.m.
2. APPROVAL OF THE MINUTES of the June 13, 2019, meeting (Wayne, Winston; unanimously approved as corrected).
3. CHAIR'S REPORT.
  - Report under Executive Committee.
  - New trustee introductions: Ronald Allison, Polly Chu, and Student Trustee, Anna Moretti
4. PRESIDENT OF THE COLLEGE'S REPORT.
  - New employee introductions: Jordan Anderson, Alumni Coordinator
  - President Mullaney thanked all for warm welcome. The onboarding process was very helpful.
  - Bagels with Bill going well - staff and faculty introductory sessions.
  - Meeting with Board members.
  - Extensive introduction plan to meet with members of the community, college partners in all three counties.
  - Upcoming media interviews promoting the College, enrollment, ACE program.
  - Chancellor's visit has been postponed
  - Fall start up and reception events taking place on Friday, August 16, invitations coming soon
  - STEAM Innovation presentation being drafted to submit to Corning Foundation to refurbish the Planetarium - host all types of visual classes and community events.
  - Director May and President Mullaney working on presentation
  - Senior Staff working on SUNY Annual report..
  - Housekeeping: conflict of interest and acceptable use policy, next board meeting on October 10, state mandated Sexual Harassment prevention ~~will take~~ place.
5. STUDENT TRUSTEE REPORT. Student Trustee Moretti provided the following highlights:
  - Summer SAEB meetings are underway

- SAEB was joined by President Mullaney at the most recent meeting
  - SAEB watched a TED talk on effective communication skills and discussed their goals for the academic year, including promoting SAEB
  - They discussed campus/dining hall composting facility
  - SAEB is looking at going back to their high schools to promote the College
6. CCC DEVELOPMENT FOUNDATION, INC., REPORT. CCCDF Board President Jack Benjamin provided an overview of the report:
- Accomplishments of CCCDF
  - Alumni gift program
  - CCCDF completed their 3 year budget forecast
  - Updated strategic plan for foundation
  - Moving forward, working with College to put together narrative for the Digital Display Theater (Planetarium)
  - Adding year-to-budget forecast to 2022
  - Add two more board members by the end of calendar year
7. APPROVAL OF AGENDA (Baity, Heyward; unanimously approved).
8. APPROVAL OF THE CONSENT AGENDA (Heyward, Allison; unanimously approved).

RESOLUTION #4606-19 - Appointments, Promotions, and Separations

WHEREAS, Human Resources has affirmed the eligible qualifications of hires, transfers and promotions;

WHEREAS, Human Resources has verified the adherence to internal policy and procedures related to hires, transfers and promotions;

WHEREAS, Human Resources has reviewed and confirmed the separation of current employees;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken.

Employee Name	Title	Action	Effective	Background Notes (not included in the formal resolution)
Calvin Stedje	Visiting Instructor	Reappoint	8/14/19	Reappointment to Automotive Technology
Yuliya LaPierre	Visiting Instructor	Reappoint	8/14/19	Reappointment to Nurse Education
Tammie Copp	Instructor	Transfer	8/14/19	Transfer to tenure-track Instructor in Nurse Education from Visiting status

Loretta Hendrickson	Registrar	Promotion	6/17/19	Ms. Hendrickson has been promoted to the Registrar position. This is a 12-month standard appointment, grade 207, at an annual rate of \$66,000.
<a href="#">Paul Bixby*</a>	Waste Water Treatment Plant Operator	New hire	6/22/19	This appointment is a full time, 12 month standard civil service position at an annual rate of \$45,203. An open search was conducted for this position. Mr. Bixby is a current internal full time cleaner.
<a href="#">Andrew Rowland*</a>	Campus Safety Officer	New hire	7/6/19	Hire was made as a result of an internal search per CBA. This is a 12-month standard appointment at an annual rate of \$29,084
<a href="#">Alexus Hurlburt*</a>	Operations Coordinator	New hire	7/22/19	Hire was made as a result of an open search. This is a 12 month, standard appointment, professional grade 203 at an annual salary of \$37,000.
<a href="#">Kiflom Gebremichael*</a>	Visiting Instructor	New hire	8/14/19	Hire was made as a result of an open search. This is a 10-month academic appointment at an annual salary of \$45,995. Mr. Kiflom is currently a part time instructor with the College.
Jemal Cooper	Campus Safety Officer	Resignation	6/24/19	Mr. Cooper has resigned and will be relocating to Wilmington, NC for work.
W. Scott Stratton	Campus Safety Officer	Resignation	7/3/19	Mr. Stratton has resigned from his full time position.
Lynn Hayes	Learning Specialist	Resignation	7/9/19	Ms Hayes has resigned and will be working at Alfred State. She had 13 year of service with the College

David Empet	Director of Recruitment	Resignation	7/5/19	Mr. Empet has resigned and has found full time employment in Pennsylvania. He had 1 year of service with the College.
Sabrina Johnson-Taylor	Assistant Dean of Learning Resources	Resignation	7/10/19	Dr. Johnson-Taylor submitted her resignation effective July 10, 2019 with 2 years of service with the College.
Troy Martin	Director of Financial Aid	Resignation	7/24/19	Mr. Martin has resigned and has found full time employment in Massachusetts. He had nearly 2 years of service with the College.
Jacquelyn VanBrunt	Associate Dean of Enrollment Mgmt	Resignation	8/9/19	Ms. VanBrunt submitted her resignation effective July 9, 2019 with 14 years of service with the College.
Susan Martin	Student Services Coordinator	Resignation	9/20/19	Ms. Martin has resigned and will be seeking full time employment with her relocation to Massachusetts. She has 1.5 years of experience.
Jeremiah Haynes	DEI Activities Assistant	Termination	6/12/19	Mr. Haynes has been terminated from his full time position. He had 11 years of service with the College

RESOLUTION #4607-19 - Position Activity

WHEREAS, Human Resources has reviewed and is recommending the actions indicated below,

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken.

<b>Title</b>	<b>Incumbent</b>	<b>Action</b>	<b>Effective</b>	<b>Background Notes (not included in the formal resolution)</b>
<a href="#"><u>Chief Information Officer*</u></a>	Vacant	Reclassification	July 2019	With the addition of strategic oversight of IT and associated functions, this position has been reclassified from a professional paygrade 208 to grade 209.
<a href="#"><u>Assistant Registrar*</u></a>	Vacant	Reclassification	June 2019	With Registrar position filled, the previous vacated support position of Retention Specialist, grade 202 has been revised to the Assistant Registrar, a 12-month standard appointment, grade 203.

## 9. REGULAR AGENDA

AUDIT COMMITTEE. Vice-Chair Wightman provided an overview of the Committee meeting, noting that there are no action items on the agenda. The Committee discussed the following:

- Outlined audit procedures.
- Auditors asked that RBOT members please check their emails for feedback and please to respond.

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS). Trustee Hewyard provided an overview of the Committee meeting and noted that there is one action item on the agenda.

The Committee discussed the following:

- Update on Academic Affairs: Digital arts and design programs, Siemens training in preparation for mechatronics implementation, status of new and pending MOUs

RESOLUTION #4608-19 - Promotions (Heyward, Wightman; unanimously approved)

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2019-2020 academic year:

<b>Faculty Member</b>	<b>Current Rank</b>	<b>New Rank</b>	<b>Academic Division</b>	<b>Discipline</b>
Susan Hoobler	Assistant Professor	Associate Professor	Professional Studies	Early Childhood
Dr. Robert Kobel	Assistant Professor	Associate Professor	STEM	Biology
Tom Owen	Assistant Professor	Associate Professor	Professional Studies	Accounting
Eric Smith	Assistant Professor	Associate Professor	Professional Studies	Human Services
Kathleen Speicher	Associate Professor	Professor	STEM	Mathematics

EXECUTIVE COMMITTEE. Chair Blowers provided an overview of the Committee meeting, noting that there are no action items on the agenda.

The Committee discussed the following:

- President Mullaney shared his thoughts on the value of the onboarding process, which led to the creation of Introduction Plan. President Mullaney asked RBOT members to share any additional recommendations.
- Quorum is based on the number of seated members, so a majority of seated members constitutes a quorum.

EXTERNAL AFFAIRS COMMITTEE. Trustee Winston provided an overview of the Committee meeting, noting that there are no action items on the agenda.

