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**Agenda:** Thursday, March 5, 2020, Meeting  
**Minutes** of January 21, 2020, Meeting  

## COMMITTEE REPORTS

- **Committee on Academic and Student Services**  
  - Minutes  
  - Report by the Provost  
  - Report by the Student Trustee  
  - Action Items  

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- **External Affairs Committee**  
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  - Action Item  

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  - Action Item  

## RESOLUTIONS

- **Consent Agenda**  
- **Regular Agenda**
DATE: Thursday, March 12, 2020
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 January 21, 2020, 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 #T4646-20 – Appointments, Promotions, and Separations
9. Regular Agenda
   CASS Committee
   RESOLUTION #T4647-20 – Resolution of Appreciation – Isaac Bushey
   RESOLUTION #T4648-20 – Deactivation of Academic Programs
   EXECUTIVE Committee
   RESOLUTION #T4649-20 – Approval of the Revisions to the Constitution for the Association of the College
   EXTERNAL AFFAIRS Committee
   RESOLUTION #T4650-20 – Resolution in Support of Permanent Funding Floor for Community College Base State Aid Formula
   FINANCE AND FACILITIES Committee
   RESOLUTION #T4651-20 – Operating Report for December 2019 and January 2020
   HUMAN RESOURCES Committee
   RESOLUTION #T4652-20 – Cancer Leave Policy Update
   NOMINATIONS Committee
   RESOLUTION #T4653-20 – Nomination for Slate of Officers
10. Old Business
11. New Business
12. Executive Session to discuss pending litigation matters and collective bargaining.
13. Adjournment
SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
January 21, 2020
Health Education Center – 110

MEETING MINUTES

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

1. CALL TO ORDER. Chair Blowers called the meeting to order at pm 5:30 p.m.
2. APPROVAL OF THE MINUTES of the December 5, 2019, meeting (Allison, Heyward; unanimously approved), with corrections as noted.
3. CHAIR’S REPORT. Chair Blowers informed the Board that:
   - As part of the onboarding process, the Executive Committee agreed to launch a mid-year 360 presidential review. The instrument will enable feedback and an analysis will be provided by early March.
   - An Executive Session will be held after the Board meeting.

RESOLUTION #4637-20 - Resolution of Appreciation – Sean Clark (Heyward, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College seeks to acknowledge the heroic actions of one of its students, Sean Clark, who engaged in selfless actions on January 2, 2020 that saved the life of an Elmira resident trapped in a burning vehicle. The Regional Board of Trustees commends Mr. Clark for his actions that displayed the traits of selflessness and heroism.

WHEREAS, Mr. Sean Clark, a freshman student at SUNY Corning Community College took selfless actions on January 2, 2020 to save the life of another; and
WHEREAS, Mr. Clark undertook such actions at danger to himself; and
WHEREAS, such actions deserve merit and commendation;

IT IS RESOLVED, that the Regional Board of Trustees directs the College President and Administration to communicate its official recognition and appreciation for his actions.

4. PRESIDENT OF THE COLLEGE’S REPORT.
   - Enrollment update. President Mullaney provided an overview of enrollment figures. FTE 974.2; the College has reached 98% of enrollment goal, including 2% increase in FTE and 5% increase in headcount, largely resulting from the continued expansion of the ACE program.
   - C-Tran has launched a pilot program for Perry Hall residents. Under the program, a bus will stop in front of Perry Hall 5 times making several stops in Chemung County. Thanks to Nicolette Wagner and County Executive Moss for authorizing the pilot program.
Start Up. President Mullaney thanked Trustees Heyward and Baity for attending the presentation and for Vice-Chair Wightman for attending the reception.

President Mullaney was invited to the MLK event hosted by the NAACP at the Radisson.

Supplemental Program Review. The informational session with community members and impacted faculty was held yesterday. Chair Blowers, Senior Staff and ADIs were in attendance. The final proposals are due to the Office of the President on February 3, final decisions made by February 17.

Visiting Scholar Series, with Eli Saslow, author of *Rising Out of Hatred*, April 14, 7 p.m.

The Inauguration Committee has been formed. The event is scheduled for April 24.

Commencement will be held in the First Arena on May 16, 2020, at 11 a.m. The College was approved by SUNY to award its third honorary doctorate, an honorary degree in science to Charlie Craig.

5. STUDENT TRUSTEE REPORT.

- Muse of Fire performed "A View from The Bridge" by Arthur Miller 11/13-11/16 and hosted their 24-hour theater on 11/22-11/23
- Student Life sponsored their Finals Week Table to offer free coffee, tea, and snacks to students studying during finals.
- Student Association will be participating in Baron Bash on 1/20 to welcome our new SUNY CCC students to campus and #Checkusout on 1/23/20.

6. CCC DEVELOPMENT FOUNDATION, INC., REPORT. Executive Director May provided an overview of the report:

- The Housing LLC met on February 11.
- The CCCDF Board meeting will be held on March 4.
- The Executive Committee met on January 22.
- Executive Director May is preparing the agenda for the upcoming strategy session between the CCCDF and RBOT Executive Committees taking place in February.
- The Foundation is developing strategic priorities for 2020.
- The Housing LLC finalized closing documents on the sale of the 55 acres located off of Spencer Hill.
- CCCDF purchased tickets for local fundraiser. Upcoming Community events: Watkins Glen Winter Gala, Guthrie Ball, and Kappa Ball fundraisers

7. APPROVAL OF AGENDA (Wightman, Baity; unanimously approved).

8. APPROVAL OF THE CONSENT AGENDA (Heyward, Allison; unanimously approved).

RESOLUTION #4633-20 - 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.
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Department</th>
<th>Action</th>
<th>Effective</th>
<th>Background Notes (not included in the formal resolution)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Specchio</td>
<td>Director of Communications</td>
<td>Communications</td>
<td>Resignation</td>
<td>1/29/20</td>
<td>Stephanie Specchio has served as the Director of Communications for almost 6 years. She will move to SUNY ESF as the Assoc. Vice President for Marketing and Communications.</td>
</tr>
<tr>
<td>Allen Smith</td>
<td>Technical Assistant</td>
<td>Information Technology</td>
<td>Resignation</td>
<td>1/31/20</td>
<td>Allen Smith has served the College for nearly 12 years as a Technical Assistant within IT.</td>
</tr>
<tr>
<td>Dr. Kris MacDonald</td>
<td>Director, Center for Teaching Innovation</td>
<td>Center for Teaching Innovation and Excellence</td>
<td>Salary Increase</td>
<td>12/2/19</td>
<td>Due to an increase of position responsibilities, a 2% pay increase or $1,098 annualized will be effective 12/2/19. There is no change to grade classification.</td>
</tr>
<tr>
<td>*Shalena Clary</td>
<td>Director of Financial Aid</td>
<td>Financial Aid</td>
<td>New Hire (external)</td>
<td>10/21/19</td>
<td>This is a 12 month standard position, paygrade 207 with an annual salary of $78,000. This hire was the result of an open search.</td>
</tr>
<tr>
<td>*David Kunkler</td>
<td>Math Learning Specialist</td>
<td>Learning Commons</td>
<td>New Hire (external)</td>
<td>12/2/19</td>
<td>This is a 12 month standard position, paygrade 202 with an annual salary of $35,235. This hire was the result of an open search.</td>
</tr>
<tr>
<td>*Susan Padgett</td>
<td>Clinical Coordinator</td>
<td>Nurse Education</td>
<td>New Hire (external)</td>
<td>1/15/20</td>
<td>This is a 10 month academic position, paygrade 204 with an annual salary of $41,000. This hire was the result of an open search.</td>
</tr>
<tr>
<td>*Hannah Jones</td>
<td>Visiting Instructor</td>
<td>Humanities and Social Sciences</td>
<td>New Hire (external)</td>
<td>1/15/20</td>
<td>This is a 10 month academic, term position with an annual salary of $45,995, an end date of June 14, 2020.</td>
</tr>
</tbody>
</table>
9. REGULAR AGENDA

AUDIT COMMITTEE. Chair Blowers provided an overview of the agenda, Ben Owens from Insero & Co. provided an overview of the final audit report.
- The Committee reviewed the Executive Summary, including the financial statements.
- The auditors are rendering an unmodified opinion. The figures fairly and accurately represent the position of the College. Supplemental information is also provided in the report.
- The auditors also render an unmodified opinion on the supplemental information as well. Mr. Owens was happy to report that there were no instances of noncompliance or material control weaknesses.
- The unrestricted fund balance experienced a deficit in the fund balance due to OPED liability.
- The revenue shortfall in tuition and chargebacks are due to a decline in enrollment.
- Mr. Owens praised College staff and thanked all involved for a successful audit.

RESOLUTION #4634-20 - Independent Auditors Report (Blowers, Wightman; unanimously approved)

WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the books and records of SUNY Corning Community College for the fiscal year ended August 31, 2019; and,

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

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

BE IT FURTHER RESOLVED, that this report shall be submitted to the New York State Comptroller and to the State University of New York.

RESOLUTION #4635-20 - Independent Auditors’ Report on Compliance dealing with Financial Aid and other Federal Grants (Blowers, Allison;
WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the College’s compliance with regulations pertaining to federal financial aid programs and other federal grants; and,

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

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

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

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS). Trustee Heyward provided an overview of the agenda.

There are two action items on the agenda

- AS and AAS Business Administration. ADI Beall and Department Chair Tim Bonomo provided an overview of the program reviews.
- Trustee Heyward and RBOT thank Chris Moss for approving the transportation pilot program for residents of Perry Hall.

RESOLUTION #4636-20 - Program Review/Renewal: A.S. Business Administration and A.A.S. Business Administration (Heyward, Chu; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees for SUNY Corning Community College approve the continued program offering of the following degree programs after its review of the submitted program reviews:

A.S. - Business Administration
A.A.S. - Business Administration

RESOLUTION #4637-20 - Resolution of Appreciation – Sean Clark (Heyward, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College seeks to acknowledge the heroic actions of one of its students, Sean Clark, who engaged in selfless actions on January 2, 2020 that saved the life of an Elmira resident trapped in a burning vehicle. The Regional Board of Trustees commends Mr. Clark for his actions that displayed the traits of selflessness and heroism.

WHEREAS, Mr. Sean Clark, a freshman student at SUNY Corning Community College took selfless actions on January 2, 2020 to save the life of another; and

WHEREAS, Mr. Clark undertook such actions at danger to himself; and

WHEREAS, such actions deserve merit and commendation;
IT IS RESOLVED, that the Regional Board of Trustees directs the College President and Administration to communicate its official recognition and appreciation for his actions.

