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

**DATE:** Thursday, January 27, 2022

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

**LOCATIONS:** Via Zoom

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

**REGULAR AGENDA**

AUDIT Committee

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

[CASS Committee](#)

- 1- [Resolution for Program Advisory Board Membership 2021-2022](#)
- 2- [Resolution for Program Review – Engineering Science Program](#)
- 3- [Resolution for Sabbatical Leave – Jennifer O'Hara and Christine Atkins](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- 1- [Resolution #T4780-22 Operating Report November 2021](#)

[HUMAN RESOURCES Committee](#)

9. OLD BUSINESS
10. NEW BUSINESS
11. EXECUTIVE SESSION
12. ADJOURNMENT

**SUNY CORNING COMMUNITY COLLEGE**  
**REGIONAL BOARD of TRUSTEES**  
**December 9, 2021**  
Via Zoom  
**MEETING MINUTES**

In attendance: N. Wightman, J McKinney-Cherry, R. Allison, H. Reynolds, A. Winston, P. Chu, N. Parks, M. Wayne, Shania Austin and H. Segur

Excused: Carl Blowers

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director Park, Provost Canfield, Executive Director Chandler, Executive Director Burdick and Assistant Director John Marchese

Support Staff: N. Ka-Tandia

Guest: Shannon Radford

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:33 pm.

2. APPROVAL OF AGENDA: (J. Cherry, M. Wayne, Unanimous).

3- APPROVAL OF THE MINUTES: October 21, 2021 (R. Allison, J. Cherry, Unanimous)

4. CHAIR'S REPORT.

- Chair Wightman started her report by congratulating Dr. Mullaney for his nomination by the Corning Chamber as one of the outstanding leaders in the Community and for being elected to the Schuyler County Chamber of Commerce Board
- RBOT discussed how to best honor Don Creath's legacy. There were several suggestions. Dr. Mullaney will reach out to Don's family to discuss it further.
- The annual donation appeal is ongoing. Chair Wightman would like to see full RBOT participation.
- Still working on the vacant trustee issues with Steuben County and Chemung County. There are 3 vacancies in Steuben and two of them are gubernatorial. The idea is to pull out one name and put it out for a County appointment.
- RBOT has decided to only hold Executive Committee meetings if there is a specific topic to discuss.

- Going forward in 2022, Full RBOT meetings will be held at different facilities. The January meeting will be held in ACP. March in Elmira, April in the Health Center, and the last meeting of the year will be in the New Digital Dome

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

### College Update

Dr. Mullaney started his report by sharing all the holiday festivities going on around campus:

- The Office of the President partnered with PECCC to host a holiday party at the Radisson. Many thanks to PECCC President Marie Hannan-Mandel for coming up with the idea and working with her team and Nogaye to pull off an excellent and well-attended event.
- The holiday tea returned this year and was held in the Triangle Lounge. Nearly 100 employees attended. The event's organizer was Dr. Brenda Gustin, with an able assist from Michele Turner. Michele Organized a "hats and mittens" donation drive as part of the tea with a total of 339 donations which was distributed to three local agencies to support families during the holidays.
- Holiday Concert by Professors Lou Bleiler and Will Wickham with our talented students was successful.
- Dr. Mullaney along with his wife Marianne Mullaney experienced their first Sparkle in downtown Corning. The College had a recruiting table and a very strong team lead by Caleb MacGuire and Austin LaFever promoting the College. Other employees were in attendance, including Joseph Oppenheim, Paul Andrews, Dr. Christine Atkins, Hannah Jones, Jennifer Sellers, Monica Cartas, and Claude Oliver.
- The LGBTQ Formal at the Spencer Crest Nature Center was a success and a testament of how the College's commitment to diversity is being embedded in the culture
- Finally, the unsung heroes of the College, the Physical Plant employees, are sponsoring a holiday door decorating contest open to all departments at the College. It's giving the buildings a very festive atmosphere

**Compensation Study:** Dr. Mullaney thanked Executive Directors Park and Chandler and Trustees who serve on the Finance and HR Committees for their thorough review of the plan, their insightful questions, and for agreeing to forward the proposal to the entire Board for approval.

Trustee Chu and Trustee Parks suggested sharing the compensation with the public as a recruiting tool.

**Professional Development:** Shannon Radford from IT will participate in the Steuben Leadership Program and Claude Oliver from the Recruitment Office participating in the Leadership Chemung Program. It is the third straight year that the College sponsored employees to participate in these county leadership programs.

**Grant:** CCC had been awarded a \$300,000 grant from the Finger Lakes Performing Provider System to support CNAs to become nurses, and preliminary acceptance of a quarter of a million-dollar SUNY Reimagine workforce grant for almost that much to support several workforce programs.

**Society of the Red Baron:** The Society is launched to recognize: Business and Industry Partner, Community Organization Partner, K-12 Partner, SUNY Partner, Donor Partner, Vendor Partner, and Advisory Board Partner. Nominations are due 12/31, and recipients will be recognized at breakfast in the spring at a date to be decided.

**Open House** was a success with a good participation across campus. Nearly 200 attendees. This was truly a group effort with students, staff, faculty, and administration participating in efforts to increase enrollment.

#### COVID Update:

Cases in Steuben County are the highest they've ever been. The previous high mark was 1/10/21 with a seven-day average of 81 cases; this week the seven-day average was 99. Message to employees is that we are not out of the woods yet. Student and employee commitment to testing remains strong.

#### SUNY Update

- Resignation of Chancellor Malatras effective January 14th. SUNY Board of trustees are meeting tonight to elect an interim until they can conduct a search for a replacement.

### 6. STUDENT TRUSTEE REPORT:

#### SAGA Updates:

- Don't currently have an adviser and unable to do the events that had been planned, besides the clothing drive.
- Clothing Drive, November 8<sup>th</sup>-12<sup>th</sup>, Raise 200 items to donate to the CCC food pantry and local churches.
- Talent Show, December 2<sup>nd</sup>, partnering with the Diversity Center to show off Corning student's talents.
- Dress for Success Event, December 9<sup>th</sup>, Headshots and resume tips for students
- SAEB has provided financial support to the Diversity Center for new equipment, to send a couple students to an addiction recovery conference, and the Muse of Fire Club for new costumes for the upcoming show.

#### Student Feedback:

- Student express excitement for upcoming basketball and baseball season
- Students express excitement about new SAEB and club events

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

### Foundation:

- Foundation:
  - Working with the College to review & update CCC/CCCDF legal agreements.
  - Rusty Smith and Tom Blumer are coming off the board effective 12/31/21.
  - Working on recruiting new board members to fill a number of vacancies.
  - Reviewing all committee objectives and creating a new goal scoresheet for 2022.
- Housing LLC:
  - Conversations continue with the financing partners regarding:
    - Extending the 9-month principal deferral agreement to 13-months
    - The potential debt service restructuring
    - Third party management exploration
  - Holly will serve as Interim Housing LLC Chair to replace Rusty Smith.
- Fundraising:
  - Annual Fund Q4 mailing sent in late November.
    - Encourage 100% leadership participation for the Annual Fund Campaign (still not met across RBOT & CCCDF).
    - Trustees and Foundation board members who have not donated to the Annual Fund campaign will be getting a Q4 letter with a note from John Marchese.

## 8. APPROVAL OF THE CONSENT 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 #4768-21 Appointments, Promotions and Separations (N. Parks, J. Cherry, Unanimous)

First Name	Last Name	Title	Department	Effective Date	Reason	Grade	Annual Salary	Comments
Jacob	Higbie	Building Maintenance Mechanic	Physical Plant	12/6/2021	New Hire	305	\$ 50,196.00	This is a probationary, full time, 12-mo standard, Civil Service, union position; This hire was made as a result of an open search.
Joelle	Van Skiver	Senior Typist	Nurse Education	11/29/2021	New Hire	103	\$ 29,891.00	This is probationary, full time, 12-mo standard, Civil Service, filled by the competitive selection process
Marcia	Bratti	Clinical Coordinator	Nurse Education	12/13/2021	New Hire	204	\$ 55,000.00	This is an administrative 12 mo standard, position at grade 204. This hire was made as a result of an open search
Michael	Blascovich	Campus Safety Officer	Public Safety	10/9/2021	Part to Full Time	I	\$ 29,256.00	This is a return to a provisional, 12-mo, full time, union position return to a full time position
Christopher	Moylan	Electrician	Physical Plant	11/3/2021	Resignation	306	\$ 52,697.00	Mr. Moylan voluntarily resigned after 3.5 years of service as an Electrician
Ryan	Steinberg	Dir of Student Services	Student Services	11/11/2021	Resignation	208	\$ 68,037.00	Mr. Steinberg voluntarily resigned after 6 years of service and will be working at Wells College.
Laura	Clark	Dir of Workforce Education	WEAP	11/19/2021	Resignation	208	\$ 79,831.00	Ms. Clark voluntarily resigned after 3 years of service and will be working with Cornell University HR.
James	Hillman	Maintenance	Physical Plant	1/3/22	Resignation	304	\$ 40,518.00	Mr. Hillman voluntarily resigned after 6.5 years of service.