The Committee discussed the following:

- CCC Foundation report covered by Jack Benjamin. Trustee Winston thanked staff for their ongoing fundraising efforts
- Marketing and Communications. College website under redevelopment with engagement by Marketing Advisory Committee; the launch is expected in October.
- Workforce Development and Academic Pathways
  - ACE program conversion for fall enrollment 122 students, 57.6 FTEs



- Corporate contracts overview for July
- High school initiatives
- Legislative Relations report.
  - Trustee Winston shared a reference sheet that was uploaded to the drive with active contacts at the state and local levels.
  - Federal: Congress is in recess until Labor Day; no action has been taken on the HEA.
  - State level: Legislators in Albany adjourned in June. The state budget process will begin in late to mid fall for the next budget cycle. Efforts will be geared towards advocating for a permanent funding formula.

FINANCE AND FACILITIES COMMITTEE. Trustee Wayne provided an overview of the Committee meeting, noting that there are three action items on the agenda.

The Committee discussed the following:

- The Committee reviewed the June operating report:
- \$13.7m in cash, 170 days of operations
- Revenues and expenses normal for this time of year.
- Expect break even for end of 2018-19 academic year. Chair Blowers commended Senior Staff for their efforts.
- Budget submitted to SUNY - tuition and fee schedule changes in amended budget due to ACE - have to reflect tuition and corresponding scholarship expense netting zero.
- The College agreed to charge PA zero for net three years, \$130k loss the College, have other Keystone and Good Neighbor Policy

RESOLUTION #4609-19 - Operating Report (Wayne, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending May 31, 2019 and June 30, 2019.

RESOLUTION #4610-19 - Tuition and Fee Schedule Changes (Wayne, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the tuition and fee schedule changes per recent SUNY guidelines for concurrent enrollment (ACE Program), tuition rate is set at \$68 per credit hour with a corresponding scholarship that nets to \$0 per credit hour; and,

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

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule; and,

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

RESOLUTION #4611-19 - 2019-2020 Amended Budget (Wayne, Allison; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the 2019-2020 Amended Budget per recent SUNY guidelines for concurrent enrollment (ACE Program), tuition rate is set at \$68 per credit hour with a corresponding scholarship that nets to \$0 per credit hour; and,

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

NOW, THEREFORE BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2019-2020 amended operating budget of \$27,940,082; and,

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

HUMAN RESOURCES COMMITTEE. Trustee Wightman provided an overview of the Committee meeting, noting that there is one action item on the agenda (two in Consent and one in Regular) .

The Committee discussed the following:

- Greeted new members
- The Committee reviewed the Consent Agenda
- Asked for a change of wording to denote employees hired internally
- Discussed PGA
- Reviewed headcount chart
- Reviewed separations summary
- Looking at status of positions and update table
- Adding DEI update
- Measurable standards will be reviewed at the next meeting

RESOLUTION #4612-19 - Performance Growth Awards (Wightman, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2019: Michele Kelly, Jeanne Eschbach, Ryan Steinberg, Gerald Slagger, Olivia Drake, Emily Address, Tyre Bush, Tim Wenck, Tanya Jones, and Jennifer Sellers.

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

10. OLD BUSINESS. None. Trustee Wayne ACCT REgional awards Committee

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION.

Motion to exit regular session at 6:26 p.m (Baity, Wightman)

Motion to enter into Executive Session at 6:34 p.m. (Baity, Wightman) to discuss employment matter.

Motion to exit Executive Session at 6:44 p.m. (Parks, Allison)

13. ADJOURNMENT. Chair Blowers adjourned the RBOT meeting at 6:44 p.m. (Allison, Parks).

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Committee on Academic and Student Services**  
October 10, 2019  
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 Report](#)
2. [Student Trustee Report](#)

**ACTION ITEM: None**

**NEXT COMMITTEE MEETING: TBD**

**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**  
**October 2, 2019**  
Health Education Center – 110

**MINUTES**

Present: Trustees: Chair Blowers, G. Baity, M. Wayne, C. Heyward, P. Chu, G.  
Senior Staff: President Mullaney, Provost Fisher  
Support Staff: S. Radford, J. Toribio  
Excused: CG. Welch, Jr.

Trustee Heyward called the CASS Committee meeting to order at 3:57 p.m. and noted that there are no action items on the agenda.

Provost Report. Provost Fisher provided an overview of highlights from the CASS Agenda:

**Academic Affairs**

- Supplemental program review process launched in November. The review analyzes the liability of programs that have experienced consistently low/declining FTEs and/or experienced declining enrollment throughout the last 3 years. There are approximately 12 academic programs under review.
- The Center for Teaching Innovation and Excellence continues promoting readiness among faculty for new pedagogies, effective online instruction, and Ally training.
- The College hosted two summer student groups—middle school girls for Full STEAHM Ahead and 28 students for a Future Leaders Workshop (focused on civics, leadership, and literacy)
- academic success workshops in Perry Hall

**Student Development and Enrollment Management**

- The National Junior College Athletic Association has endorsed E-Sports as a sanctioned sport. SUNY CCC will be starting a team for E-Sports in academic year 2020-2021.
- Red Baron Leadership academy launched for the second year. The Academy provides students with a structured way to explore leadership development and civic engagement.
- A dual admission agreement has been finalized with SUNY Geneseo that provides an opportunity for 25 students each fall and 15 each spring to be guaranteed admission in transfer with an associate degree and at least a 3.00 grade point average.
- Open House is scheduled for October 26, 2019.
- High School Counselor Day was held yesterday, October 1, 2019.
- The Committee discussed branding to differentiate among SUNY institutions.

**Student Trustee**

- The SAEB viewed and provided feedback on the new website that is due to launch on October 20, 2019.
- SAEB attended Baron Bash and participated in the Check us out event in the Commons.

- SUNY Got Your Back Event.
- SAEB is focused on planning productive and effective meetings.
- President Mullaney thanked Student Trustee Moretti for her role in helping the campus host the SUNY Board Chairwoman, Dr. Merryl Tisch, and the SUNY Chancellor, Dr. Kristina Johnson.

Trustee Heyward adjourned the CASS Committee meeting at 4:50 p.m.

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**Committee on Academic and Student Services**  
**Report by the Provost, Dr. L. Dean Fisher**  
**October 2, 2019**

**Academic Affairs**

- The supplemental program review process continues, with reviews due to the Office of the Provost by November 1, 2019. Recommendations will be advanced at the next meeting.
- The regular program review process (schedule provided as an addendum to this report).
- Library Services has implemented a new platform that allows for the searching of all SUNY library catalogs with interlibrary loans supporting access outside of the SUNY CCC collection.
- The Learning Commons is supporting academic success workshops (beyond those normally conducted) during the evening in Perry Hall to promote academic success.
- The Center for Teaching Innovation and Excellence continues its work to promote readiness among faculty for new pedagogies, effective online instruction, and Ally training.
- The College hosted two summer student groups—middle school girls for Full STEAHM Ahead and 28 students for a Future Leaders Workshop (focused on civics, leadership, and literacy).
- STEM faculty participated in Siemens PLC training in support of the mechatronics curriculum initiative and an IBM cloud computing academy facilitated by SUNY.

**Student Services**

- The National Junior College Athletic Association has endorsed E-Sports as a sanctioned sport. SUNY CCC will be starting a team for E-Sports for 2020-2021.
- A student leadership academy, the Red Baron Leadership Academy, was launched for a second year. It provides students with a structured way to explore leadership development and civic engagement.
- Athletics surpassed its recruitment goals by successfully registering 121 students (the goal was 115).
- A dual admission agreement has been finalized with SUNY Geneseo that provides an opportunity for 25 students each fall and 15 each spring to be guaranteed admission in transfer with an associate degree and at least a 3.00 grade point average.
- A dual admission agreement is also now in-place for SUNY Upstate Medical University.
- Open House is scheduled for October 26, 2019.
- High School Counselor Day is scheduled for October 1 2019.

