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

**DATE:** Thursday, March 11, 2021

**TIME:** 5:30 p.m. Meeting

**LOCATIONS:** Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF MEETING MINUTES January 21, 2021 [Minutes](#)
- 3- CHAIR'S REPORT
- 4- PRESIDENT OF THE COLLEGE REPORT
- 5- STUDENT TRUSTEE REPORT
- 6- CCC DEVELOPMENT FOUNDATION REPORT
- 7- APPROVAL OF AGENDA
- 8- APPROVAL OF CONSENT AGENDA  
[RESOLUTION #4717-21 Appointments, Promotions and Separations](#)  
[RESOLUTION #T4718-21 Position Activity](#)
- 9- REGULAR AGENDA

[CASS Committee](#)

[EXECUTIVE Committee](#)

- [RESOLUTION T#4724-Resolution of Appreciation for Christian Salisbury](#)
- [RESOLUTION T#4725-21 Resolution of Appreciation- Shalena Cleary](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- [RESOLUTION T#4722-21-Operating Report for November 2020](#)
- [RESOLUTION #T4723-21- Public Safety Reform Plan](#)

[HUMAN RESOURCES Committee](#)

- [RESOLUTION #T4719-21- Rosanne Darcangelo, Retirement](#)
- [RESOLUTION #T4720-21- Amy Dibble, Retirement](#)
- [RESOLUTION #4721-21- Equal Employment and Education Opportunity Policy](#)

10- OLD BUSINESS  
11- NEW BUSINESS  
12- EXECUTIVE SESSION  
13- ADJOURNEMENT

**SUNY CORNING COMMUNITY COLLEGE**  
**REGIONAL BOARD of TRUSTEES**  
**January 21, 2021**  
Via Zoom  
**MEETING MINUTES**

In attendance: Chair N. Wightman, R. Allison, C. Blowers, J. McKinney-Cherry, H. Reynolds, A. Winston, P. Chu, N. Parks, C. Heyward, M. Cunningham, and H. Segur

Excused: Thomas Beers

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Executive Director Park, Interim Provost Herbst, Interim VP Administrative Services Salisbury, Executive Director Burdick.

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

Guests: Public Safety Officers and community attendees

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:31 pm by welcoming everyone.
2. APPROVAL OF THE MINUTES: (J. McKinney-Cherry, R. Allison, Unanimous).
3. CHAIR'S REPORT. Chair Wightman provided the following report:

**Measurable Standards:**

Chair Report:

- Chair Wightman thanked everyone for all their work on revising the measurable standards. The committee agreed to adopt and move forward with the measurable standards.
- Chair Wightman updated the committee about her search for a nominee for RBOT.
- Chair Wightman also discussed prioritizing the Strategic Plan with President Mullaney.

#### 4. PRESIDENT OF THE COLLEGE'S REPORT.

##### **COVID Testing Updates:**

- The College and the Steuben County Health Department partnered in December and January to provide free rapid COVID tests for county residents at the Health Education Center. More than 650 COVID-19 tests were administered.
- SUNY Chancellor directed all Colleges to weekly test all students and employees who are regularly coming to campus. This new charge will necessitate a change to the spring plan that SUNY originally approved. As the Chancellor explained, the resurgence of COVID across the state demands a more robust response.
- As far as Vaccines are concerned, a number of our employees fall into the currently eligible groups. SUNY successfully lobbied to have college professors teaching(F2F) face to face classes included in Group 1B. SUNY is now pushing to have student-facing staff members included in the next group. More information is coming soon.

##### **Community Partnership:**

- The College has partnered with the Food Bank of the Southern Tier and will be opening a fully operational food pantry in the Commons in February.

##### **Community Engagement:**

- Dr. Mullaney spoke with staffers in Senators Gillibrand's and Schumer's offices and those in Representative Reed's office to talk to them about our students' needs in light of the pandemic, specifically our neediest students. Chuck Schumer's staffer specifically mentioned his desire to visit our campus at some point, so that was exciting.

Dr. Mullaney wrapped up his report by informing the Board about Susan Dewey's (the new Executive Director of Finance) starting date.

#### 5. STUDENT TRUSTEE REPORT:

- SAGA had an additional meeting with SUNY Chancellor Jim Malatras. The Chancellor referred SAGA to Dr. John Graham, SUNY Student Advocate and Associate Vice Chancellor for Student Affairs, to discuss the dining hall concerns.
- There have been discussions about updates to the meal plan and other options for off campus dining.
- Students are looking forward to opening the Baron Necessities food bank and the potential for additional on-campus job opportunities.
- SAGA had Google Hangout meetings each day to allow students to share their concerns, but it was unsuccessful. A new approach will be tried with 1 to 2 meetings per week and entry into gift card drawings as an incentive.

- Students discussed concerns about Perry Hall's quarantine.
- SAGA is looking into ways to support any students in quarantine in the spring semester.
- The online Honor Lock exam system was used for the first time this fall. Some students expressed concerns about the system.

## 6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Holly Segur provided the following report

### **Foundation:**

- The Foundation will be reaching out to schedule a joint Foundation/RBOT Executive Committee meeting in February.
- Beginning RFP process for legal services.
- Preparing Annual Tax Letter and Impact Statements to be sent to donors at the \$250+ level.

### **Housing LLC:**

- Signed Deferment Agreement with Financing Partners.
- Beginning work with Brailsford & Dunlavey.
- Expecting Corning Incorporated interns to live in Perry Hall this summer.
- Spring enrollment in Perry Hall- 91 active contracts, 81 from fall and 10 new for spring

### **Fundraising:**

- In 2020, the Foundation raised \$250,401 toward its goal of \$279,304.
- Working on the Foundation's 2021 Annual Resource Development Plan to be presented at a future meeting to the RBOT.
- Planning a 'Celebrating Cultures Through Cooking' Virtual Fundraiser Event for February 18:
  - Corning Wegmans has agreed to donate food.
  - CCC Employees will host the event.
  - Participant cost would be \$35 for a meal for two.
  - Pre-registration required with ingredients pick-up at Corning Wegmans.
  - Event will be pre-recorded in the HEC Culinary Classroom and allow for live chat interaction during the actual streaming of the event.

7. APPROVAL OF AGENDA (R. Allison, N. Parks Unanimous).

8. APPROVAL OF THE CONSENT AGENDA (R. Allison N. Parks, Unanimous).

RESOLUTION #4712-21 Appointments, Promotions and Separations

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Dalton Guisewhite	Campus Safety Officer	Public Safety	Termination	12/15/20	This appointment was terminated within the probationary period.
Krista Powers	Instructor	Nurse Education	Resignation	12/31/20	Krista Powers worked with the College for two years as a full time instructor and as an adjunct prior. She will be working as a clinical nurse.
Christopher Mulroy	Corporate Trainer	WEAP	Termination	1/8/21	This funding for this position was not renewed.
Krystal Jubilee	Director	Nurse Education	Resignation	1/22/21	Krystal Jubilee worked with the College for two and a half years and has accepted a position with Corning Inc.
Tammie Copp	Instructor	Nurse Education	Resignation	1/29/21	Tammie Copp has worked with the College as a full time instructor for two and a half years and as an adjunct prior. She will be working as a clinical nurse.
Claude Oliver	Recruiter	Admissions and Recruiting	Hire (external)	1/4/21	This position is a full time 12-month standard appointment, professional pay grade 202 at an annual rate of \$35,000.
Austin LaFever	Recruiter	Admissions and Recruiting	Hire (external)	1/4/21	This position is a full time 12-month standard appointment, professional pay grade 202 at an annual rate of \$35,000.
Susan Dewey	Executive Director of Finance	Administrative Services	Hire (external)	1/25/21	This position is a full time 12-month standard appointment, professional pay grade 210 at an annual rate of \$108,000.
Jolene Burun	Visiting Instructor	Nurse Education	Hire (internal)	1/27/21	This position is a temporary, 1-semester full time 10-month academic appointment, at an annualized

					rate of \$46,501 as per the agreement with PECCC.
Andy Diffenderfer	Visiting Instructor	STEM	Hire (internal)	1/27/21	This position is a temporary, 1-semester full time 10-month academic appointment, at an annualized rate of \$46,501 as per the agreement with PECCC.

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

## 9. REGULAR AGENDA

### AUDIT COMMITTEE

New Update: Special RBOT meeting on **January 28<sup>th</sup>, 2021** to approve and accept the Independent Auditors Report

RESOLUTION #T4715-21, [Independent Auditors Report](#).

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby accept the resolution of the Independent Auditors Report (C. Heyward, J. McKinney-Cherry, Unanimous).

### January 21, 2021

The audit report did not reach the full Board on time. Therefore, the Board will meet a week from today to ask questions and approve the audit report. In the meantime, Auditors are available to field any questions after everyone has had a chance to do a more comprehensive review of the information and all the other deliverables.

### Highlights of the Report:

- The College as a whole ended the 2020 fiscal year with (\$33.2M) \$3.32M in total net assets, a reduction of \$3.7M from the fiscal year 2019. The decreases are mostly attributable to the 2020 depreciation expense of \$3.2M and increases in the College proportionate share of Pension obligations of \$1.1M.
- The unrestricted fund, the primary operating fund for the College, had expenses in excess of revenues of \$1.1M. This is primarily due to recognition of the 2020 pension activity of \$1.1M, which fluctuates significantly from year to year and was a particularly larger adjustment this year due to the pension systems reduction in asset values related to COVID-19. From an operational standpoint, the Unrestricted fund essentially broke even as was anticipated in the approved budget.



- The College also received COVID-19 funding in 2020 and recognized \$559,771 in the Unrestricted Fund, with more anticipated in 2021.
- The audit was conducted predominantly remotely with several onsite visits starting in October 2020 to examine certain items and interview staff. The audit went well, thanks to the hard work of Stacy Housworth and her team.

## **COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS):**

Provost Herbst provided the following report:

### **Academic Affairs**

- Theater Professor Mary Guzzy collaborated with actors and others across the country to create and produce an online theater event titled, "America: Seasons of Struggle, Harvest of Hope." The performance was made up of words from important figures from US history and focused on social, racial, gender, and environmental justice messages. The performance is available on the SUNY CCC YouTube channel and has received 158 views to date.
- The Accounting: Financial Management AS program has received final SUNY approval. Local transfer partners Elmira College and Alfred University have approached the Business Department to develop specific Business transfer agreements.
- University Center partner, Alfred University, has received reaccreditation for their Education program. The quality of preparation and strength of student support for the SUNY CCC education students were noted in the accreditation process.
- The Holiday Music department concert included socially distanced vocal performers and an instrumental video ensemble "Christmas Quodlibet" of performers' favorite Christmas carols combined into one epic piece.

