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

DATE: Thursday, April 29, 2021

TIME: 5:30 p.m. Meeting

LOCATIONS: Via Zoom

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES March 11, 2021 [Minutes](#)
- 4- CHAIR'S REPORT
- 5- PRESIDENT OF THE COLLEGE REPORT
- 6- STUDENT TRUSTEE REPORT
- 7- CCC DEVELOPMENT FOUNDATION REPORT
- 8- APPROVAL OF AGENDA
- 9- APPROVAL OF CONSENT AGENDA

[RESOLUTION #4727-21 Appointments, Promotions and Separations](#)

REGULAR AGENDA

[CASS Committee](#)

[RESOLUTION #T 4730-21 Regional Board of Trustees' Award for Teaching Excellence](#)

[RESOLUTION #T4732 Academic Calendar 3 Year Proposal](#)

[EXECUTIVE Committee](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

[RESOLUTION T#4731-21-Operating Report for February 2021](#)

[RESOLUTION T#4733-21- Operating Report for March 2021](#)

[HUMAN RESOURCES Committee](#)

[RESOLUTION #T4728-21- David Higgins, Retirement](#)

RESOLUTION #4729-21- Whistleblower Policy

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

**SUNY CORNING COMMUNITY COLLEGE
REGIONAL BOARD of TRUSTEES
March 11, 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, M. Wayne, 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, Executive Director Chandler, Executive Director Burdick.

Support Staff: N. Ka-Tandia

Guests: Austen LaFever (new employee) and community attendees.

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:31 pm and ask attendees to observe a minute of silence in Dr. Neil Milliken's honor.

2. APPROVAL OF THE MINUTES: (J. McKinney-Cherry, M. Wayne, Unanimous).

3. CHAIR'S REPORT. Chair Wightman provided the following report:

Chair Report:

- Attended Dr. Mullaney's Annual Legislator presentation to Steuben and Schuyler Counties
- Continuous meetings with Holly Segur to discuss the direction and priorities of the Foundation.
- Attended Dr. Mullaney's Legislative Advocacy presentation with O'Mara, Friend and Palmesano which was very informative.
- Attended the ribbon cutting of the Food Pantry with Polly Chu and her husband. Thrilled and impressed by the Food Pantry.
- Attended a discussion meeting to brainstorm on short and long-term solutions for Perry Hall.

- Provided update on the unfilled RBOT seats and the reason behind the slow process

4. PRESIDENT OF THE COLLEGE'S REPORT.

- CCC has maintained a positivity rate well under 1% since the beginning of the semester.
- The Chancellor paid a last minute visit to CCC and met with Dr. Mullaney and his senior team along with three students.
 - Discussion topics with the Chancellor: CCC Digital Dome, SUNY Match Fund, the pandemic
 - Chancellor visited the newly opened Food Pantry, the Diversity Center and, the Library.
- Natasha Thompson, CEO Food Bank of the Southern Tiers visited the Food Pantry. Natasha was impressed by the opening hours of the College Food Bank. CCC Food Pantry is the only local food pantry that's open in the evening and on weekends.
- CCC has been selected as a mass vaccination site for the Southern Tiers. Work is underway to start on March 17, 2021. The plan is to administer 1000 vaccines a day, seven days a week probably, until June of 2021.
- The Chancellor and the college are advocating for an EOP program.
- Dr. Mullaney presented his Legislature update to the board.

5. STUDENT TRUSTEE REPORT:

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 joined and asked 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
- Wellness Days: March 19th and April 9th

6. CCC DEVELOPMENT FOUNDATION, INC., REPORT.

Holly Segur provided the following report

Foundation:

- Foundation:

- Joint Foundation/RBOT Executive Committee meeting scheduled for March 26.
- Board Finance Workshop on 2/8.
- Shared the 2021 Resource Development Plan with External Affairs Committee.

- Housing LLC:

- Spring enrollment in Perry Hall is lower than anticipated.
- Expecting Corning Incorporated interns to live in Perry Hall this summer.
- Brailsford & Dunlavey are working on student focus groups and stakeholder interviews.
 - Will share initial results in late March with a final presentation in late April.
- The Perry Hall Task Force comprised of representatives from the Foundation, RBOT, and College will begin meeting with a goal of brainstorming short and long-term solutions for Perry Hall by the summer months.
 - Will need to present potential options to Financing Partners prior to the debt relief ending in September.

- Fundraising:

- Ended 2020 just 10% shy of our fundraising goal. Did not meet 100% Leadership participation.
- ‘Celebrating Cultures Through Cooking’ Virtual Fundraiser Event on 2/18.
- Will not host a Golf Tournament in 2021; will fundraise for the Athletics program through online crowdfunding campaign.
- The first quarter annual fund solicitation mailing is scheduled for late March.

7. APPROVAL OF AGENDA (C. Heyward, J. McKinney-Cherry, Unanimous).

8. APPROVAL OF THE CONSENT AGENDA (P. Chu, J. McKinney-Cherry, Unanimous).

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken RESOLUTION #4717-21 Appointments, Promotions and Separations

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

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies unanimously the following employment actions to be taken RESOLUTION #4718-21 Position Activity

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*

[Return to agenda](#)

9. REGULAR AGENDA

COMMITTEE ON ACADEMIC AND STUDENT SERVICES (CASS):

Trustee C. Heyward provided a review of the CASS meeting on March 3, 2021 and noted there is no action Item.

Provost Herbst provided the following report:

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 5th 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.

Trustee C. Heyward acknowledged the faculty's tremendous efforts in transitioning from normal classes to online during the pandemic. The numbers of students who have made the President and the Dean's lists is a real reflection of their hard work.

EXECUTIVE COMMITTEE

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

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of appreciation for Christian Salisbury. (M. Wayne, R. Allison, Unanimous).

RESOLUTION T#4725-21 Resolution of Appreciation- Shalena Clary

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of appreciation for Shalena Clary (M. Wayne, C. Heyward, Unanimous).