## Program Review Calendar 2019-2020

Program	Degree	Data Sets Due to Writer	Draft with External Review due to VP/Dean of AA and Curriculum Subcommittee	Due to Curriculum Committee	Faculty Assembly Action Item	Senior Staff Review	CASS Review	RBOT Review
Business Admin	AS/AAS	Faculty and ADI Per Memo 8/20/19	10/15/19	10/29/19	12/3/19	12/17/19	01/13/20	1/23/20
Accounting	AAS	Faculty and ADI Per Memo 8/20/19	10/15/19	10/29/19	12/3/19	12/17/19	01/13/20	1/23/20
Chemical Technology	AAS	Faculty and ADI Per Memo 8/20/19	1/7/19	1/21/19	2/11/19	3/31/19	4/20/20	4/30/20
Information Technology	AAS	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	4/20/20	4/30/20
LAS: Childhood Education	AS	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	Wk of 6/8/20 TBA	6/18/20
LAS: Education/Childhood Education	AS	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	Wk of 6/8/20 TBA	6/18/20
Early Childhood Services	Certificate	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	Wk of 6/8/20 TBA	6/18/20
Early Childhood Studies	AAS	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	Wk of 6/8/20 TBA	6/18/20
Teaching Assistance	Certificate	Faculty and ADI Per Memo 8/20/19	2/18/20	3/3/19	3/24/19	3/31/19	Wk of 6/8/20 TBA	6/18/20



**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**  
**Report by the Student Trustee, Anna Moretti**  
**October 2, 2019**

- SAEB was joined by Stephanie Specchio during our last summer meeting who graciously showed us the draft of the new website. SAEB was given a tour of the website and had the opportunity to give their feedback. We are looking forward to the launch!
- SAEB was present at Baron Bash on Sunday, August 18<sup>th</sup> to help welcome new students to SUNY CCC. Judy Rowe was our keynote speaker, she gave words of encouragement to the students on their upcoming year. We played ice breaker games, had a raffle, and gave tours to students of their individualized schedules.
- SAEB attended the #CheckUsOut Event in the Commons, which was a conglomeration of the active clubs on campus to educate new students about various clubs and sign up for ones that may interest them.
- Professor Jennifer O’Hara met with SAEB to speak with us about the various committees we will be a part of. She answered our questions and encouraged the representation of the student voice on committees. SAEB members have chosen their committees and look forward to attending.
- SAEB had two open positions at the start of this academic year. We have held interviews for those positions and are excited to announce that Rebekah Page will be our Speaker of the Senate and Elliott Houghtelling will be our Activities Coordinator. We know they will be an excellent addition to the team and look forward to working with them.
- SAEB would like to thank Trustee Wayne for connecting us with the Kiwanis Organization. We are currently holding sign-ups this week of September 2<sup>nd</sup> for Circle K and will be filling our board as soon as possible.
- Upcoming events; SAEB will be hosting “SUNY Got Your Back Event” where we will be packing bags of toiletries for sexual assault victims. Red Baron Leadership Academy will be starting this month and we look forward to participating in the training events. Student Association Government Assembly holds their first meeting this Tuesday September 2<sup>nd</sup>, SAEB is excited to meet the club senators and hear their goals for the year.

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# SUNY CORNING COMMUNITY COLLEGE

## Regional Board of Trustees

### Executive Committee

October 10, 2019

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. SUNY Chancellor Johnson - Campus Visit
2. SUNY CCC in the Media
3. SUNY Annual Report
4. Leadership Chemung
5. Strategic Initiatives Update

#### **ACTION ITEM:**

1. Dr. William Mullaney, Addendum to the Contract

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

**NEXT COMMITTEE MEETING: December 5, 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**  
**August 6, 2019**  
Health Education Center – 110

**MINUTES**

Present: Trustees: Chair Blowers, Vice-Chair Wightman, C. Heyward, A. Winston, M. Wayne  
Other Trustees in Attendance: G. Baity  
Senior Staff: President Mullaney, VP Garnier, Director Clay  
Support Staff: S. Radford, J. Toribio

Chair Blowers called the Executive Committee meeting to order at 4:30 p.m.

The Committee discussed the following:

1. Enrollment Report. VP Garnier provided an overview of the Enrollment Report dated August 5, 2019.
2. Agenda Guidelines. President Mullaney provided an overview of the revised guidelines for building RBOT agendas.
3. Presidential Onboarding Summary. President Mullaney shared highlights of the Presidential Onboarding program, noting that it assisted greatly in his becoming acclimated to the campus and community. President Mullaney also thanked Trustee Baity for developing the onboarding plan.
4. Presidential Introduction Plan. President Mullaney shared that the Introduction Plan is ongoing; he will continue to meet with corporate and community partners throughout the tri-county area for the remainder of the calendar year.
5. Quorum. President Mullaney informed the Board that according to the Bylaws, quorum is defined as a majority of seated Board members.
6. Strategic Initiatives.
  - a. Pillars of Excellence (Guided Pathways). The College is piloting Starfish as a tool to engage students and faculty. The pilot program will be expanded in the fall to all developmental English and Math courses.
  - b. The College submitted two substantive change requests for micro-credentialing to MSCHE.
7. Director Clay provided an update on the status of grants.
8. Chair Blowers shared that due to changes requested by SUNY, revisions had to be made to Dr. Kate Douglas and Dr. William Mullaney's contracts. The changes do not impose a financial impact to the College. (Heyward, Winston; unanimously approved).

Chair Blowers adjourned the Executive Committee meeting at 4:59 p.m.

## Strategic Initiatives Update

- Middle States Commission on Higher Education: Substantive Change Approved, Postsecondary award (< 1 year) Approved to offer programs at this credential level. This allows the College to offer micro-credentials.
- Pillars of Excellence: Dr. Rob Johnstone, National Center for Inquiry and Improvement, will present on campus in March 2020.
- One Book: *Rising Out of Hatred: The Awakening of a Former White Nationalist* by Eli Saslow: speaker in Spring 2020, Dr. Ioanide, Associate Professor, Center for the Study of Culture, Race, and Ethnicity at Ithaca College
- Second Chance Pell Experimental Sites Initiative letter submitted for new programs at Elmira Correctional Facility
- Grant Submitted: Appalachian Regional Commission (ARC), FFY2020 STEAM Design Center, \$150,000 + \$150,000 SUNY technology funds match, equipment for digital design and prototyping.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**External Affairs Committee**  
October 10, 2019  
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:**

1. [Acceptance of Machning Equipment for the College](#)

**NEXT COMMITTEE MEETING: TBD**

**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**  
**October 1, 2019**  
Health Education Center – 110

**MINUTES**

Present: Trustees: Chair Blowers, Vice-Chair Wightman, N. Parks, A. Winston  
Senior Staff: President Mullaney, Provost Fisher, Executive Director Eschbach, Executive Director May  
Support Staff: S. Radford, J. Toribio  
Guest: Jack Benjamin  
Excused: R. Allison

Trustee Winston called the External Affairs Committee Meeting to order at 5 p.m. and noted that there is one action item on the agenda.

The Committee reviewed and discussed the following:

Provost Fisher shared news of a gift of machining equipment from Hilliard; the equipment will add academic value to the College. The Committee thanks Hilliard for the contribution and agreed to forward the action item to the full Board for consideration and approval.

CCC Development Foundation. Executive Director May provided an overview of the Foundation report, including:

- Scholarship reception, Monday October 28, honoring 63 students who are receiving over \$94k in scholarships this academic year
- The department is working on grant proposals, 6 totalling \$110k, President Mullaney and Executive Director May presented to the Corning Foundation who committed \$45k towards the DDT
- Reflectionis. SCIDA will be recognized with the Founders Community Partner Award
- The Presidential Scholars reception, recognizing the new cohort of 25 students, will take place on October 8.
- Total giving is up in each category.

Marketing and Communications. Provost Fisher provided an overview of Marketing and Communications efforts, including:

- Work continues with the Marketing and Advisory Committee to launch the new website
- Launched Bear Claws
- Communicating with Workforce and non-credit students
- Increased web traffic to Perry Hall and to the College webpage
- Customizing logos for some units
- ADIs have been charged with developing more flexible programs

Workforce Education and Academic Pathways. Executive Director Eschbach provided an overview of the Workforce report, including:

- ACE conversion for fall enrollment, gained 25%, 90.2 FTEs
- Cornell Prison Education program, expecting more applications to come in, 4 FTEs to-date, this fall
- The College hired Alexis Hurlburt as Operations Coordinator
- The College hosted the Business After Hours alongside the Chemung, Watkins Glen, and Steuben Chambers of Commerce welcoming President Mullaney to the community

- Committee discussed the college's response to the I-86 reports and ongoing program development

Legislative Relations. Trustee Winston provided an overview of legislative relations/advocacy efforts, including:

- Federal: Awaiting notification on the Reauthorization of the Higher Education Act, perhaps in the form of enhanced Pell and streamlined FAFSA
- State: Met with Senator O'Mara
- NYCCAP and NYCCT met to discuss strategies for joint advocacy for a permanent funding formula
- Met with the NYCCT Executive Committee requesting dues be allocated towards advocacy.

President Mullaney shared that programs in development (focused on Healthcare and Manufacturing) will be shared with External Affairs and CASS committees.