EXECUTIVE COMMITTEE. Chair Blowers provided an overview of highlights:

- President Mullaney will begin making the annual visit to the county legislatures for the State of the College presentations as follows:
  - 2/24 10 a.m. Steuben County
  - 2/24 7 p.m. Chemung County
  - 03/04 9 a.m. Schuyler County
- SUNY shared communication commenting on Governor Cuomo’s State of the State address and highlighted four areas of opportunities for SUNY institutions:
  - Expanding workforce development (future work centers)
  - Expanding apprenticeships across the State
  - Expanding P-TECH (college/high school training programs)
  - Addressing emerging demanding green economy by creating green jobs/programs

Presidential Scholars Program. President Mullaney convened a committee comprised of two faculty members and one staff member (Professor George Hurlburt, Professor David Higgins, and Kesha Davis) to discuss ideas for the new iteration of the Presidential Scholars program. The Committee will prepare a formal proposal to be presented to RBOT by Spring break.

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

CCC Development Foundation

- DDT Update. A total of $125k total has been raised for this project. The Foundation will continue fundraising efforts throughout the first half of the year with plans to reveal the new DDT in the fall.
- Annual giving results: 2019 total fundraising $963,752, an increase of $399k. Executive Director May noted that fewer donors are giving more.
- Alumni Update. Giving is up by a total of 5.7%, just shy of $60k.
- Alumni Survey results. New graduates 67 out of 550 grads responded, primarily from Steuben and Chemung counties. Respondents transferred to the University of Buffalo, Alfred State, Alfred University, and SUNY ESF. Respondents noted that CCC could help by offering career development opportunities, and career networking opportunities.

Marketing and Communications

- The search for the Director of Marketing is ongoing
- Cara Demers has been hired as the new Communications Specialist, beginning January 21, 2019. She comes with experience from the Gaffer District and as a broadcast journalist with WENY.
- Four campaigns were accomplished in December 2019 and January 2020.
- Geofencing to promote winter and spring 2020 enrollment. Web traffic increased by 46 percent compared to the same period in 2017-2018. Geofencing is active in 15 zip codes appropriate for the accelerated program initiatives in Hornell. As of 12/31/2019, there were 245 unique page views of the landing page.
- For Spring term Perry Hall promotion, email messaging was generated to current students, high school teachers/counselors, print ads in the Corning Leader, direct mail, and social media/display ads.
- Communications assisted with the communications to the campus regarding the loss of a faculty member.
• Ongoing email campaigns are promoting Red Baron Enrollments for Spring 2020.
• The new website is live; it is fully compliant for accessibility.

Workforce Education and Academic Pathways
• Elmira School District After-School Program courses planned; there will also be two new courses will launch during break week: Pre-Employment Security Guard Training and Hospitality and Customer Service Training which will culminate in a mini Job Fair.
• ACE program development expanded to eight additional schools including Corning-Painted Post and Wellsboro beginning in Fall 2020.
• The Cornell Prison Education Program Update. Four courses planned for Spring 2020, 5.4 FTEs are expected.
• The College is submitting the application for Second Chance PELL grant on January 15, 2020.
• WEAP will partner with Elmira College & the Federal SBDC on Boots to Business Entrepreneurship program on February 7, 2020.
  o Revenue Goals - Corporate Training is at 57% of goal; Open Enrollment: 56% of goal; Room Rentals: 40% of goal; Third-Party Training: 56% of goal.
  o Corporate Contracts - Coaching and Mentoring; Building Excellent Teams; Strength Based Leadership; PMP Certification Exam Prep; and Arc Flash Hot Work Safety (CAFUSA); Supervisory Training (Elmira Savings Bank).
  o Corporate Outreach - Cayuga Medical, Noyes Hospital and St. James; Pladis Global; Jabil; Corning IDM plant ; CAF USA.
  o Welding program has 9 students
  o Non-credit Program Development—Central Service Processing Technician, Community Health Worker, CCNA Routing and Switching (IT); all are progressing for spring/summer 2020 offering.

Legislative Update.
• Trustee Winston shared NYS Division of Budget handout highlighting higher education breakdown on funding proposal for the 2020-21 year.
• Permanent floor advocacy. Given the current budget shortfall of $6.1b, it is unlikely that the state will provide funding being requested.
• ACCT national legislative summit. Trustee Winston and Provost Fisher will be in attendance. Meetings with Congressman Reed and staff members from Senator Schumer and Senator Gillibrand’s offices have been scheduled. They will be advocating for reauthorization of HEA: particular interest in Pell Grants, short term and 2nd Chance Pell, and inflation index.

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 reviewed October and November revenue and expense highlights; the reports were enhanced to include balance sheet items.
• The Committee reviewed the financial statements, focusing on the unrestricted fund.
• The Committee reviewed open capital projects.
• The Committee reviewed the status of the Banner improvement project. The total expended to date is $269k.
• The Committee reviewed the President expenditures for spring and fall terms.
• Action items: operating reports, VP Garnier provided an update on fixed capitalization policy, and with an increase in fundraising for the DDT, the College is increasing the SUNY capital match.

RESOLUTION #4638-20 - Operating Report (Wayne, Heyward; unanimously approved)

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

RESOLUTION #4639-20 - Fixed Asset Capitalization Policy (Wayne, Parks; unanimously approved)

    WHEREAS, the College, from time to time acquires items for which capitalization would be required under Governmental Accounting Standards Board (GASB) Statement 34, management desires to establish a policy that defines the criteria for the capitalization of tangible property in accordance with GASB 34; and

    WHEREAS, SUNY Corning Community College will regard fixed assets as capitalized when the asset(s) purchased, renovated or constructed, have useful lives of greater than one year; and

    WHEREAS, SUNY Corning Community College establishes $5,000 as the threshold amount for capitalization of tangible property; and

    WHEREAS, any items with a useful life of one year or less, and costing below $5,000 will be expensed in SUNY Corning Community College’s financial statements;

    NOW, THEREFORE, BE IT RESOLVED that commencing with fiscal year 2019-2020, the Regional Board of Trustees of SUNY Corning Community College hereby approves the aforementioned Fixed Asset Capitalization Policy.

RESOLUTION #4640-20 - Planetarium Renovation (Wayne, Allison; unanimously approved)

    WHEREAS, SUNY Corning Community College is launching a Planetarium Renovation 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 rescinds Resolution #4541-18 and requests approval of the development of the Planetarium Renovation project totaling $490,000. The College requests $245,000 from the State University of New York and agrees to provide the local share of $245,000 which will be financed with $145,000 from Fundraising and $100,000 from the Capital Reserve, and;

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

HUMAN RESOURCES COMMITTEE. In Trustee Wightman’s absence, Trustee Parks provided an overview of the Committee meeting, noting that there are five action items on the Regular agenda.

- The Committee discussed the following:
- The Committee reviewed the summary of vacant positions.
- The Committee reviewed the separations and headcount data. Executive Director Park shared that a more thorough report would be presented during the next round of meetings in March.

RESOLUTION #4641-20 - Tyson Abbott, Associate Professor (deceased) (Parks, Wightman; unanimously approved)
BE IT RESOLVED that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the end of employment status to the deceased, Tyson Abbott, Associate Professor of Sociology in the Department of Humanities effective November 18, 2019.

BE IT FURTHER RESOLVED that the Regional Board of Trustees of SUNY Corning Community College extends its deepest condolences to the friends, family, and community who were affected by the passing of Professor Abbott.

RESOLUTION #4642-20 - Beth Bentley, Coordinator of Developmental Reading and Writing (retirement) (Parks, Heyward; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Beth Bentley, Coordinator of Developmental Reading and Writing effective December 21, 2019.

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

RESOLUTION #4643-20 - Brian Hill, Associate Professor (retirement) (Parks, Allison; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Brian Hill, Associate Professor in the Humanities and Social Sciences Division effective February 1, 2020.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College extends its deepest appreciation to Professor Hill for his service to the College and recognizes his outstanding commitment to the College and his community.

RESOLUTION #4644-20 - Deborah Prutsman, Coordinator of Student Activities & Programs (retirement) (Parks, Baity; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Deb Prutsman, Coordinator of Student Activities & Programs effective January 18, 2020.

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

RESOLUTION #4645-20 - Regional Board of Trustees Policy on Paid Time for Voting (Parks, Baity; unanimously approved)

WHEREAS, the update to Section 3-110 of New York State Election Law requires employers to allow for paid time to vote;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following Paid Time for Voting policy for all College employees.
Section 3-110 of the New York State Election Law was amended to allow employees up to three hours of leave to vote without charge to leave accruals. The benefit is immediately available and applies to any general election, special election called by the Governor, primary election, or municipal election. Time off to vote is not available for school or library elections. There is no cap on the number of elections per year an employee may request.

- Up to three hours of leave with pay is available for every election as identified above. Time allowed should enable the employee to vote which may not require the full three hours. Employees are allowed time off at the beginning or end of regularly scheduled working hours. The College can engage employees who request the leave in an effort to refine the amount of time requested and granted in light of College operations.
- Employees must request leave two (2) days in advance to receive the paid time off. The request must be made by the employee in writing (i.e. email) and approved by the direct supervisor.
- The College will conspicuously post notice to the Paid Time for Voting policy at least ten workdays before any election.
- Like other leaves at full pay, leave to vote is considered full pay status for attendance and leave purposes (i.e. earning leave accruals).
- The College may not require proof of voter registration or proof that an employee actually voted.
- Paid time off to vote should ensure adequate staff coverage sufficient to meet the operation requirements of the department/division and meet the needs of our students.

10. OLD BUSINESS. None.
11. NEW BUSINESS. None.
12. EXECUTIVE SESSION.
Motion to exit regular session at 6:32 p.m (Heyward, Baity)
Motion to enter into Executive Session at 6:39 p.m. (Allison, Heyward) to discuss collective bargaining and the employment of several individuals.
Motion to exit Executive Session at 7:03 p.m. (Wightman, Heyward)
13. ADJOURNMENT. Chair Blowers adjourned the RBOT meeting at 7:03 p.m. (Wightman, Heyward)
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:

1. Deactivation of Academic Programs
2. Resolution of Appreciation – Isaac Bushey

NEXT COMMITTEE MEETING: April 22, 2020

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.
Trustee Heyward called the CASS Committee meeting to order at 4 p.m. and noted that there are two action items on the agenda.

Provost Fisher provided an overview of the agenda, including:

Action Items:
- Resolution of Appreciation - Isaac Bushey. Recognition of his 100th career men’s basketball team win for Coach Bushey.
- Deactivation of Academic Programs

Academic Affairs
- The Registrar is implementing Student Educational Plans housed within Starfish.
- The Library will be hosting a static display on the establishment of the Pulteney Estate during the colonial period by former student, Griffin Bates.
- A method to provide for observation, feedback, and reflection has been put in-place for the Learning Commons for the mathematics specialists, paralleling assessment practices used by English tutors.
- Blackboard for SUNY CCC students is now integrated with Alexa.
- Professional Studies is conducting analyses to determine if a legal studies/paralegal program is feasible: a degree, certificate, or stackable microcredentials.
- Medicinal plant chemistry is advancing through governance as a concentration/track within the Liberal Arts: Math and Science degree. The proposed program is articulated with Elmira College’s baccalaureate program.
- The STEM Division will be offering game design classes this Fall 2020. The courses are aligned with the College’s 1+3 with SUNY Canton. The courses are intended to “test the waters” for the development of a full degree program.
- WETM featured an interview with Krystal Jubilee, Nursing Director, as a part of its Black History month series on African-American leaders in the community.