### **Student Services**

- Perry Hall currently has 101 student contracts for the spring semester.
- A virtual high school counselor day was held on December 11, with approximately 20 counselors attending. The event covered a wide variety of topics, including academic programs, financial aid, workforce education, and potential career paths.
- There were 93 students who graduated in December.
- The "Chosen Name" function is being developed in Banner for implementation. This will allow for names other than legal names to be used for a variety of College systems such as class attendance lists and picture IDs.
- Student Life is currently in the planning process for increased face to face, socially distanced activities for the spring semester.
- The SUNY CCC Electronic and Information Technology (EIT) accessibility plan was submitted to SUNY for approval. The plan was compiled and written by EIT officer Dr. Kris MacDonald. Our submission was noted by SUNY officials as an exemplary plan and will be used as an example for other system campuses.
- Twenty-seven of thirty SUNY community colleges have agreed not to travel to compete in indoor sports this winter season. Structured workouts and training will be allowed using COVID-19 prevention measures. Men's and women's basketball and

volleyball will not compete against other schools this season. Bowling will compete but will only participate from each school's home bowling alley.

## **EXECUTIVE COMMITTEE**

### **DISCUSSION ITEMS:**

1. Chair Report
2. COVID-19-Testing Plan
3. Budget Update
4. Strategic Initiatives Update
5. Grant Data
6. Measurable Standards Discussion

### **ACTION ITEM:**

#### [RESOLUTION T4710-Resolution of Appreciation for Public Safety Officers](#)

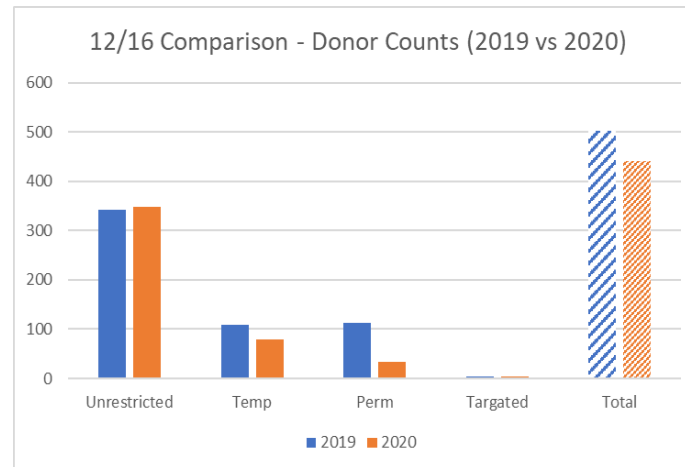
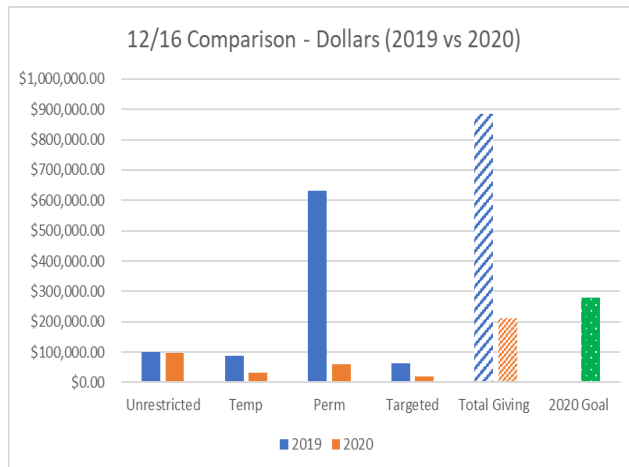
BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of appreciation for all Public Safety Officers. (R. Allison, P. Chu, Unanimous).

## **EXTERNAL AFFAIRS**

### **Foundation Report by Executive Director Angela May:**

- The CCC Housing Co. LLC Board of Managers met on November 19:
  - The Perry Hall litigation has settled.
  - Approved the signing of a market research contract with Brailsford & Dunlavey.
  - Approved the Fall 2021-Spring 2022 and Summer 2021 Perry Hall Pricing Structure Resolution.
    - Maintaining the current “COVID” fall/spring room rate of \$3,400 per student.
    - Maintaining the current “COVID” summer (5-week term) room rate of \$1,133 per student.
    - Corning Incorporated summer intern rate remains unchanged.
    - Non-Student Group Rates remain unchanged.
- The CCC Development Foundation Board of Directors met on December 2:
  - Approved new board member Art Boehm effective 1/1/21.

- Approved Aaron Alsheimer as Treasurer effective 1/1/21.
- Thomas M. Carr and Arthur D. Field came off the board effective 12/31/20.
- Approved the 2021 operating budget.
- The Book Club met in November with a great employee and alumni turnout. Planning for targeted communications to students with a goal of increasing student engagement with the club.
- Despite the effects of the pandemic, Alumni Giving is performing well compared to goals; at the end of October, there were 293 gifts from 232 donors for a total of \$33,170 raised.
- The Alumni Program Committee updated the 2021 Alumni Program goals.
- Gift Fund Balance Reports were sent to department leaders in mid-December.
- Completed donor analysis of database (year 2 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- The sixth Baron Bulletin e-newsletter was sent in mid-December.
- The fourth quarter annual fund solicitation mailing was sent in December and included a Trustee Matching Gifts Challenge letter to acquire new donors, as well as a tri-fold mailer to current donors. E-mail follow up is scheduled for both groups.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Annual Giving results through 12/16/2020\*



	<b>2019</b>	<b>2020</b>		<b>2019</b>	<b>2020</b>
Unrestricted	\$101,548.64	\$97,938.88	Unrestricted	342	349
Temp	\$87,270.61	\$32,243.90	Temp	108	79
Perm	\$631,983.96	\$60,067.00	Perm	113	33
Targeted	\$63,000.00	\$20,300.00	Targeted	4	4
Total Giving	\$883,803.21	\$210,549.78	Total	502	441
2020 Goal		\$279,304.00			

\* Giving comparisons are based on data from 12/16/19 and 12/16/20

## **Marketing/Communications:**

### **Marketing**

- Holiday Card, 370; E Card, 5289, 21% open, 285 views on YouTube
- Counselor Newsletter
- Recruiting collateral (print/digital)

### **Advertising**

- Winter 2020 (Dec. 7 start): postcards ACE nowhere/somewhere, 1024
- Spring 2021 (Feb. 1 start): geofencing, 1,677 impressions/day; digital ads 12/2- 12/31, 108,006 impressions, .21% click-thru (slightly above average); pc ACE no/some, 1024; radio, NY/PA
- Fall 2021: Keystone FB boost, recruitment received several calls
- Program Campaign: Computing programs, highlighting Cybersecurity A.S. landing page, FB, reached 1,277, 70 engagements (5.4%) 4 days, more in development

### **Social Media**

- Engagement between the semesters
- Facebook: likes - 8108 (50% increase for the week), pages views up 77%, engagement up 54%, reach up 83%

### **Press Releases**

- SUNY Corning Community College Currently Accepting Applications for Pathways Scholarship, 12/16
- CCC and Schuyler Hospital Partnership, 12/9 (SH)
- SUNY CCC Winter Sports Announcement, 12/8
- SUNY CCC to Host Virtual Theatre Performance 11/23

**Other:** Updating Crisis Communication Plan, 2020 Annual Security and Fire Safety Report posted, Electronic and Information Technology (EIT) Accessibility Policy- webpage material and process, Digital Advertising RFP, Marketing/Recruitment Faculty Meeting

## **Workforce Education & Academic Pathways:**

- Accelerated College Education (ACE)
  - Collaborated with Admissions Office to admit 1,154 ACE Seniors; letters sent on 12/21.
  - Spring online course list developed per student requests
- **Workforce Education Highlights**
- **Revenue Goals**—Corporate Training: 6.5% of goal; Open Enrollment: 31.4% of goal; Room Rentals: 28% of goal; Third-Party Training: 48% of goal; Testing Center: 71% of goal.
- **Testing Center Highlights:**
  - Worked with Student Accounts to allow payments to be accepted; streamlined assessment testing notifications for incoming students; Testing Assistant is certified on 3 testing platforms and able to proctor CLEP exams and PSI exams; redesigned Testing Center web pages.
- **Open Enrollment Highlights:**
  - Collaborating with Corning Area Chamber of Commerce to use Blackboard as course delivery tool for Leadership Steuben program.
- **Corporate Contracts**
  - **CAF USA:** Was not able to renew the contract for Chris Mulroy, Corporate Trainer, due to decline in work at plant; plan to bring him back in 2022.
  - **Kimble, Inc.**—Sexual Harassment Prevention Training
  - **Arnot Health**—collaboration to create accelerated Business Admin degree program for hospital’s staff
- **Apprenticeships**
  - Central Service Technician was approved as new title in NYS; WEAP’s program was designed to meet required instruction and will debut in Spring 2021.
- **Program Development:**
  - Manufacturing Assembler Micro-credentials approved by Faculty Assembly.
  - Working with Professional Studies to redesign Direct Support Professional micro-credential to align with entry level, mid-level and supervisor levels for the industry.
  - Working with Incubator Works to create non-credit to credit articulation for the Co-Starters entrepreneurship program.
  - Working with Corning Area Chamber of Commerce and CPP school district on Junior Leadership program.

Executive Director Eschbach updated the board on the Pennsylvania approval of the CCC ACE program.

### **Legislative Affairs:**

1. Federal: Federal Stimulus and Higher Ed

2. State: State Budget and Higher Ed
3. Pell Grants: update

## **FINANCE AND FACILITIES**

Trustee Wayne welcomed everyone and noted that the November operating report in this January 21, 2021 Redbook will be discussed at the next Finance committee meeting.

Interim CFO C. Salisbury provided an overview of the Finances and Facilities

### **DISCUSSION ITEMS:**

- Hiring of Executive Director of Finance Susan Dewey
- November Revenue/Expense Highlights
- December Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project

### **Operating Report**

**November 20, 2020**

#### **November 2020 – Cash, A/P & A/R**

	Cash	A/P	Student A/R
<b>November 2020</b>	\$7,000,995	\$674,716	\$1,474,966
<b>November 2019</b>	\$9,942,883	\$170,477	\$3,083,798
<b>November 2018</b>	\$10,299,754	\$177,694	\$1,215,510

The current cash position of \$7,000,995 represents 94 days of College operations.