## 9. REGULAR AGENDA

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

Trustee McKinney-Cherry stated that her meetings with Dr. Canfield are inspiring and very rewarding and mentioned her satisfaction with how CASS is always looking into the data and highlighting it.

Trustee McKinney Cherry noted there is one action item in the agenda.

Canfield provided an overview of the CASS committee report.:

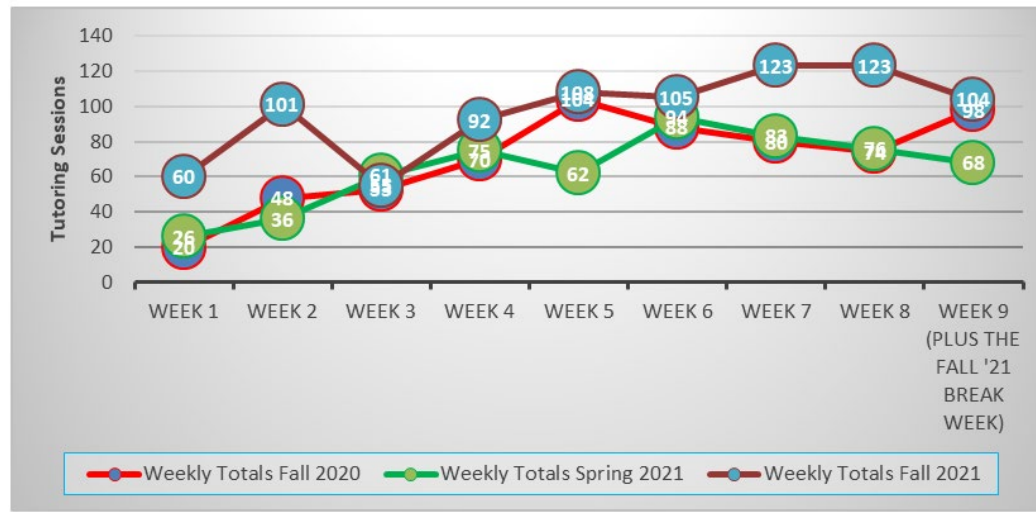
#### Academic Affairs

- SUNY CCC has partnered with the New York Early Childhood Professional Development Institute to provide credit-bearing coursework that leads to the Child Development Associate (CDA) credential.
- Humanities and Social Sciences Fall 2021 late start course enrollments compared to standard semester enrollments (average):

Course	Modality of Late Start Class	Enrollment	Avg Enrollment
ENGL 1010	Online	21	18
ENGL 1010	On campus	18	-
ENGL 1020	Online	23	17
GOVT 2040	Online	14	NA
HIST 1010	On campus	13	6
HIST 1110	Online	21	17
PSYC 1101	Online	9	19
PSYC 2212	Online	17	NA
SOCI 1010	Online	26	18
SPCH 1080	Online	15	12



- Learning Commons Tutoring Session Totals, Weeks 1-9, Fall '20, Spring '21, Fall '21



*Starfish early alerts deployed 8/30-9/3/21(Week 3), mid-semester warnings 9/27-10/1/21(Week 7)*

- Dr. MacDonald created a clickable image within the Blackboard dashboard so students can click on the green button to create Learning Commons appointments

### **Student Services**

- Perry Hall residents that received warning grades through Starfish were contacted by D. Duzy for referral to the Learning Commons
- Registrar presented Master Schedule Training to 10 faculty members 9/27/21 to work towards a cleaner, more consistent look for students
- Assistant Registrar presented Degree Works Student Education Plan training:
  - Pillars of Excellence Steering Committee: 9/23/21 12 faculty/staff
  - Additional Training through Pillars of Excellence: 10/21/21 for 16 faculty and staff
- 12 Chosen Name Requests were completed for Fall 2021
- 49 School Counselors registered to attend School Counselor Information Day: M. Vaughn from Corning Inc. spoke about the Technician Pipeline Program
- New format for Open House highlighting academic programs, 167 attendees
- Recruitment and enrollment plan for Spring 2022 developed by C. Kull, Director of Enrollment Operations

RESOLUTION #4773 New Program – A.S. Digital Design

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the new program of A.S. in Digital Design. (J. Cherry, R. Allison, Unanimous)

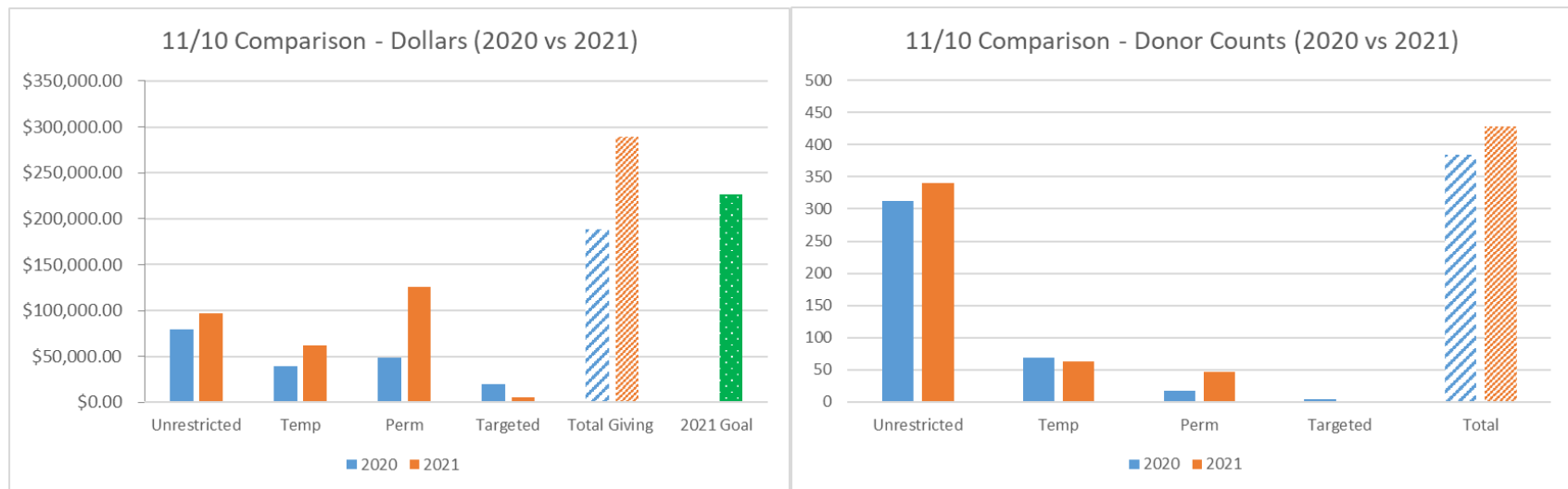
## **EXECUTIVE COMMITTEE**

1. Chair Update
2. President Update
  - a. COVID Update
  - b. SUNY Update: Budget, Aspen Training
  - c. College Update: Compensation Study, Goff Rd.
3. Discussion Item: RBOT representation on the Facilities Master Planning Committee
4. [Strategic Initiatives Update](#)

## **EXTERNAL AFFAIRS**

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

- The Scholarship Recognition Ceremony video premiered on 10/19 and had over 100 views as of 10/27.
- The Foundation's first ever free virtual Estate Planning & Charitable Giving Workshop on 10/21 had four attendees.
- Enrolled in the FLX Gives Campaign on November 11 and 12.
- Named Fund Holder Reports were sent to donors in October.
- The fourth quarter Annual Fund mailing is scheduled for November.
- The sixth Baron Bulletin e-newsletter is scheduled for December.
- Year-end e-mail solicitation appeals are scheduled for the last week in December.
- Planning for the spring semester Walter R. Smith Visiting Scholar Series featuring Sonia Nazario on April 7, 2022.
- The Digital Dome Theater campaign is complete and meaningful progress toward implementation is already underway.
  - Development staff are working with the President's Office to plan a ribbon-cutting event targeted for an April opening.
- Annual Giving results through 11/10/21:



	2020	2021		2020	2021
Unrestricted	\$79,914.63	\$96,606.31	Unrestricted	313	341
Temp	\$39,503.90	\$61,671.95	Temp	69	63
Perm	\$48,627.00	\$125,961.20	Perm	17	47
Targeted	\$20,300.00	\$5,000.00	Targeted	4	1
Total Giving	\$188,345.53	\$289,239.46	Total	385	429
2021 Goal		\$227,000.00			