RESOLUTION T#4726-21 Memorial Fund in Honor of Dr. Cornelius “Neil” Milliken

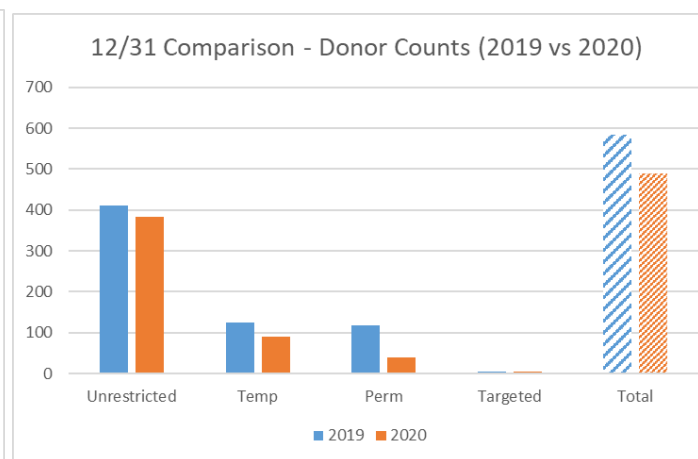
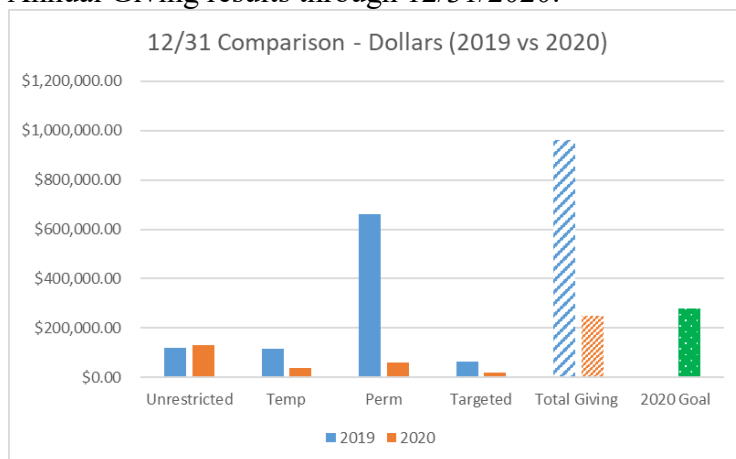
BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of a memorial fund in honor of Dr. Neil Milliken. (A. Winston, N. Parks, Unanimous).

EXTERNAL AFFAIRS

Foundation Report by Executive Director Angela May:

- 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		2019	2020
Unrestricted	\$121,091.57	\$130,184.88	Unrestricted	410	383
Temp	\$116,910.61	\$37,578.90	Temp	125	91
Perm	\$661,442.29	\$62,337.00	Perm	118	38
Targeted	\$63,000.00	\$20,300.00	Targeted	4	4
Total Giving	\$962,444.47	\$250,400.78	Total	583	489
2020 Goal		\$279,304.00			

Marketing/Communications:

Marketing

- 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

Workforce Education & Academic Pathways:

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 2nd 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 Affairs:

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

FINANCE AND FACILITIES

Trustee Wayne congratulated Susan Chandler on her first full board meeting as the New Executive Director of Finance and noted there are two action items on the agenda.

Executive Director S. Chandler provided an overview of the Finances and Facilities report.

ACTION ITEMS:

RESOLUTION T#4722-21-Operating Report for January 2020

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the operating report for January 2021. (M. Wayne, A. Winston, Unanimous).

RESOLUTION #T4723-21- Public Safety Reform Plan

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the Public Safety Reform plan (M. Wayne, J. McKinney-Cherry, Unanimous).

DISCUSSION ITEMS:

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

Campus Auxiliary Services Update

Operating Report**January 2021 – Cash, A/P & A/R**

	Cash	A/P	Student A/R
January 2021	\$5,102,192	\$11,013	\$5,359,969
January 2020	\$7,944,119	\$1,562	\$5,104,553
January 2019	\$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
Tuition & Fees	\$12,350,480	\$11,524,841	\$825,639
Personnel Services	\$8,135,727	\$6,926,628	\$1,209,099

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
REVENUES						
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				
Total Revenues	\$19,235,174	\$17,552,042	(\$1,683,132)	\$27,313,599	\$24,283,663	(\$3,029,936)
EXPENSES						
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 & 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 & 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 & Repairs</i>	\$68,471	\$45,141	(\$23,329)	\$293,300	\$293,299	(\$1)
<i>Software & Contracts</i>	\$254,370	\$78,128	(\$176,242)	\$488,130	\$487,129	(\$1,001)
<i>Voice & Data Communication</i>	\$37,111	\$25,410	(\$11,700)	\$102,000	\$102,000	\$0
<i>Special Projects, Programs & 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)
Total Expenses	\$12,102,787	\$9,512,950	(\$2,589,837)	\$27,313,599	\$25,877,125	(\$1,436,474)
Surplus/(Deficit)	\$7,132,387	\$8,039,092	\$906,705	\$0	(\$1,593,462)	(\$1,593,462)

Association			1/31/2021	
ATHLETICS BUDGET	2020-2021 Approved Budget		20-21 Actual	
	Budget	Fundraising	Student Fee	Total
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
Total Revenue	\$269,330	\$0	\$212,664	\$212,664
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
Total Expenses	\$269,330	\$0	\$35,174	\$35,174

STUDENT ACTIVITIES BUDGET	2020-2021 Approved Budget		20-21 Actual		1/31/2021
	Budget	Fundraising	Student Fee	Total	
Student Activity Fee	\$182,350	\$0	\$226,431	\$226,431	
Fundraising	\$0	\$2,496	\$0	\$2,496	
Total Revenue	\$182,350	\$2,496	\$226,431	\$228,927	
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	
Total Expenses	\$182,350	\$0	\$23,494	\$23,494	

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

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
FY 20 Required Projects/Payments							
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
Projects on Hold							
Renovations & Revitalization III							
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
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
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

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.

Executive Director Burdick provided an overview of the Public Safety reform.

Executive Director Burdick provided a review of the cost-saving Siemens Energy Project, which could generate a significant saving in each building using motion lights. The energy cost reductions are projected to offset the annual debt service for this project.

Trustee Wayne reminded the board that the Finance and Facilities Committee would start its measurable standards revision at its next meeting.

HUMAN RESOURCES COMMITTEE

Trustee Parks provided an overview of the agenda and noted there are three action items on the regular agenda.

Executive Director Park provided an overview of the update Equal Employment and Education Opportunity policy.

Consent Agenda

- Appointments, Promotions and Separations
- Position Activity

Regular Agenda

- Rosanne Darcangelo, Retirement

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of Rosanne Darcangelo's retirement. (N. Parks, P. Chu, Unanimous).

- Amy Dibble, Retirement

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of Amy Dibble's retirement. (N. Parks, J. McKinney-Cherry, Unanimous).

- Equal Employment and Education Opportunity Policy – update

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approve the resolution of the updated EEO policy (N. Parks, R. Allison, Unanimous).

DISCUSSION ITEMS

- Spring Headcount Report
- Summary of activities: Fostering Diversity, Equity and Inclusion
- Summary of vacant positions

Trustee Parks commended faculty and staff for their dedication to the college and to students and noted the several diversity activities during Black History Month.

10. OLD BUSINESS. None.

11. NEW BUSINESS. None.

12. EXECUTIVE SESSION

Trustee Wightman requested a motion to adjourn the regular meeting and to go into executive session at 7:23 pm (N. Parks, C. Heyward, Unanimous)

Chair Wightman requested a motion to come out of Executive Session and adjourn the meeting at 8:09 (R. Allison, J. McKinney-Cherry, Unanimous).

COMMITTEE ON ACADEMIC AND STUDENT SERVICES
RBOT – April 21, 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:

- [Provost](#)
- [Student Trustee Report](#)

ACTION ITEMS:

[RESOLUTION #T 4730-21 Regional Board of Trustees' Award for Teaching Excellence](#)

[RESOLUTION #T4732 Academic Calendar 3 Year Proposal](#)

NEXT COMMITTEE MEETING: TBD

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.