Student Services
- On February 12, 2020, Athletic Director Isaac Bushey coached the men’s basketball team to a victory over SUNY Broome, marking his 100th win. (Action Item)
- Planning and promotion are underway for SUNY CCC’s Open House, scheduled for April 18, 2020.
- Continued focused outreach is underway focusing on New York City, non-traditionally aged students, and northern Pennsylvania.
- A School Counselor Appreciation Day is being organized for late April/early May and will continue efforts to build relationships with these key personnel.
- Jon Wylie has been hired as SUNY CCC’s first ESports coach. He is the owner of the Checkpoint Gaming Lounge at the Arnot Mall.
- Perry Hall hosted members of the praise choir from Friendship Baptist Church during the evening of the Dr. Martin Luther King, Jr. Holiday. The event was intended to form local connections for residents.
- Conversations are underway with leadership of the Food Bank of the Southern Tier to expand services to SUNY CCC students.
The College has been notified by the U.S. Department of Education that the TRiO Student Support Services Program grant will not be renewed. Transition plans are being developed for continuity of student support. The Committee discussed the process by which the grant was submitted. Trustee Heyward requested a list of program services provided to students.

Student Trustee Report. Student Trustee Moretti shared the following highlights:
- SAEB is currently recruiting officers for next academic year.
- The Sustainability Committee is planning the Spring Farmers Market with a tentative date of April 17, 2020.
- Student Life and Perry Hall will be hosting a “Silent Disco” in mid-March.
- SAEB continues to work with the Administration to enhance recycling efforts campus-wide.
- The Game Room will be revamped with longer tables to increase accessibility for multiplayer games.

Motion to enter into Executive Session at 4:23 p.m. (Baity, Moretti)

The Committee entered into Executive Session to discuss a collective bargaining matter.

No action was taken.

Motion to exit Executive Session (Baity, Chu) at 5:03 p.m.

The Committee discussed the desire to establish a comprehensive review and approval process as it relates to Advisory Committee membership with corresponding involvement and accountability of the respective administrators.

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

Trustee Heyward adjourned the CASS Committee meeting at 5:03 p.m.
Committee on Academic and Student Services  
Report by the Provost, Dr. L. Dean Fisher  
March 12, 2020

Academic Services

- The Office of the Registrar is implementing Student Educational Plans within Starfish, allowing students to explore degree options and monitor his or her academic progress.
- The Library will be hosting throughout the Spring 2020 a static display by a former student, Griffin Bates, regarding the establishment of the Pulteney Estate during the colonial period.
- A method to provide for observation, feedback and reflection has been put in-place for the Learning Commons for the mathematics specialists, paralleling assessment practices used for English tutors.
- Blackboard for SUNY CCC students is now integrated with Alexa for the monitoring of assignments and receiving grades.
- A sociology search for a tenure-track faculty member is underway.
- Professional Studies is conducting analyses to determine if a legal studies/paralegal program is feasible. Multiple formats are being explored: a degree, certificate, or stackable microcredentials.
- Medicinal plant chemistry is advancing through governance as a concentration/track within the Liberal Arts: Math and Science degree. The proposed program is articulated with Elmira College’s baccalaureate program.
- The STEM Division will be teaching game design classes this Fall 2020. The courses are aligned with the College’s 1+3 with SUNY Canton. The courses are intended to “test the waters” for the development of a full degree program.
- WETM featured an interview with Krystal Jubilee, Nursing Director, as a part of its Black History month series on African-American leaders in the community.
- Two plus two pathways have been established between SUNY Corning Community College and SUNY Empire State College for student to complete a B.S. - Addiction Studies.
- MATH 1150, Quantitative Reasoning II will be offered as an online course beginning in Fall 2020. MATH 1150 is part of the Quantways initiative offering students math courses with application to the “real world” content.

Student Services

- On February 12, 2020, Athletic Director Isaac Bushey coached the men’s basketball team to a victory over SUNY Broome, marking his 100th win.  
  (Action Item)
- Planning and promotion are underway for SUNY CCC’s Open House, scheduled for April 18, 2020.
- Continued focused outreach is being accomplished to focus on New York City, non-traditionally aged students, and northern Pennsylvania.
- A School Counselor Appreciation Day is being organized for late April/early May and will continue SUNY CCC’s efforts to build relationships with these key personnel.
- A Red Baron Advisory Council has been composed for Athletics. The group provides feedback on how to better recruit, communicate and connect with potential student athletes. Also, Jon Wylie has been hired as SUNY CCC’s first ESports coach. He is the owner of the Checkpoint Gaming Lounge at the Arnot Mall.
- Perry Hall hosted members of the praise choir from Friendship Baptist Church during the evening of the Dr. Martin Luther King, Jr. Holiday. The event was intended to form local connections for residents.
- Conversations are underway with leadership of the Food Bank of the Southern Tier to expand services to SUNY CCC students.
- The College has been notified by the U.S. Department of Education that the TRiO Student Support Services Program grant will not be renewed. Transition plans are being developed for continuity of student support.
• SAEB has started the process to recruit candidates for officer positions next year. Elections will occur in April.
• The Sustainability Committee is planning the Spring Farmers Market with a tentative date of April 17, 2020.
• Student Life and Perry Hall will be hosting a “Silent Disco” in mid-March.
• SAEB continues to work with the Administration to enhance recycling efforts campus-wide.
• The Game Room is being improved with fresh paint and longer tables to increase accessibility for multiplayer games.
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.

DISCUSSION ITEMS:
1. COVID-19/Coronavirus Campus Plan
2. RBOT Appointees
3. Search Updates
   a. Provost
   b. Executive Office Manager
4. RBOT Retreat
5. Inauguration
6. Strategic Initiatives Update

ACTION ITEMS:
1. Approval of the Revisions to the Constitution for the Association of the College

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

NEXT COMMITTEE MEETING: April 30, 2020

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.
Chair Blowers called the Executive Committee meeting to order at 4:30 p.m. Chair Blowers provided an overview of the agenda and noted that there will be an executive session at the end of the RBOT meeting. The Committee discussed the following:

1. The Committee discussed convening the Nominations Committee to prepare for staffing of the Executive Committee effective July 2020.
2. Starting in February. Three Committee members advocated for monthly meetings of the Finance and Facilities Committee. The Committee will begin meeting every month on the last Monday of every month.
3. Chair Blowers shared that an abbreviated 360 survey instrument is being administered on President Mullaney; the instrument will be administered through Chair Blowers’ office. All RBOT members unanimously support.
4. President Mullaney reported that the State of the College Presentations to the Steuben, Chemung, and Schuyler County Legislatures are scheduled to take place as follows:

2/24 10 a.m. Steuben County
2/24 7 p.m. Chemung County
03/04 9 a.m. Schuyler County

The State of the College report is being finalized and going to the printer soon.

5. SUNY Update. SUNY communication commenting Governor’s State of the State Address - four initiatives SUNY will focus on:
   ● Expanding workforce development (future work centers)
   ● Expanding apprenticeships across the State
   ● Expanding P-TECH (college/high school training programs)
   ● Addressing emerging demanding green economy by creating green jobs/programs

6. Presidential Scholars Program. President Mullaney convened a committee of two faculty members and one staff member to discuss the new iteration of the Presidential Scholars program. The Committee plans to present a formal proposal by spring break.
7. Strategic Initiatives Update.
   ● Pillars of Excellence.
     ○ Guided Pathways: Career Communities and Program Mapping - 1/16 webinars by national experts and worktime opened to faculty and educational planners - 40 individuals participated.
     ○ Strong Start to Finish: Starfish - Early Alerts transitioning to Early Progress Surveys, Learning Commons tutoring and other supports for math and English. Receiving positive feedback from faculty.
     ○ Holistic Student Support: Student Educational Planner being implemented - a tool for student educational plan showing the classes in the degree path with their progress
   ● Strategic Planning
     ○ Fall term year focus was persistence. TData indicates that First-Time, Full-Time Fall to Spring Persistence, as of 1/7/20, is up significantly, 8%

8. Strategic Plan progress and 2020 updates. Meeting February 4, 2020. President Mullaney will meet with Committee
   ● Grant Development in Progress
     ○ TRIO Student Support Services (support for first-generation college students, low income students, and students with disabilities) due 1/27/20.
     ○ Innovative Instruction Technology Grants (chemistry- virtual labs), $60,000, due 2/23/20

Chair Blowers adjourned the Executive Committee meeting at 5:19 p.m. (Baity, Heyward)
Strategic Initiatives Update  
Submitted by Director Maarit Clay  
March 12, 2020

Pillars of Excellence

- Submitted a proposal for and additional Guided Pathways funding of $25,000
- Community College Research Center (CCRC) Accelerated Pathways Pilot Project, a SUNY CCC team will attend 3/9
- Website content and links being updated to reflect Guided Pathways career emphasis
- Work has begun on a redesign of First Year Experience (FYEX): mindset, study skills, financial planning, career exploration.

Open Educational Resources (OER)

- OER Sustainability Cohort Workshop #3, a SUNY CCC team will attend 2/27
- SUNY CCC's draft OER Sustainability Plan was reviewed and updated

Strategic Planning

- The Strategic Planning and Institutional Assessment Committee is getting feedback on the draft of the 2020 update of the Strategic Plan.
- The annual Strategic Planning workshop for Department Managers was held 2/26.

Grants

- Innovative Instruction Technology Grant, SUNY, (chemistry- virtual labs), submitted 2/23, $40,000
- Local Government Records Management Improvement Fund NYS, (digitizing "keep" records for access: pre-digital transcripts and payroll) due 3/13, $19,628
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. Resolution in Support of Permanent Funding Floor for Community College Base State Aid Formula

NEXT COMMITTEE MEETING: April 21, 2020

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.
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.

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

- **DDT Update.**
  - Angela May gave a presentation on the Digital Dome Theater Project campaign at the Anderson Foundation Board of Directors meeting in early February. $10k; total $135k in funds raised for the DDT. Personal solicitation piece will be sent out through May/June.
  - A video is being produced to aid in campaign solicitation efforts for the Digital Dome Theater project campaign. The video will be ready for viewing in two weeks.
- Nominations for the Athletics Hall of Fame and Alumni Awards are being accepted through April 1, 2020.
- The 2019 Alumni Donor Goal was exceeded with 302 overall donors.
- The Historical Marker Dedication at the former School No. 3 building on Chemung Street will take place on Friday, May 1, 2020 at 5:00 pm.
- Initial planning has begun for the Red Barons Classic Golf Tournament on Monday, May 18; the sponsorship committee held its first meeting in mid-February.
- RBOT and CCCDF Executive Committees met for a retreat and plan to meet again in June.