## Marketing/Communications

### Highlights

Open House: 202 registered, 167 attended

TV: 2-week [campaign on WETM](#)

Print: posters, internal and at area high schools

Signage: digital displays

Email: [Counselor Newsletter](#)

Social/Digital Media: [LinkedIn](#)

Winter (Don't Put College On Ice!): [Winter Classes Webpage](#). Pageviews = 592 (enrollment)

College Website: [Parents and Guardians Webpage](#), Tiles on the homepage

### Performance

#### 1. Open House (Sept. 1 to Nov. 6)

<https://www.corning-cc.edu/admissions-future-students/open-house.php>

<https://www.corning-cc.edu/live.php>

September - November 2021

/live + /open-house

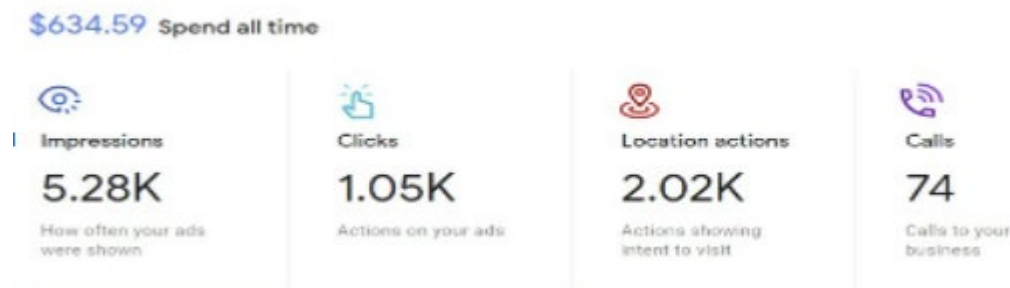
2 landing pages for November Open House

**Total pageviews: 1,802**

**Unique: 1,462**

#### 2. Google Ads- You're Invited- Open House (Sept. 22-Nov. 6)

Impressions = 5,280; Clicks = 1,050; Calls = 74; CTR = 19.9%; Spent = \$634.59



### 3. Website Quarterly Performance: Sept.-Nov. 2021 vs. Sept.-Nov. 2020

Default Channel Grouping	Date Range	Users	Change
<b>Organic Search</b>	Sep 1, 2021 - Nov 15, 2021	21454	<b>+33.34%</b>
	Sep 1, 2020 - Nov 15, 2020	16090	
<b>Direct</b>	Sep 1, 2021 - Nov 15, 2021	10309	<b>+12.24%</b>
	Sep 1, 2020 - Nov 15, 2020	9185	
<b>Paid Search</b>	Sep 1, 2021 - Nov 15, 2021	2166	<b>+30842.86%</b>
	Sep 1, 2020 - Nov 15, 2020	7	
<b>Referral</b>	Sep 1, 2021 - Nov 15, 2021	1985	<b>+29.82%</b>
	Sep 1, 2020 - Nov 15, 2020	1529	
<b>Social</b>	Sep 1, 2021 - Nov 15, 2021	958	<b>+82.82%</b>
	Sep 1, 2020 - Nov 15, 2020	524	

### 4. Facebook Engagement Trend

Reach = 1,597 +31.5%; Likes = 8,462; Followers = 8,723

*Paid:* Reach = 51,293 / Engagement = 902 / Clicks = 750; **Spent = \$1,120**

### 5. Media Statements

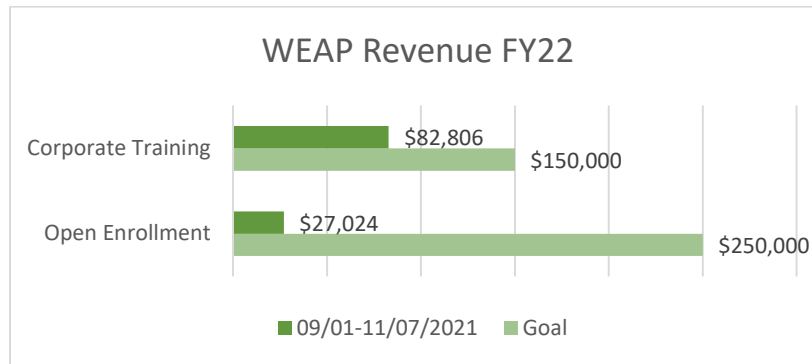
- SUNY CCC to host Unbalance of Power Art Exhibit, 11/8
- New Theatre Production at SUNY CCC, 10/7
- Tyré C. Bush to Represent NYS in Intensive Regional Leadership Development Program, 9/29
- SUNY CCC eSports Team Sweeps Competition in Inaugural Match-Up, 9/23

Website Statement

Join CCC in Honoring our Veterans this Veterans Day, 11/11

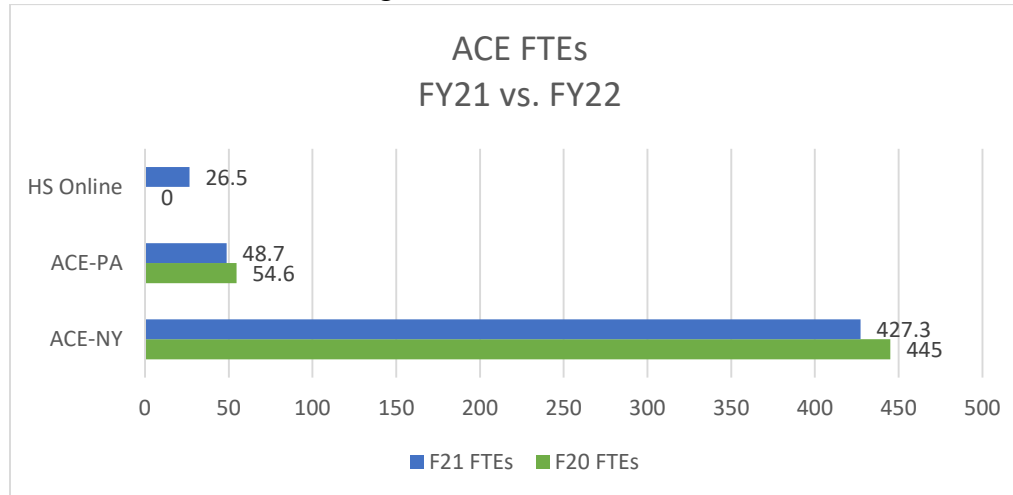
## Workforce Education & Academic Pathways

### Open Enrollment



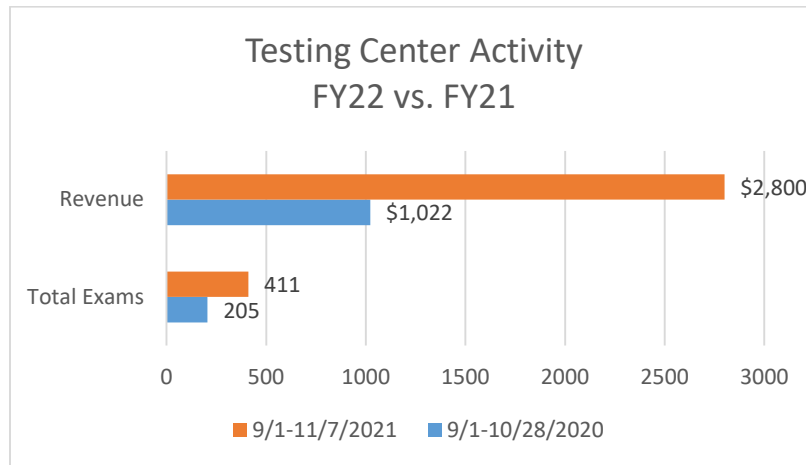
### Academic Pathways

- ACE Enrollment exceed goal of 500 FTEs



### Testing Center

- Staff recertification on most testing platforms; expanding to offer FBI, NYS Court Reporter and State Police (NY & PA) testing.
- Reinstated CNA Prometric Testing; CCC Testing Center staff are liaisons, Prometric does testing directly



### **Legislative Relations**

- Federal: Legislative Update and Higher Ed. Build Back Better passed the legislation
- State: Higher Ed Update. Pell Grant will get an increase starting next year if the Senate passes the bill.
- ACCT: Legislative Summit: Dr. Mullaney and trustee Winston have plans to attend the summit in February

### **FINANCE AND FACILITIES**

Trustee Reynolds provided a review of the Finance and Facility stated the committee held a meeting on October 11 and mentioned there is one action item on the agenda. She provided an overview of the Finances and Facilities report.

### **ACTION ITEMS:**

RESOLUTION #4772-21- Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Unaudited Reports for the periods ending October 30, 2021. (H. Reynolds, A. Winston, Unanimous).