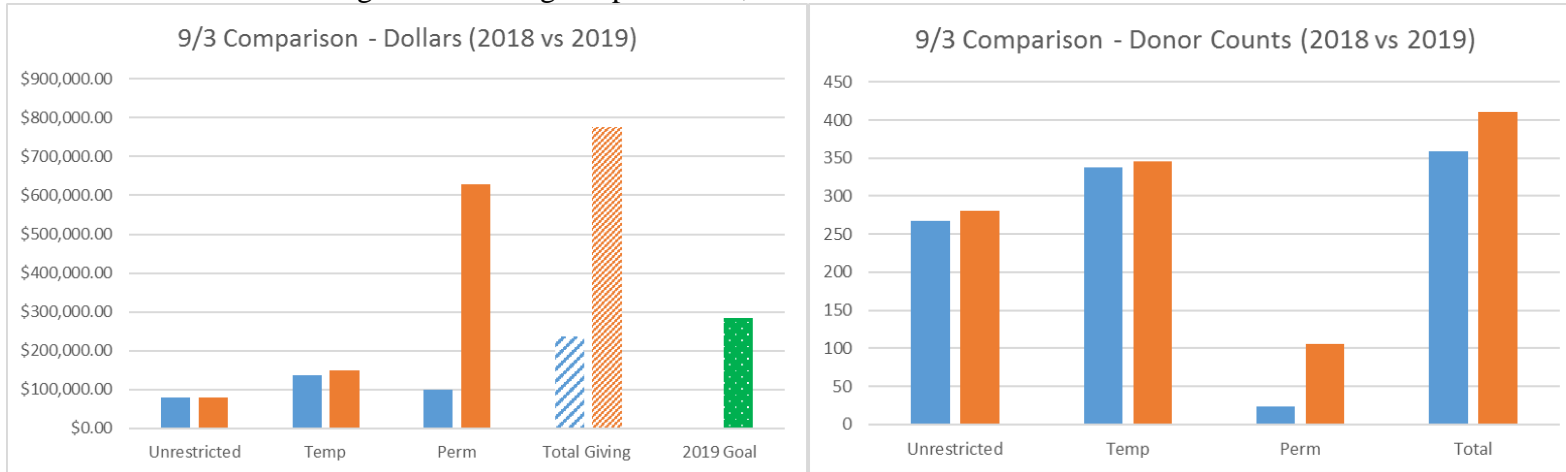
Trustee Winston adjourned the External Affairs Committee meeting at 5:33 p.m.

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## CCC Development Foundation Report

Submitted by Executive Director May

- The Scholarship Recognition Ceremony is scheduled on Monday, October 28 at 5:00 pm where 63 students will be honored for having received \$94,100 in scholarships for the '19-'20 academic year.
- Submitted five grant proposal requests with one more in progress for a total combined ask of \$110,000 to support the Planetarium Campaign.
- Reflections will be held on November 15 at 5:00 pm. The Steuben County IDA will receive the Founders Community Partner Award.
- The Presidential Scholars Reception will be held on Tuesday, October 8 at 5:00 pm.
- Future of the Presidential Scholars Program.
- Annual Giving results through September 3, 2019:





	2018	2019
Unrestricted	\$78,832.67	\$80,360.37
Temp	\$136,041.34	\$148,958.98
Perm	\$100,596.00	\$628,098.96
Total Giving	\$236,637.34	\$777,057.94
<b>2019 Goal</b>		<b>\$285,000.00</b>

	2018	2019
Unrestricted	267	281
Temp	338	346
Perm	24	105
Total	359	410

## Marketing/Communications

Submitted by Dr. L. Dean Fisher

- Working with the Marketing Advisory Committee and various campus stakeholders, the production of the new webpage is moving along on schedule, and will be live by October 20. There will be clear linkages to career communities for academic programs, supported by the work being accomplished on Pillars of Excellence.
- To improve communications with current students, a weekly email newsletter has been launched. Using a conversational tone from the mascot, Bear Claws introduces students to services, key employees, and offers reminders to students.
- Campaigns to promote enrollment for Flex Start options continues.
- The campaigns to promote Perry Hall were accomplished through summer and experienced a 48.58 percent increase in unique pageviews. Work will continue with the Housing LLC to explore financial incentives to promote Perry Hall.
- Stationery and business card templates have been made available to the campus community for ordering using the new logo.
- Customized logos have been developed for six units/departments.
- Communications continues support for ongoing internal communications, introducing The Mullaney Memo and continuation of Provost's Notes.
- Communications and Marketing has supported Admissions/Recruiting with the development and production of new collateral for recruiting for the next cycle.
- Update work is being accomplished on the YouVisit (campus tour) platform for potential students to accomplish a virtual tour of SUNY CCC.
- Campaigns continue to promote the flexible programs being hosted at Hornell High School and Airport Corporate Park.
- Webpage views are up 618 percent in unique webpage views for the period of 6/15/2019 to 8/22/2019 compared to the corresponding period in 2018. Use of SnapChat to promote the College is driving this increase.

## Workforce Education & Academic Pathways

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

### Academic Pathways Highlights

- ACE Conversion for Fall enrollment—189 students (25.7% of cohort)=90.2 FTEs; compared to 18.6% of F18 cohort with 83.9 FTES
- Cornell Prison Education program—currently 35 student applications, we expect 7 more. Currently 40 class registrations which will equal at least 4 FTEs.
- Hired Alexis Hurlburt as Operations Coordinator.
- ACE is now reporting to Academic Pathways; ACE Workshop held on 8/21—89 high school teachers attended

### Workforce Education Highlights

- Revenue Goals--Corporate Training: 111% of goal; Open Enrollment: 81% of goal; Room Rentals: 126% of goal; Third-Party Training: 113% of goal

- Corporate Contracts--CAF USA—Communication Skills, Basic Supply Chain Management, Empowerment, Fall Protection; Siemens—PLC Training for SUNY CCC faculty & local high school educators
- Corporate Outreach--Anchor Glass, Specialized Welding; First Heritage, 2020 training plan; Schuyler Hospital Networking Event; Corning, Inc., Sullivan Park Tour; Lockheed Martin, tour and collaboration
- New Programs in Development
  - Sterile Processing Technician (International Association of Healthcare Central Service Materiel Management (IAHCSMM) or the Certification Board for Sterile Processing and Distribution (CBSPD)
  - CNC Operator (NIMS certification)
  - Supply Chain Management (APICS certification)
    - Certified in Production & Inventory Management (CPIM)
    - Certified Supply Chain Professional (CSCP)
  - IT Certifications
- Collaborated with CSS WFNY for mini Job Fair at the Elmira Center on 8/21: 39 employers and 167 attendees.
- Collaborated with CCC Development Foundation, Chemung County Chamber of Commerce, Corning Area Chamber of Commerce and Watkins Glen Chamber of Commerce to host Business After Hours on campus to welcome Dr. Mullaney. Approximately 150 attendees.

## **Legislative Relations**

Submitted by Trustee Alan Winston

- Federal and State legislation: Higher Ed
- NYCCT Annual Meeting: Outcomes

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Finance and Facilities Committee**  
October 10, 2019  
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 Report for July 2019 - Revenue and Expense Highlights
2. [Open Capital Projects](#)
3. Projects Submitted to SUNY for Funding
4. [Banner Improvement Project](#)

**ACTION ITEMS:**

1. [Operating Report for July 2019](#)
2. [Authorized Signers](#)

**NEXT COMMITTEE MEETING: TBD**

**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.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Finance and Facilities Committee**  
**October 2, 2019**  
Health Education Center – 110

**MINUTES**

Present: Trustees: Chair Blowers, G. Baity, P. Chu, C. Heyward, M. Wayne  
Senior Staff: President Mullaney, VP Garnier  
Support Staff: S. Radford, J. Toribio  
Excused: G. Welch, Jr.

Trustee Wayne called the Finance and Facilities meeting to order at 3:04 p.m. and noted that there are two action items on the agenda.

VP Garnier provided an overview of the July operating report.

- The Committee reviewed the July Operating Report.
  - Cash, \$12.7m. Operating revenues of \$27m vs operating expenses of \$25m.
  - Unrestricted Fund. The Committee reviewed the unrestricted fund - revenues, expenditures, compared to budget and year to year.
  - Restricted Fund. The Committee reviewed the restricted fund - revenues, expenditures, compared to budget and year to year, comprised primarily of financial aid funding.
  - Student Activities. The Committee reviewed the Student Activities fund - revenues, expenditures, compared to budget and year to year. The Committee discussed the importance of clubs and organizations working within their allocated budget.
  - The Committee reviewed the Open Capital Projects table.
  - Banner Improvement Project. \$207k has been expended to-date; recent significant accomplishments include: year end accounts receivable audit report, streamlined processes for state and federal reporting, the development of Argos reporting for accounts receivable/student accounts, and RFPs processing. Financial aid and Registrar processing will follow.
- The Committee reviewed the unaudited preliminary year-end projection as of 10/1.
- The Committee discussed the impact of Certificates of Residency. It was discussed that the outstanding certificates should be pursued with diligence before the deadline. Senior Staff will provide an update on the plan put in place to ensure compliance with submission of COR by the deadline.
- The Committee agreed to forward the action items, Operating Report and Authorized Signers, to the full Board for consideration and approval.