**Marketing and Communications.** Director Clay provided an overview of the agenda, including:

**Updates**

- Search Committee for Director of Marketing and Public Relations. Interviews will begin on March 11, 2020.
- Web training sessions for staff

**Flyers and Newsletter:**

- Fall 2020 Perry Hall promotion: Perry Hall and Keystone Scholarship flyers ready for Recruiting
- Teacher and Guidance Counselor Newsletter promoting programming and highlighting transfer agreements

**Videos in Progress:**

- Employee Orientation videos
- In progress Nursing for Info. Session and promotional videos

**In Development:**

- Spring Open House (April 18) campaigns
Public and Community Relations:
- Collaboration on and distribution of the Baron Bulletin for the CCCDF
- Collaboration on and distribution of communications to public and campus regarding program realignment
- Distribution of Elmira Summit invitations
- Ongoing production and distribution for the Mullaney Memo and Provost’s Notes
- Inauguration pages on website

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

Academic Pathways Highlights
- ACE program development includes: testing online registration system; working with expansion at Towanda, Wellsboro, Corning-Painted Post.
- Adult Enrollment (Spring 20): 1) Cornell Prison Education Program: expanded to four courses for S20—54 registrations/ 5.4 FTEs; 2) Machining apprentices in the Numerical Control Technology certificate from Corelle Brands (2) and Corning, Inc. IDM Plant (3) for a total of .87 FTEs and 3) Jabil (Synthes) More After 4 students (7) were advised and registered for a total of 1.5 FTEs. Consortium are looking for apprentice machinists for the fall 2020 term.

Workforce Education Highlights
- Revenue Goals—After 50% of fiscal year: Corporate Training: 61% of goal; Open Enrollment: 58% of goal; Room Rentals: 50% of goal; Third-Party Training: 61% of goal.
- Corporate Contracts—Resource Conservation & Recovery (CAFUSA); HR Toolkit, HR Laws for Supervisors, FMLA (Appleridge/SUNY Grant); Sexual Harassment Prevention (Pregnancy Resource Centers of the Valleys) (Teamsters); Intro to Lean (SUNY CCC WEAP);
- Testing Center: Generated $1,236 through CLEP, Non-CCC student test proctoring and PAN testing (TSA/Border control agent) and ATLAS (insurance, AWS, sterile processing technicians, certification exams).
- Corporate Outreach—Anchor Glass, Gunlocke, Siemens, Dresser Rand, Corning Inc./Diesel Plant, Corning Credit Union; Economic Opportunity Program, Capabilities, Family Support Services, AIM, Institute for Human Services, Chemung ARC, Arbor Development, Pathways.
- Non-credit Program Development: 1) Central Service Processing Technician—SUNY CCC was approved to submit Round 2 of CFA application; potential instructor has been identified; 2) Cisco Certified Network Administrator—Course has been postponed to April; writing non-credit to credit microcredential for STEM faculty review/approval. IT Department passed it last week; will go to STEM division next week; 3) Community Health Worker—looking to model training to meet NYS DOL Apprenticeship guidelines; 4) Direct Support Professional—Tyre Bush is organizing an industry roundtable to determine local interest in pursuing NYS DOL Apprenticeships; 5) Electrical Assembly and Electrical Technician Microcredentials—Chris Mulroy is writing draft for STEM faculty review/approval; Technology Department passed it last week; will go to STEM division next week.

Leadership Steuben—collaborative program with Corning Area Chamber of Commerce; held at HEC—28 participants (including 3 SUNY CCC employees).

Legislative Relations. Trustee Winston provided an overview of the agenda, including:

Submitted by Trustee Alan Winston, Chair of External Affairs Committee. Trustee Winston noted that the CCC Summit was a success, with at least 77 attendees participating. Executive Director Eschbach is compiling data that will be evaluated and next steps will be communicated shortly.
1. Federal:
   1. ACCT National Legislative Conference: Overview
   2. ACCT Legislative Priorities: Summary Sheet (attached) Trustee Winston shared with RBOT. Met with Congressman Reed and Logan Hoover, also met with Schumar Ms. Ebram and Sen. Gillibrand’s aide as well. Seeking support for Reauthorization of HEA. Emphasis is being placed on Short-term and Second Chance Pell and an inflation rider. Trustee Winston will maintain RBOT apprised of any developments.

2. State:
   1. 2021 Budgetary process: Update
   2. RBOT Resolution: approval--100% permanent funding floor (see attached: SUNY: “This Years Ask” and “Endorsements”)

3. Local: State of the College Presentations: Tri-County Legislatures

Action item: Resolution in Support of Permanent Funding Floor for Community College Base State Aid Formula

The Committee agrees to forward the resolution to the full Board for consideration and approval.

Trustee Winston adjourned the External Affairs meeting at 5:29 p.m.
CCC Development Foundation Report
Submitted by Executive Director May
- Angela May gave a presentation on the Digital Dome Theater Project campaign at the Anderson Foundation Board of Directors meeting in early February.
- A video is being produced to aid in campaign solicitation efforts for the Digital Dome Theater project campaign.
- Sent a tax letter and impact statement in early February to donors which details their 2019 giving to the Foundation.
- The online Scholarship Application is open to students with a deadline of April 1.
- The first Baron Bulletin e-newsletter was sent on February 5. The second is scheduled for mid-March.
- The first quarter Annual Fund solicitation mailing is scheduled for March.
- Nominations for the Athletics Hall of Fame and Alumni Awards are being accepted through April 1, 2020.
- The Alumni office completed an alumni couple targeted initiative which consisted of featured alumni couple stories on the website and Valentine’s Day cards sent to 808 alumni couples.
- The 2019 Alumni Donor Goal was exceeded with 302 overall donors.
- The Alumni office is working in collaboration with Career Services on a panel of alumni business professionals to speak to students as well as implementing new coding in our database to track/communicate with alumni involved with Career Services.
- The Historical Marker Dedication at the former School No. 3 building on Chemung Street will take place on Friday, May 1, 2020 at 5:00 pm.
- Initial planning has begun for the Red Barons Classic Golf Tournament on Monday, May 18; the sponsorship committee held its first meeting in mid-February.
- Jordan Anderson is enrolled in the 2020 Leadership Steuben program through the Corning Area Chamber of Commerce.
- A joint meeting of the RBOT and CCCDF Executive Boards was held on February 27.
- The CCCDF hosted a table at the annual Kappa Alpha Psi Sweetheart Ball which raises funds for scholarships that benefit College students on February 8 for staff and friends of the College.
- Angela attended the following community events: Schuyler Chamber of Commerce Winter Gala, Kappa Alpha Psi Sweetheart Ball, Guthrie Corning Hospital Valentine’s Day Ball, Chemung Chamber of Commerce Annual Economic Forum.
- Angela will attend the Association of Fundraising Professionals ICON Conference in Baltimore Maryland from 3/29-3/31.

Marketing/Communications
Submitted by Maarit Clay, Director of Strategic Initiatives
- The search for the Director of Marketing and Public Relations is underway
- Website training sessions were held for employees

Marketing
Flyers and Newsletter:
- Fall 2020 Perry Hall promotion: Perry Hall and Keystone Scholarship flyers ready for Recruiting
- Teacher and Guidance Counselor Newsletter promoting programming and highlighting transfer agreements
Social Media: Facebook, LinkedIn, Instagram, Twitter:
- Flex Start, accelerated degree program, Nursing A.A.S. information sessions, transfer agreements, promotion of on campus activities
Website:
- Ongoing content updates
- Promotion of Flex Start for Spring 2020
- Development of new Student, Alumni, Faculty, and Staff Profiles
Videos in Progress:
- Employee Orientation videos
- In progress Nursing for Info. Session and promotional videos
In Development:
- Spring Open House (April 18) campaigns
- Collaboration with academic departments on improving program pages on website

Public and Community Relations:
- Collaboration on and distribution of the Baron Bulletin for the CCCDF
- Collaboration on and distribution of communications to public and campus regarding program realignment
- Distribution of Elmira Summit invitations
- Ongoing production and distribution for the Mullaney Memo and Provost’s Notes
- Inauguration pages on website
News:
- Local Art Teacher and Students Showcased in New Gallery Exhibit
- Manuscript Accepted for Publication
- Esports Coach Hired

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

Academic Pathways Highlights
- ACE program development includes: testing online registration system; working with expansion at Towanda, Wellsboro, Corning-Painted Post.
- Adult Enrollment (Spring 20): 1) Cornell Prison Education Program: expanded to four courses for S20—54 registrations/ 5.4 FTEs; 2) Machining apprentices in the Numerical Control Technology certificate from Corelle Brands (2) and Corning, Inc. IDM Plant (3) for a total of .87 FTEs and 3) Jabil (Synthes) More After 4 students (7) were advised and registered for a total of 1.5 FTEs.
- Southern Tier Law Enforcement Academy: blended credit/non-credit academy, 7 hired officers (Cortland County Sheriff’s Dept., Town of Elmira PD, Waverly PD).

Workforce Education Highlights
- Revenue Goals—After 50% of fiscal year: Corporate Training: 61% of goal; Open Enrollment: 58% of goal; Room Rentals: 50% of goal; Third-Party Training: 61% of goal.
• **Corporate Contracts**—Resource Conservation & Recovery (CAFUSA); HR Toolkit, HR Laws for Supervisors, FMLA (Appleridge/SUNY Grant); Sexual Harrassment Prevention (Pregnancy Resource Centers of the Valleys) (Teamsters); Intro to Lean (SUNY CCC WEAP);

• **Testing Center:** Generated $1236.00 through CLEP, Non-CCC student test proctoring and PAN testing (TSA/Border control agent) and ATLAS (insurance, AWS, sterile processing technicians, certification exams).

• **Corporate Outreach**—Anchor Glass, Gunlocke, Siemens, Dresser Rand, Corning Inc./Diesel Plant, Corning Credit Union; Economic Opportunity Program, Capabilities, Family Support Services, AIM, Institute for Human Services, Chemung ARC, Arbor Development, Pathways.

• **Non-credit Program Development:** 1) **Central Service Processing Technician**—SUNY CCC was approved to submit Round 2 of CFA application; potential instructor has been identified; 2) **Cisco Certified Network Administrator**—Course has been postponed to April; writing non-credit to credit microcredential for STEM faculty review/approval; 3) **Community Health Worker**—looking to model training to meet NYS DOL Apprenticeship guidelines; 4) **Direct Support Professional**—Tyre Bush is organizing an industry roundtable to determine local interest in pursuing NYS DOL Apprenticeships; 5) **Electrical Assembly and Electrical Technician Microcredentials**—Chris Mulroy is writing draft for STEM faculty review/approval.