SUNY Corning Community College  
Operating Dashboard  
as of 10/31/2021



Cash & Student Receivables

	Cash	# Days of Operations	Student AR	Current Semester Receivable
October 31, 2021	\$ 10,321,354	140	\$ 2,218,256	\$ 776,390
October 31, 2020	\$ 6,839,124	92	\$ 3,279,505	

Revenues & Expenditures @ October 31, 2021

	FY 22 Adopted Budget	Fall 21 Semester Budget	10/31/21	Fall 21 Semester Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 13,516,909	\$ 8,009,245	\$ 12,167,939	\$ (1,348,970)
Expenses	\$ 26,927,833	\$ 9,711,111	\$ 4,470,458	\$ 8,368,684	\$ 1,342,427
Surplus(Deficit)	\$ -				\$ (6,543)

Highlights of Revenues & Expenditures

	FY 22 Adopted Budget	Fall 21 Semester Budget	Actual 10/31/2021	Fall 21 Semester Forecast	Variance to Budget
Tuition & Fees	\$ 12,956,449	\$ 7,174,054	\$ 6,233,832	\$ 5,899,337	\$ (1,274,717)
Chargebacks	\$ 6,477,452	\$ 3,397,673	\$ 287,126	\$ 3,581,063	\$ 183,390
Personnel	\$ 19,927,914	\$ 6,828,343	\$ 2,717,061	\$ 5,730,465	\$ 1,097,878
Equipment	\$ 371,409	\$ 185,705	\$ -	\$ 10,501	\$ 175,204
Contractuals	\$ 6,628,510	\$ 2,697,063	\$ 1,753,397	\$ 2,627,718	\$ 69,345

Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Fall	Fall	Fall	
Total Headcount	3813	4087	4244	-10.2%
Full-Time	881	1162	1332	-33.9%
Part-Time	694	689	790	-12.2%
Credit Enrollment (Excluding ACE)	1575	1851	2122	-25.8%
HS Enrollment(ACE)	2238	2236	2122	5.5%
% Chemung County	43.6%	41.0%	41.8%	4.3%
% Steuben County	33.9%	35.3%	34.9%	-2.9%
% Schuyler County	6.4%	6.9%	6.1%	4.9%
% All Other Non-sponsor	16.1%	16.8%	17.2%	-6.4%

Perry Hall Occupancy

	2021-2022	2020-2021	2019-2020	2018-2019
Fall (Sept - Dec)	133	108	176	222
Spring (Jan - May)		71	158	189
Athletes (Sept - May)	27	2	93	112
Summer (June - August)		4	3	9



**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**For Period ending 10/31/2021**



	2021-2022 Budget	@ 9/30/21 21-22 Actual	@ 10/31/21 21-22 Actual	Fall 2021-22 Budget	Fall 2021-22 Forecast	Fall 2021-22 Budget vs Forecast
<b>REVENUES</b>						
Tuition	\$ 11,199,682	\$ 6,817,523	\$ 5,654,472	\$ 6,407,651	\$ 5,307,981	\$ (1,099,670)
Student Fees	\$ 1,528,934	\$ 588,752	\$ 579,361	\$ 766,403	\$ 591,356	\$ (175,047)
State Aid	\$ 7,043,820	\$ 586,985	\$ 1,173,970	\$ 2,464,671	\$ 2,347,940	\$ (116,731)
Grant Aid & Contracts	\$ 203,500	\$ 300,000	\$ 300,000	\$ 203,500	\$ 203,500	\$ -
Federal appropriations	\$ 8,000	\$ 4,915	\$ 4,915	\$ 4,000	\$ 4,915	\$ 915
Chargebacks	\$ 6,378,668	\$ 151,820	\$ 287,126	\$ 3,397,673	\$ 3,581,063	\$ 183,390
Other sources	\$ 565,229	\$ (8,775)	\$ 9,401	\$ 273,011	\$ 131,184	\$ (141,827)
Applied Fund Balance						
<b>Total Revenues</b>	<b>\$ 26,927,833</b>	<b>\$ 8,441,220</b>	<b>\$ 8,009,245</b>	<b>\$ 13,516,909</b>	<b>\$ 12,167,939</b>	<b>\$ (1,348,970)</b>
<b>EXPENSES</b>						
<b>Salaries</b>	<b>\$ 14,096,199</b>	<b>\$ 403,814</b>	<b>\$ 1,975,183</b>	<b>\$ 4,698,733</b>	<b>\$ 4,098,236</b>	<b>\$ 600,497</b>
<b>Employee Benefits</b>	<b>\$ 5,831,715</b>	<b>\$ 214,427</b>	<b>\$ 741,878</b>	<b>\$ 1,943,905</b>	<b>\$ 1,632,229</b>	<b>\$ 311,676</b>
<b>Equipment</b>	<b>\$ 371,409</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,705</b>	<b>\$ 10,501</b>	<b>\$ 175,203</b>
<b>Contractual Expenditures</b>						
<i>Purchased Services</i>	\$ 26,500	\$ 2,088	\$ 2,088	\$ 8,833	\$ 5,654	\$ 3,179
<i>Materials &amp; Supplies</i>	\$ 321,930	\$ 39,831	\$ 55,111	\$ 146,639	\$ 86,961	\$ 59,678
<i>Dues &amp; Subscriptions</i>	\$ 170,290	\$ 63,314	\$ 66,872	\$ 62,720	\$ 77,825	\$ (15,105)
<i>Consultants and</i>						
<i>Contractors</i>	\$ 232,000	\$ -	\$ 15,374	\$ 58,614	\$ 121,025	\$ (62,410)
<i>Accreditation</i>	\$ 25,000	\$ 16,089	\$ 18,589	\$ 24,727	\$ 18,589	\$ 6,138
<i>Marketing</i>	\$ 286,500	\$ 31,896	\$ 49,903	\$ 143,250	\$ 72,724	\$ 70,526
<i>Conference &amp; Travel</i>	\$ 151,175	\$ 5,891	\$ 8,230	\$ 77,424	\$ 39,386	\$ 38,037
<i>Utilities</i>	\$ 315,000	\$ 1,590	\$ 41,822	\$ 105,000	\$ 74,992	\$ 30,008
<i>Maintenance &amp; Repairs</i>	\$ 270,300	\$ 7,054	\$ 19,424	\$ 90,100	\$ 39,047	\$ 51,053
<i>Software &amp; Contracts</i>	\$ 925,227	\$ 49,165	\$ 88,287	\$ 437,249	\$ 236,508	\$ 200,741
<i>Voice &amp; Data</i>						
<i>Communication</i>	\$ 104,369	\$ 5,423	\$ 11,113	\$ 27,552	\$ 21,790	\$ 5,763
<i>Programs &amp; Events</i>	\$ 126,887	\$ 81	\$ 81	\$ 48,402	\$ 81	\$ 48,321
<i>Maintenance Contracts</i>	\$ 363,594	\$ 57,946	\$ 71,108	\$ 32,783	\$ 87,543	\$ (54,760)
<i>Rentals (HEC)</i>	\$ 337,000	\$ (28,000)	\$ (25,939)	\$ 112,333	\$ 58,134	\$ 54,199
<i>General Institutional</i>	\$ 817,790	\$ 45,016	\$ 153,228	\$ 253,631	\$ 295,148	\$ (41,517)
<i>Other Expenditures</i>	\$ 268,975	\$ 5,050	\$ 12,940	\$ 50,969	\$ 37,335	\$ 13,634
<i>Scholarships</i>	\$ 1,810,973	\$ 2,005	\$ 1,165,166	\$ 1,165,042	\$ 1,354,974	\$ (189,933)
<i>Transfer Out</i>	\$ 75,000	\$ -	\$ -	\$ 37,500	\$ -	\$ 37,500
<b>Total Contractual Expenses</b>	<b>\$ 6,628,510</b>	<b>\$ 304,440</b>	<b>\$ 1,753,397</b>	<b>\$ 2,882,769</b>	<b>\$ 2,627,717</b>	<b>\$ 255,051</b>
<b>Total Expenses</b>	<b>\$ 26,927,833</b>	<b>\$ 922,682</b>	<b>\$ 4,470,458</b>	<b>\$ 9,711,111</b>	<b>\$ 8,368,684</b>	<b>\$ 1,342,427</b>
<b>Surplus/(Deficit)</b>	<b>\$ (0)</b>	<b>\$ 7,518,537</b>	<b>\$ 3,538,787</b>	<b>\$ 3,805,797</b>	<b>\$ 3,799,255</b>	<b>\$ (6,543)</b>