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 3:57 p.m.

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**SUNY Corning Community College**  
**Operating Reports**  
**July 2019**

# SUNY Corning Community College

## Operating Report Comments

### July 2019 - Cash

The total cash position of all college funds at month end amounted to \$12,790,970. All funds not immediately needed are in interest bearing accounts.

The current cash position of \$12,790,970 represents 160 days of College operations.

### Unrestricted Fund Operations – July 2019

- Operating revenues of \$27,399,242 represents 94% of budgeted revenues.
- Operating expenses of \$25,315,955 represents 87% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$2,083,287 which is normal at this point of the College’s fiscal year.

### July 2019 – Analysis of Revenues and Expenses FY19/FY18 Highlights

	July-19	July-18	Variance
Tuition & Fees	\$ 13,575,758	\$13,482,892	\$92,866
Personnel Services	\$ 13,683,429	\$13,695,521	\$12,092

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Unrestricted Funds

Revenue Sources - Unrestricted Fund

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
Student Tuition and Fees	\$13,575,758	\$13,582,467	99.95%	\$13,284,808
Sponsor Counties	\$5,656,033	\$6,810,739	83.05%	\$6,070,069
Other Counties	\$711,407	\$592,237	120.12%	\$855,838
State Aid	\$6,809,915	\$7,123,576	95.60%	\$7,211,059
Other Revenues	\$622,503	\$891,308	69.84%	\$764,339
Federal Aid	\$23,626	\$0	0.00%	\$33,366
Transfer In	\$0	\$0	0.00%	\$265,426
Applied Fund Balance	\$0	\$161,938	0.00%	\$0
<b>Total Revenues</b>	<b>\$27,399,242</b>	<b>\$29,162,265</b>	<b>93.95%</b>	<b>\$28,484,905</b>

Expenses - Unrestricted Fund

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
Personnel Services	\$13,683,429	\$16,085,646	85.07%	\$15,272,776
Purchase Services	\$2,131,083	\$2,042,190	104.35%	\$2,515,284
Equipment	\$143,081	\$351,169	40.74%	\$159,854
Materials and Supplies	\$697,733	\$853,566	81.74%	\$831,022
<b>Other Expenditures **</b>	<b>\$2,387,332</b>	<b>\$2,715,056</b>	<b>87.93%</b>	<b>\$2,671,648</b>
General Institutional	\$821,990	\$712,235	115.41%	\$1,435,014
Employee Benefits	\$5,451,307	\$6,402,403	85.14%	\$6,074,843
Transfer Out	\$0	\$0	0.00%	\$0
<b>Total Expenses</b>	<b>\$25,315,955</b>	<b>\$29,162,265</b>	<b>86.81%</b>	<b>\$28,960,440</b>

Other Expenditures - Unrestricted Fund

Jul-19

**Other Expenditures	Jul-19	Budget	Year End FY18
Conference and Travel	\$177,044	\$225,041	\$174,752
Trustee Meetings	\$5,357	\$7,500	\$7,884
College Governance	\$0	\$1,920	\$650
Other Travel	\$10,714	\$8,440	\$13,125
Professional Development	\$0	\$672	\$190
Vehicles	\$51,311	\$70,060	\$51,524
Communications	\$0	\$0	\$0
Voice and Data Communication	\$87,242	\$101,104	\$93,159
Speakers	\$375	\$0	\$0
Stipends	\$0	\$0	\$0
Special Projects	\$87,173	\$174,858	\$141,600
Special Programs	\$6,129	\$26,540	\$7,247
Special Events	\$2,138	\$36,850	\$2,519
Food	\$50,912	\$37,926	\$65,050
Food Vendor Purchases	\$0	\$5,000	\$10,727
Cash Short/Over	\$0	\$6,200	\$1
Misc. Student Expenditures	\$0	\$0	\$0
Misc. Expenditures	\$15,960	\$33,700	\$38,200
Utilities	\$438,911	\$480,000	\$465,853
Maintenance	\$131,690	\$109,625	\$203,910
Repairs	\$50,382	\$215,317	\$147,742
Maintenance Contracts	\$557,943	\$417,091	\$514,568
Software Maintenance Contract	\$377,598	\$420,387	\$450,252
Rentals	\$311,370	\$336,825	\$282,696
Keystone Scholarship	\$25,083	\$0	\$0
<b>Total</b>	<b>\$2,387,332</b>	<b>\$2,715,056</b>	<b>\$2,671,648</b>



Restricted Fund

Revenue Sources - Restricted Fund

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
State Aid	\$531,952	\$516,733	102.95%	\$529,744
Other Revenues	\$7,129,685	\$0	-	\$8,112,425
Transfers In	\$0	\$0	-	-\$839
<b>Total Revenues</b>	<b>\$7,661,637</b>	<b>\$516,733</b>	1482.71%	<b>\$8,641,329</b>

Expenses - Restricted Fund

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
Personnel Services	\$434,991	\$0	-	\$390,996
Purchase Services	\$84,142	\$0	-	\$33,570
Equipment	\$52,901	\$28,341	186.66%	\$58,166
Materials and Supplies	\$43,124	\$26,362	163.58%	\$28,060
<b>Other Expenditures **</b>	<b>\$7,049,772</b>	<b>\$69,258</b>	10179.00%	<b>\$8,002,989</b>
General Institutional	\$21,661	\$30,468	71.09%	\$32,266
Employee Benefits	\$88,037	\$95,921	91.78%	\$84,543
Transfer Out	\$0	\$0	-	\$18,447
<b>Total Expenses</b>	<b>\$7,774,628</b>	<b>\$250,350</b>	3105.50%	<b>\$8,649,037</b>

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Other Expenditures - Restricted Fund

Jul-19

<b>**Other Expenditures</b>	Jul-19	Budget	Year End FY18
Conference and Travel	\$50,060	\$10,619	\$16,218
Voice and Data Communication	\$0	\$0	\$0
Special Projects	\$532	\$0	\$0
Food	\$2,798	\$500	\$334
Miscellaneous Expenditures	\$6,125	\$52,549	\$147
Utilities	\$0	\$0	\$0
Software Maintenance Contract	\$1,590	\$1,590	\$4,090
Financial Aid Payments	\$6,947,001	\$4,000	\$7,922,029
Part Time Tap Payments	\$41,666	\$0	\$60,172
<b>Total</b>	<b>\$7,049,772</b>	\$69,258	\$8,002,989

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Student Activities

Revenue Sources - Student Activities

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
Student Fee Revenue	\$613,966	\$659,043	93.16%	\$621,637
Other Revenues	\$444,997	\$615,593	72.29%	\$1,434,585
Transfers In	\$0	\$0	-	\$0
Applied Fund Balance	\$0	\$0	-	\$0
<b>Total Revenues</b>	<b>\$1,058,963</b>	<b>\$1,274,636</b>	83.08%	<b>\$2,056,222</b>

Expenses - Student Activities

Jul-19

	Jul-19	Budget	% of Budget	Year End FY18
Personnel Services	\$387,799	\$528,292	73.41%	\$508,317
Purchase Services	\$100	\$500	20.00%	\$400
Equipment	\$27,687	\$30,750	90.04%	\$53,732
Materials and Supplies	\$58,667	\$52,291	112.19%	\$92,017
<b>Other Expenditures **</b>	<b>\$498,402</b>	<b>\$612,645</b>	81.35%	<b>\$1,451,532</b>
General Institutional	\$0	\$0	-	-\$857
Employee Benefits	\$108,226	\$50,158	215.77%	\$162,997
Transfers Out	\$0	\$0	-	\$35,182
<b>Total Expenses</b>	<b>\$1,080,881</b>	<b>\$1,274,636</b>	84.80%	<b>\$2,303,319</b>

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Other Expenditures - Student Activities