#### **Unrestricted Fund Operations – November 2020**

- Operating revenues of \$10,743,383 represents 40% of budgeted revenues.
- Operating expenses of \$6,647,633 represents 25% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$4,095,750

**November 2020 – Analysis of Revenues and Expenses**  
**FY21/FY20 Highlights**

	November-20	November-19	Variance
<b>Tuition &amp; Fees</b>	\$6,740,373	\$7,640,844	-\$900,471
<b>Personnel Services</b>	\$3,282,418	\$3,616,087	-\$333,669



### Corning Community College-Unrestricted Summary

	@ 11/30/19	@ 11/30/20	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
<b>REVENUES</b>						
Tuition	\$6,933,543	\$6,041,098	(\$892,445)	\$11,466,241	\$10,675,093	(\$791,148)
Student Fees	\$707,301	\$699,275	(\$8,026)	\$1,490,208	\$1,387,603	(\$102,605)
State Aid	\$1,850,928	\$1,449,614	(\$401,314)	\$7,182,054	\$5,827,489	(\$1,354,565)
Federal appropriations	\$0	\$0	\$0	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$2,514,903	\$2,105,143	(\$409,760)	\$6,477,452	\$6,077,662	(\$399,790)
Other sources	\$357,525	\$448,253	\$90,728	\$659,644	\$771,262	\$111,618
Applied Fund Balance	\$0	\$0				
<b>Total Revenues</b>	<b>\$12,364,200</b>	<b>\$10,743,383</b>	<b>(\$1,620,817)</b>	<b>\$27,313,599</b>	<b>\$24,747,109</b>	<b>(\$2,566,490)</b>
<b>EXPENSES</b>						
Salaries	\$3,616,087	\$3,282,418	(\$333,669)	\$14,218,766	\$13,343,560	(\$875,206)
Employee Benefits	\$1,366,655	\$1,279,520	(\$87,135)	\$5,705,503	\$5,605,156	(\$100,347)
Equipment	\$79,244	\$2,323	(\$76,921)	\$208,403	\$208,403	(\$0)
Contractual Expenditures						
<i>Purchased Services</i>	\$8,688	\$4,659	(\$4,029)	\$25,500	\$29,280	\$3,780
<i>Materials &amp; Supplies</i>	\$186,293	\$184,352	(\$1,941)	\$520,272	\$599,936	\$79,664
<i>Consultants and Contractors</i>	\$136,677	\$30,950	(\$105,727)	\$301,333	\$301,333	(\$0)
<i>Accreditation</i>	\$5,360	\$15,831	\$10,471	\$20,000	\$31,815	\$11,815
<i>Marketing</i>	\$117,316	\$42,358	(\$74,958)	\$275,000	\$275,000	\$0
<i>Conference &amp; Travel</i>	\$41,912	\$3,064	(\$38,848)	\$104,300	\$75,402	(\$28,898)
<i>Utilities</i>	\$56,224	\$42,906	(\$13,318)	\$420,000	\$420,000	\$0
<i>Maintenance &amp; Repairs</i>	\$29,253	\$38,756	\$9,503	\$293,300	\$293,300	(\$0)
<i>Software &amp; Contracts</i>	\$129,597	\$52,867	(\$76,730)	\$488,130	\$502,361	\$14,231
<i>Voice &amp; Data Communication</i>	\$23,923	\$19,215	(\$4,708)	\$102,000	\$102,000	\$0
<i>Special Projects, Programs &amp; Events</i>	\$12,892	\$1,277	(\$11,615)	\$75,115	\$54,116	(\$20,999)
<i>Maintenance Contracts</i>	\$86,708	\$29,366	(\$57,342)	\$535,280	\$535,280	(\$0)
<i>Rentals (HEC)</i>	\$225,621	\$140,000	(\$85,621)	\$336,000	\$336,000	\$0
General Institutional	\$377,667	\$252,768	(\$124,899)	\$1,252,531	\$1,256,045	\$3,514
Other Expenditures	\$37,663	\$41,432	\$3,769	\$167,783	\$109,857	(\$57,926)
Scholarships	\$259,264	\$1,183,571	\$924,307	\$2,139,383	\$2,181,770	\$42,387
Transfer Out	\$100,200	\$0	(\$100,200)	\$125,000	\$0	(\$125,000)
<b>Total Expenses</b>	<b>\$6,897,244</b>	<b>\$6,647,633</b>	<b>(\$249,611)</b>	<b>\$27,313,599</b>	<b>\$26,260,614</b>	<b>(\$1,052,985)</b>
<b>Surplus/(Deficit)</b>	<b>\$5,466,956</b>	<b>\$4,095,750</b>	<b>(\$1,371,206)</b>	<b>\$0</b>	<b>(\$1,513,505)</b>	<b>(\$1,513,505)</b>

**Association**

11/30/2020

**ATHLETICS BUDGET**2020-2021 Approved  
Budget20-21  
Actual

	<b><u>Budget</u></b>	<b><u>Fundraisin</u></b> <b><u>g</u></b>	<b><u>Student Fee</u></b>	<b><u>Total</u></b>
Athletic Fee	\$256,830	\$0	\$114,932	\$114,932
Concession	\$1,500	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$420
Fundraising	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$115,352</b>	<b>\$115,352</b>
General Athletics	\$171,030	\$0	\$18,718	\$18,718
Men's Basketball	\$17,000	\$0	\$0	\$0
Men's Soccer	\$2,000	\$0	\$0	\$0
Women's Soccer	\$2,000	\$0	\$0	\$0
Baseball	\$16,600	\$0	\$2,000	\$2,000
Volleyball	\$2,000	\$0	\$0	\$0
Bowling	\$10,500	\$0	\$0	\$0
Women's Basketball	\$15,800	\$0	\$0	\$0
Softball	\$16,400	\$0	\$2,000	\$2,000
Cross Country	\$12,000	\$0	\$7,648	\$7,648
Esports	\$4,000	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$30,366</b>	<b>\$30,366</b>

**STUDENT ACTIVITIES BUDGET****2020-2021 Approved  
Budget****20-21  
Actual**

	<b><u>Budget</u></b>	<b><u>Fundraisin g</u></b>	<b><u>Student Fee</u></b>	<b><u>Total</u></b>
Student Activity Fee	\$182,350	\$0	\$121,743	\$121,743
Fundraising	\$0	\$2,496	\$0	\$2,496
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$2,496</b>	<b>\$121,743</b>	<b>\$124,239</b>
Muse of Fire	\$3,000	\$0	\$0	\$0
Activities Programming Committee	\$105,000	\$0	\$10,847	\$10,847
Elmira Center	\$3,500	\$0	\$0	\$0
Student Association Executive Board	\$25,000	\$0	\$1,266	\$1,266
Nursing Society	\$4,000	\$0	\$0	\$0
Nurses Programs	\$5,200	\$0	\$43	\$43
Food Pantry	\$1,000	\$0	\$79	\$79
Diversity Council	\$3,000	\$0	\$1,303	\$1,303
Sustainability Committee	\$1,250	\$0	\$0	\$0
CRIER	\$4,000	\$0	\$431	\$431
Music Licenses	\$3,500	\$0	\$0	\$0
Job Fair	\$1,000	\$0	\$0	\$0
Intramurals & Recreation	\$14,000	\$0	\$1,474	\$1,474
Student Leadership Workshop	\$5,000	\$0	\$0	\$0
SCOP	\$500	\$0	\$0	\$0
Individual Clubs (14)	\$3,400	\$0	\$110	\$110
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$15,552</b>	<b>\$15,552</b>

<b><u>Graduation</u></b>	<b>2020-2021 Approved Budget</b>	<b>20-21 Actual</b>
<b><u>REVENUES</u></b>		
Fee Revenue	\$43,275	\$17,901
<b>Total Revenues</b>	<b>\$43,275</b>	<b>\$17,901</b>
<b><u>EXPENSES</u></b>		
Contractual Expenditures	\$43,275	\$1,993
<b>Total Expenses</b>	<b>\$43,275</b>	<b>\$1,993</b>
<b><u>New Student Orientation &amp; ID Card</u></b>		
<b><u>REVENUES</u></b>		
Fee Revenue	\$101,564	\$42,541
<b>Total Revenues</b>	<b>\$101,564</b>	<b>\$42,541</b>
<b><u>EXPENSES</u></b>		
Contractual Expenditures	\$101,564	\$23,996
<b>Total Expenses</b>	<b>\$101,564</b>	<b>\$23,996</b>

Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 10.31.20	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 369,774.00		\$ 130,226.00
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00
<b>Completed Projects</b>							
<b>Critical Maintenance</b>							
Planetarium Roof	\$ 81,000.00	\$ 81,000.00	\$ -	\$ 162,000.00	\$ 85,800.00		\$ 76,200.00
Parking Lot Poles/Extra Seimens Costs	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 45,000.00	\$ 25,000.00		\$ 20,000.00
Goff Road Heat Pump	\$ 12,500.00	\$ 12,500.00	\$ -	\$ 25,000.00	\$ 20,416.00		\$ 4,584.00
<b>Academic Building Safety</b>							
Security Cameras (Academic Building Safety)	\$ 34,000.00	\$ 34,000.00	\$ -	\$ 68,000.00	\$ 33,436.00	\$ 31,496.00	\$ 3,068.00

### ***Banner Improvement Project***

We have contracted with on-site and off-site consultants who have expertise in Banner, the College's Enterprise Resource Planning (ERP), software to help the College identify improvements and efficiencies within our system as part of the Banner Improvement Project. The consultants have worked with various departments including the Registrar's Office, Student Accounts, Financial Aid, Admissions/Recruitment, Human Resources and Information Technology.

Most recently, consultants have been working on the FLAC project with Human Resources.

Expenditures to date: \$355,538

## **CAMPUS AUXILIARY SERVICES UPDATES**

Executive Director Burdick provided an overview of the Campus Auxiliary Services

**IT**

Starfish – The CIO was able to negotiate a review of the installation of Starfish and some ongoing issues. The system fixes were put into place in December.

The contract with I-Tech for the CIO position seems to be making well. John Petkash has been networking with other colleges and we are seeing benefits as he discusses issues with other community colleges. He is presently looking at re-allocating funds for a vacant position to contract with I-Tech for services that will save us personnel costs and provide us necessary services.

### **Physical Plant**

The Siemen's project monitoring hasn't begun at this time as they are working to correct software issues. New filters are being installed in the Fitness Center and Gymnasium which will meet state requirements for re-opening. We will be scheduling a Health Department inspection with a goal of opening in February. Safety protocols have been put into place by the Athletic Department.

### **Health Office**

Plans are being developed for the Spring semester for student and staff COVID testing. We are hoping to utilize a Rapid Test under the supervision of the Steuben County Health Department. This will provide us with test results in 15 minutes during initial testing for the start of the spring semester.

### **Public Safety**

Officers are preparing to begin COVID screening, testing and monitoring for the spring semester. This will include notifications of people with positive and negative results, identifying those who need to be tested and transporting test samples to Syracuse for analysis. Public Safety will also work with Residence Life staff in the event that isolation or quarantining is required in Perry Hall. Public Safety is working with the County Police Reform Committee to review procedures and meet state requirements. This will include a revision to the operating procedures of the department with a new Officer's Manual that is currently in the process of being written.