% of total 2021-22 revenue realized	31.3%	29.7%	50.2%	45.2%
% of total 2021-22 budget expended	3.4%	16.6%	36.1%	31.1%
% of total 2020-21 revenue realized	27.8%	37.8%		
% of total 2020-21 budget expended	4.0%	13.1%		

## 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: \$375,635

### Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 10.31.21	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

\* Current Computer Replacement and Classroom Technology Upgrades are being funded through the Federal Stimulus Funds

## **Information Technology Department**

- IT continues to work towards automating CCC's user-based account lifecycle and providing additional account security. They have chosen a solution called RapidIdentity which is in the process of being implemented. As part of this implementation, MFA (Multi-factor Authentication) will be enabled for all users similar to what we see on our bank accounts. This will help to protect our user's accounts and CCC from cyberattacks. If everything stays on target, this solution should be in place on Jan. 3rd.
- On 11/10/21 IT did the Inactive Records Destruction for 2021. There were a total of 106 boxes of records destroyed in this process
- All 80+ computers have finally arrived on campus despite numerous delays in shipping. 40 of those computers were for employee's and all but 5 have been deployed. Marc Brown and Justin Parker have been working to deploy the new computers. We only have 4 Windows 7 computers on campus and plans continue to upgrade these units.
- The IT Storage room/Repair Shop was cleaned out and new storage shelves went up. No more trip hazards!
- Very soon we will begin using electronic document processing and signatures with Adobe Sign. This will allow us to upload documents for recipients to complete and sign securely from a computer or mobile device. Documents can be routed to multiple people for completion, review, or signatures. Automatic tracking, reminders, and notifications are a few of the features offered by this processing program. We also will save a great deal of money compared to other similar programs because of our ITEC/SUNY collaboration.

## **Health Services**

- A Red Cross Blood Drive was hosted in the Commons on November 16 & 17. 50 pints of blood were donated.
- The Steuben County Health Department held a vaccination clinic in the Small Dining Room on November 17th. Both CCC Nurses assisted with giving the shots. 30 people received a Moderna booster shot and one student was able to meet the SUNY vaccination mandate by receiving their second shot. Another clinic has been scheduled on December 2nd and Pfizer vaccinations will be offered.
- Approximately 55 students were seen in the health office for illness, injury and mental health support.
- Organized flu clinic in cooperation with Wegmans pharmacy. Approximately 30 employees participated.
- Fifty (50) rapid covid tests completed in October and early November. Monitored covid test results and provided any necessary follow up for 2181 covid pool test results.

## **Physical Plant**

- A Facilities Master Plan kickoff meeting was held with Senior Staff and the consulting firm SWBR on November 16th. The process for designing the plan was discussed and areas to be addressed were identified. SWBR stated that their tentative goal for completion is late Summer, 2022. A steering committee will be formed to assist in the process.
- The Digital Dome conversion capital construction has begun and the contract with Evans and Southerland for the theater equipment and installation has been signed and a representative was on campus to discuss installation details. Physical Plant staff have begun remodeling work in the lobby and theater.
- The Siemens energy project has received rebates from NYSEG totaling \$149,522 and the first check of \$10,500 from NYSERDA for our participation in the Real Time Energy Management (RTEM) program was presented to the college on November 16th. If we continue to meet performance levels, our participation in RTEM, has projected rebates totaling \$24,662 over 3 years.

#### **Department of Public Safety**

- The department lost both a full-time and a part-time officer in October. Officer Griffin has accepted employment with Corning, Incorporated and Officer Carter has accepted a position with the Steuben County Sheriff's Office. Officer Michael Blascovich has moved from part-time to a full-time position and Officer Patrick Deebs was hired as a part-time Campus Safety Officer.
- Public Safety Officers have collected nearly 5,000 pool test samples since the start of the semester. We are currently requiring that all non-vaccinated people are tested every week and vaccinated individuals are tested every other week. This process has helped to identify several positive cases.

#### **Auxiliary Services**

- Auxiliary Services staff assisted students who were at risk of deregistration for not meeting the SUNY vaccination mandate. 53 students who had not received their second shot were given a temporary extension and only one student was deregistered at the second deadline. A total of 15 students were deregistered for not meeting the mandate. Staff are monitoring student vaccination status for Spring course registrations.

## HUMAN RESOURCES COMMITTEE

Trustee Parks provided a review of the HR Committee and noted the committee met on November 30 reviewed and discuss further the diversity equity and inclusion plan. Trustee parks noted there are three action items in the agenda and highlighted how two of the items are retirees with a combined 44 years of service to the college  
Executive Director Park provided an overview.

### Regular Agenda

#### [Resolution #4769-21 Deb Harty, Retirement](#)

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its deepest appreciation to Ms. Harty exceptional service to the College. (N. Parks, A. Winston, Unanimous)

#### [Resolution #4770-21 Sylvia Mattson, Retirement](#)

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its appreciation to Ms. Mattson for her exceptional service to the College. (N. Parks, R. Allison, Unanimous)

Executive Director Park provided a summary of the compensation study and thanked everyone with their contributions.

#### [Resolution #4771 Non-Union Personnel Handbook Policy Update: Compensation Structure](#)

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community accepts and approves the new compensation structure. (N. Parks, P. Chu, Unanimous)

Executive Director Park gave a review of the compensation structure and stated that the compensation study would create a logical system for the non-Union staff and bring equity in establishing solid wages for each of the classifications based on data and fairness.

Trustee Parks mentioned that the new structure could be part of our recruitment strategy and could show students and staff how valued they are.

Trustee Wayne mentioned that it is worth noting that the compensation cost is actually less than what Executive Director Chandler budgeted for in anticipation of this.

### DISCUSSION ITEMS

- Diversity, Equity, and Inclusion
- Human Resources Activity
- Summary of [vacant positions](#)

10. OLD BUSINESS. None.

11. NEW BUSINESS. None

12. EXECUTIVE SESSION: yes

Trustee motioned to adjourned the regular meeting 6:45 pm and to enter into Executive session. (N. Parks, M Wayne Unanimous)

**SUNY CORNING COMMUNITY COLLEGE  
Regional Board of Trustees**

**Audit Committee**

**Thursday, January 27, 2022**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- Acceptance of audit reports for the year ending August 31, 2021, [resolution](#)
- Committee and Auditors agree on talking points for discussion at full RBOT approval of resolution to accept findings.

**DISCUSSION ITEMS:**

- Discussion with Jerry Mickelson, Duane Shoen and Ben Owens from Insero & Co. CPAs

**NEXT MEETING:**

TBD

**MEASURABLE STANDARDS**

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

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

## COMMITTEE ON ACADEMIC AND STUDENT SERVICES

January 19, 2021

Via Zoom

[Minutes](#)

In Attendance: Trustees: Judy McKinney-Cherry, Chair Wightman, Shania Austin, Polly Chu, R. Allison,  
Senior Staff: President Mullaney, Provost Canfield, N. Ka-Tandia

Guests: Brad Cole and Jonathan Balke

Trustee J. McKinney Cherry called the External Affairs Committee meeting to order at 5:30 pm and noted three action items on the agenda.

Provost Canfield thanked Brad Cole and Jonathan Balke for joining trustees to present the Engineering Science Associate degree program review.

Engineering Science, as one of the original programs offered at CCC, is a cornerstone program of the institution. It began as a pre-engineering AAS degree; as only two degrees, the AA and the AAS were approved by the Board of Regents in 1950. The program was converted to an AS Engineering Science degree in 1967. As it has developed over time, the purpose of the Engineering Science program has remained the same.

A lengthy discussion followed around recruiting stem faculty and retaining them. Trustee McKinney-Cherry thanked Brad Cole and Jonathan Balke for coming and sharing the review with trustees and for all their efforts to make the program successful.

Provost Canfield gave an overview of her report and highlighted a few points:

- Mechatronics program received full approval from SUNY and will launch this Fall
- The southern tier law enforcement Academy has seen significant growth.
- Launch of the new Human Services degree
- Partnership with Alfred state for a seamless transfer into their Human Services Management degree



Student Trustee, Shania Austin, reviewed her report and noted students' excitement about the new director of Student life, Matt Gorman.

The committee agreed to move the three resolutions below to the FULL RBOT for approval.

- 1- [Review for Advisory Board Membership](#)
- 2- [Resolution for Program Review – Engineering Science Program](#)
- 3- [Resolution for Sabbatical Leave – Jennifer O'Hara and Christine Atkins](#)

Trustee McKinney-Cherry adjourned the CASS Committee meeting at 7:05 p.m.