Jul-19

<b>**Other Expenditures</b>	Jul-19	Budget	Year End FY18
Conference and Travel	\$151,213	\$135,700	\$124,342
Vehicles	\$0	\$0	\$7
Communications	\$2,576	\$0	\$3,119
Voice and Data Communication	\$1,336	\$2,500	\$1,226
Speakers	\$11,200	\$0	\$27,625
Stipends	\$44,180	\$27,800	\$42,607
Special Projects	\$26,354	\$2,000	\$13,521
Special Programs	\$2,819	\$0	\$3,939
Special Events	\$2,825	\$0	\$1,690
Pinning Ceremony	\$0	\$0	\$570
Striping Ceremony	\$0	\$0	\$1,107
Awards	\$4,452	\$500	\$3,129
Commencement Exercise	\$13,854	\$10,000	\$29,688
Economic Development	\$0	\$0	\$0
Food	\$60,046	\$17,000	\$37,230
Clubs	\$0	\$0	\$0
Entertainment	\$38,400	\$0	\$39,166
Promotions	\$16,861	\$1,275	\$9,645
Cash Short/Over	\$0	\$0	\$0
New Text	\$0	\$0	\$377,383
Used Text	\$0	\$0	\$99,054
Trade Books	\$0	\$0	\$1,563
Soft Goods	\$0	\$0	\$17,103
School Supplies	\$0	\$0	\$350,527
Freight/Shipping	\$0	\$0	\$22,068
Software Hardware	\$0	\$0	\$3,750
Misc. Purchases	\$0	\$0	\$32,784
Misc. Expenditures	\$46,862	\$289,264	\$79,258
Utilities	\$0	\$20,090	\$0
Maintenance	\$16,840	\$36,200	\$120
Housekeeping	\$2,657	\$17,316	\$4,620
Repairs	\$1,307	\$0	\$349
Maintenance Contracts	\$51,262	\$50,500	\$56,159
Software Maintenance Contracts	\$0	\$0	\$9,651
Rentals	\$3,358	\$2,500	\$58,532
<b>Total</b>	<b>\$498,402</b>	<b>\$612,645</b>	<b>\$1,451,532</b>

## 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	\$ 700	\$ -	\$ 80,059
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	\$ 351,194	\$ -	\$ 9,893,296
07266 - Critical Maintenance	\$ 500,000	\$ 194,200	\$ 9,710	\$ -	\$ 296,090
	<b>\$ 48,591,300</b>	<b>\$ 32,556,812</b>	<b>\$ 361,604</b>	<b>\$ -</b>	<b>\$ 15,672,884</b>

Projects Submitted to SUNY for funding

<i>Project Description</i>	<i>Total</i>
Parsons Administration Building Elevator	\$ 200,000
Information Technology Infrastructure	\$ 600,000
Lab Renovations	\$ 300,000
Schuyler Hall Air Conditioning	\$ 1,500,000
Planetarium Renovations	\$ 490,000
Academic Safety	\$ 68,000

\*\$145,000 fundraising

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## Banner Improvement Project

We have contracted with Ultimate Consulting to provide two on-site and one off-site Banner consultant plus an interim Registrar (ending in mid-June with the hire of a permanent Registrar) with extensive Banner experience. One of the consultants has been working primarily with the Registrar's Office; a second with the Student Accounts Office and the off-site consultant has been available to prepare Argos reports for all Banner users. While the interim Registrar has been very helpful in solving Banner problems within this office, the expenses for his consulting engagement are not being charged to this project.

The following has been accomplished since the last report to the board:

- Year End Accounts Receivable Audit Reporting
- Streamlining Student Accounts disbursement process and creating a Banner baseline process
- Developing ARGOS reporting for Accounts Receivable/Student Accounts
- Support for Job Scheduler RFP
- Expenditures to date: \$207,172

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
October 10, 2019  
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. Resignation Policy
2. [Headcount Chart](#)
3. [Separations Summary](#)
4. [Review Status of Vacant Positions](#)

**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:** TBD

**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. Review equal opportunity efforts and the diversity plan and results annually in the fall;
3. Review a summary of changes to the Regional Board of Trustees Personnel Policies Handbook annually in the spring;
4. 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;
5. At every committee meeting, receive a report on the status of vacant positions and review how the personnel actions impact the Budget and diversity;
6. Ensure that actions are consistent with Strategic Initiatives.

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**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**October 1, 2019**  
Locations: Health Education Center – 110

**MINUTES**

Present: Trustees: Vice-Chair Wightman, N. Parks, A. Winston  
Senior Staff: President Mullaney, Executive Director Park  
Support Staff: S. Radford, J. Toribio  
Excused: Chair Blowers, R. Allison

Vice-Chair Wightman called the Human Resources Committee meeting to order at 5:44 p.m.

- The Committee reviewed and discussed the Human Resources measurable standards.

**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.
    - Vice-Chair Wightman requested an update from Executive Director Park on the Diversity Plan and equal opportunity efforts.
    - Vice-Chair Wightman requested that Executive Director Park review the Personnel Policies Handbook annually and asked that Executive Director Park revise the wording of standard #5.
    - The timing for submission and review of reports will be changed from the fall to January.
    - Executive Director Park will submit a summary of all Policies approved in the calendar year to the Committee for review in January.
    - Ensure policies are consistent with Strategic Initiatives (review alongside the Dashboard).
    - Prioritize standards by moving 2 and 3 to 5 and 6
    - Vice-Chair Wightman requested an update on Diversity Initiatives, including: Climate survey, campus initiatives, staffing
- The Committee reviewed and discussed the draft of the Resignation policy. The Committee provided recommendations for revisions to the Policy, including fair and reasonable and 10 working days' notice. Similar wording will be added to other manuals. The Committee recommends that this policy action item be added to the agenda immediately for ratification at the October 10 full Board meeting.
  - The Committee reviewed the headcount chart. The reduced number of adjunct faculty is largely attributed to streamlining of the Master Schedule. The Committee discussed the staff/faculty ratio. Executive Director Park will research and report on the ratio to the Committee during the next round of Committee meetings.
  - The Committee reviewed the separations summary. The Committee requested exit interview data to review and analyze.
  - The Committee reviewed the status of vacant positions.



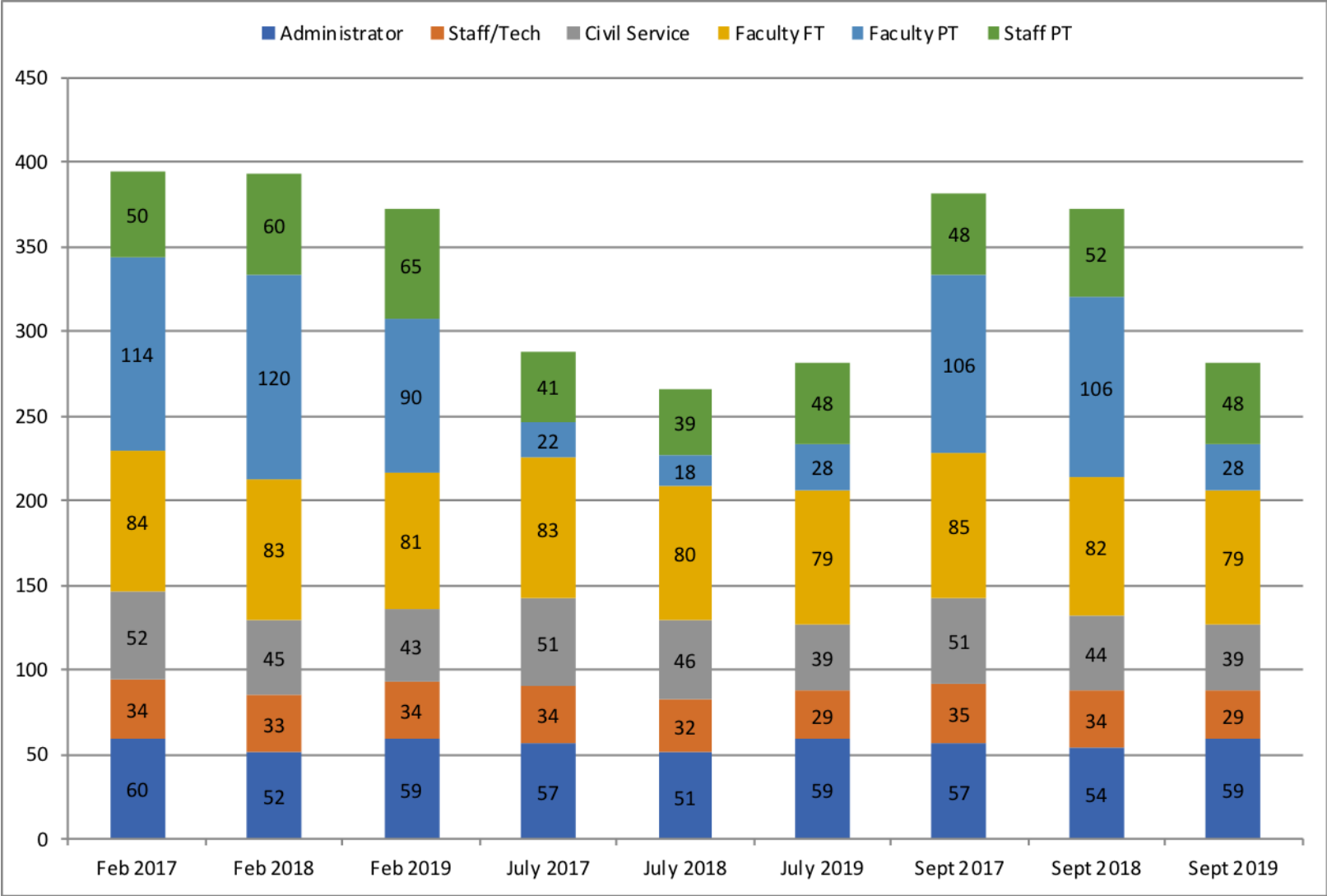
- Action Items:
  - The Committee reviewed the Consent Agenda items:
    - Appointments, Promotions, Separations.
      - 7 resignations
      - 2 promotions
      - 2 internal hires
      - 6 external hires
      - 1 reclass
      - 2 change of title /job description
      - 1 new position
    - Position Activity.
    - The Committee agreed to forward the Consent Agenda items to the full Board for consideration and approval.
  - The Committee reviewed the Regular Agenda items:
    - Retirements: D. Dudick, 31 years; H. Hunziker; M. Skrocki, 23 years
    - Equity Salary Adjustments. Executive Director Park conducted a salary adjustment analysis. The adjustment was arrived at by: pay grade, pay ranges, and years of experience. Executive Director Park then created a predictive model based on internal equity. This will be a benchmark for future adjustments. It was originally envisioned as a one-time, gender equity adjustment. Equity adjustment in nursing was completed in fall 2019.
    - CSEA Agreement 2019-2023
    - The Committee agreed to forward the Regular Agenda items to the full Board for consideration and approval.