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COMMITTEE ON ACADEMIC AND STUDENT SERVICES

April 21, 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 5:30 p.m. and noted there are two action items.

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

DISCUSSION ITEMS:

- [Provost](#)
- [Student Trustee Report](#)

ACTION ITEMS:

[RESOLUTION #T 4730-21 Regional Board of Trustees' Award for Teaching Excellence](#)

[RESOLUTION #T4732 Academic Calendar 3 Year Proposal](#)

Dr. Mullaney updated the committee on the Faculty Union Vote. A lengthy discussion followed.

The committee discussed the Academic Calendar and the Wellness day option for students.

Chair Wightman addressed the ongoing work and discussion around Perry Hall.

Trustee Heyward provided the committee with several suggestions for metrics that could help in achieving the CASS committee's measurable standards.

- Evaluation of the College's Academic Programs.
- Emphasize the College mission and why it is different from a four-year College.
- Review membership of the Program Advisory Committees at the start of each year

- CASS committee to receive and review regular updates on marketing and recruitment.
- More data on the effectiveness and satisfaction with online training. Streamline and automation o of payment process

Dr. Mullaney updated the committee about the Provost search. There are four finalist coming to campus starting May 3rd.

The Committee agreed to move forward the action items to the full Board for consideration and approval. (R. Allison, P. Chu. Unanimous)

Trustee C. Heyward adjourned the CASS Committee meeting at 6:44 p.m.

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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
April 29, 2021

Academic Affairs

- SUNY CCC has entered the American Mathematical Association of Two-Year Colleges (AMATYC) Student Research League for the first time. Student team members are Kristo Nasto and Austin Wallenbeck with George Hurlburt serving as the Faculty Mentor. The students will address a designed research STEM Challenge Problem which requires the students to perform research and write a thesis for a solution in 18 days.
- Honorlock proctored online testing has seen extensive usage this year with over 2,020 tests administered so far.
- Executive Director Jeanne Eschbach, Department Chair of Community Health and Justice Eric Smith, and Associate Dean of Instruction Debbie Beall have created two new microcredentials: Direct Support Professional I and Direct Support Professional II. In addition to working with individuals with developmental disabilities, direct support professionals may work in a variety of locations such as child care centers, residential treatment facilities, and eldercare programs. The curriculum in the microcredentials align with the national certification offered to Direct Support Professionals through the National Alliance for Direct Support Professionals (NADSP).
- SUNY CCC joins more than 35 colleges and universities including Stanford University, Tufts University, University of Michigan, SUNY Geneseo and UNC at Chapel Hill, in a two-day, online event bringing together more than 1500 students in a democratic deliberation. In this Deliberative Polling event, “Shaping Our Future,” participants will deliberate in small groups using a customized online platform developed by the Center for Deliberative Democracy at Stanford University.

Student Services

- SUNY CCC men’s bowling team members Cory Bigelow and Derik Lisi, won the NJCAA Region III Bowling Tournament in Singles, Doubles, and Overall events for our region. With travel restrictions changed after April 1st, Derik Lisi and coach Ben Smith were able to travel to the National NJCAA bowling tournament held in Lansing, Michigan.
- With over just 1,500 tutoring sessions this academic year, the Learning Commons has seen increasing numbers of students becoming comfortable with remote tutoring options. About 80% of the fall sessions and 85% of spring sessions have taken

place fully remotely. As fall 2021 brings more students back to campus, remote tutoring options will continue to play an important role for students to access help at their convenience.

- Spring sports are underway with new expanded rules to allow limited spectators at games. Women's softball currently has a 6-0 record and Men's baseball has a 2-2 record.
- Over 350 students have applied so far for spring graduation and are in pending status. The application window is still open and graduation applications continue to come in. The total number of graduates this year (524 and counting) has already exceeded the 2019-20 total of 495.
- SUNY CCC students Madison Cunningham and Kristo Nasto were recognized with 2020-21 SUNY Chancellor's Awards for Student Excellence.
- The total number of accepted students for fall 2021 from February and March is 175. This an increase over the total of 118 for the same period in 2020.

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Committee on Academic and Student Services
Student Trustee: Madison Cunningham
April 21, 2021

Student Report:

- Student Suggestions
 - Students enjoyed wellness days, but also feel like two days is not enough. Many students felt the wellness days were helpful to catch up on work but not quite to be used for relaxation and de-stressing.
 - Many students are concerned about the upcoming semester and whether or not they will have break weeks. Students would like to have break weeks back and if not, they would like to see more wellness days implemented.
- Student Forum

The next student forum is April 1, 2021. Actively encouraging students to join and share their thoughts with President Mullaney
- SAGA
 - Utilizing our social media; posting 2-3 times per week about topics going on in the world that students should know more about
ex) Muslim genocide in China, growing hate problems in the US
 - Planning events for Earth week - stay tuned to have more information regarding how this went at the next RBOT meeting!
 - Working on a LinkedIn event: teaching students how to create a great profile and resume for networking and finding a job post graduation.

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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
April 21, 2021

RESOLUTION #T4730-21
Regional Board of Trustees' Award for Teaching Excellence

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the 2021 Regional Board of Trustees Excellence in Teaching Award is presented to Associate Professor of Mathematics Hatesh Radia:

BACKGROUND NOTES:

Each year, faculty members are invited to nominate a faculty colleague for the Board of Trustees Excellence in Teaching Award. The nominee must have five years of full-time teaching experience at SUNY Corning Community College and show undisputed excellence in all five of the criteria areas: Teaching Performance, Scholarship and Professional Growth, Student Services, Academic Standards and Requirements for Student Performance, and Curriculum Development and Instructional Improvement. The Provost convenes a selection committee; each academic division appoints a faculty member who has previously been awarded a Trustee's Award for Teaching Excellence to serve on the committee. The awards committee selects no more than three candidates to be recommended as recipients of this award. The Provost recommends the candidates to the President. The President, therefore, makes the following recommendation for the Board of Trustees Excellence in Teaching Award.

PROFESSOR HATESH RADIA:

Please see the full nomination packet as recommended by the Provost and approved by the President on the Google Drive: RBOT Committee Reports for your reference.