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**January 19, 2022**

**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**

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

**ACTION ITEMS:**

- 1- [Review for Advisory Board Membership](#)
- 2- [Resolution for Program Review – Engineering Science Program](#)
- 3- [Resolution for Sabbatical Leave – Jennifer O’Hara and Christine Atkins](#)

**NEXT COMMITTEE MEETING:** March 2, 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.

**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**January 19, 2022**

**Academic Affairs**

- Last spring's cohort in the Southern Tier Law Enforcement Academy (STLEA) was only 8 students- and as of Tuesday December 7, 2021, the enrollment for this spring's cohort is already almost 4 times as large (30), representing a significant increase in enrollment. When discussing the rationale for this dramatic increase with Director Cobb, a large driving force seems to be the growing reputation of excellence for our program. Several law enforcement departments that previously used other academies have chosen instead to send their cadets to the STLEA. Also, law enforcement agencies are hiring more readily than in previous years.
- With the launch of the new Human Services AS program, we formed a new partnership with Alfred State, allowing our Human Services AS graduates to seamlessly transfer to the Bachelor of Science in Human Services Management at Alfred State.
- Two information literacy classes were taught to ACE students. Students were given a demonstration of the library databases and allowed to study in the environment of a collegiate library.
- J. Sandy and T. Mazza partnered with writing tutors for individualized research tutoring. This has led to the creation of "research tutoring" as an offering in the Learning Commons starting in Spring 2022.
- Spencer Crest for the first time hosted The Pride semi-formal on December 4. The event lasted a full 3 hours with approximately 47 students and 11 employees attending.
- **Blackboard Accessibility**

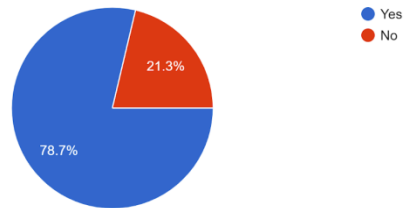
Semester	# of Courses	# of Content Items	% ADA Compliance
Fall 2021	415	34,982	77
Fall 2020	484	40,782	70

**Student Services**

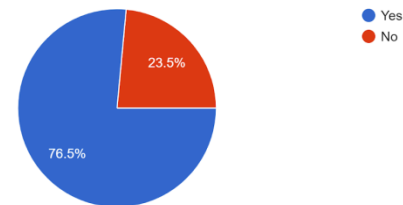
- SUNY CCC is participating in the SUNY Student Enrollment Management (SEM) initiative that is being funded through the Lumina Foundation. We have been assigned a consultant/coach from AACRAO, the American Association of Collegiate Registrars and Admissions Officers, to help provide us feedback regarding our SEMP. The team will also attend workshops around SEM.

- Director Bushey had one on one meetings with student athletes that were in jeopardy of not passing a course(s) and presented a winter session plan to get them enrolled and to remain academically eligible to participate in intercollegiate athletics.
- Athletics has had eight potential student athletes visit campus in the past three weeks; 7 have committed to attend in the Fall of '22 and 6 of the 7 will be Perry Hall residents.
- Starfish (from Student Learning Experience Survey)

Did you receive a Starfish Student Success early or midterm feedback email (August 30-September 3 or September 27-October 1) from any of your instructors?  
108 responses



Was the feedback from your instructor(s) helpful?  
85 responses



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**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES  
Regional Board of Trustees for SUNY Corning Community College**

**Committee on Academic and Student Services  
Report by Student Trustee: Shaunia Austin  
January 19, 2021**

**SAGA Updates:**

- SAEB collected over 200 clothing items during their Clothing Drive held in November. The clothing was divided and sent to the CCC Food Pantry and local churches.
- Working with our new temporary advisor, Stacy Johnson, on new events for next semester.

**Student Feedback:**

- Students are excited about the upcoming semester.

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## External Affairs Committee

October 12, 2021

Via Zoom

### MINUTES

In Attendance: Trustees: A. Winston, N. Wightman, P. Chu, N. Parks, M. Wayne, R. Allison,

Senior Staff: President Mullaney, Executive Director Clay, Executive Director Eschbach, Executive Director May, Assistant Director John Marchese, Nogaye Ka-Tandia

Excused: J. McKinney-Cherry

Trustee Winston called the External Affairs Committee meeting to order at 5:30 pm and noted there is no action item. He also complimented the reporting format of the Executive Director, which has more visual recognition now than it was in the past, which is in keeping with Cahir Wightman's alignments request.

#### **ACTION ITEMS:**

1. [None](#)

#### **DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Trustee Chu met with John Marchese and discussed three major topics:

- The need to have a consistent team for fundraising
- Building analytics to assess how to target the audience for fundraising
- Creativity to attract donors such as using video testimonials

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

1. Federal: Higher Ed: Legislative update
2. State: State of the State (SUNY) & Budget Update
3. ACCT: National Legislative Summit and 2022 Legislative Priorities

Trustee Winston adjourned the External Affairs Committee meeting at 6:06 p.m.

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

External Affairs Committee

**Tuesday, January 18, 2022  
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:**

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

March 1, 2022



### **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.

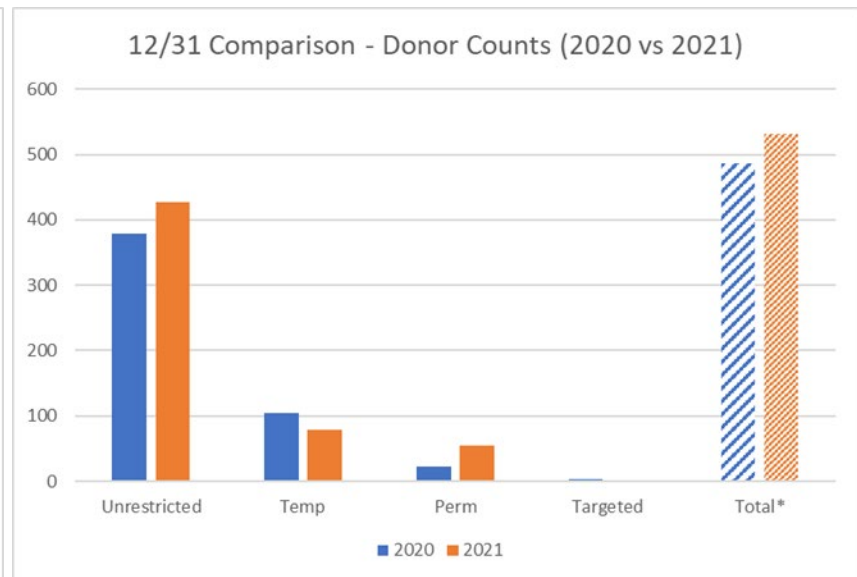
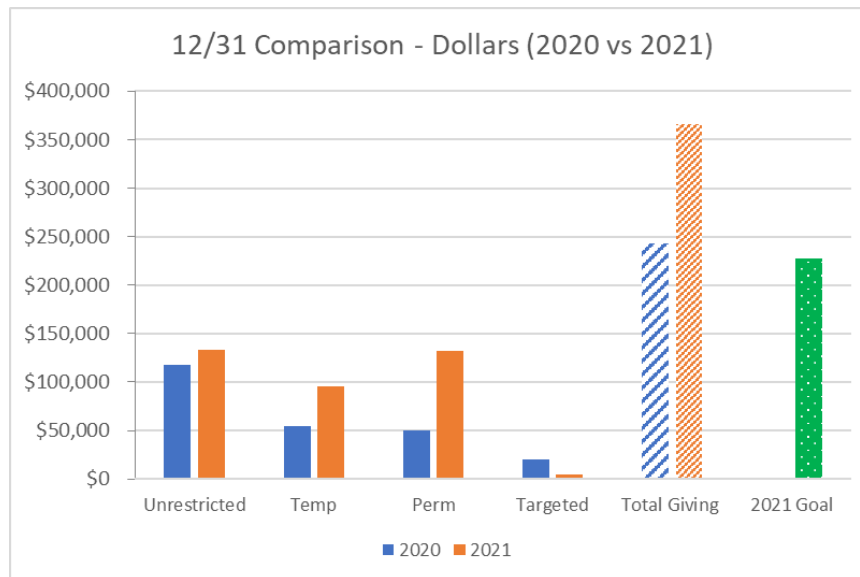
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### **CCC Development Foundation**