Vice-Chair Wightman adjourned the Human Resources Committee meeting at 6:40 p.m.

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**Other Activity Updates:  
September 2019 Headcount Report**

Three times per year, HR provides a snapshot of the overall headcount for the workforce.



Non-College Funded Fulltime positions, September 2019  
15 employees including: 8 administrators, 3 staff/technical assistants, and 4 civil service

Separation Summary, Since Jan 2019  
Three times per year, HR provides a summary of separations (retirements, resignations, and terminations) of the full time workforce.

	Count of Faculty	Count of Staff	Count of Civil Service	Average of Years
<b>Academic Affairs</b>				
Resignation	4	5	1	5.1
Retirement	3	1		29.5
<b>Admin Services</b>				
Resignation		2	7	1.4
Retirement		2		24.4
<b>Development</b>				
Resignation		1		0.5
<b>Diversity Initiatives</b>				
Termination		1		11.0
<b>SDEM</b>				
Resignation		5		1.2
Retirement		1	1	26.9
Termination		1		17.1
<b>WEAP</b>				
Resignation		1		2.2
<b>Grand Total</b>	<b>7</b>	<b>20</b>	<b>9</b>	<b>8.9</b>

**Status of Vacant Positions**

AS OF October 1, 2019

<b>Position Type</b>	<b># of positions vacant</b>	<b>Active (in search)</b>	<b>On hold</b>
Civil Service	5		5
Faculty	6	1	5
Professional Service	7	5	2

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**SUNY CORNING COMMUNITY COLLEGE**

**Regional Board of Trustees**

**August 6, 2019**

Location: Health Education Center – 110

Executive Session

**MINUTES**

In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, M. Wayne, R. Allison, G. Baity, P. Chu, C. Heyward, A. Moretti, N. Parks, A. Winston, M. Wayne

Senior Staff: President Mullaney, Executive Director Park

Support Staff: J. Toribio

Motion to enter into executive session at 4:53 p.m. (Baity, Winston)

The Board discussed the employment of a particular person.

No action was taken by RBOT.

Motion to exit executive session at 4:58 p.m. (Wightman, Heyward)

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4614-19

Appointments, Promotions, and Separations

WHEREAS, Human Resources has affirmed the eligible qualifications of hires, transfers and promotions;

WHEREAS, Human Resources has verified the adherence to internal policy and procedures related to hires, transfers and promotions;

WHEREAS, Human Resources has reviewed and confirmed the separation of current employees;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following employment actions to be taken.

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Wendi Hammond	Account Clerk	Enrollment Operations	Resignation	9/15/19	As a result of a transfer to another position at the College, Ms. Hammond is resigning from the civil service position, account clerk.
Breana Losey	Director of Academic Outreach	Academic Outreach	Resignation	8/15/19	Breana Losey has served the College for 9 months.
Gerald Slagger	Network Specialist	Information Technology	Resignation	8/25/19	Jerry Slagger has served the College for 3 years.
Susan Martin	Student Service Coordinator	Student Services Support	Resignation (correction)	8/28/19	This is a correction to the previous RBOT resolution which has stated a 9/20/19 resignation date.
Timothy Wenck	Dir. Of Learning Commons	Learning Commons	Resignation	9/6/19	Timothy Wenck has served the College for almost 9 years and has accepted a position with the school district.
Erin Wilburn	Librarian	Library	Resignation	9/13/19	Erin Wilburn has served the College for 11 years and has accepted a position with Broome Community College.
Kaitlin Falkner	Communications Specialist	Communications	Resignation	10/1/19	Katie Faulkner has served the College for a little more than 1 year. She has accepted another position closer to her residence.
Caleb McGuire	Assistant Director	Admissions	Promotion	8/5/19	This is a 12-month standard position, paygrade 204 with an annual salary of \$43,264.
Andrew Rowland	Senior Campus Safety Officer	Public Safety	Promotion	9/1/19	This is a 12-month standard Civil Service position. As per the Council 82 union contract, the probationary annualized salary is \$38,056. This promotion was made as a result of a competitive process.
<a href="#">Emily Knowlden</a> *	Admissions Recruiter	Admissions	New Hire (internal)	7/30/19	This is a 12-month standard full-time position, paygrade 202 with an annual salary of \$35,235. This hire was made as a result of an open internal search.

<a href="#">Zachary White</a> *	Campus Safety Officer	Public Safety	New Hire (external)	8/3/19	This is a 12-month standard Civil Service position with an annual pay rate of \$28,682. This appointment is being made on a provisional status; a competitive search will be conducted in the future.
<a href="#">Tyler Ladd</a> *	Admissions Recruiter	Admissions	New Hire (internal)	8/5/19	This is a 12-month standard full-time position, paygrade 202 with an annual salary of \$35,235. This hire was made as a result of an open internal search and is moving from a part time to a full time position.
<a href="#">Rolando Mejia</a> *	Admissions Recruiter	Admissions	New Hire (internal)	8/5/19	This is a 12-month standard full-time position, paygrade 202 with an annual salary of \$35,235. This hire was made as a result of an open internal search and is moving from a part time to a full time position.
<a href="#">Rebecca Laughlin</a> *	Assistant Registrar	Registrar	New Hire (internal)	8/12/19	This is a 12-month standard full time position, paygrade 203 with an annual salary of \$39,000. This hire was made as a result of an open internal/external search.
<a href="#">Ashley Molina</a> *	Visiting Instructor	Nurse Education	New Hire (external)	8/14/19	This is a 10-month non-tenure track, academic position with an annual salary of \$49,995. This hire was made as a result of an open internal/external search.
<a href="#">David Smith</a> *	Cleaner	Physical Plant	New Hire (external)	8/19/19	This is a 12-month standard Civil Service position. The annualized salary is \$24,010. This hire was made as a result of an open internal/external search.
<a href="#">Jarrett Sylvester</a> *	Learning Specialist	Learning Resources	New Hire (external)	8/19/19	This is a 12-month standard full time position, paygrade 202 with an annual salary of \$35,235. This hire was made as a result of an open internal/external search.
<a href="#">Peter Mizera</a> *	Chief Information Officer	Information Technology	New Hire (external)	9/9/19	This is a 12-month standard full time position, paygrade 209 with an annual salary of \$90,000. This hire was made as a result of an open internal/external search.
<a href="#">Jodie Overstrom</a> *	Educational Planner	Enrollment Operations	New Hire (external)	9/9/19	This is a 12-month standard full time position, paygrade 205 with an annual salary of \$47,000. This hire was made as a result of an open internal/external search.
<a href="#">McKayla Accettulla</a> *	Coordinator of Career Services	Enrollment Operations	New Hire (external)	9/23/19	This is a 12-month standard full time position, paygrade 205 with an annual salary of \$45,000. This hire was made as a result of an open internal/external search.
<a href="#">Wendi Hammond</a> *	Academic Outreach Assistant	Academic Outreach	New Hire (internal)	9/16/19	This is a 12-month standard full time position, paygrade 202 with an annual salary of \$37,464. This hire was made as a result of an open internal/external search.