## **HUMAN RESOURCES COMMITTEE**

Trustee Parks provided an overview of the committee meeting and thanked Executive Director Park for managing the furlough successfully.

Executive Director Park provided an overview of the consent agenda, including position activity and referred the board to the HR supplemental materials for demographic IPED data. Chair Wightman suggested keeping up current with our internal demographic numbers rather than relying on an external source.

## **ACTION ITEMS**

### **Consent Agenda**

- [Appointments, Promotions and Separations](#)
- [Position Activity](#)

### **Regular Agenda**

## **DISCUSSION ITEMS**

- Full time faculty and staff demographics
- Summary of [vacant positions](#)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Trustee Wightman adjourned the meeting at 7:15 pm (N. Parks, M. Wayne, Unanimous)

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**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**  
**RBOT – MARCH 11, 2021**  
**Virtual Meeting**

**AGENDA**

**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. Measureable Standards
2. Provost
3. Student Trustee Report

**ACTION ITEMS:**

N/A

**NEXT COMMITTEE MEETING: APRIL 21, 2021**

**Measurable Standards for the CASS Committee are:**

1. Evaluates the relevance of academic programs on a six-year cycle. The review process includes:
  - Ensure that academic programming is in line with the overall strategic plan of the College
  - Evaluate the relevance of programming for transition into a four-year institution or entry into local industry
  - Confirming that completion of the program conveys graduates with the necessary skills to meet industry appropriate certifications and qualifications.
  - Assessing enrollment and completion metrics
  - Assessing the effectiveness of how programs deal with issues of diversity, equity, and inclusion.
2. Reviews the Strategic Enrollment Plan:
  - Evaluate the enrollment, awareness, and marketing of programs offered by the college.



- Ensure that the recruitment and enrollment process is informed by the needs of local businesses.
  - Track relationships with local high schools to ensure knowledge of our classes and develop new programs with the service area's schools.
  - Identify barriers to student retention and utilize faculty in recruitment and retention efforts, where needed
  - Evaluate student support services and receive updates regarding student-guided funding of activities.
  - Promote access to traditionally underrepresented groups and evaluate the colleges efforts to support a diversity of thought, experience, race, sex, LGBTQx, religion, or other identity group.
3. Monitors academic affairs on behalf of the full board:
- The Committee recommends to the full RBOT faculty appointments received from the president and recommendations for promotion, tenure, and professional leave for the faculty.
  - Monitor progress of the institution's effort to assess student learning to meet accreditation requirements established by the Middle States Commission on Higher Education.
  - Review status of the Online Education plan addressing infrastructure, quality, enrollment and effectiveness of online courses, programs, and service.
  - Review efforts by the institution to establish partnerships with transfer institutions to provide seamless experiences for students.
  - Review efforts of the academic affairs and student services areas in creating a culture that embraces the concepts of social justice and inclusion.

## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

March 3, 2021

Via Zoom

[Minutes](#)

In Attendance: Trustees: Christa Heyward, Chair Wightman, Maddison Cunningham, Polly Chu, R. Allison,  
Senior Staff: President Mullaney, Interim Provost Herbst, N. Ka-Tandia  
Excused: Thomas Beers

Trustee C. Heyward called the CASS Committee meeting to order at 5:35 p.m. and noted there is no action item. The committee will go to executive session at the end of CASS committee meeting

Interim Provost Herbst provided an overview of his [report](#).

### **DISCUSSION ITEMS:**

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

### **ACTION ITEMS: None**

Trustee Wightman congratulated the committee for their hard work on the measurable standards.

Dr. Mullaney updated the committee on the Chancellor improvised visit.

Trustee C. Heyward adjourned the CASS Committee meeting at 6:00 p.m. and motioned to go into executive session. (R. Allison, P. Chu Unanimous).

Cahir Wightman motioned to go out of the executive session at 6:21 pm (R. Allison, C Heyward Unanimous).

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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Interim Provost: Fred Herbst**  
**March 11, 2021**

**Academic Affairs**

- Southern Tier Law Enforcement Academy session director Mike Cobb has met with Elmira City School District Superintendent Hilary Austin and Sheriff Bill Schrom to increase community involvement of the STLEA cadets in schools. The goal is to increase positive interactions youth have with law enforcement.
- Professor of Philosophy Dr. Gregg Caruso will have two books published this year, *Just Deserts: Debating Free Will* with co-author Daniel C. Dennett and *Rejecting Retributivism: Free Will, Punishment, and Criminal Justice*. In addition to these books, Dr. Caruso published 8 articles in 2020.
- Professor of English Edward Dougherty will have a book titled *Journey Work: Crafting a Life of Poetry & Spirit* published by Loyola University this spring.
- Blackboard Ally course document accessibility compliance for all Blackboard content is at 78% for Spring 2021 having increased from 73% in Spring 2020.
- A new transfer articulation agreement is in development with Elmira College for the SUNY CCC Fine Arts and Design A.S. program to the Elmira College BA in Art.
- Associate Professor of Computer and Information Science DJ Dates presented “Using a Custom Discord Chat Bot for Asynchronous Team Based Learning” at the 2021 Team-Based Learning Collaborative Annual Meeting.
- A revised transfer articulation was signed with SUNY Upstate Medical University College of Nursing for their Online RN to BSN Nursing program.
- Professor of Mathematics George Hurlburt presented two sessions of “Quantway Realize It for Face-to-Face Classes” as part of his Faculty Mentor position with the Carnegie Foundation.

**Student Services**

- The Baron Necessities Food Pantry was opened on February 5<sup>th</sup> and saw use by students and the community the same day. Staff are hearing feedback that the Pantry has already proven to be a great resource because the hours of operation are later than other local food bank locations.
- The Fitness Center and Gymnasium have passed Department of Health inspection and have been opened utilizing strict COVID-19 safety protocols.

- The laptop loaner program has 45 laptops currently checked out and additional requests continue to be submitted.
- The Learning Commons is expanding its library of on-demand video tutorial resources to supplement the live and virtual services for students.
- The Starfish student engagement system continues to expand in use and new features will be added as the system becomes integral to student success.
- A variety of recruiting events are being developed with the help of the Director of Marketing. These include virtual high school visits, Spring Open House, Academic Preview Days, Adult Learner/Non-traditional Information Sessions, and out of area regional recruitment virtual events including NYC Virtual Events scheduled through our NYC area recruiter.
- For the fall 2020 semester, 221 students were recognized with President's List (3.75 GPA) honors and 159 students with Dean's List (3.5 GPA) honors.
- CTIE Director Dr. Kris MacDonald will assist with implementing SUNY's SOSSI (SUNY Online Student Success Inventory) in fall 2021 to assess the readiness of students to take online courses. Piloting and testing will occur in the spring 2021 semester and summer session.

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**Committee on Academic and Student Services**  
**Student Trustee: Madison Cunningham**  
**March 11, 2021**

**Student Report:**

- Dining Hall: Students have noticed more improvements: more options for students with allergies and food restrictions, more signs regarding food allergies
- Student Forum: Students join and ask questions with President Mullaney - Feb 11
- Food Pantry: Already a huge success and Students have shared how excited they are to have something like this on campus
- SAGA Events:
  - Flower hand out Feb 15
  - Free hot chocolate - unsure of date; Feb 21-27
  - In progress of working with the Diversity Center for Black History Month

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**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Executive Committee Agenda**  
**Thursday, December 3, 2020**  
**Via Zoom**

**AGENDA**

**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 Personnel 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. Chair Report
2. COVID-19 Update
3. Strategic Initiatives Update
4. Grant Data

**ACTION ITEM:**

[RESOLUTION T#4724-Resolution of Appreciation for Christian Salisbury](#)

[RESOLUTION T#4725-Resolution of Appreciation for Shalena Cleary](#)

**NEXT COMMITTEE MEETING: TBD**

**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

Strategic Initiatives  
Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
March 11, 2021

**Pillars of Excellence**

- Dana Center: Math Pathways, Corequisite Supports, Course Design 1/20
- Dana Center: Math Corequisite Workshop, Feb. 23/24
- SUNY Guided Pathways preparation for Institute #3 (Apr. 15/16)
- NYS Student Success Center Coaching Academy Retreats, Jan. 15, 21, 22; 3/5 and Peer Learning Sessions, topics include Leading Transformational Change

**Open Educational Resources (OER)**

- SUNY OER Sustainability Cohort Workshop 2/4
- SUNY OER Leads, 2/18, faculty promotion
- Completing SUNY requirements for OER Degree Program grant (LAS: Hum./SS., humanities concentration)