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CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Executive Committee Agenda
Thursday, April 29, 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:

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

April 29, 2021

Pillars of Excellence

- Dana Center: Advising and Scaling Mathematics Pathways Workshop Part I and II 3/25 and 3/26
- SUNY Guided Pathways, Institute #3 Onboarding 4/14 - 4/16
- NYS Student Success Center Coaching Academy Learning Session #4, Coaching Approach, 4/9
- SSTF Placement proposal accepted, \$5000

Open Educational Resources (OER)

- SUNY OER Sustainability Plan
- OER Degree Grant (SUNY), LAS: Humanities/Social Sciences, Humanities concentration

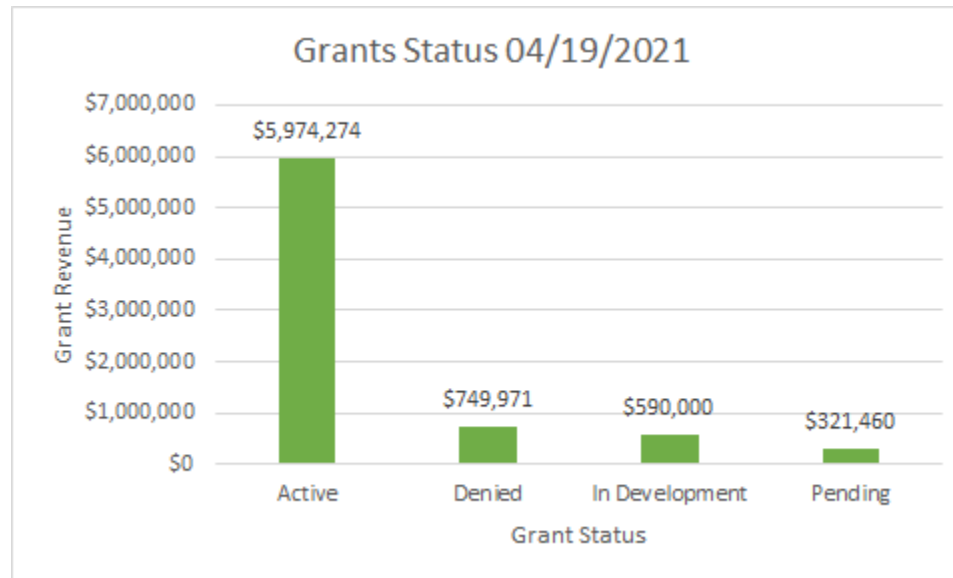
Strategic Planning and Institutional Assessment

- Department Manager Workshop, 4/27

Middle States Commission on Higher Education (MSCHE)

- Mid-point Peer Review (MPPR) process completed, no follow up reports requested, Self-Study is due in AY 2023-2024
- From Assessment to Planning (and Back), 3/30
- Annual Institutional Update (AIU) due 8/16

Grants Activity



- SUNY Workforce Grant for Central Service Technician program submitted in March 2020 was just approved; this will allow Workforce Education to expand the program using virtual reality technology.

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

[External Affairs Committee](#)

Tuesday, April 20, 2021

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, Schuyler 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

April 20, 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.

ACTION ITEMS: None

DISCUSSION ITEMS:

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

Trustee Chu made suggestions on rethinking how to recognize and appreciate employees in the era of COVID.

Trustee Reynolds alluded to the number of marketing activities, and Trustee Wightman asked to see the outline of the marketing plan Executive Director May is currently working on.

Trustee McKinney-Cherry commented on Workforce Education and Academic Pathways' big momentum that has been building up with corporate Training, ACE Program, and the Testing Center. She also reminded everyone the Prison to Work Program is promising.

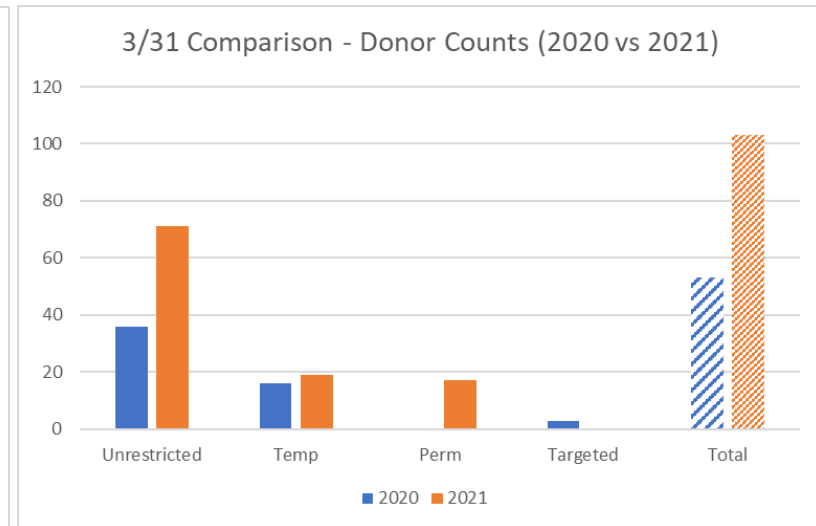
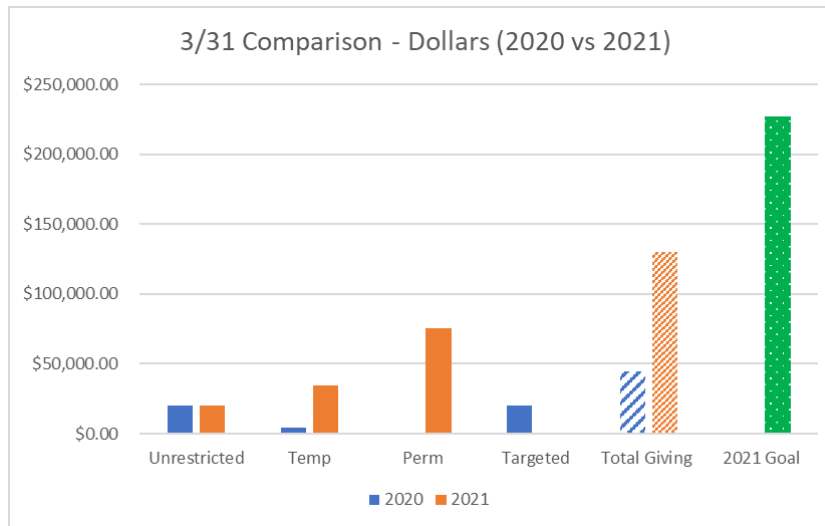
Trustee Winston provided a review of the legislative relations report and thanked trustees and the Executive Directors for their reports.

Trustee Winston adjourned the External Affairs Committee meeting at 6:15 p.m.