Leadership Steuben—collaborative program with Corning Area Chamber of Commerce; held at HEC—28 participants (including 3 SUNY CCC employees).

**Legislative Relations**
Submitted by Trustee Alan Winston, Chair of External Affairs Committee

1. Federal:
   a. ACCT National Legislative Conference: Overview
   b. ACCT Legislative Priorities: Summary Sheet (attached)

2. State:
   a. 2021 Budgetary process: Update
   b. RBOT Resolution: approval-- 100% permanent funding floor (see attached: SUNY: “This Years Ask” and “Endorsements”)

3. Local: State of the College Presentations: Tri-County Legislatures

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**External Affairs Agenda**
2020 COMMUNITY COLLEGE FEDERAL LEGISLATIVE PRIORITIES

Reauthorize the Higher Education Act

**Short-Term Pell Grants**

Currently, a program must be two-thirds of a year in length to qualify for Pell Grants. Community colleges offer many short-term workforce-oriented programs, yet cost remains a barrier for many students. Eligibility for shorter-term programs should be established, with safeguards to ensure that only high-quality programs receive support. (JOBS Act, S. 839, H.R. 3497)

- Short-term training programs offer opportunities for students to quickly increase their skill level and earning potential.
- Lowering the threshold for Pell Grant eligibility to 150 clock hours will enable more individuals to access training programs for jobs in high-demand fields.

**Increase the Pell Grant Maximum Award**

Boost the maximum grant and provide annual inflationary increases to the maximum award using mandatory funding. Pell Grants enable millions of low-income students to pay tuition and fees and other college expenses.

- Increasing the maximum award helps diminish the cost of attendance for low-income students and reduces their need to borrow.
- Pell Grants help expand postsecondary access, lowering the equity gap between low-income students and those with greater financial means.

**Second Chance Pell Grants**

Overturn the ban on Pell for incarcerated individuals. Scores of community and technical colleges partner with correctional institutions to offer educational programs for incarcerated individuals. However, for more than 25 years incarcerated individuals have been prohibited from using Pell Grants to cover tuition, fees, and course materials.

- Investing in postsecondary programs in correctional facilities reduces prison expenditures, recidivism, and unemployment among formerly incarcerated individuals. It is a prudent and far-sighted investment.
- The "Second Chance" Pell experimental site created by the Obama Administration and continued by President Trump has produced valuable information on the benefits of Pell Grant eligibility for prisoners.

**Support State Investments in Lowering the Cost of Community College**

Establish a federal-state partnership to dramatically enhance college affordability or create tuition-free community college. The federal investment should require states to increase their support of postsecondary education.

- Increasing federal need-based student aid has a limited impact on college affordability if states simultaneously disinvest in higher education. States should be incentivized to sustain and enhance their support of higher education.
- A national program to enhance community college student access and success will increase economic mobility and help sustain economic growth.

**Enhance Transparency and Data**

Create a national student unit record data system that accurately tracks completion, transfer and graduates’ earnings.

- A unit record data system will enhance the accountability of the nation’s postsecondary education system. It will allow prospective students and policymakers to make better decisions about postsecondary education.
- A unit record data system will reduce administrative costs by eliminating redundancy in the data currently reported to federal, state, local and private entities.
- Congress should create a formal completion rate of 300% of "normal time" for community college programs to accurately reflect the student population enrolled at these institutions (Time for Completion Act, S. 3115, H.R. 3354).
Invest in Education and Workforce Development

Support Student Access and Success
Increase the Pell Grant maximum award in FY 2021 while protecting the program's reserve fund. Funding increases should also be provided for the Supplemental Educational Opportunity Grants (SEOG), Federal Work-Study, TRIO, GEAR UP, and Child Care Access Means Parents in School (CCAMPIS) programs.

Strengthen Under-Resourced Institutions
Increase funding for institutional aid programs, including: Minority Serving Institutions (MSIs), Title III-A Strengthening Institutions; Strengthening Historically Black Colleges and Universities (HBCUs); Tribal Colleges; and other programs serving traditionally underrepresented populations.

Bolster Job Training and Career and Technical Education
Enhance funding for Perkins Career and Technical Education (CTE) programs, Adult Basic and Literacy Education State Grants, state grants under the Workforce Innovation and Opportunity Act (WIOA), and the National Science Foundation's Advanced Technological Education (ATE) program.

Continue to support dedicated community college funding to expand job training programs in in-demand industries by increasing funding for the new Strengthening Community College Training Grants administered by the Department of Labor.

Support Dreamers

Assist Students Impacted by the DACA Rescission
Enact the Dream Act to provide Dreamers with permanent legal status. The Dream Act provides a path to citizenship for undocumented young people, including the thousands of students currently enrolled in the Deferred Action for Childhood Arrivals (DACA) program. These individuals were brought to the U.S. as minors and frequently have no ties to the countries from which they came. The administration's DACA rescission (which is currently blocked by federal courts) leaves thousands of young people, including many students, in a precarious status. The Dream Act is needed to enable them to reach their full potential.
PRESERVING THE STRENGTH AND IMPACT OF THE SUNY COMMUNITY COLLEGES

SUNY’s community colleges are integral to New York’s educational infrastructure and are foundational to the economic vitality and stability of businesses, communities and families statewide. Their continued viability is at risk because the funding formula for SUNY community colleges is based on an outdated model presuming that most students attend full time, yet nearly half of these students attend part-time and/or take non-credit workforce focused courses.

WHY MUST COMMUNITY COLLEGES BE SUPPORTED?

» Pathway to 21st Century Economy: SUNY’s 30 community colleges are a major source of education and workforce development. As New York’s economy transitions to emerging technologies and high-growth industries, strong community colleges are essential to meet increasing demand for an educated workforce.

» Social Mobility: Community colleges are often the primary resource to social mobility for those who are unable to attend college full-time, providing meaningful up-skilling to the unemployed and underemployed.

» Economic Engine: Community colleges employ thousands of people, are in partnership with hundreds of private sector partners through workforce development programs and support local businesses and industries.

THANK YOU FOR YOUR SUPPORT

Last year the Governor and the Legislature recognized the need for a change and modified the model accordingly. A predictable state funding source helps community colleges create annual budgets that meet student and community needs.

THIS YEAR’S ASK

To enable community colleges to strategically plan for future operations, add new programs that are costly by nature; and provide services essential to student success, we request $16.3M to:

» Restore the “funding floor” established in last year’s budget at 100% of 2019-20 funding levels

» Support colleges with enrollment growth by increasing base aid of FTE by $100 from $2,947 to $3,047 per student

ENDORSEMENTS

Each of the 30 SUNY community college presidents, the over 300 community college trustees, the SUNY Board of Trustees, the Faculty Council of Community Colleges, the SUNY Student Assembly, and the New York State Association of Counties have endorsed this proposal.
COMMUNITY COLLEGE FAST FACTS

- **192,959** students
- **30.3%** underrepresented minority students
- **22,352** employees
- **28.6%** 3-year graduation rate
- **320,000** workforce/community students* *No state support
- **2,800** veteran, reserve, & active duty students

SUNY COMMUNITY COLLEGES SERVE EVERY REGION OF NEW YORK STATE

In a real sense, community colleges represent the most likely pathway to a college degree. It is also becoming an important pathway for students from middle-income households, who seek to avoid taking on too much college debt and prefer to begin their college journey nearer to home.

— Forbes, August 20, 2019

www.suny.edu
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. December 2019 - Revenue and Expense Highlights
2. January 2020 – Revenue and Expense Highlights
3. Open Capital Projects
4. Banner Improvement Project

ACTION ITEM:
1. Operating Report for December 2019 and January 2020

NEXT COMMITTEE MEETING: March 30, 2020

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.
Trustee Blowers called the Finance and Facilities Committee meeting to order at 4:01 p.m.

VP Garnier provided an overview of the agenda, noting that there is one action item:

**Action Item**
- Operating Reports for December 2019 and January 2020

**Discussion Items**
- December Revenue/Expense Highlights. VP Garnier referred the committee to the agenda.
  - December Cash, A/P and Student A/R were reviewed.
  - Unrestricted - Total revenue is consistent comparison to last year, Scholarships appears to be show an increase but Accounting is using this account to track ACE. Discussion regarding conference and Travel reduction. Question regarding transfer out – VP Garnier explained that is what we had to payout to American Dining for Perry Hall residents not meeting minimum food plan purchases.
  - The committee reviewed and discussed graduation expenses – some of the costs include awards breakfast, rental of chairs, sound equipment, video streaming, this year commencement will be held at first arena so there is no limitation of attendees; we will have to have some trade-offs including no meal after graduation.

- January Revenue/Expense Highlights. VP Garnier refereed the Committee to the agenda.
  - The Committee reviewed/discussed January Cash, AP and Student A/R.
  - Unrestricted budget reviewed fiscal year to date, revenues and expenses
  - Review of Restricted funds including athletics, student activities, graduation, new student orientation, and PTK
  - The College wrote off 60k last year for the Association activity, shouldn't be the case this year.

- Planned Capital Projects
  - Planned projects for the upcoming year include Digital Dome Theater funded by donations, College capital reserve and SUNY match totaling $490,000. Construction of Mechatronics Lab and Maker’s Space with 2.4 million of external funding sources
  - Initially, all of Schuyler Hall was going to be air conditioned, reviewing the solution for air conditioning specific areas of the mechatronics lab instead of entire building for cost savings.
○ Eighty percent (80%) of capital chargebacks is now going to debt service for Spencer Hill Renewal project, which was 50% when project was funded. The percentage increase is due to enrollment decline.

● Banner Improvement Project
○ Recent work has been completed for Registrar's office as listed in the agenda. Discussion regarding timeline - no end date per say, working on Banner Job Scheduler starting in March, moving back to baseline Banner, upcoming project Faculty load - currently using Microsoft Access moving forward in the Spring to have this completed in Banner.
● Agenda for March will have similar format, the goal is to have a preliminary forecast for end of fiscal year, currently developing next year’s budget.
● Discussion regarding enrollment and ACE, increasing of NY and PA ACE relationships.

The Committee agreed to forward the action item to the full Board for consideration and approval.

Trustee Baity adjourned the Finance and Facilities Committee meeting at 4:52 p.m.
December 2019 – Cash, A/P & A/R

<table>
<thead>
<tr>
<th></th>
<th>Cash</th>
<th>A/P</th>
<th>Student A/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2019</td>
<td>$11,415,866</td>
<td>$670,544</td>
<td>$5,366,329</td>
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<tr>
<td>December 2018</td>
<td>$10,548,090</td>
<td>$369,179</td>
<td>$6,085,026</td>
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<tr>
<td>December 2017</td>
<td>$9,156,754</td>
<td>$351,757</td>
<td>$5,535,487</td>
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</table>

The current cash position of $11,415,866 represents 149 days of College operations.