**Strategic Planning and Institutional Assessment**

- Mid-year SMART goal update

**Middle States Commission on Higher Education (MSCHE)**

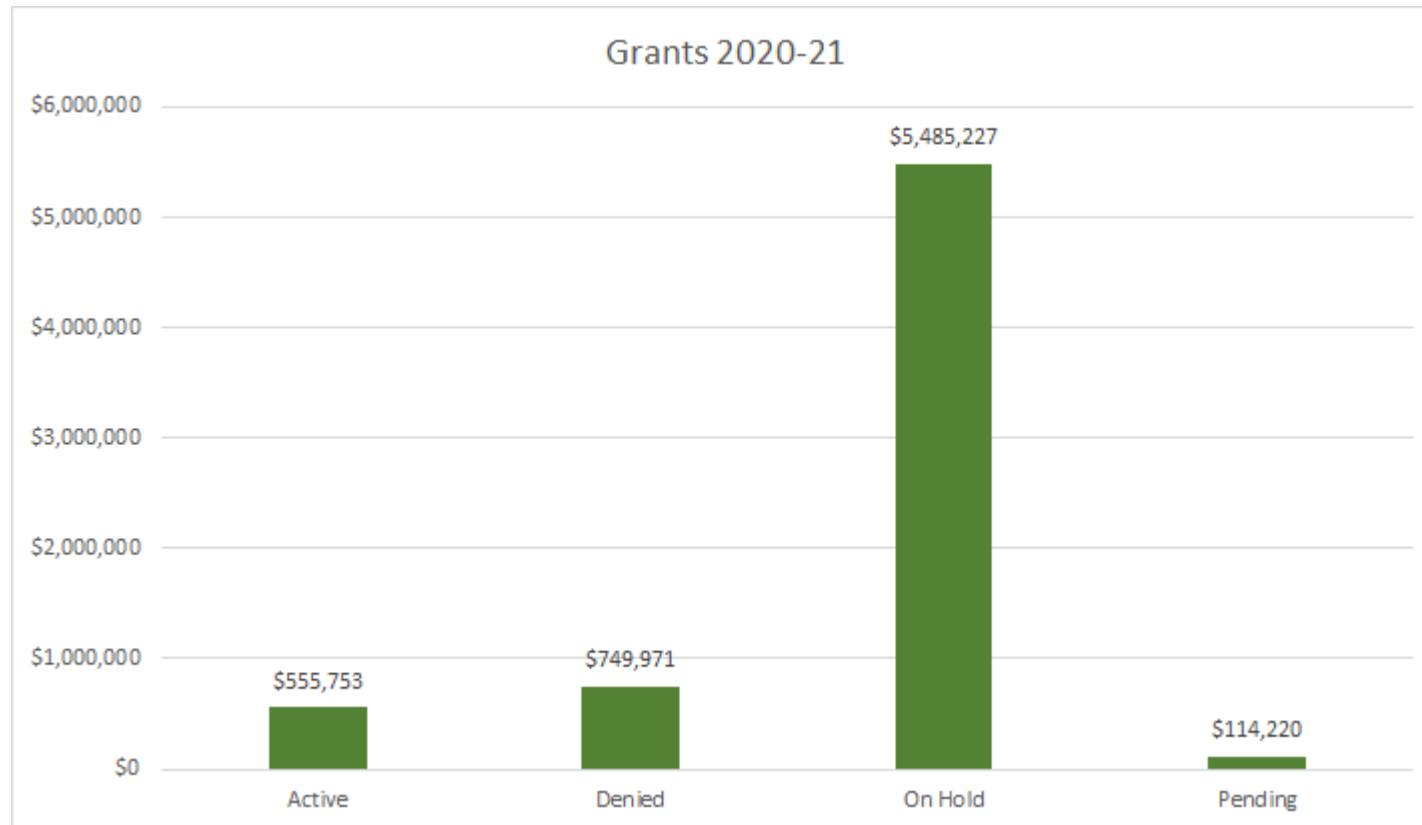
- Commission actions MPPRs in March

**Grants**

- Part-time Grants Coordinator, Jynks Burton, 2/15
- Grants 2020-21 Dashboar



## Grant Data



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

[External Affairs Committee](#)

**Tuesday, March 2, 2021**

**CCC**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:** None

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

Review CCC Development Foundation 2021 Resource Development Plan (see PDF in Google Drive)

**NEXT MEETING:**

April 20, 2021

**Measurable Standards for the External Affairs Committee**

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.,
3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuylers and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
  - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
  - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.SUNY Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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**SUNY CORNING COMMUNITY COLLEGE**

**Regional Board of Trustees**

**External Affairs Committee**

**March 2, 2021**

Via Zoom

**MINUTES**

In Attendance: Trustees: A. Winston, N. Wightman, J. McKinney-Cherry, P. Chu, H. Reynolds, N. Parks, C. Blower  
Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May,  
Nogaye Ka-Tandia  
Excused: Holly Segur

Trustee Winston called the External Affairs Committee meeting to order at 5:32 pm.

**DISCUSSION ITEMS:**

**ACTION ITEMS:** None

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

Review CCC Development Foundation 2021 Resource Development Plan (see PDF in Google Drive)

Trustee Chu thanked Angela for her creativity around celebrating culture through cooking and encourage the board to take some involvement in terms of supporting CCCDF fundraising efforts.

Trustee Reynolds commended the Communication and Marketing team for their immense work on marketing.

Trustee McKinney-Cherry is thankful for having Jeanne as part of CCC team and commended her talent and expertise.

Trustee Winston provided a review of the legislative relations report and thanked trustees and the Executive Directors for their reports.

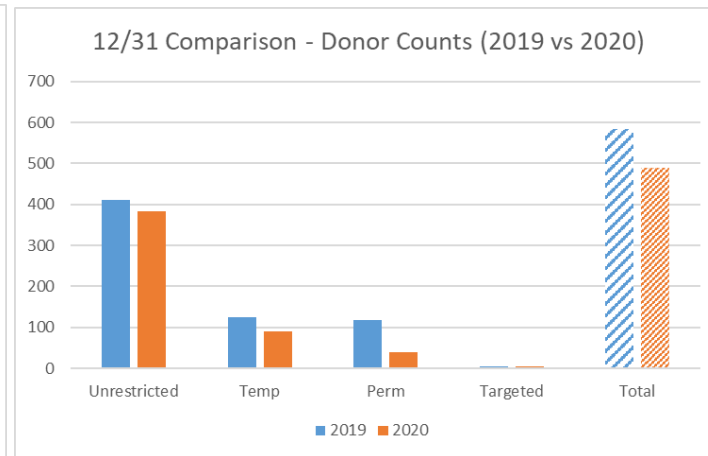
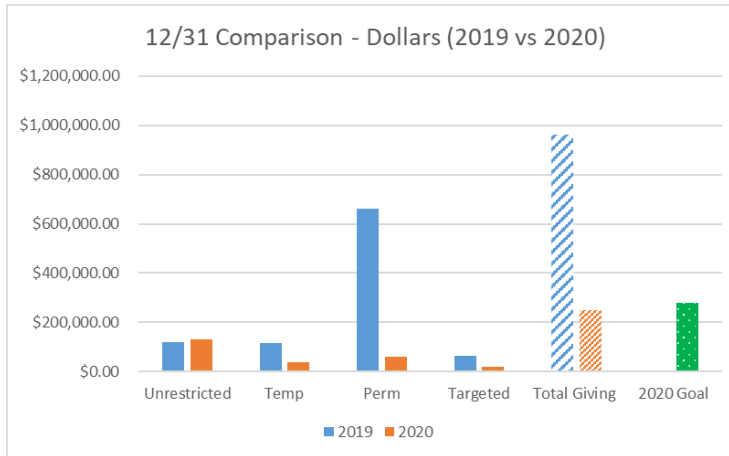
Trustee Winston adjourned the External Affairs Committee meeting at 6:27 p.m. (N. Parks, P. Chu Unanimous)

## **CCC Development Foundation**

Submitted by Angela May

March 2, 2021

- The Foundation's annual tax statement and impact report was mailed on 2/4/21 to all Board members and donors who gave more than \$250 in the 2020 calendar year.
- The Foundation is in the process of a request for proposals for legal services.
- Brailsford & Dunlavey have scheduled multiple stakeholder interview meetings over the next few months with a goal of completing the market research project and presenting those findings to the Housing LLC Board by April.
- Hosted the Celebrating Cultures Through Cooking virtual event on 2/18/21.
- The Foundation's Accountant, Krista Niles-Updkye of Mengel Metzger Barr & Co., hosted a financial workshop for the Foundation Board on 2/8/21.
- 12/31/20 gift fund balance reports will be shared with campus fund managers by the end of February.
- The online Common Scholarship Application for 2021-2022 scholarship awards opened on 2/10/21 and will close 4/1/21.
  - Over \$180,000 available for 100 students.
  - Various campus contacts notified and asked to encourage students to complete applications.
  - As of 2/15, 62 students have started applications, of which 24 have completed.
  - New Scholarship MOUs completed and available for students in 2021-2022 include the Don Moore Fresh Start Scholarship, Anne D'Ulisse Memorial Scholarship, and the Donald B. Creath Scholarship.
- The 2020 Alumni Giving numbers exceeded our fundraising goal by \$15,000, an unexpected result in a pandemic year.
- The Alumni Couples Valentine's card hit mailboxes of 808 alumni couples on 2/13/21 and urged couples to visit our website and follow the Alumni social media pages.
  - Performance metrics from this mailing will be measured over the next several months.
- Annual Giving results through 12/31/2020:



	2019	2020
Unrestricted	\$121,091.57	\$130,184.88
Temp	\$116,910.61	\$37,578.90
Perm	\$661,442.29	\$62,337.00
Targeted	\$63,000.00	\$20,300.00
Total Giving	\$962,444.47	\$250,400.78
2020 Goal		\$279,304.00

	2019	2020
Unrestricted	410	383
Temp	125	91
Perm	118	38
Targeted	4	4
Total	583	489

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## **Marketing/Communications**

Submitted by Maarit Clay, Director of Strategic Initiatives

March 2, 2021

- Dr. Mullaney interviews: TV-WETM, WENY, Big Fox; radio- Bigfoot Country, Magic 97.7, Wink 106
- Billboards: Elmira (College Ave.) and Hornell (Seneca Rd.) Feb. - Aug.
- Big Fox TV Black History Month sponsorship: Babatunde Ayanfodun speaking on [diversity and inclusion](#)
- Recruiting collateral in progress: viewbook (print/digital), updating virtual tour-descriptions and stops
- TikTok- info. on CLARUS geotargeted digital marketing

### **Advertising**

- Spring 2021: geofencing; digital ads (23 counties) 1/4- 1/31, 110,000 ads served/1,680 clicks,/yielding a click-through rate of 1.51% - 22x greater than the national average of 0.07%; radio Bigfoot, Magic, and Wink; pc to continuing students not yet registered, 410
- Fall 2021: pc to current ACE students
- Program Campaign: Computing programs, highlighting Cybersecurity A.S. landing page, FB, reached 1,277, 70 engagements (5.4%) 4 days, more in development

### **Social Media**

- Flex Start Classes, Reminders about pool testing, Bare Necessities Food Pantry opening
- Central Service Technician (WEAP) (over 13,000 impressions, 7 signed up)
- Facebook reach is up 78%, Engagement up 248% and Page Likes are up 226% in the last 30 days
- Instagram reach is up 32% and Interaction with Content is up 29% in the last 30 days

### **Press Releases**

- Celebrating Cultures through Cooking Event, 2/9
- New Program Offered by SUNY Corning Community College, 2/4
- New Executive Director of Finance at SUNY CCC, 1/29
- SUNY CCC to Open Community Food Pantry on Campus, 1/28
- SUNY CCC Professor Gregg Caruso's New Book *Just Deserts*, 1/20
- SUNY Corning Community College's Spring 2021 Plan, 1/15

**Other:** Digital advertising contract completed (3/12); Celebrating Cultures through Cooking: 35 min. video filmed 2/11, aired 2/18, prep box inserts, marketing, etc. in preparation; Strategic Priorities pamphlet/flyer design, WENY TV spots in development

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## **Workforce Education & Academic Pathways**

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways  
March 2, 2021

### **Academic Pathways Highlights**

- Accelerated College Education (ACE)
  - ACE S21 totals: 299.2 FTEs (135.6% of goal; 14% increase over S20); Spring online courses were 101% increase from S20.