CCC Development Foundation

Submitted by Angela May, Executive Director of the Development Foundation
April 20, 2021

- Jordan Anderson, Alumni Development Coordinator, has resigned effective April 23, 2021.
- The Development Foundation has hired Harris Beach to provide legal services.
- Brailsford & Dunlavey have completed multiple stakeholder interviews as well as current student and alumni focus groups.
 - Preliminary findings will be shared in mid-April with the goal of presenting their final report in May.
- The Athletics Crowdfunding campaign, held in place of a Golf Tournament, has resulted in \$4,230 raised towards the Athletics Program.
- The Foundation continues to receive gifts in memory of Dr. Cornelius “Neil” Milliken, III; anticipating to establish a scholarship in his name.
- The Lindau Foundation awarded the Foundation with a grant in the amount of \$2,500 to support the purchase of 10 tablets for use in our science labs.
- A joint meeting of the RBOT and CCCDF Executive Boards was held in late March.
- The Perry Hall Housing Task Force held their first meeting to determine options to present to the financing partners by fall.
- The first quarter Annual Fund solicitation mailing will be sent in April.
- The first and second Baron Bulletin e-newsletters were sent in early February and April, respectively. The third is scheduled for May.
- The online Common Scholarship Application for 2021-2022 scholarship awards closed on April 1, 2021.
 - 168 applications were started, but only 92 were completed and submitted.
- Annual Giving results through 3/31/2021:



	2020	2021
Unrestricted	\$20,170.58	\$20,271.13
Temp	\$4,458.00	\$34,234.95
Perm	\$0.00	\$75,475.00
Targeted	\$20,100.00	\$0.00
Total Giving	\$44,728.58	\$129,981.08
2021 Goal		\$227,000.00

	2020	2021
Unrestricted	36	71
Temp	16	19
Perm	0	17
Targeted	3	0
Total	53	103

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Marketing/Communications

Submitted by Maarit Clay, Executive Director of Strategic Initiatives
April 20, 2021

Marketing

- Dr. Mullaney interviews: BigFox, WENY
- Chancellor Malatras invited and visited CCC Mar. 3
- WENY and WETM TV spots: 30-sec spots through April 30
- Stickers



- Recruiting collateral: Viewbook has been updated (print + interactive HTML digital),
- Updating virtual tour with sports athletic facilities
- Google Ads campaign: Mar. 15- Apr. 11; Google metrics: (28 days trend): Search +7%, Maps Views +252%, Direction Requests: 16,400 (+2,227%), UserReviews: 4-Stars [of 5] (+33%), Phone Calls: 564 (+8%), 1,310 Ad Clicks, Photo Views: 118,000 (+77%)
- Niche digital marketing: reputation management, triggered emails and social media search presence
- TikTok- will start soon (CLARUS)

Advertising

Virtual Open House (3): geofencing; digital ads (23 counties) 1/4- 4/11, 272,367 impressions, 1,889 clicks, CTR = .69, (10X natl avg), Engagement: 1.21%; radio, Bigfoot, Magic, and Wink; posters, 250; pc to service area and PA, 10,467; community calendars; videos for career communities; open house landing page update.

Social Media

- Instagram followers: 1,686. Latest Post: 665 views
- Facebook: Pages Actions: +450%, Engagements: +33%, Videos: +2,098%, Reach: +84%
- Twitter: Visits: -27%, Followers: +9
- LinkedIn: Unique Visitors: -13%, Views: UNCH
- YouVisit: March Visitors: 207, Leads: 47, Avg Time/Visit: 9:16

Press Releases

- SUNY CCC Theatre Studies Presents Live and Streamed Production of *The Spoon River Project*, 4/11

- SUNY CCC Announces Fall 2020 Dean's/President's List, 4/9

Other

Strategic Priorities pamphlet/flyer design, College Catalog 2021-2022, WETM COVID vaccine site, 3/18

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Workforce Education & Academic Pathways

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

April 20, 2021

Academic Pathways Highlights

- Accelerated College Education (ACE)
 - Degree Trax brochures have arrived and we are highlighting 10 programs: Bus Administration, Chemical Dependency Counseling, Computer Science, Criminal Justice, Engineering, HomeSchool (Diploma completion), Information Technology, LAS: Math/Science; LAS: Humanities & Social Sciences; Sustainability Studies. Presentation to the Superintendents, Principals and Counselors the week of 4/12.

Workforce Education Highlights

- Revenue Goals:
 - Corporate Training: 20.6% of goal (note: \$11,782.50 in training proposals are pending); Open Enrollment: 62% of goal; Room Rentals: 67% of goal; Third-Party Training: 106% of goal; Testing Center: 285.4% of goal.
- Testing Center Highlights:
 - Approved to offer PearsonVue Testing (Education, Medical licensing, Banking, Computer, Pharmacy Technicians, etc .)
 - Completed 77 ATI-TEAS tests for incoming F21 Nursing students
- Open Enrollment Highlights:
 - Central Service Technician started the first class with 7 students; received notice from SUNY that the college received the CFA grant submitted in March 2020.
 - Marketing Summer [STEM Youth College](#)
- Corporate Contracts:
 - Siemens Oil & Gas—Blueprint Reading completed; Geometric Dimensioning & Tolerancing and Precision Measurement—ongoing
 - Mirion Technologies—Customized Welding
- Apprenticeships:
 - Presented SUNY Apprenticeship Program to JSEC and STEG Board; followed by two company meetings.
- Program Development:
 - Collaboration with Professional Studies on five new micro-credentials: Direct Support Professional Level I and Level II; Teacher Assistant Level II and Level III and Health & Wellness Coaching which will have a non-credit/credit option.

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Legislative Relations

Submitted by Trustee Alan Winston, Chair of External Affairs Committee
Tuesday, April 20, 2021

1. Federal: Federal Legislation and Higher Ed
2. NY State: State Budget and Higher Ed

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SUNY CORNING COMMUNITY COLLEGE

**Regional Board of Trustees
Finance and Facilities Committee**

Monday, March 29, 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:

- [RESOLUTION T#4731-21-Operating Report for February 2021](#)[Resolution](#)
- [RESOLUTION T#4733-21- Operating Report for March 2021](#)

DISCUSSION ITEMS:

- February 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, March 29, 2021
Virtual Meeting
[MINUTES](#)

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

Excused:

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:03 p.m.

We are still awaiting final regulations to state and federal funding.

Sue and Mike had a discussion and reviewed the Measurable Standards, the goal is to put together some plans and discuss at the next meeting.

Executive Director Dewey provided an overview of the agenda, noting there is one action item:

Action Item

- Operating Reports for February 2021
 - Cash - 5.6 million represents 76 days of operations, big discrepancies from last year to this year - financial aid draw down didn't happen until March this year (last year February).
 - Review of Student A/R – difference from last year to this year was scholarships had not been recorded yet and still on hold for collection efforts.

Discussion Items

- February Revenue/Expense Highlights.

Revenues

- Tuition and fees are where we expected them to be.
- Personnel services shows savings due to retirements, vacancy control and furloughs.
- Down a little over one million in tuition and fees, state aid is looking better.
- Grant aid is CARES funding which we have received, we are tracking separately from state aid

- Discussion in regards to Certificate of Residencies and more ways to ensure students complete them.

Expenses

Unrestricted Budget Summary

- Forecasted conservatively to ensure we are through big billings for spring.
- Anticipating a breakeven point if not better, based on current rate of spending

Restricted Budget Summary

- Athletics budget is updated, due to COVID equipment costs has risen as each student has to have their own equipment, when traveling we have to provide food individually which is also causing a little more expense.
- Student activities budget - anticipating to spend most of their budget, still having programming, positive bottom line will be used to offset at the end of year.
- Graduation will be an on campus event on May 15th- still working on details.

- Planned Capital Projects

- Matching funds still on pause
- Digital Dome project has been approved to move forward.

- Banner Improvement Project

- No changes.