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

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HUMAN RESOURCES COMMITTEE

RESOLUTION #T4615-19

Position Activity

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
<a href="#">Assistant Director of Admissions</a> *	Caleb McGuire	Reclassification	August 2019	With the addition of supervision and management oversight of three recruiters, the position of Admissions Recruiter (paygrade 202) held by Caleb McGuire was reclassified to an Assistant Director role (paygrade 204). This change
<a href="#">Operations Assistant</a> *	Ana Paulin	Change in Title and Job Description	August 2019	With the recent change in enrollment operations management, the job description of the Assistant to the Associate Dean of Enrollment Management (paygrade 202) has been updated and re-titled to the Enrollment Operations Assistant (paygrade 202).
<a href="#">Assistant Director of Educational Planning</a> *	Vacant	New Position	September 2019	With the merger of Educational Planning and Admissions teams, this new position supports the director by providing supervision and management of the Educational Planning team, paygrade 206.
<a href="#">Director of Accelerated College Education (ACE)</a> *	Kim Perkins	Change in Title and Job Description	August 2019	With the departure of the previous incumbent (Breana Losey), the position description was updated with a change in job title. No change to the classification.

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

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**EXECUTIVE COMMITTEE**

**RESOLUTION #T4613-19**

Dr. William Mullaney, Addendum to the Contract

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the previously agreed upon addendum to the contract for Dr. William Mullaney, effective August 6, 2019.

Ratified, August 6, 2019 (Heyward, Winston; unanimously approved)

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EXTERNAL AFFAIRS COMMITTEE

**RESOLUTION #T4616-19**

Acceptance of Machining Equipment for the College

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College accepts the donation of a Hardinge XR1000 Vertical Machining Center, replacing the College's Hardinge Conquest VMC700. The donation is from Hilliard Corporation of Elmira, New York.

Background Notes

Hilliard Corporation is donating a Hardinge XR1000 to the College, replacing an outdated Hardinge Conquest VMX700. The XR1000 is a state-of-the-art machining center that will add to the currency of the student experience for programs in mechanical technology, manufacturing technology, mechatronics (proposed), and machining. The estimated value of the donation is \$30,000.

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4617-19**

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the period ending July 31, 2019.

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**FINANCE AND FACILITIES COMMITTEE**

**RESOLUTION #T4618-19**

Authorized Signers - Checking and Savings Accounts

WHEREAS, SUNY Corning Community college maintains checking and savings accounts with its official depositories, in compliance with applicable laws governing banking transactions; and,

WHEREAS, internal procedures require authorized signers to approve the issuance of checks and other disbursements;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves that all checks and disbursements drawn on the depositories of the College be signed and executed as herein set forth:

All checks or disbursements in the amount of \$500.00 or less shall be signed by any of the following persons occupying the following positions; and,  
All checks or disbursements in excess of \$500.00 shall be signed, in concert, by any two of the persons occupying the following positions:

- Chair of the Regional Board of Trustees
- Vice-Chair of the Regional Board of Trustees
- President of the College
- Provost
- Executive Director of Workforce Development and Academic Pathways
- Executive Director of Development Foundation
- Executive Director of Human Resources and Chief Diversity Officer

BE IT FURTHER RESOLVED, that the Vice President of Administrative Services or the College Bursar are hereby authorized to transfer funds from one College account to another College account.

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SUNY CORNING COMMUNITY COLLEGE

Authorized Signers - Checking and Savings Accounts

Regional Board of Trustees Chair, Carl H. Blowers

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Regional Board of Trustees Vice-Chair, Nancy M. Wightman

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President of the College, Dr. William P. Mullaney

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Provost, Dr. L. Dean Fisher

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Executive Director of Workforce Education and  
Academic Pathways, Jeanne Eschbach

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Executive Director of CCC Development Foundation, Angela Fleming

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Executive Director of Human Resources and  
Chief Diversity Officer, Connie Park

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4619-19**

Debra Dudick, Professor of Engineering  
(retirement)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Deb Dudick, Professor in the Division of Science, Technology, Engineering, and Math effective August 13, 2019.

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

Background Notes:

Professor Dudick began at the College in 1988, she provided 31 years of service as a faculty member in Science, Technology, Engineering, and Math. Over that time, she has supported the department and college in many roles and has been an active contributor in the community. She is distinct in her contributions in two divisions – as a faculty member of Engineering as well as instructing courses in Art. Professor Dudick held a Master of Science in Industrial Engineering from Binghamton University, a Bachelor of Science from Clarkson and an Associates in Science from CCC.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4620-19**

Harold (Benny) Hunziker Jr, Professor of Psychology  
(retirement)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Harold Hunziker, Professor in the Division of Humanities effective August 23, 2019.

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

Background Notes:

Professor Hunziker has requested that the College refrain from public statements on his retirement.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4621-19**

Michael Skrocki, Technical Assistant, Information Technology  
(retirement)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Michael Skrocki, Technical Assistant in the Department of Information Technology effective August 23, 2019.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Mike Skrocki for the years of service to the College and wishes the best of luck for the future.

Background Notes:

Mike Skrocki provided 23 years of service to the College, most of that time being in the department of Information Technology. Mike is an alum of the College and has been a vocal community member, participating in various college committees and in governance. He contributed to many of the campus as an unofficial photographer and was generous sharing his photos but more importantly, his time and passion for the College.

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## HUMAN RESOURCES COMMITTEE

## RESOLUTION #T4622-19

## Equity Salary Adjustments

WHEREAS, the Regional Board of Trustees previously approved a salary equity review to be conducted in relation to non-union staff,

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves salary equity adjustments for the following employees in response to the review, increases to be effective September 1, 2019:

LAST_NAME	FIRST_NAME	Department	Title	Post Equity Salary Rate – Annual (19-20)	Amount of Equity Increase	% Equity increase
Andress	Emily	Athletics and Fitness Services	Coordinator of Fitness Center	\$ 50,285.55	\$ 2,394.55	5%
Ka-Tandia	Nogaye	Human Resources	HR Associate	\$ 49,408.80	\$ 2,352.80	5%
Mletzko	Megan	Retention and Educational Planning	Educational Planner	\$ 48,616.00	\$ 1,420.60	3%
Jones	Tanya	Administrative Services	Admin Assist to VP Admin Services	\$ 50,182.65	\$ 2,389.65	5%
Harty	Debra	Human Resources	HR Specialist	\$ 55,117.65	\$ 2,624.65	5%
Learn	April	Retention and Educational Planning	Enrollment Adviser	\$ 52,582.95	\$ 2,503.95	5%

## Background:

As requested by the Board, HR conducted a salary equity review and implemented a conservative list of recommendations for the 2019-2020 fiscal year. In addition to the immediate equity adjustments, HR recommended a full compensation study to be conducted to assess the equity to the external market. The methodology of the internal equity review was based on paygrade, pay range, and years of experience.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4623-19**

Civil Service Employee Association Agreement, 2019-2023

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Agreement between SUNY CCC and the Civil Service Employee Association Agreement, effective September 1, 2019 – August 31, 2023.

Background:

With the successful conclusion of the negotiations process, the College and CSEA has come to a four year agreement.

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**HUMAN RESOURCES COMMITTEE**

**RESOLUTION #T4624-19**

Policy for Resignation

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies a change to the non-union personnel handbook in relation to resignations and vacation leave.

**SECTION XII EMPLOYEE RESIGNATION**

Employees will provide fair and reasonable notice to the College in writing as far in advance as possible, no less than ten (10) working days in advance of the effective dates of resignation. In the event an employee does not provide at least 10 working days' notice, it shall be within the discretion of the President or designee to withhold from such employee's final check an amount equal to the employee's daily rate of pay for each day less than the 10 days from any unused vacation leave. Such action shall not constitute discipline. A letter of resignation must be submitted to the employee's supervisor and the Director of Human Resources. The President of the College will forward notices of employee resignations to the Regional Board of Trustees for ratification.

Prior to separation from service, all full-time employees will have an exit interview with a representative from the Human Resources Office.

**SECTION IV PAID LEAVE**

Subsection D - Vacation Leave

Use of Vacation

Vacation leave will be paid at the employee's current rate of pay. With the appropriate notice (see section XII), terminating employees will receive payment for up to a maximum of twenty (20) days of accrued vacation leave, at the rate of pay in effect at the time of termination. Exceptions to the 20 day limit may be made in extenuating circumstances upon approval by the President of the College.

Background:

In response to recent resignations with short notice, the College will be changing the non-union policy language in relation to resignations.

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