### **Workforce Education Highlights**

- Revenue Goals—Corporate Training: 9.1% of goal; Open Enrollment: 53.5% of goal; Room Rentals: 47.6% of goal; Third-Party Training: 72.5% of goal; Testing Center: 127.8% of goal.
- Testing Center Highlights:
  - Offered first ATI TEAS (Nursing) tests and completed certifications for Kryterion testing platform (wide range of professional certification exams).
- Open Enrollment Highlights:
  - 1) Welding with new instructor, Mark Bellinger; 2) Police Supervision.
- Corporate Contracts
  - Hardinge—Excel (3 levels); currently in discussion for customized CNC Programming and CNC Lathe training
  - Vulcraft—Time Management
  - The Hilliard Corporation—OSHA 10; currently in discussion for Arc Flash Safety training
  - In Development—Siemens Oil & Gas, Mirion Technologies, Southern Tier Logistics, Steuben-Allegheny ARC
- Apprenticeships
  - CCC approved as related instruction provider for Boral Building Technologies (Elkland, PA); 1 apprentice attending S21.
  - Corelle Brands restarted their Machinist apprenticeship program with 2 apprentices and Corning, Inc. IDM plant will restart their Machinist apprentices (2) in Summer 21.
  - Chemung-Schuyler ARC and Steuben-Allegheny ARC are both moving ahead with Direct Support Professional apprenticeships.
  - Met with Northern Tier Regional Planning Commission re: expanding apprenticeships in northern tier.
- Program Development:



- Working with Cornell Prison Education Program on future programming utilizing 2<sup>nd</sup> Chance PELL; goal is to continue working with Cornell and expand to offer AAS program(s) to expand vocational training at Elmira Correctional Facility.
- Working with Finger Lakes Performing Provider System (FLPPS) and Professional Studies to review gaps in healthcare education programs in the Southern Tier.

## **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, March 2, 2021

1. Federal: Federal Stimulus Legislation and Higher Ed: An Update
2. NY State: State Budget and Higher Ed: An Update
3. ACCT National Legislative Summit: Highlights
4. CCC Legislative Day: Highlights

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***SUNY CORNING COMMUNITY COLLEGE***

**Regional Board of Trustees**

**Finance and Facilities Committee**

**Monday, February 22, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- Operating Report for January 2021 [resolution](#)
- Public Safety Reform Plan [resolution](#)

**DISCUSSION ITEMS:**

- January Revenue/Expense Highlights
- Capital Projects Update
- Banner Improvement Project
- Campus Auxiliary Services Update

**NEXT COMMITTEE MEETING: TBD**

**MEASURABLE STANDARDS**

**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;
  - Prepare a space utilization study;
  - Prepare a transportation study.
- Review each capital project proposal in relation to the overall Facilities Master Plan;
- Review the College's Three-year Fiscal Operating Plan and recommend action;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the Technology Plan of the College and monitor annually, including financing and technology policies;
- Ensure that actions are consistent with the Strategic Plan.

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## **Finance and Facilities Committee**

**Monday, February 22, 2021**

Virtual Meeting

### **MINUTES**

In Attendance: Trustees: Chair Wightman, R. Allison, C. Blowers, M. Wayne  
Other Trustees in Attendance:  
Senior Staff: President Mullaney, VP Salisbury, Executive Director Dewey, Executive Director Burdick,  
Support Staff: S. Housworth, T. Jones, N. Ka-Tandia  
Excused: Trustees: T. Beers, M. Cunningham, C. Heyward

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

Welcome Executive Director Susan Dewey

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

#### Action Item

- Operating Reports for January 2020
  - Cash is 5.1 million, representing 68 days of college operations. Some reconciliation still needs to be completed from comparison to other years.

#### Discussion Items

- January Revenue/Expense Highlights.
  - Total operating revenues are at 17.5 million representing 64% budget, Total operating expenses are at 9.5 million representing 35% of budget, with five months left we are 42% of the way through the fiscal year. Tuition and fees down \$825k and personnel services down \$1.2k
  - Unrestricted Budget Summary
    - Review of student fees, state aid, and chargebacks in comparison to last fiscal year
    - Expenses, salaries and benefits are down from last year, savings in spending by monitoring discretionary spending.
    - Marketing - currently working on spending for the rest of the year
    - Year End forecast review and discussion.
    - State aid still showing 20% withholding, until state budget is finalized
  - Restricted Budget Summary

- Athletics - revenue updated for spring \$212k for athletics and \$35k in expense, have requested an updated budget
  - Review of student activities, and graduation budgets, plans are beginning for graduation better idea of budget by next meeting.
- Planned Capital Projects
  - No movement,
  - Working with SUNY to get the Digital Dome Theater project approved to move forward.
- Banner Improvement Project
  - FLAC is ongoing, no additional funds spent since January meeting.
- Campus Auxiliary Services
  - Health office – ongoing pool testing per SUNY requirements. We have tested 1519 individuals with one positive test, pleased with response. Have completed a successful test of Telehealth program, will start advertising for students.
  - Information Technology – working on refreshing and review of membership of TPAC (Technology, Planning and Advisory Committee) which acts as steering committee for IT projects.
  - Public Safety – Public Safety reform plan discussion, most officers are getting vaccinations
    - Governor asked for police agencies to create a reform plan, Executive Director Burdick participated in a committee put together for Steuben County and has modified a plan to our campus safety; largest component for our campus safety is training. Currently working on revisions to officer's manual/procedures.
  - Physical Plant – cost savings discussion - trash collection for savings, utility usage savings from Siemens project and remote work, looking at installing motion sensor lights in hallways.

We will have a discussion of the committee's measurable standards at next meeting.

Discussion regarding current enrollment, discussion of vaccination and employees, and we are ready to serve as vaccine center when asked.

Budget process discussion for FY21/22 - this week and next Stacy and Sue are meeting with all department managers, will develop preliminary budget based on needs/requests, around March/April budget will be vetted through senior staff, committee likes the layout of the presentation the last few years that includes comparison to other colleges.

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 4:52 p.m.

*SUNY Corning Community College*

**Operating Report**

January 31, 2021

**January 2021 – Cash, A/P & A/R**

	Cash	A/P	Student A/R
<b>January 2021</b>	\$5,102,192	\$11,013	\$5,359,969
<b>January 2020</b>	\$7,944,119	\$1,562	\$5,104,553
<b>January 2019</b>	\$11,454,672	\$528,630	\$6,133,525

The current cash position of \$5,102,192 represents 68 days of College operations.

**Unrestricted Fund Operations – January 2021**

- Operating revenues of \$17,552,042 represents 64% of budgeted revenues.
- Operating expenses of \$9,512,950 represents 35% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$8,039,092

**January 2021 – Analysis of Revenues and Expenses  
FY21/FY20 Highlights**

	January-20	January-21	Variance
<b>Tuition &amp; Fees</b>	\$12,350,480	\$11,524,841	<b>\$825,639</b>
<b>Personnel Services</b>	\$8,135,727	\$6,926,628	<b>\$1,209,099</b>

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### Corning Community College-Unrestricted Summary

	@ 1/31/20	@ 1/31/21	19-20 Act vs.	2020-2021	2020-2021	20-21 Bud vs.
	19-20 Actual	20-21 Actual	20-21 Act	Budget	YE Forecast	20-21 Forecast
<b>REVENUES</b>						
Tuition	\$10,968,988	\$10,278,333	(\$690,656)	\$11,466,241	\$10,474,381	(\$991,860)
Student Fees	\$1,381,492	\$1,246,508	(\$134,983)	\$1,490,208	\$1,336,108	(\$154,100)
State Aid	\$3,107,154	\$2,430,057	(\$677,096)	\$7,182,054	\$5,812,489	(\$1,369,565)
Federal appropriations	\$0	\$0	\$0	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$3,398,748	\$3,132,010	(\$266,737)	\$6,477,452	\$5,891,396	(\$586,056)
Other sources	\$378,793	\$465,134	\$86,341	\$659,644	\$761,289	\$101,645
Applied Fund Balance	\$0	\$0				
<b>Total Revenues</b>	<b>\$19,235,174</b>	<b>\$17,552,042</b>	<b>(\$1,683,132)</b>	<b>\$27,313,599</b>	<b>\$24,283,663</b>	<b>(\$3,029,936)</b>
<b>EXPENSES</b>						
Salaries	\$5,792,807	\$4,873,175	(\$919,632)	\$14,218,766	\$13,306,227	(\$912,539)
Employee Benefits	\$2,342,920	\$2,053,453	(\$289,467)	\$5,705,503	\$5,444,835	(\$260,668)
Equipment	\$84,636	\$2,323	(\$82,313)	\$208,403	\$208,403	\$0
Contractual Expenditures						
<i>Purchased Services</i>	\$12,386	\$24,227	\$11,842	\$25,500	\$48,460	\$22,960
<i>Materials &amp; Supplies</i>	\$239,402	\$206,747	(\$32,655)	\$520,272	\$585,606	\$65,334
<i>Consultants and Contractors</i>	\$186,384	\$49,257	(\$137,127)	\$301,333	\$261,404	(\$39,929)
<i>Accreditation</i>	\$17,810	\$15,831	(\$1,979)	\$20,000	\$25,590	\$5,590
<i>Marketing</i>	\$178,477	\$57,314	(\$121,162)	\$275,000	\$275,000	\$0
<i>Conference &amp; Travel</i>	\$67,704	\$3,600	(\$64,104)	\$104,300	\$62,292	(\$42,008)
<i>Utilities</i>	\$149,551	\$107,967	(\$41,584)	\$420,000	\$356,344	(\$63,656)
<i>Maintenance &amp; Repairs</i>	\$68,471	\$45,141	(\$23,329)	\$293,300	\$293,299	(\$1)
<i>Software &amp; Contracts</i>	\$254,370	\$78,128	(\$176,242)	\$488,130	\$487,129	(\$1,001)
<i>Voice &amp; Data Communication</i>	\$37,111	\$25,410	(\$11,700)	\$102,000	\$102,000	\$0
<i>Special Projects, Programs &amp; Events</i>	\$22,562	\$2,511	(\$20,051)	\$75,115	\$37,046	(\$38,069)
<i>Maintenance Contracts</i>	\$171,132	\$104,199	(\$66,932)	\$535,280	\$535,279	(\$1)
<i>Rentals (HEC)</i>	\$142,324	\$140,618	(\$1,706)	\$336,000	\$336,618	\$618
General Institutional	\$583,270	\$462,759	(\$120,510)	\$1,252,531	\$1,331,880	\$79,349
Other Expenditures	\$75,450	\$47,791	(\$27,659)	\$167,783	\$92,890	(\$74,893)
Scholarships	\$1,575,823	\$1,212,497	(\$363,325)	\$2,139,383	\$2,026,743	(\$112,640)
Transfer Out	\$100,200	\$0	(\$100,200)	\$125,000	\$60,080	(\$64,920)
<b>Total Expenses</b>	<b>\$12,102,787</b>	<b>\$9,512,950</b>	<b>(\$2,589,837)</b>	<b>\$27,313,599</b>	<b>\$25,877,125</b>	<b>(\$1,436,474)</b>
<b>Surplus/(Deficit)</b>	<b>\$7,132,387</b>	<b>\$8,039,092</b>	<b>\$906,705</b>	<b>\$0</b>	<b>(\$1,593,462)</b>	<b>(\$1,593,462)</b>