- Campus Auxiliary Services

- Health office still continuing pool testing, overall positive rate extremely low compared to other community colleges.
- IT reviewed Ellucian products with minimal use and anticipates savings in that area, they are meeting regularly with TPAC and projects are moving forward with input.
- IT and Physical Plant assisted in the setup of the mass vaccination site.
- Public Safety has two new part-time officers with great credentials, Vivian Carter and Tom Slymon.
- Physical Plant - helping setup mass vaccination site, signed an MOU with the health department and we will be reimbursed for costs we have incurred for setup. Summer projects include replacement of exterior doors on some buildings. Looking at upgrading ventilation systems in some buildings, waiting for guidance on capacity of classrooms for the summer/fall semesters, and we are not renewing the landscaping contract instead plan to hire a part time person to complete and assist in other areas for a cost savings.

- Discussion

Encourage public announcements that we have the mass vaccination on the SUNY Corning Community College campus.

Will be adding Perry Hall updates to the agenda.

Discussion of design of dashboard, if anyone has thoughts on what should be incorporated please let Sue and/or Mike know.

Student's discussion of vaccination site and the National Guard stopping them to ask where they are headed have been made aware they can drive another way around campus to avoid the vaccination entrance.

Concerns regarding the lack of blue lights on campus, some places there is not cellphone service on campus, not sure how students would contact someone.

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

Trustee Wayne adjourned the Finance and Facilities Committee meeting at 5:06 p.m.

Operating Report

February 28, 2021

February 2021 – Cash, A/P & A/R

	Cash	A/P	Student A/R
February 2021	\$5,652,682	\$1,689	\$4,481,697
February 2020	\$10,161,688	\$6,917	\$2,008,669
February 2019	\$9,101,214	\$543,057	\$2,973,929

The current cash position of \$5,652,682 represents 76 days of College operations.

Unrestricted Fund Operations – February 2021

- Operating revenues of \$18,939,669 represents 69% of budgeted revenues.
- Operating expenses of \$11,981,273 represents 44% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,958,396

February 2021 – Analysis of Revenues and Expenses FY21/FY20 Highlights

	February-20	February-21	Variance
Tuition & Fees	\$12,273,320	\$11,676,242	\$597,078
Personnel Services	\$9,683,900	\$8,236,406	\$1,447,494

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Corning Community College-Unrestricted Summary

	@ 2/28/20	@ 2/28/21	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
REVENUES						
Tuition	\$10,896,184	\$10,387,256	(\$508,928)	\$11,466,241	\$10,480,734	(\$985,507)
Student Fees	\$1,377,136	\$1,288,985	(\$88,150)	\$1,490,208	\$1,373,148	(\$117,060)
State Aid	\$3,711,856	\$2,899,227	(\$812,629)	\$7,182,054	\$6,900,147	(\$281,907)
Grant Aid & Contracts	\$0	\$519,591	\$519,591	\$0	\$519,591	\$519,591
Federal appropriations	\$263	\$0	(\$263)	\$38,000	\$8,000	(\$30,000)
County Operating Chargebacks	\$3,503,053	\$3,309,331	(\$193,722)	\$6,477,452	\$6,016,563	(\$460,889)
Other sources	\$458,923	\$535,277	\$76,354	\$659,644	\$793,352	\$133,708
Applied Fund Balance	\$0	\$0			\$0	
Total Revenues	\$19,947,414	\$18,939,666	(\$1,007,748)	\$27,313,599	\$26,091,536	(\$1,222,063)
EXPENSES						
Salaries	\$6,920,613	\$5,788,197	(\$1,132,416)	\$14,218,766	\$13,264,217	(\$954,549)
Employee Benefits	\$2,763,287	\$2,448,209	(\$315,077)	\$5,705,503	\$5,410,385	(\$295,118)
Equipment	\$99,158	\$2,323	(\$96,835)	\$208,403	\$208,403	\$0
Contractual Expenditures						
<i>Purchased Services</i>	\$17,610	\$24,860	\$7,250	\$25,500	\$47,169	\$21,669
<i>Materials & Supplies</i>	\$264,259	\$250,478	(\$13,781)	\$520,272	\$592,570	\$72,298
<i>Consultants and Contractors</i>	\$229,610	\$52,658	(\$176,952)	\$301,333	\$237,500	(\$63,833)
<i>Accreditation</i>	\$17,979	\$15,831	(\$2,148)	\$20,000	\$25,505	\$5,505
<i>Marketing</i>	\$199,113	\$70,431	(\$128,681)	\$275,000	\$260,000	(\$15,000)
<i>Conference & Travel</i>	\$74,426	\$3,735	(\$70,692)	\$104,300	\$52,619	(\$51,681)
<i>Utilities</i>	\$197,310	\$157,445	(\$39,864)	\$420,000	\$361,236	(\$58,764)
<i>Maintenance & Repairs</i>	\$77,508	\$55,138	(\$22,370)	\$293,300	\$292,831	(\$469)
<i>Software & Contracts</i>	\$378,621	\$109,746	(\$268,875)	\$488,130	\$487,129	(\$1,001)
<i>Voice & Data Communication</i>	\$43,966	\$33,865	(\$10,100)	\$102,000	\$103,191	\$1,191
<i>Special Projects, Programs & Events</i>	\$27,612	\$2,691	(\$24,921)	\$75,115	\$30,977	(\$44,138)
<i>Maintenance Contracts</i>	\$210,950	\$197,108	(\$13,841)	\$535,280	\$535,280	\$0
<i>Rentals (HEC)</i>	\$226,482	\$224,618	(\$1,865)	\$336,000	\$392,618	\$56,618
General Institutional	\$629,039	\$538,235	(\$90,803)	\$1,252,531	\$1,332,455	\$79,924
Other Expenditures	\$102,320	\$52,237	(\$50,082)	\$167,783	\$123,590	(\$44,193)
Scholarships	\$1,591,324	\$1,891,153	\$299,830	\$2,139,383	\$2,445,255	\$305,872
Transfer Out	\$100,200	\$62,313	(\$37,887)	\$125,000	\$122,393	(\$2,607)
Total Expenses	\$14,171,386	\$11,981,273	(\$2,190,113)	\$27,313,599	\$26,325,323	(\$988,276)
Surplus/(Deficit)	\$5,776,028	\$6,958,393	\$1,182,365	\$0	(\$233,788)	(\$233,788)