Submitted by John Marchese, Assistant Director of Development

January 18, 2022

- The CCC Development Foundation Executive Director position will be posted in January, pending final approval by the College.
- The CCC Housing Co. LLC Board of Managers approved the Housing LLC 2022 Operating Budget and the Fall 2022-Spring 2023 and Summer 2022 Perry Hall Pricing Structure Resolution at the November 2021 meeting.
  - Perry Hall double, single, and super single room rates remain unchanged.
  - Working on a new 3-year housing contract with Corning Incorporated for their summer intern program.
- At the December 2021 meeting, the CCC Development Foundation Board of Directors approved the 2022 Operating Budget.
  - Rusty Smith and Tom Blumer have come off the Foundation Board effective 12/31/21.
- The Foundation applied for and received a grant from the Corning Incorporated Foundation in the amount of \$8,000 to support the College's Center for Diversity, Equity, and Inclusion's retention initiative.
- The 2022-2023 Scholarship Application will be open from February 1 through May 31.
- Will send the 2021 Tax Report and Impact Statement to donors at the \$250+ level before the end of January.
- Completed donor analysis of database (year 3 of 3) to better target Annual Giving initiatives and to help identify new prospects for Planned and Major Giving programs.
- The first Baron Bulletin e-newsletter is scheduled for February.
- Planning for the Walter R. Smith Visiting Scholar Series featuring Sonia Nazario on April 7, 2022.
- Development staff are working with the President's Office to plan a Digital Dome Theater ribbon-cutting event targeted for an April opening.
- The first quarter Annual Fund mailing is scheduled for March.
- Annual Giving results through 12/31/2021:



	2020	2021		2020	2021
Unrestricted	\$117,579.79	\$133,415.89	Unrestricted	379	427
Temp	\$54,828.90	\$95,241.95	Temp	104	78
Perm	\$50,087.00	\$132,089.66	Perm	23	54
Targeted	\$20,300.00	\$5,000.00	Targeted	4	1
Total Giving	\$242,795.69	\$365,747.50	Total*	486	531
2021 Goal		\$227,000.00	* Unduplicated count of annual donors		

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## **Marketing/Communications**

Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
January 18, 2022

Winter (Don't Put College On Ice!): [Winter Classes Webpage](#). Pageviews: **2,311**, Unique: **1,682**

Winter Enrollment: HC 203 (24.9 FTE, 81% of goal)

Radio: Bigfoot Country

Print: postcards-went elsewhere (Don't put college on ice)

Signage: Billboards: Elmira/Barton

Spring [Spring 2022 Webpage](#). Pageviews: **1,218**. Unique: **979**

Digital Media: 1,370 impressions. 175 clicks. 13% click-thru. 43 calls. 560 map views.

Print: postcards-went nowhere, stop-outs, elmira enrollment event, revised Viewbook (print/HTML), Jan 6 Enrollment Event (continuing students)

Signage: Billboards: Elmira/Barton

[Holiday Greetings Video: recognized by Inside Higher Ed.](#)

Views from Website: 463. Views from YouTube: 396. **Total Views: 859**

Digital Marketing RFP: To be selected week of Jan 10, 2022

### **Performance**

**Website Performance: Nov. 2021 -Jan. 2022. Vs. Nov. 2020 -Jan. 2021**

Default Channel Grouping	Date Range	Users	Change
<b>Organic Search</b>	Nov 16, 2021 - Jan 6, 2022	14508	<b>+49%</b>
	Nov 16, 2020 - Jan 6, 2021	9735	
<b>Direct</b>	Nov 16, 2021 - Jan 6, 2022	6136	<b>+23%</b>
	Nov 16, 2020 - Jan 6, 2021	4978	
<b>Paid Search</b>	Nov 16, 2021 - Jan 6, 2022	1690	<b>+42,150%</b>
	Nov 16, 2020 - Jan 6, 2021	4	
<b>Referral</b>	Nov 16, 2021 - Jan 6, 2022	1198	<b>-38%</b>
	Nov 16, 2020 - Jan 6, 2021	1929	
<b>Social</b>	Nov 16, 2021 - Jan 6, 2022	481	<b>-8%</b>
	Nov 16, 2020 - Jan 6, 2021	526	
<b>Email</b>	Nov 16, 2020 - Jan 6, 2021	48	<b>+433%</b>
	Nov 16, 2021 - Jan 6, 2022	256	

#### **Digital Ad Campaign from December 2021**

*Social Mirroring, Native Ads, Re-Targeted Search*

Impressions: 270,995

Clicks: 389

Click-Thru: .14

2.05X Natl Avg

#### **Gannett/Chatbot**

130 Chat Sessions

122 Calls  
37 Forms/Emails

### Media Statements

Classified Study Concluded: Dec 18, 2021

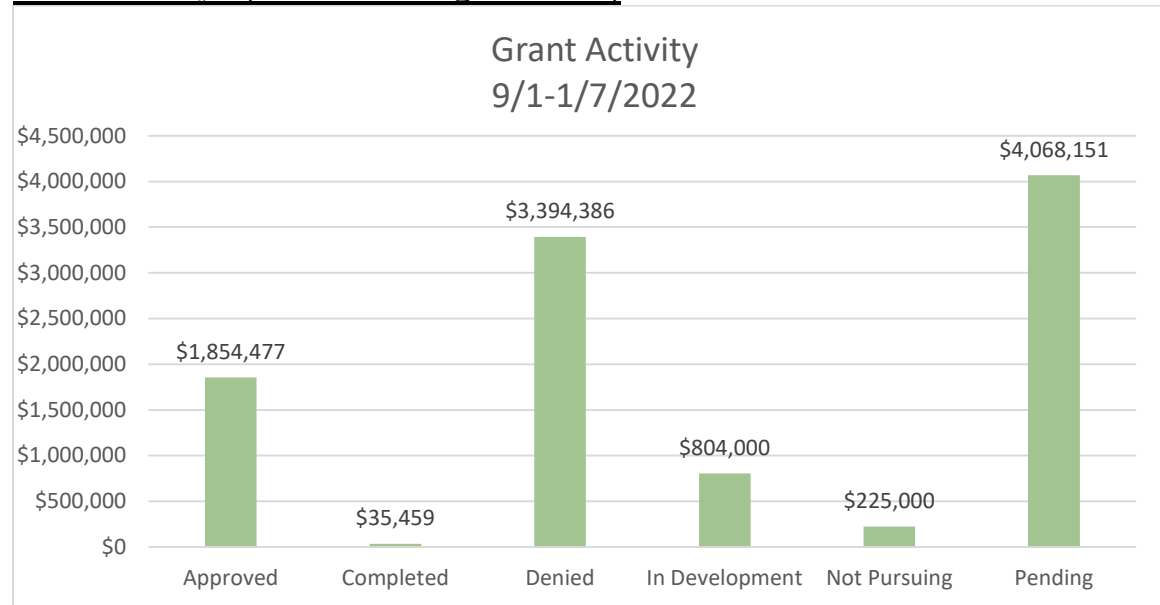
Alfred Articulation: Dec 8, 2021

Siemens Check: Nov 18, 2021

### Website Statement

Holiday Video

### Grant Activity – (9/1/2021 through 1/8/2022)



### Highlights:

- New approved grants for:
  - SUNY Reimagine Workforce Grant to fund tuition and supportive services for short-term training for high demand occupations

- Finger Lakes Performing Provider System grant for creation of Healthcare career pathways: Clinical Medical Assistant, CNA to LPN to RN Pipeline and Behavioral Health Technician
- Funding released for Appalachian Regional Commission grant for STEAM Design Center Project (MakerSpace)
- Grants in Development
  - Advancing Informal STEM Learning, due 1/18/2022
  - Nursing Emergency Training Funds, due 1/18/2022
  - EDA Build Back Better Clean Energy—Battery Storage (Binghamton U is grant lead)
  - EDA Good Jobs Challenge—Clean Energy Jobs Training (NYSERDA is grant lead; energy consortium w/SUNY & CUNY schools)

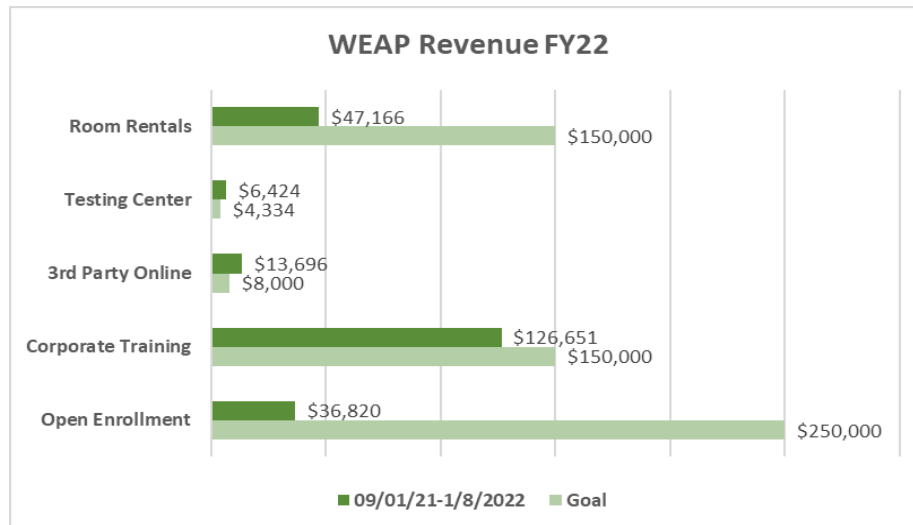
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## Workforce Education & Academic Pathways