Unrestricted Fund Operations – December 2019

- Operating revenues of $17,376,739 represents 63% of budgeted revenues.
- Operating expenses of $9,759,158 represents 35% of budgeted expenses.

Net Operations reflects an excess of revenues to expenditures of $7,617,581.

December 2019 – Analysis of Revenues and Expenses

<table>
<thead>
<tr>
<th></th>
<th>December-19</th>
<th>December-18</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$11,187,116</td>
<td>$11,908,594</td>
<td>-$721,478</td>
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<tr>
<td>Personnel Services</td>
<td>$4,801,536</td>
<td>$5,048,444</td>
<td>-$249,908</td>
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</table>
## Corning Community College-Unrestricted

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 Amended Budget</th>
<th>@ 12/31/19</th>
<th>@ 12/31/18</th>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td>19-20 Actual</td>
<td>18-19 Actual</td>
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<tr>
<td>Tuition</td>
<td>$11,241,447</td>
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<td>Student Fees</td>
<td>$1,573,500</td>
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<td>$1,402,346</td>
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<td>$7,464,849</td>
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<td>Federal appropriations</td>
<td>$30,000</td>
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<tr>
<td>County Operating Chargebacks</td>
<td>$6,939,174</td>
<td>$3,407,383</td>
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<tr>
<td>Other sources</td>
<td>$691,112</td>
<td>$316,610</td>
<td>$365,845</td>
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<td>Applied Fund Balance</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$27,940,082</td>
<td>$17,376,739</td>
<td>$17,612,994</td>
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</tbody>
</table>

| **EXPENSES**         |                           |             |             |
| Salaries             | $15,515,817               | $4,801,536  | $5,048,444  |
| Employee Benefits    | $6,455,372                | $1,854,725  | $1,962,581  |
| Equipment            | $300,000                  | $82,258     | $15,553     |
| Contractual Expenditures |                    |             |             |
| Purchased Services   | $103,700                  | $10,529     | $32,273     |
| Materials & Supplies | $512,515                  | $203,316    | $213,413    |
| Consultants and Contractors | $190,300 | $160,560    | $147,323    |
| Accreditation        | $20,000                   | $15,989     |             |
| Marketing            | $250,000                  | $158,972    | $94,919     |
| Conference & Travel  | $166,500                  | $55,077     | $63,630     |
| Utilities            | $400,000                  | $89,597     | $127,852    |
| Maintenance & Repairs| $246,600                  | $45,135     | $63,373     |
| Software & Contracts | $493,650                  | $244,625    | $105,198    |
| Voice & Data Communication | $100,000 | $24,924     | $23,155     |
| Special Projects, Programs & Events | $168,061 | $15,772     | $31,536     |
| Maintenance Contracts| $437,550                  | $117,920    | $124,679    |
| Rentals (HEC)        | $336,000                  | $141,677    | $141,358    |
| General Institutional| $911,404                  | $456,717    | $264,488    |
| Other Expenditures   | $140,256                  | $52,360     | $68,519     |
| Scholarships         | $1,192,357                | $1,127,269  | $406,209    |
| Transfer Out         |                          | $100,200    |             |
| **Total Expenses**   | $27,940,082               | $9,759,158  | $8,934,503  |
## ATHLETICS BUDGET

<table>
<thead>
<tr>
<th></th>
<th>2019-2020 Approved Budget</th>
<th>19-20 Actual</th>
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</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>Athletic Fee</td>
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<tr>
<td>Miscellaneous Sales</td>
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<td>$9,062</td>
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<td>Fundraising</td>
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<td><strong>EXPENSES</strong></td>
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<td>Women's Soccer</td>
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<td>Cross Country</td>
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<td><strong>Total Expenses</strong></td>
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## STUDENT ACTIVITIES BUDGET

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<th>19-20 Actual</th>
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<td></td>
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<td>Student Activity Fee</td>
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<td><strong>EXPENSES</strong></td>
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<td>Muse of Fire</td>
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<td>Activities Programming Committee</td>
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<td>Senators</td>
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<td>Fitness Center-Lease</td>
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<td>Individual Clubs (14)</td>
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<td>19-20 Actual</td>
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<td>----------------------</td>
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<tr>
<td></td>
<td>REVENUES</td>
<td>19-20 Actual</td>
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<tr>
<td>Fee Revenue</td>
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<td>$35,672</td>
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<td></td>
<td>EXPENSES</td>
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<td>Contractual Expenditures</td>
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<td>Total Expenses</td>
<td>$44,613</td>
<td>$256</td>
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<td></td>
<td>New Student Orientation &amp; ID Card</td>
<td>2019-2020 Approved Budget</td>
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<tr>
<td></td>
<td>REVENUES</td>
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<tr>
<td>Fee Revenue</td>
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<td>$87,047</td>
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<td>Total Revenues</td>
<td>$104,705</td>
<td>$87,047</td>
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<td></td>
<td>EXPENSES</td>
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<td>Total Expenses</td>
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<td>PTK</td>
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<td>Dues Revenue</td>
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<tr>
<td>Contractual Expenses</td>
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<td>$38</td>
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<td>Total Expenses</td>
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<td>$38</td>
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Return to agenda
January 2020 – Cash, A/P & A/R

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<thead>
<tr>
<th></th>
<th>Cash</th>
<th>A/P</th>
<th>Student A/R</th>
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<tbody>
<tr>
<td>January 2020</td>
<td>$10,758,875</td>
<td>$441,787</td>
<td>$5,104,554</td>
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<tr>
<td>January 2019</td>
<td>$12,189,579</td>
<td>$796,667</td>
<td>$6,133,525</td>
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<tr>
<td>January 2018</td>
<td>$11,901,806</td>
<td>$510,435</td>
<td>$5,770,135</td>
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The current cash position of $10,758,875 represents 141 days of College operations.

Unrestricted Fund Operations – January 2020

- Operating revenues of $19,198,354 represents 69% of budgeted revenues.
- Operating expenses of $12,083,287 represents 44% of budgeted expenses.

Net Operations reflects an excess of revenues to expenditures of $7,115,067

January 2020 – Analysis of Revenues and Expenses

FY20/FY19 Highlights

<table>
<thead>
<tr>
<th></th>
<th>January-20</th>
<th>January-19</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$12,350,480</td>
<td>$13,036,952</td>
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<tr>
<td>Personnel Services</td>
<td>$5,792,807</td>
<td>$6,061,544</td>
<td>-$268,737</td>
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**January 2020**

<table>
<thead>
<tr>
<th>Corning Community College-Unrestricted</th>
<th>@ 1/31/20</th>
<th>@ 1/31/19</th>
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</thead>
<tbody>
<tr>
<td><strong>2019-2020 Amended Budget</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$11,241,447</td>
<td>$10,968,988</td>
</tr>
<tr>
<td>Student Fees</td>
<td>$1,573,500</td>
<td>$1,381,492</td>
</tr>
<tr>
<td>State Aid</td>
<td>$7,464,849</td>
<td>$3,070,333</td>
</tr>
<tr>
<td>Federal appropriations</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>County Operating Chargebacks</td>
<td>$6,939,174</td>
<td>$3,398,748</td>
</tr>
<tr>
<td>Other sources</td>
<td>$691,112</td>
<td>$378,793</td>
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<tr>
<td>Applied Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$27,940,082</td>
<td>$19,198,354</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$15,515,817</td>
<td>$5,792,807</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$6,455,372</td>
<td>$2,342,929</td>
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<tr>
<td>Equipment</td>
<td>$300,000</td>
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<td>Contractual Expenditures</td>
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<td>Maintenance &amp; Repairs</td>
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<tr>
<td>Software &amp; Contracts</td>
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<tr>
<td>Voice &amp; Data Communication</td>
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<tr>
<td>Special Projects, Programs &amp; Events</td>
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<td>$21,991</td>
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<tr>
<td>Maintenance Contracts</td>
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<td>Rentals (HEC)</td>
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<td>Scholarships</td>
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<td>Transfer Out</td>
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<td>$12,083,287</td>
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<td>2019-2020 Approved Budget</td>
<td>19-20 Actual</td>
</tr>
<tr>
<td>------------------------</td>
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<td>--------------</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$260,610</td>
<td>$249,493</td>
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<tr>
<td>Concession</td>
<td>$2,350</td>
<td>$0</td>
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<td>Gate</td>
<td>$2,300</td>
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<tr>
<td>Miscellaneous Sales</td>
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<td><strong>Total Revenues</strong></td>
<td>$268,260</td>
<td>$258,954</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Athletics</td>
<td>$141,610</td>
<td>$108,147</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$16,150</td>
<td>$16,761</td>
</tr>
<tr>
<td>Men's Soccer</td>
<td>$13,200</td>
<td>$10,377</td>
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<tr>
<td>Women's Soccer</td>
<td>$11,400</td>
<td>$9,060</td>
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<td>Baseball</td>
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<td>Volleyball</td>
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<tr>
<td>Bowling</td>
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<tr>
<td>Women's Basketball</td>
<td>$15,100</td>
<td>$14,894</td>
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<tr>
<td>Softball</td>
<td>$17,600</td>
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<tr>
<td>Cross Country</td>
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<td>$11,613</td>
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<td><strong>Total Expenses</strong></td>
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<tr>
<td></td>
<td>2019-2020 Approved Budget</td>
<td>19-20 Actual</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>$280,000</td>
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</tr>
<tr>
<td>Fundraising</td>
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<td><strong>Total Revenues</strong></td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Muse of Fire</td>
<td>$8,200</td>
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</tr>
<tr>
<td>Activities Programming Committee</td>
<td>$130,000</td>
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</tr>
<tr>
<td>Elmira Center</td>
<td>$6,000</td>
<td>$1,594</td>
</tr>
<tr>
<td>Student Association Executive Board</td>
<td>$37,650</td>
<td>$4,530</td>
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<tr>
<td>Senators</td>
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</tr>
<tr>
<td>Tech Guild</td>
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<td></td>
</tr>
<tr>
<td>Nursing Society</td>
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<tr>
<td>Nurses Programs</td>
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<td>Food Pantry</td>
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<tr>
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<td>$1,796</td>
</tr>
<tr>
<td>Sustainability Committee</td>
<td>$1,500</td>
<td>$659</td>
</tr>
<tr>
<td>CRIER</td>
<td>$5,500</td>
<td>$2,371</td>
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<tr>
<td>Music Licenses</td>
<td>$3,500</td>
<td>$2,124</td>
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<td>Job Fair</td>
<td>$1,350</td>
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<tr>
<td>Intramurals &amp; Recreation</td>
<td>$17,850</td>
<td>$6,083</td>
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<td>Student Leadership Workshop</td>
<td>$8,000</td>
<td>$2,963</td>
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<tr>
<td>SCOP</td>
<td>$700</td>
<td>$455</td>
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<td>Fitness Center-Lease</td>
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<tr>
<td>Individual Clubs (14)</td>
<td>$3,150</td>
<td>$1,103</td>
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<td><strong>Total Expenses</strong></td>
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<td>19-20 Actual</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Graduation</strong></td>
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<td></td>
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<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Revenue</td>
<td>$44,613</td>
<td>$37,970</td>
</tr>
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<td>Total Revenues</td>
<td><strong>$44,613</strong></td>
<td><strong>$37,970</strong></td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Expenditures</td>
<td>$44,613</td>
<td>$256</td>
</tr>
<tr>
<td>Total Expenses</td>
<td><strong>$44,613</strong></td>
<td><strong>$256</strong></td>
</tr>
<tr>
<td><strong>New Student Orientation &amp; ID Card</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee Revenue</td>
<td>$104,705</td>
<td>$93,438</td>
</tr>
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<td>Total Revenues</td>
<td><strong>$104,705</strong></td>
<td><strong>$93,438</strong></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$65,815</td>
<td>$26,688</td>
</tr>
<tr>
<td>Contractual Expenditures</td>
<td>$38,890</td>
<td>$16,876</td>
</tr>
<tr>
<td>Total Expenses</td>
<td><strong>$104,705</strong></td>
<td><strong>$43,564</strong></td>
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<tr>
<td><strong>PTK</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dues Revenue</td>
<td>$0</td>
<td>$405</td>
</tr>
<tr>
<td>Total Revenues</td>
<td><strong>$0</strong></td>
<td><strong>$405</strong></td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual Expenses</td>
<td>$0</td>
<td>$38</td>
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<tr>
<td>Total Expenses</td>
<td><strong>$0</strong></td>
<td><strong>$38</strong></td>
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</table>
## Planned Fiscal Year 19-20 Capital Projects