Association

2/28/2021

ATHLETICS BUDGET

2020-2021 Approved Budget

20-21 Actual

2020-2021

YE

Forecast

	<u>Budget</u>	<u>Fundraising</u>	<u>Student Fee</u>	<u>Total</u>	
Athletic Fee	\$256,830	\$0	\$213,473	\$213,473	\$215,000
Concession	\$1,500	\$0	\$0	\$0	\$0
Gate	\$1,500	\$0	\$0	\$0	\$0
Miscellaneous Sales	\$1,500	\$0	\$420	\$420	\$420
Fundraising	\$0	\$0	\$0	\$0	\$0
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$0	\$0	\$0
Total Revenue	\$269,330	\$0	\$213,893	\$213,893	\$215,420
General Athletics	\$171,030	\$0	\$22,526	\$22,526	\$125,000
Men's Basketball	\$17,000	\$0	\$0	\$0	\$6,000
Men's Soccer	\$2,000	\$0	\$0	\$0	\$4,000
Women's Soccer	\$2,000	\$0	\$0	\$0	\$4,000
Baseball	\$16,600	\$0	\$2,500	\$2,500	\$23,000
Volleyball	\$2,000	\$0	\$0	\$0	\$4,000
Bowling	\$10,500	\$0	\$0	\$0	\$14,000
Women's Basketball	\$15,800	\$0	\$444	\$444	\$6,000
Softball	\$16,400	\$0	\$2,320	\$2,320	\$26,000
Cross Country	\$12,000	\$0	\$8,648	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0	\$4,000
Total Expenses	\$269,330	\$0	\$36,438	\$36,438	\$224,648
					(\$9,228)

STUDENT ACTIVITIES BUDGET

2020-2021 Approved Budget

20-21 Actual

2/28/2021

2020-2021 YE

	Budget	Fundraising	Student Fee	Total	Forecast
Student Activity Fee	\$182,350	\$0	\$228,288	\$228,288	\$230,000
Fundraising	\$0	\$5,843	\$0	\$5,843	\$5,843
Total Revenue	\$182,350	\$5,843	\$228,288	\$234,131	\$235,843
Muse of Fire	\$3,000	\$0	\$1,012	\$1,012	\$3,000
Activities Programming Committee	\$105,000	\$0	\$21,235	\$21,235	\$96,000
Elmira Center	\$3,500	\$0	\$0	\$0	\$500
Student Association Executive Board	\$25,000	\$0	\$1,318	\$1,318	\$25,000
Nursing Society	\$4,000	\$0	\$5	\$5	\$4,000
Nurses Programs	\$5,200	\$0	\$43	\$43	\$5,000
Food Pantry	\$1,000	\$0	\$449	\$449	\$3,000
Diversity Council	\$3,000	\$0	\$3,335	\$3,335	\$5,000
Sustainability Committee	\$1,250	\$0	\$0	\$0	\$1,250
CRIER	\$4,000	\$0	\$431	\$431	\$1,000
Music Licenses	\$3,500	\$0	\$1,429	\$1,429	\$3,500
Job Fair	\$1,000	\$0	\$0	\$0	
Intramurals & Recreation	\$14,000	\$0	\$2,440	\$2,440	\$14,000
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	\$1,000
SCOP	\$500	\$0	\$0	\$0	
Individual Clubs (14)	\$3,400	\$0	\$257	\$257	\$3,400
Total Expenses	\$182,350	\$0	\$31,955	\$31,955	\$165,650
					\$70,193

<u>Graduation</u>	2020-2021 Approved Budget	20-21 Actual
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REVENUES

Fee Revenue	\$43,275	\$32,104
Total Revenues	\$43,275	\$32,104

EXPENSES

Contractual Expenditures	\$43,275	\$2,722
Total Expenses	\$43,275	\$2,722

New Student Orientation & ID Card

REVENUES

Fee Revenue	\$101,564	\$78,179
Total Revenues	\$101,564	\$78,179

EXPENSES

Contractual Expenditures	\$101,564	\$24,126
Total Expenses	\$101,564	\$24,126

Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 02.28.21	Encumbered	Remaining Budget
FY 20 Required Projects/Payments							
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
Projects on Hold							
Renovations & Revitalization III							
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
Digital Dome Theater Seating and Software							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
Facilities Master Plan							
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 been no additional billings since last meeting.

Expenditures to date: \$362,878

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Campus Auxiliary Services Updates

Health Office

- Continuing to lead the pool testing. We have tested over 5000 people since October. Our overall positivity rate is low compared to other community colleges. We are testing between 500-600 students and employees weekly.

Information Technology

- A review of Ellucian Banner associated products has been conducted and IT is determining which contracts need to be renewed. There is a potential for significant savings.
- TPAC is meeting regularly since the beginning of the semester and a number of projects are being discussed.

Public Safety

- Two new part time officers have been hired. Vivian Carter is from the Bath area and is a member of the Army Reserves. Tom Slymon is a retired police officer from North Carolina and is a SUNY CCC graduate who recently moved back to this area after his retirement.

Physical Plant

- Physical Plant staff has been busy working at the mass vaccination site to provide resources to complete the setup. An MOU was signed to provide reimbursement for costs the college has incurred during this process.
- Plans are being made for Summer Projects including exterior door replacements on some main campus buildings.
- Director of Physical Plant is exploring options for upgrading building ventilation systems. There is a possibility that funds could be available from CARES act for these projects
- We are waiting for guidance from SUNY regarding classroom density for summer and fall sessions. Occupancy levels may change based upon this information.
- We will not be renewing the landscaping contract at the Elmira Center and are looking to hire a part-time employee to complete the tasks at a savings from the contracted cost. This employee will also be available to work at other locations.
- There are a number of items that will be sold at an auction in the future to bring in some revenue.

SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees Human Resources and Diversity Committee
April 20, 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](#)

[Regular Agenda](#)

[David Higgins, Retirement](#)

[Whistleblower Policy](#)

DISCUSSION ITEMS

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

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

- Campus-wide, SUNY, and Community efforts:
 - CCC will be presenting at SUNY Center for Professional Development Conference, April 23, 2021
 - CCC Diversity Planning for 2021-2024 is currently underway
- Engaging Students: Women’s Herstory Month
 - To highlight Women In STEM, the SUNY CCC Diversity Center invited women leaders in STEM to share their inspirations, journey, and achievements.
 - Beta Mannix, Associate Dean for Executive Programs and Ann Whitney Olin Professor of Management, Cornell SC Johnson School of Business provided a workshop for “Building Your Leadership Legacy” – This event was sponsored by Chemung Canal
 - Zoe Wernick, CCC student facilitated a Paint and Lunch for the community
 - Diane and Michelle Schenandoah provided a powerful workshop “Celebrating the Power of Native Women and Native Mothers”
- Workforce Diversity Recruiting –
 - SUNY PRODIG Proposal was approved in search for Nursing Faculty

SUMMARY STATUS OF VACANT FULL TIME POSITIONS

AS of April 12, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				1	1
Faculty	2			4	6
Professional Service	1			4	5
Grand Total	3			9	12

Provost search is currently in progress.

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SUNY CORNING COMMUNITY COLLEGE
Regional Board of Trustees
Human Resources Committee
April 20, 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](#)

Regular Agenda

[David Higgins, Retirement](#)

[Whistleblower Policy](#)

DISCUSSION ITEMS

Summary of activities: [Fostering Diversity, Equity and Inclusion](#)

Summary of [vacant positions](#)

Trustee Park informed the committee that SUNY CCC had been selected to present at the next student success summit. The Topic of the presentation is a call to create a sustained transformation for racial and justice and equity.