<b><u>Association</u></b>			<b>1/31/2021</b>	
<b><u>ATHLETICS BUDGET</u></b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>	
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>
Athletic Fee	\$256,830	\$0	\$212,244	\$212,244
Concession	\$1,500	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$420
Fundraising	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$212,664</b>	<b>\$212,664</b>
General Athletics	\$171,030	\$0	\$22,526	\$22,526
Men's Basketball	\$17,000	\$0	\$0	\$0
Men's Soccer	\$2,000	\$0	\$0	\$0
Women's Soccer	\$2,000	\$0	\$0	\$0
Baseball	\$16,600	\$0	\$2,000	\$2,000
Volleyball	\$2,000	\$0	\$0	\$0
Bowling	\$10,500	\$0	\$0	\$0
Women's Basketball	\$15,800	\$0	\$0	\$0
Softball	\$16,400	\$0	\$2,000	\$2,000
Cross Country	\$12,000	\$0	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$35,174</b>	<b>\$35,174</b>

<b>STUDENT ACTIVITIES BUDGET</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>		<b>1/31/2021</b>
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>	
Student Activity Fee	\$182,350	\$0	\$226,431	\$226,431	
Fundraising	\$0	\$2,496	\$0	\$2,496	
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$2,496</b>	<b>\$226,431</b>	<b>\$228,927</b>	
Muse of Fire	\$3,000	\$0	\$1,012	\$1,012	
Activities Programming Committee	\$105,000	\$0	\$15,571	\$15,571	
Elmira Center	\$3,500	\$0	\$0	\$0	
Student Association Executive Board	\$25,000	\$0	\$1,266	\$1,266	
Nursing Society	\$4,000	\$0	\$5	\$5	
Nurses Programs	\$5,200	\$0	\$43	\$43	
Food Pantry	\$1,000	\$0	\$79	\$79	
Diversity Council	\$3,000	\$0	\$1,303	\$1,303	
Sustainability Committee	\$1,250	\$0	\$0	\$0	
CRIER	\$4,000	\$0	\$431	\$431	
Music Licenses	\$3,500	\$0	\$1,121	\$1,121	
Job Fair	\$1,000	\$0	\$0	\$0	
Intramurals & Recreation	\$14,000	\$0	\$2,411	\$2,411	
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	
SCOP	\$500	\$0	\$0	\$0	
Individual Clubs (14)	\$3,400	\$0	\$252	\$252	
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$23,494</b>	<b>\$23,494</b>	

<b><u>Graduation</u></b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>
<b><u>REVENUES</u></b>			
Fee Revenue	\$43,275		\$32,120
<b>Total Revenues</b>	<b>\$43,275</b>		<b>\$32,120</b>
<b><u>EXPENSES</u></b>			
Contractual Expenditures	\$43,275		\$2,020
<b>Total Expenses</b>	<b>\$43,275</b>		<b>\$2,020</b>
<b><u>New Student Orientation &amp; ID Card</u></b>			
<b><u>REVENUES</u></b>			
Fee Revenue	\$101,564		\$77,487
<b>Total Revenues</b>	<b>\$101,564</b>		<b>\$77,487</b>
<b><u>EXPENSES</u></b>			
Contractual Expenditures	\$101,564		\$24,010
<b>Total Expenses</b>	<b>\$101,564</b>		<b>\$24,010</b>

Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 01.31.21	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

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### ***Banner Improvement Project***

We have contracted with on-site and off-site consultants who have expertise in Banner, the College's Enterprise Resource Planning (ERP), software to help the College identify improvements and efficiencies within our system as part of the Banner Improvement Project. The consultants have worked with various departments including the Registrar's Office, Student Accounts, Financial Aid, Admissions/Recruitment, Human Resources and Information Technology.

Most recently, consultants have been working on the FLAC project with Human Resources. There have no additional billings since last meeting.

Expenditures to date: \$362,878

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## *Campus Auxiliary Services Updates*

### **Health Office**

- Pool Testing – ongoing per SUNY requirements
- The telemedicine link to Schuyler Hospital was tested and is now operational. This will allow students and staff to have a medical visit from the Health Office.

### **Information Technology**

- Working on coordination and meeting with TPAC (Technology Planning and Advisory Committee) including review of membership to include a broad range of campus knowledge and experience.

### **Public Safety**

- Public Safety Reform Plan to be forwarded to RBOT for approval through resolution.
- All but two officers in the Department of Public Safety have received both COVID vaccine shots.

### **Physical Plant**

- The college's trash collection at all sites has been changed to on an as needed basis to reduce costs. The September to December costs for the two prior years averaged \$4400, September to December 2020 the cost is \$1300.
- Utility use and cost have been reduced by 27% for the first 5 months of the fiscal year. The decrease is likely related to the Siemens Energy Reduction project's improvement measures started in May 2019 and completed in August 2020, and to the reduced building occupancy. The savings are found to be similar in Banner and EnergyCap (utility use and cost tracking software). The utility costs have reduced 27% fiscal year 2021 from year 2020 and 44% year 2021 from 2019.
- The performance of the Siemens Energy Project began to be measured on January 1, with over 300 points being monitored for meeting the performance criteria set by NYSERDA. The energy cost reductions are projected to offset the annual debt service for this project. The project's unused contingency funds of about \$19,500 will be used to install additional lighting controls and to replace some building automation controls.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**March 2, 2021**  
**Location: Zoom**

**AGENDA**

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

**ACTION ITEMS**

**Consent Agenda**

- [Appointments, Promotions and Separations](#)
- [Position Activity](#)

**Regular Agenda**

- [Rosanne Darcangelo, Retirement](#)
- [Amy Dibble, Retirement](#)
- [Equal Employment and Education Opportunity Policy – update](#)

**DISCUSSION ITEMS**

- [Spring Headcount Report](#)
- Summary of activities: [Fostering Diversity, Equity and Inclusion](#)
- Summary of [vacant positions](#)

**NEXT MEETING:**  
TBD

**Standards for the Human Resources and Diversity Committee:**

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



**HUMAN RESOURCES and DIVERSITY COMMITTEE- Headcount report**

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

Headcount numbers reflects pay period January 30, 2021 – February 12, 2021

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**March 2, 2021**  
Via Zoom

**MINUTES**

In attendance: N. Parks, Wightman, A. Winston, M. Wayne, Judy McKinney-Cherry, M. Wayne, C. Blower, H. Reynolds.

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

Trustee N. Parks called the HR committee meeting at 6:28 pm by noting there are four action items on the agenda

Executive Director Park provided an overview of the consent agenda including position activity and the regular agenda:

**ACTION ITEMS**

**Consent Agenda**

- [Appointments, Promotions and Separations](#)
- [Position Activity](#)

**Regular Agenda**

- [Rosanne Darcangelo, Retirement](#)
- [Amy Dibble, Retirement](#)
- [Equal Employment and Education Opportunity Policy – update](#)

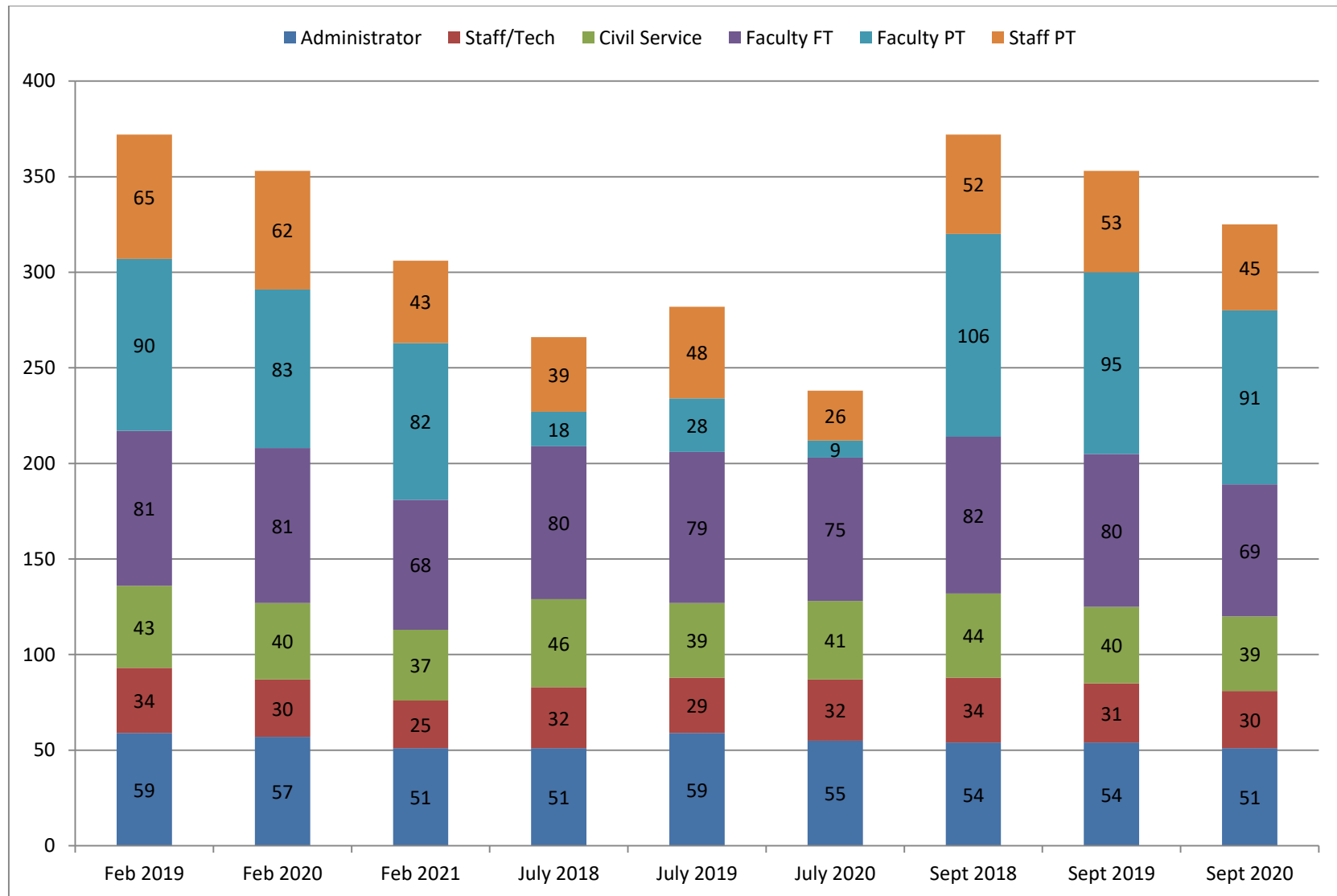
**DISCUSSION ITEMS**

- [Spring Headcount Report](#)
- Summary of activities: [Fostering Diversity, Equity and Inclusion](#)
- Summary of [vacant positions](#)

The Committee agreed to move forward the consent and regular agenda action items to the full Board for consideration and approval.  
(J. McKinney-Cherry, M. Wayne Unanimous)

The committee discussed at length the gender expression and identity change going on around campus. The goal is to give students access to preferred name and gender identity representation on campus.