<table>
<thead>
<tr>
<th>FY20 Projects</th>
<th>CCC Plant Fund</th>
<th>SUNY Capital Match</th>
<th>Grants/Donations/Loans</th>
<th>Total Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USDA Bond Principal</strong></td>
<td>$265,000.00</td>
<td>$-</td>
<td>$-</td>
<td>$265,000.00</td>
</tr>
<tr>
<td><strong>USDA Bond Interest</strong></td>
<td>$242,000.00</td>
<td>$-</td>
<td>$-</td>
<td>$242,000.00</td>
</tr>
<tr>
<td><strong>Renovations &amp; Revitalization III</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom Technology</td>
<td>$8,000.00</td>
<td>$33,000.00</td>
<td>$25,000.00</td>
<td>$66,000.00</td>
</tr>
<tr>
<td>Computer Replacement</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$-</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Schuyler Hall Air Conditioning &amp; Air Cooled Chiller</td>
<td>$1,196,558.00</td>
<td>$1,196,558.00</td>
<td>$-</td>
<td>$2,393,116.00</td>
</tr>
<tr>
<td>Energy Performance/AC/Mechtronics Equipment</td>
<td></td>
<td></td>
<td>$2,446,380.19</td>
<td>$2,446,380.19</td>
</tr>
<tr>
<td>Lab Renovations for Makers Space</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
<td>$-</td>
<td>$300,000.00</td>
</tr>
<tr>
<td><strong>Critical Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planetarium Roof</td>
<td>$27,172.50</td>
<td>$27,172.50</td>
<td>$-</td>
<td>$54,345.00</td>
</tr>
<tr>
<td>Parking Lot Poles/Extra Siemens Costs</td>
<td>$17,450.00</td>
<td>$17,450.00</td>
<td>$-</td>
<td>$34,900.00</td>
</tr>
<tr>
<td>Goff Road Heat Pump</td>
<td>$12,500.00</td>
<td>$12,500.00</td>
<td>$-</td>
<td>$25,000.00</td>
</tr>
<tr>
<td><strong>Academic Building Safety</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Cameras (Academic Building Safety)</td>
<td>$34,000.00</td>
<td>$34,000.00</td>
<td>$-</td>
<td>$68,000.00</td>
</tr>
<tr>
<td><strong>Digital Dome Theater Seating and Software</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital Dome Theater</td>
<td>$100,000.00</td>
<td>$245,000.00</td>
<td>$145,000.00</td>
<td>$490,000.00</td>
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<tr>
<td><strong>Total FY20 Planned Projects</strong></td>
<td>$2,052,580.50</td>
<td>$1,865,680.50</td>
<td>$2,766,380.19</td>
<td>$6,684,741.19</td>
</tr>
</tbody>
</table>
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 Registrar’s office is working with a consultant to implement sustainable practices including enrollment and graduate reporting, pre-requisite checking for registered students, automatic banner hold processing, end of term, wait list and grade roll specifications, troubleshooting wait list errors, and mass printing of transcripts.

Expenditures to date: $305,868
MISSION:
This Committee shall consider and make recommendations to the Board on all policy matters pertaining to personnel.

MINUTES

DISCUSSION ITEMS:
1. HR Activity related to employee engagement
2. Headcount Report
3. Summary of Appointments and Separations
4. Review Status of Vacant Positions

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

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

NEXT COMMITTEE MEETING: April 21, 2020

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 spring;
6. Ensure that actions are consistent with Strategic Initiatives.
Trustee Wightman called the Human Resources Committee meeting to order at 5:33 p.m.

Executive Director Park provided an overview of the agenda, including:

Discussion Items:
- A task force is revamping the New Employee Orientation program with a focus on networking the new employee
- Supervisory brown bag sessions for this semester will focus on improving the process of Onboarding new employees
- The College is conducting the mid-year performance feedback survey on mid-level supervisors
- HR is currently working on a leadership development program with a focus on mid-level supervisors, expected to launch with the annual professional days training program in June 2020
- HR has begun a pilot program re-surveying exit interviews for employees who have voluntary resigned or retired 6 months prior; the goal is to gather more information related to the employee experience and opportunities for improvement
- Headcount Report. The Committee reviewed the headcount report.
- Summary of Appointments and Separations. The Committee reviewed the appointments and separations report.
- Review of Vacant Positions. The Committee reviewed the summary of vacant positions.
- Consent Agenda
  - Appointments, Promotions and Separations. Three Resignations.
- Regular Agenda: Cancer Leave Policy Update.

The Committee agreed to forward the Consent and Regular agenda action items to the full Board for consideration and approval.

Motion to enter into Executive Session at 6:01 p.m. (Parks, Allison)

The Committee entered into Executive Session to discuss a collective bargaining matter.

No action was taken.
Motion to exit Executive Session (Allison, Parks) at 6:15 p.m.

Trustee Wightman adjourned the Human Resources Committee meeting at 6:15 p.m. (Parks, Allison)
HR Updates for Employee Engagement

• A task force has been identified and is currently revamping the New Employee Orientation program to provide a welcoming experience with a focus on networking the new employee into a support community

• The focus of supervisory brown bag sessions for this semester will be focusing on improving the process of Onboarding new employees

• The College is conducting the mid-year performance feedback survey on supervisors to assess training and development opportunities to support mid-level managers

• HR is currently working on a leadership development program with a focus on mid-level supervisors, expected launch with the annual professional days training program in June 2020

• HR has begun a pilot program in re-surveying exit interviews for employees who have voluntarily resigned or retired 6 months prior; the goal is to gather more information related to the employee experience and opportunities for improvement

• Current exit interview data shows that: (n=33)
  o % of respondents who would consider future employment with CCC:
    ▪ 20% Yes, without reservation
    ▪ 24% Yes, with reservation
    ▪ 27% No, would not consider employment with CCC
  o 33% cite supervision, working conditions and department culture as dissatisfactory, 27% identify salary as dissatisfactory
  o 60% are finding better job options or relocating to another area
February 2020 Update to Headcount Report

Non-College Funded Fulltime positions, February 2020
15 employees including: 9 administrators, 2 staff/technical assistants, and 4 civil service
SUMMARY OF APPOINTMENTS AND SEPARATIONS

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

(By date, as reported in HR Committee)

<table>
<thead>
<tr>
<th>RBOT Committee date</th>
<th>Hires (external)</th>
<th>Separation</th>
<th>Retirement</th>
<th>Net +/-</th>
<th>Civil Service</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2019</td>
<td>7</td>
<td>6</td>
<td>3</td>
<td>-2</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>11/25/2019</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>1/14/2020</td>
<td>6</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>7</td>
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<td>3/3/2020</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>-3</td>
<td>5</td>
<td>8</td>
<td>8</td>
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</tbody>
</table>

Vacancies Reported (snapshot)

<table>
<thead>
<tr>
<th>Civil Service</th>
<th>Faculty</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
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<td>5</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>5</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Additional Detail: Separation Summary from September 2019 – February 2020

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Count of Faculty</th>
<th>Count of Staff</th>
<th>Count of Civil Service</th>
<th>Average Yrs of Service</th>
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</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
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<tr>
<td>Resignation</td>
<td>2</td>
<td>2</td>
<td></td>
<td>5.4</td>
</tr>
<tr>
<td>Retirement</td>
<td></td>
<td>1</td>
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<td>20.0</td>
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<tr>
<td>Admin Services</td>
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<tr>
<td>Resignation</td>
<td></td>
<td>3</td>
<td>2</td>
<td>6.7</td>
</tr>
<tr>
<td>Student Development and Enrollment Management</td>
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<td></td>
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<tr>
<td>Resignation</td>
<td></td>
<td>4</td>
<td></td>
<td>2.2</td>
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<tr>
<td>Retirement</td>
<td></td>
<td>1</td>
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<td>25.0</td>
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<tr>
<td>September 2019 – February 2020, Separation Totals:</td>
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<td>11</td>
<td>2</td>
<td>11.9</td>
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<tr>
<td>January 2019 – August 2019, Separation Totals:</td>
<td>7</td>
<td>18</td>
<td>9</td>
<td>8.9</td>
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## Status of Vacant Positions
### AS OF March 3, 2020

<table>
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<tr>
<th>Category</th>
<th>Assessing</th>
<th>Closing</th>
<th>Hold</th>
<th>Search in Progress</th>
<th>Vacant Positions (total)</th>
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<tbody>
<tr>
<td>Civil Service</td>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Faculty</td>
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<td>2</td>
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</tr>
<tr>
<td>Professional Service</td>
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<td></td>
<td>3</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>3</td>
<td>1</td>
<td>8</td>
<td>9</td>
<td>21</td>
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MISSION:

The Ad Hoc Committee on Nominations shall place in nomination candidates to fill vacancies for officers of the Board of Trustees. This Committee will be appointed as it is necessary by the Chairperson of the Regional Board of Trustees.