Trustee Park asked the committee what transformation means to them as a trustee? A lengthy discussion followed. Trustee Cherry-McKinney-Cherry recommended trustees to read the book The Left Behind, The Decline and Rage in Rural America.

Trustee Wightman asked to see timely metrics of our demography. Executive Director Park will have it ready by next semester.

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

Trustee Park adjourned the HR Committee meeting at 6:59 p.m.

CONSENT AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE

Appointments, Promotions and Separations

[RESOLUTION #T4727-21](#)

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)
Cara Demers	Communications Specialist	Marketing and Public Relations	Resignation	3/31/21	Cara Demers worked at the College for 1 year and 3 month. She is relocating and has found another position.
Kimberly Bailey	Visiting Instructor	Nurse Education	Resignation	4/2/21	Kim Bailey was hired full time for the Spring 2021 semester, she will revert back to a part time role
Jordan Anderson	Alumni Development Coordinator	CCC Development Foundation	Resignation	4/23/21	Jordan Anderson has served the college for almost 2 years. She will remain in the area and is seeking other employment.

Resumes of new hires 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 #T4728-21](#)

[David Higgins, Retirement](#)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of David Higgins, Professor of Art in the Division of Humanities and Social Sciences effective May 24, 2021.

BE IT FURTHER RESOLVED, that the Regional Board of Trustees extends its appreciation to Professor Higgins for his service and recognizes his commitment to the College.

Background

David Higgins, Professor in the Division of Humanities & Social Sciences has served the college in the full time faculty role for 24 years and an additional 6 years as an adjunct prior. In addition to his commitment to students, he has organized art shows showcasing the creative talents of the CCC and local community. He is a three-time Best in Show winner in the Arnot Art Museum Regional Exhibition (and is also a three-time second-place winner in the same exhibition). He is also a three-time Best in Show winner of the Susquehanna Regional Art Exhibition at the Roberson Museum in Binghamton. One highlight of his career was when he was one of only six artists (and the only oil painter) chosen to participate in the 2012 Biennial Exhibition at the Memorial Art Gallery in Rochester. He holds a Bachelors degree in art from SUNY Binghamton, and a Masters degree in painting & drawing from Louisiana State University.

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REGULAR AGENDA

HUMAN RESOURCES and DIVERSITY COMMITTEE

RESOLUTION #T4729-21

[Whistleblower Policy](#)

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the Whistleblower Policy.

Background

In compliance with New York State Labor Law section 740 and 741, the Whistleblower Policy provides protection to employees from retaliatory acts for engaging in protected activities. The full policy has been provided in the HR Supplementary Materials folder.

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REGULAR AGENDA

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

RESOLUTION #T4730-21

[Regional Board of Trustees' Award for Teaching Excellence- Hatesh Radia](#)

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the 2021 Regional Board of Trustees Excellence in Teaching Award is presented to Associate Professor of Mathematics Hatesh Radia:

BACKGROUND NOTES:

Each year, faculty members are invited to nominate a faculty colleague for the Board of Trustees Excellence in Teaching Award. The nominee must have five years of full-time teaching experience at SUNY Corning Community College and show undisputed excellence in all five of the criteria areas: Teaching Performance, Scholarship and Professional Growth, Student Services, Academic Standards and Requirements for Student Performance, and Curriculum Development and Instructional Improvement. The Provost convenes a selection committee; each academic division appoints a faculty member who has previously been awarded a Trustee's Award for Teaching Excellence to serve on the committee. The awards committee selects no more than three candidates to be recommended as recipients of this award. The Provost recommends the candidates to the President. The President, therefore, makes the following recommendation for the Board of Trustees Excellence in Teaching Award.

PROFESSOR HATESH RADIA:

Please see the full nomination packet as recommended by the Provost and approved by the President on the Google Drive: RBOT Committee Reports for your reference.

REGULAR AGENDA

COMMITTEE FOR ACADEMIC AND STUDENT SERVICES RESOLUTION #T4732-21-[Academic Calendar 3 Year Proposal](#)

BE IT RESOLVED, that the Board of Trustees of SUNY Corning Community College hereby approves the following 2022-2025 Academic Calendar.

2022/2023 (Two Full Break Weeks, for spring classes starting week after MLK Day)

August 19	Start Up
August 22	Classes Begin
Sept 5	Labor Day, no classes
Oct 10-14	October Break (includes Columbus Day)
Nov 21-25	Thanksgiving Break
Dec 9	Last Day of Classes
Dec 12-16	Final Exams
Winter Break	Dec. 19 through Jan. 20 Could accommodate either a 3 or 4 Week Winter Term
Jan 16	MLK Day, no classes
Jan 20	Start Up
Jan 23	Classes Begin
Feb 20-24	February Break (includes President's Day)
April 3-7	Spring Break <i>Note: Easter is April 9</i>
May 12	Last Day of Classes
May 15-19	Final Exams
May 20	Commencement
May 29	Memorial Day
May 30	First Summer Term
June 30	First Summer Term ends
July 10	Second Summer Term begins
August 11	Second Summer Term ends

2023/2024 (Two Full Break Weeks, for spring classes starting week after MLK Day)

August 18	Start Up
August 21	Classes Begin
Sept 4	Labor Day, no classes
Oct 9-13	October Break (includes Columbus Day)
Nov 20-24	Thanksgiving Break
Dec 8	Last Day of Classes
Dec 11-15	Final Exams
Winter Break	Dec. 18 through Jan. 19 Could accommodate a 3 or 4 Week Winter Term
Jan 15	MLK Day, no classes
Jan 19	Start Up
Jan 22	Classes Begin
Feb 19-23	February Break (includes President's Day)
April 1-5	Spring Break
May 10	Last Day of Classes
May 13-17	Final Exams
May 18	Commencement
May 27	Memorial Day
May 28	First Summer Term begins
June 28	First Summer Term ends
July 8	Second Summer Term begins
August 9	Second Summer Term ends

2024/2025 (Two Full Break Weeks, for spring classes starting day after MLK Day)

August 16	Start Up
August 19	Classes Begin
Sept 2	Labor Day, no classes
Oct 14-18	October Break (includes Columbus Day)
Nov 25-29	Thanksgiving Break
Dec 6	Last Day of Classes
Dec 9-13	Final Exams
Winter Break	Dec. 16 through Jan. 17 Could accommodate either a 3 or 4 Week Winter Term
Jan 17	Start Up
Jan 20	MLK Day, no classes
Jan 21	Classes Begin
Feb 17-21	February Break (includes President's Day)
March 31-April 4	Spring Break
May 9	Last Day of Classes
May 12-16	Final Exams
May 17	Commencement
May 26	Memorial Day
May 27	First Summer Term begins
June 27	First Summer Term ends
July 7	Second Summer Term begins
August 8	Second Summer Term ends

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE

[RESOLUTION #T4731-21](#)

[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 February 28, 2021.

[Return to agenda](#)

REGULAR AGENDA

FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T 4733-21

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 March 31, 2021.