Trustee Parks adjourned the HR Committee meeting at 6:54 pm and motioned to go into Executive session at 6:55. (N. Parks, H. Reynolds, Unanimous)



February 2021 Non-College Funded Fulltime positions:  
 13 employees including: 7 administrators, 2 staff/technical assistants, and 4 civil service

## Summary of Appointments and Separations

(By date, as reported in Committee agenda)

RBOT Committee date	Hires (external)	Separation	Retirement	Net +/-	Vacancies Reported (snapshot)		
					Civil Service	Faculty	Staff
10/1/2019	7	6	3	-2	5	6	7
11/25/2019	6	4	0	2	6	5	7
1/14/2020	6	3	3	0	5	5	7
3/3/2020	0	3	0	-3	5	8	8
4/21/2020	4	0	1	3	3	5	6
6/9/2020	1	10	2	-11	0	2	1
7/21/20	0	6	2	-8	0	4	1
10/29/20	0	1	3	-4	1	5	3
11/17/20	1	9	0	-8	0	5	2
1/12/21	3	5	0	-2	2	7	4

## Turnover Data (Fall)

Category	Sept 2018	Sept 2019	Sept 2020	Fall 3-year Average	Separations Count (Sept '20 - Feb '21)	% Turnover
Administrator	54	54	51	53	7	13%
Staff/Tech	34	31	30	32	5	16%
Civil Service	44	40	39	41	4	10%
Faculty FT	82	80	69	77	4	5%
Faculty PT	106	95	91	97		
Staff PT	52	53	45	50		

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### **SUMMARY of Activity: Fostering Diversity, Equity and Inclusion (DEI)**

- Campus-wide, SUNY, and Community efforts:
  - President's Lunch and Learn program on Equity Data was attended by 60+ staff members; follow up is being planned
  - Connections with SUNY DEI efforts are active: the CDO and Diversity Council representatives participated in SUNY forum for DEI campus efforts and CCC is a lead organizer among SUNY Community Colleges for anti-racism efforts within HR
  - Participation for Steuben/Corning police reform has completed; Participation with Chemung Co. police reform is currently underway
  - SUNY Climate Survey on sexual violence is in progress
- Policy and Procedures:
  - EEO policy and associated procedures are being updated; Outreach efforts are underway to inform the campus community on how to report discrimination and harassment
  - GENDA procedures (non-discrimination for gender expression and identity) are in development
  - Event and program standards for accessibility have been re-established and outreach efforts are underway
- Engaging Faculty and Instructors:
  - 7 faculty members attended professional development for inclusive teaching practices during winter break
  - The CDO presented to faculty division meetings regarding equal opportunity and Title IX updates
  - Diversity Center presented at Academic Start Up to encourage student referrals to the mentoring and leadership programs as well as participation in events
- Engaging Students for Retention:
  - Black History Month provided a variety of programs which were well attended by the campus and community: <https://www.corning-cc.edu/student-life/diversity-center/events.php>; Sponsorships were secured from the Community Foundation, Corning Inc's Black Employee Resource Group, the Cosmopolitan Women's Club; Community Arts Council, Program of Peace, and Corning Library
  - Recruitment for Diversity Center Leadership and Mentoring Programs are currently underway
  - In partnership with Admissions, Diversity Center is meeting with HS teachers and counselors to identify prospective students interested in social justice, civic engagement, and diversity issues

- Workforce Diversity Recruiting –community outreach efforts are underway to diversify applicant pools for 5 current searches
- Workforce Training and Development
  - Bi-Weekly Supervisor’s Discussion has focused on mental health and how to address discrimination & harassment
  - Mandatory Sexual Harassment Training is in progress
  - Annual feedback survey on performance of supervisors has been revised to include a new inclusive behavioral standard; survey will be initiated in March.

## SUMMARY STATUS OF VACANT FULL TIME POSITIONS

AS of March 2, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service	1				1
Faculty	1	5		4	10
Professional Service	1			2	3
Grand Total	3	5		6	14

Provost search is currently in progress.



## CONSENT AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE Appointments, Promotions and Separations [RESOLUTION #T4717-21](#)

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

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

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

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

Employee Name	Title	Department	Action	Effective	Background Notes (not included in the formal resolution)
Susan Padgett	Interim Director of Nursing	Nurse Education	Interim Appointment	2/1/2021	This is a 5-month temporary appointment as the Interim Director, full time, exempt at \$84,000 annualized or until the position is filled.
Michael Blascovich	Campus Safety Officer	Public Safety	Appointed to full time	1/23/2021	Changed from part time to full time campus safety officer role, 12-month standard, provisional at \$28,682 annualized
Shaun Davidson	Recruiter	WEAP	New Hire	2/22/21	This position is a full time 12-month standard appointment, professional pay grad 202 at an annual rate of \$36,000

*Resumes of new hires are available in the HR folder as a supplement for the HR Committee agenda*

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## CONSENT AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### Position Activity

#### [RESOLUTION #T4718-21](#)

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

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Administrative Assistant	Tanya Jones	Change of title	2/22/21	As a result of the reorganization in Administrative Services, this position is re-titled. The previous title had been Administrative Assistant to the VP of Administrative Services. Provided in the supplementary HR folder is the updated job description.

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

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## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### [RESOLUTION #T4719-21](#)

#### [Rosanne Darcangelo, Retirement](#)

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Rosanne Darcangelo, Senior Library Clerk in the Library effective April 1, 2021.

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees extends its appreciation to Rosanne Darcangelo for her service and recognizes her commitment to the College.

#### **Background**

Rosanne Darcangelo served the College for 42 years as a civil servant in the Library. She has provided steady and consistent support and the College has greatly benefited from her institutional knowledge.

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## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### [RESOLUTION #T4720-21](#)

#### [Amy Dibble, Retirement](#)

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Amy Dibble, Director of the Library effective April 19, 2021.

**BE IT FURTHER RESOLVED**, that the Regional Board of Trustees extends its appreciation to Amy Dibble for her service and recognizes her commitment to the College.

#### **Background**

Amy Dibble served the College for 17 years in various roles at the Library and has provided professional expertise in the area of library science. She has served on many committees, participated in strategic planning efforts and have supported student learning during her time at the College.

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## REGULAR AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE

#### [RESOLUTION #4721-21](#)

#### [Equal Employment and Education Opportunity Policy](#)

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

#### **Background**

In compliance with recent NYS laws and regulations, the Equal Employment and Education Opportunity Policy includes additional protected categories now identified in the policy. Changes to the administrative procedures supporting this policy have also been made. Both documents have been provided in the HR Supplementary Materials folder.

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## **REGULAR AGENDA**

### **FINANCE AND FACILITIES COMMITTEE**

#### **[RESOLUTION #T4722-21](#)**

#### **[Operating Report](#)**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending January 31, 2021.

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## REGULAR AGENDA

### FINANCE AND FACILITIES COMMITTEE

#### RESOLUTION #T4723-21

#### *Public Safety Reform Plan*

WHEREAS, the State of New York by Executive Order directed The New York State Police Reform and Reinvention Collaborative, requiring local police agencies, including the NYPD, to develop a plan that reinvents and modernizes police strategies, programs in their community based on community input; and

WHEREAS, Steuben County and City of Corning officials formed a collaborative committee to develop a reform plan template for smaller agencies to assist them in meeting the New York State Police Reform and Reinvention Collaborative Project mandate; and

WHEREAS, the College's Department of Public Safety took the initiative to create a plan document that aligns department operations with the Executive Order, even though such a plan was not expressly required by New York State.

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves and adopts the Corning Community College Public Safety Reform Plan.

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## **REGULAR AGENDA**

### **EXECUTIVE COMMITTEE**

#### [RESOLUTION T#4724-Resolution of Appreciation for Christian Salisbury](#)

WHEREAS, Christian Salisbury agreed to serve as Interim Vice-President of Administrative Services at Corning Community College for a nine-month period, and

WHEREAS, in his role as Interim Vice- President of Administrative Services, Christian Salisbury embraced the formidable challenges associated with the pandemic to preserve the financial safety of the college, and

WHEREAS, Christian Salisbury instituted a discretionary spending process that led to substantial savings and provided clear and comprehensive information that guided effective financial decision-making during the pandemic, and

WHEREAS Christian Salisbury guided the reorganization of the Administrative Services division and led the search committee to fill the Executive Director of Finance position by guiding the committee, and

WHEREAS Christian Salisbury has distinguished himself by providing leadership, exhibiting professional expertise, and lending a respectful ear to all employees in his Division, colleagues across campus, Senior Staff associates, and members of the Regional Board of Trustees, and

WHEREAS, Christian Salisbury strengthened relationships with the Corning Community College Development Foundation and Housing LLC, Co by providing strategic recommendations to further align the financial and operational strategies with the College.

BE IT RESOLVED that the Regional Board of Trustees hereby recognizes Christian Salisbury commitment to excellence and officially extends its highest degree of appreciation for his service to CCC.

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## **REGULAR AGENDA**

### **EXECUTIVE COMMITTEE**

#### [RESOLUTION T#4725-21 Resolution of Appreciation- Shalena Cleary](#)

WHEREAS, the State of New York by Executive Orders directed SUNY institutions to follow a PAUSE order as part of the response to the COVID-19 pandemic; and

WHEREAS, the Director of Financial Aid worked tirelessly to make sure COVID-19 schedule changes and other requirements did not affect students' financial aid, and

WHEREAS, the Director of Financial Aid created a secure online document upload so that students could turn in required financial aid and tax documents, which resulted in over 300 students using this portal to turn in paperwork and allowed for faster processing of financial assistance, and

WHEREAS, the Director of Financial Aid diligently developed the College's Coronavirus Aid, Relief, and Economic Security (CARES) plan approved by SUNY Audit, which resulted in Corning Community College getting money to students quicker than SUNY counterparts, and provided the SUNY Audit Office with a template that was used as a model across the state, and

WHEREAS, the Director of Financial Aid created an effective outreach plan to reach students to apply for CARES grants, achieving a higher response rate than many other colleges.

BE IT RESOLVED that the Regional Board of Trustees of SUNY Corning Community expresses its collective appreciation to Ms. Shalena Cleary for her leadership and dedication in providing exemplary service to students during the unprecedented COVID-19 crisis.

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