Minutes

DISCUSSION ITEMS:
1. Slate of Officers

ACTION ITEM:
1. Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College, March 12, 2020

NEXT MEETING: June 2022
In attendance: Trustees: Chair Blowers, Vice-Chair Wightman, C. Heyward, M. Wayne, A. Winston
Other Trustees in Attendance: G. Baity
Senior Staff: President Mullaney, Director Clay
Support Staff: J. Toribio

Chair Blowers called the Nominations Committee meeting to order at 4:47 p.m.

- The Committee reviewed and discussed the slate of officers:
  - Chairperson, Nancy Wightman
  - Vice-Chairperson, Christa Heyward
  - Treasurer, Michael Wayne

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

Chair Blowers adjourned the Nominations Committee meeting at 4:50 p.m. (Wightman, Heyward)
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.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Department</th>
<th>Action</th>
<th>Effective</th>
<th>Background Notes (not included in the formal resolution)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yuliya Lapierre</td>
<td>Visiting Instructor</td>
<td>Nursing Education</td>
<td>Resignation</td>
<td>5/23/2020</td>
<td>Yuliya Lapierre began with the College 8/15/18, and will have served the college for 2 years.</td>
</tr>
<tr>
<td>Rolando Mejia</td>
<td>Admissions Recruiter</td>
<td>Recruitment and Admissions</td>
<td>Resignation</td>
<td>1/27/2020</td>
<td>Rolando Mejia began with the College 5/14/18 on a part time basis, serving the college for 1.5 years.</td>
</tr>
<tr>
<td>Amber Crouthamel</td>
<td>Recruiter/Special Initiatives</td>
<td>Recruitment and Admissions</td>
<td>Resignation</td>
<td>1/24/2020</td>
<td>Amber Crouthamel began with the College 1/02/08, serving the College for 11 years.</td>
</tr>
</tbody>
</table>

*Resumes are available in the HR folder as a supplement for the HR Committee agenda*
COMMITTEE on ACADEMIC and STUDENT SUCCESS

RESOLUTION #T4647-20

Resolution of Appreciation – Isaac Bushey

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges extends its congratulations to Athletic Director and Coach Isaac Bushey on his 100th career win on February 12, 2020, achieved when the men’s basketball team defeated SUNY Broome. The Regional Board of Trustees commends Mr. Bushey for his leadership of SUNY CCC athletics as Athletic Director and Men’s Basketball Head Coach.

BACKGROUND NOTES

Isaac Bushey has been a SUNY CCC employee since 2016, and assumed the role of Athletic Director in 2017. As Athletic Director, he provides oversight for SUNY CCC’s athletic programs, and recreation/fitness services. His 100th career victory was achieved on February 12, 2020.
RESOLUTION #T4648-20

Deactivation of Academic Programs

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College approves the following deactivations of academic programs as a result of the College’s supplemental program review process. New student matriculation for the indicated programs will be immediately suspended with full program deactivation following a “teachout” opportunity for current students.

The programs to be deactivated are:

Auto Body & Collision Repair AOS
Automotive Technology AOS / Automotive Mechanics Certificate
Early Childhood Studies AAS / Early Childhood Services Certificate
Manufacturing Technology AAS
Health and Physical Education AS
Human Services AAS

BACKGROUND NOTES

The recommended program deactivations results from a supplemental program review process started in November 2018 with division leadership, department chairs, and faculty. Upon review of the supplemental program reviews, exploration of recommended options from the faculty union, the Administration recommends the identified program deactivations.
EXECUTIVE COMMITTEE

RESOLUTION #T4649-20

Approval of the Revisions to the Constitution for the Association of the College

WHEREAS, the membership of the Employment Policies and Compensation Council (EPCC) proposed revisions to the structure of the EPCC, and

WHEREAS, membership from the Staff Assembly and the Faculty Assembly approved of these proposed changes to the Constitution for the College Association of SUNY Corning Community College,

THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees approves the adoption of the revised Constitution for the College Association of SUNY Corning Community College.

BACKGROUND NOTES

The revised Constitution of the College is attached below.

The Constitution for
The Association of
Corning Community College

§1.1.6: an Employment Policies and Compensation Council with representative membership from the non-union classifications of the Staff Assembly and the Faculty Assembly to make recommendations for policy, benefit, and salary adjustments that impact work conditions on non-union personnel; and

§7.0: Employment Policies and Compensation Council

§7.1: The Employment Policies and Compensation Council will serve as an advisory group to the President for the purposes of developing and refining the personnel policies of the College as they apply to all employees of the College who are not affiliated with a collective bargaining unit. The Employment Policies and Compensation Council will also make recommendations to the President for adjustments to salaries and to benefits for all employee classifications not covered by collective bargaining units. The Employment Policies and Compensation Council will make its recommendations to the President who will determine whether the recommendations will be brought forward to the Regional Board of Trustees.

§7.2: The Chair of the Employment Policies and Compensation Council will be elected by its members at its first meeting each Fall SemesterJune meeting each year, and the Chair-Elect will be elected at its July meeting. At its May meeting each Spring Semester, the Staff Assembly will elect no more than six (5) up to five (6) representatives to the Employment Policies and Compensation Council to include at least one (1) from the Classified Service Grade three (3) from the Non-Exempt category and three (3) from Exempt, none of whom will be a member of a collective bargaining unit. Within those two categories, one (1) representative will be elected
for a one-year term, one (1) representative for a two-year term, and one (1) representative for a three-year term. Three (3) representatives will hold a two-year terms, and three (3) representatives will hold a three-year term. At its May meeting of the Spring Semester, The Associate Deans of Instruction Members of Faculty Assembly who do not belong to a collective bargaining unit will meet once every two years during the first week of May to elect one (1) representative to the Employment Policies and Compensation Council who will serve a two-year term. The Librarians and Counselors will meet together once every two years during the first week of May to elect a representative to the Employment Policies and Compensation Council who will serve a two-year term. The meetings for Associate Deans of Instruction and for Librarians will be initiated by the Vice President and Dean of Academic Affairs. After the Staff Assembly, Associate Deans of Instruction, and Librarians/Counselors and non-union members of Faculty Assembly have selected their representatives, the President of the College will make the following appointments staggered, three-year appointments to the Employment Policies and Compensation Council: three (1) Classified Service Grade Non-Exempt category from Staff Assembly, one (1) Exempt category Professional Service Grade from the Staff Assembly, and one (1) senior administrator. All appointments begin on the first day of July following the election.

§7.3: The Employment Policies and Compensation Council’s members are to be seen as representatives of constituencies that are not affiliated with collective bargaining units. As representatives of constituencies, it is expected that the members of the Employment Policies and Compensation Council are soliciting input from their constituencies on the issues that are before the Employment Policies and Compensation Council and are speaking for those they represent. On issues for which there is apparent disagreement among the constituents, the Employment Policies and Compensation Council may conduct forums of the constituent groups to solicit input directly from them rather than through representative members.

§7.4: As an advisory group for the Regional Board of Trustees, the Employment Policies and Compensation Council will generally work toward consensus of its members before presenting any recommendations to the President to convey to the Regional Board of Trustees. If, however, the members of the Employment Policies and Compensation Council, after prolonged and reasonable discussion, having exhausted all arguments on the points in question, cannot come to consensus on a particular issue, then the Chair of the Council may call for a vote and move the majority opinion forward as a recommendation to the President who determines whether to carry it forward to the Regional Board of Trustees. The President of the College, serving as an intermediary for the Regional Board of Trustees, reserves the right to return to the Council for reconsideration any recommendation he/she deems not ready for review by the Regional Board of Trustees.

§10.2: Each May, each Council will establish the meeting calendar for the ensuing year to allow for appropriate rotation of Council, Committee, and Assembly meeting times. The President will schedule the meetings for the Joint Council, and the Chair of the Employment Policies and Compensation Council will schedule meetings for the Employment Policies and Compensation Council. Joint Committees’ meeting schedules will be determined by the chairs of said committees. Any group may schedule meetings at times other than the times reserved under §’s 10.1; however, no group may intrude upon the times reserved for other groups, except by permission of all groups owning the reserved time. The Regional Board of Trustees, upon approval of this Constitution, does hereby grant permission to all Corning Community College employees to attend the meetings of any governance group to which they hold membership.
EXTERNAL AFFAIRS COMMITTEE

RESOLUTION #T4650-20

Resolution in Support of Permanent Funding Floor for Community College Base State Aid Formula

WHEREAS, our community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they’re located; and

WHEREAS, our community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers; and

WHEREAS, our community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education; and

WHEREAS, our community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education; and

WHEREAS, our community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes; and

WHEREAS, a level of predictability in State funding is essential to provide our community colleges the ability to plan and budget accordingly and recognizes each college’s annual fixed costs; and

WHEREAS, the 98% of the previous year or $100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated; and

WHEREAS, the funding floor should be set in State statute at 100% of the previous year or $100 increase per FTE, whichever is greater;

THEREFORE BE IT RESOLVED, that New York Community College Trustees (NYCCT), on behalf of our 315 trustees at our 30 SUNY community colleges, fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or $100 increase per FTE, whichever is more.
BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending December 31, 2019, and January 31, 2020.
Regional Board of Trustees Policy on Paid Leave for Cancer Screenings

WHEREAS, the update to Section 159-B of New York State Civil Service Law requires employers to allow for paid leave for all types of cancer screening;

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby updates the Paid Leave for Cancer Screenings policy for all College employees.

<table>
<thead>
<tr>
<th>Effective Date: August 22, 2008</th>
<th>RBOT Resolution #3953-15</th>
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<tbody>
<tr>
<td>Issue/amendment date: March 12, 2020</td>
<td>Paid Leave for Cancer Screenings</td>
</tr>
<tr>
<td>Reference: RBOT Policy Manual</td>
<td>Author: Human Resources Office</td>
</tr>
<tr>
<td>Rescinds: N/A</td>
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</tbody>
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Paid Leave for Cancer Screenings Policy All employees will be granted paid leave for a sufficient period of time, not to exceed four hours annually, to undertake screenings for cancer. The College reserves the right to require written documentation from the employee’s health care provider to verify eligibility for this paid leave.

BACKGROUND

The prior leave policy specified only breast and prostate cancer, the update expands screening to all forms of cancer.
NOMINATIONS COMMITTEE

RESOLUTION #T4653-20

Nomination for Slate of Officers of the Regional Board of Trustees of SUNY Corning Community College

WHEREAS, the Bylaws of the Regional Board of Trustees adopted on July 7, 2004, Article II, Section II, A. call for the election of a Chairperson, a Vice Chairperson, and a Treasurer every two years, and

WHEREAS, the Nominations Committee composed of Chair; Nancy Wightman, Vice-Chair Christa Heyward, and Trustees Carl H. Blowers, Gail Baity, Alan Winston, recommend to the full Board the following slate of officers,

BE IT, THEREFORE, RESOLVED, that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on July 1, 2020, for a term expiring on June 30, 2022.

Chairperson, Nancy Wightman
Vice-Chairperson, Christa Heyward
Treasurer, Michael Wayne

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