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

January 18, 2022

### Workforce Education



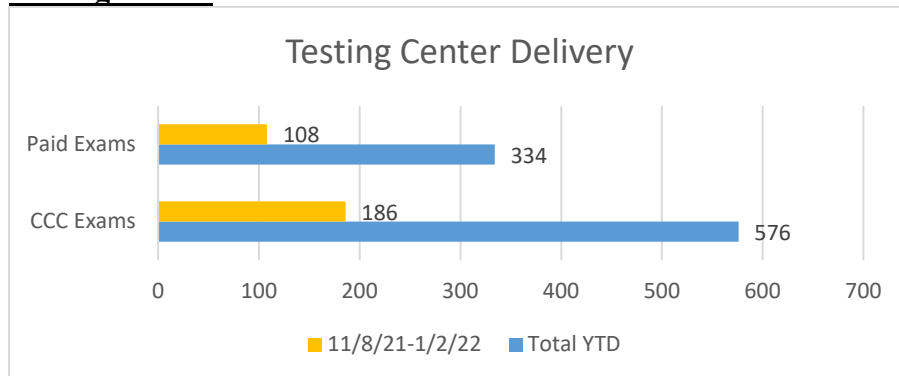
- Received FLPPS Grant for new program development (Behavioral Health Technician and LPN-RN Transition Program); includes Program Coordinator position
- Received SUNY Reimagine Grant to fund tuition for short-term training: **Online programs:** Certified Medical Administrative Assistant w/Certified Electronic Health Records Specialist + Medical Terminology, Certified Phlebotomy Technician, CompTIA A+ Certification, Mental Health Technician, Pharmacy Technician; **CCC programs:** Certified Peer Recovery Advocate, Direct Support Professional Level I, Welding
- Amber Cloke began her employment as the new Program Coordinator on 1/3/2022; her main focus for now will be Healthcare programs/businesses

### Academic Pathways



- Meeting with ACE students (18) to create educational plans.
- Collaborated with Admissions to send 1100 acceptance letters to ACE seniors

### **Testing Center**



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### **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
January 18, 2022

1. Federal: Higher Ed: Legislative update
2. State: State of the State (SUNY) & Budget Update
3. ACCT: National Legislative Summit and 2022 Legislative Priorities (Green Sheet)

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## **Finance and Facilities Committee**

**January 18, 2022**

Zoom Meeting

### **MINUTES**

In Attendance: Trustees: Chair Wightman, Ron Allison, Carl Blowers, Heather Reynolds, Mike Wayne  
Senior Staff: President Mullaney, Executive Director Chandler, Executive Director Burdick  
Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

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

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

#### Action Item

- Operating Report for November 2021

#### Discussion Items

- Review of Unrestricted Budget Summary/Dashboard
  - Revenues include HEERF funds that we have allocated for Fall. There will still be adjustments to tuition revenues due to in-state students still completing certificates of residency.

- Expenses savings in salaries and employee benefits reflects vacancy of open positions some that we are currently recruiting.
- Cash as of November 30 is \$9.5 million representing 129 days of operation.
- HEERF funds chart – lost revenue between tuition and chargebacks, only a few COVID expenses in the Fall semester, anticipate some additional spending in Spring.
- Audit Update
  - Discussion regarding findings during the audit process more information will be included in the audit committee meeting.
- Auxiliary Campus Services
  - Information Technology is working on updating computer labs at Airport Corporate Park, Elmira, and the Testing Center on Main Campus. New software was installed to monitor usage for future assessments of usage/future upgrades.
  - Banner Improvement Project update FLAC was rolled out in December and is working well thanks to a joint effort of several departments.
  - Working on Spring guidelines for the booster requirement update and have a plan in place to run reports in Argos to determine when students are due for booster.
  - Physical Plant staffing update discussion

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

Trustee Reynolds adjourned the Finance and Facilities Committee meeting at 4:47 p.m.

***SUNY CORNING COMMUNITY COLLEGE***

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

**Tuesday, January 18, 2022**

**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 November 2021 [resolution](#)

**DISCUSSION ITEMS:**

- Dashboard as of November 30, 2021
- Capital Projects Update
- Campus Auxiliary Services Update

**NEXT COMMITTEE MEETING: TBD**

**[MEASURABLE STANDARDS](#)**

**Measurable Standards** for the Committee on Finance and Facilities (revised June 2021)

- Review the proposed Budget and recommend action;
- Review the Operating Budget Report at every meeting and recommend action;
- Ensure that resource allocations and spending are consistent with the Colleges Diversity, Equity, Inclusion & Strategic Priorities
- Review capital expenditures and active construction projects quarterly;
- Develop a Three-year Fiscal Operating Plan to be in place for Fiscal Year 2022-2023;
- Develop a dashboard of key financial and Campus metrics to present to RBOT;
- Annually review the audited financial statements of the CCC Development Foundation;
- Review the College's Facilities Master Plan upon completion;
  - Prepare a space utilization study.
- Review the Technology Plan of the College upon completion and monitor annually, including financing and technology policies;
- On a semi-annual basis, receive and review a report of goals and achievements of the departments within Auxiliary Campus Services (Information Technology, Physical Plant, Public Safety and Health Services);
- Receive and review an annual Department of Public Safety training report, including measures related to the 2021 police reform initiative;

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**SUNY Corning Community College  
Operating Dashboard  
as of 11/30/2021**



**Cash & Student Receivables**

	Cash	# Days of Operations	Student AR	Current Semester Receivable
November 30, 2021	\$ 9,538,622	129	\$ 3,827,948	\$ 1,896,328
November 30, 2020	\$ 6,999,388	95	\$ 1,474,966	

**Revenues & Expenditures @ November 30, 2021**

	FY 22 Adopted Budget	Fall 21 Semester Budget	11/30/21	Fall 21 Semester Forecast	Variance to Budget
Revenues	\$ 26,927,833	\$ 13,400,178	\$ 11,547,553	\$ 13,395,100	\$ (5,078)
Expenses	\$ 26,927,833	\$ 9,711,111	\$ 6,365,502	\$ 8,125,028	\$ 1,586,084
Surplus(Deficit)	\$ -				\$ 1,581,006

**Highlights of Revenues & Expenditures**

	FY 22 Adopted Budget	Fall 21 Semester Budget	11/30/21	Fall 21 Semester Forecast	Variance to Budget
Tuition & Fees	\$ 12,956,449	\$ 7,174,054	\$ 5,782,701	\$ 5,746,169	\$ (1,427,885)
Chargebacks	\$ 6,477,452	\$ 3,397,673	\$ 3,908,177	\$ 3,908,177	\$ 510,504
Personnel	\$ 19,927,914	\$ 6,828,343	\$ 4,265,180	\$ 5,750,283	\$ 1,078,060
Equipment	\$ 371,409	\$ 185,705	\$ 28,876	\$ 31,527	\$ 154,178
Contractuals	\$ 6,628,510	\$ 2,697,063	\$ 2,071,446	\$ 2,343,218	\$ 353,845

**Use of HEERF CRSSA(Round II) & ARP(Round III) Funding FALL 2021**

<b>LOST REVENUE</b>	
Tuition & Fees	\$ 866,270
Chargebacks	\$ 409,438
	\$ 1,275,708
<b>COVID related expenses (Contractuals)</b>	
PPE, Cleaning, Testing supplies	\$ 8,569
Software/Technology	
Equipment	
	\$ 8,569
<b>Total use of HEERF Funds</b>	\$ 1,284,277

### Enrollment

	2021-2022	2020-2021	2019-2020	3 YR % change
	Fall	Fall	Fall	
<b>Total Headcount</b>	<b>3813</b>	<b>4087</b>	<b>4244</b>	<b>-10.2%</b>
<b>Total FTE</b>	<b>1103.1</b>	<b>1166.3</b>	<b>1275.8</b>	<b>-13.5%</b>
<b>Full-Time FTE</b>	<b>441</b>	<b>551.7</b>	<b>655.5</b>	<b>-32.7%</b>
<b>Part-Time FTE</b>	<b>158.8</b>	<b>165.9</b>	<b>180.7</b>	<b>-12.1%</b>
<b>Credit Enrollment FTE (Excluding ACE)</b>	<b>599.8</b>	<b>717.6</b>	<b>836.2</b>	<b>-28.3%</b>
<b>HS Enrollment FTE (ACE)</b>	<b>503.3</b>	<b>448.7</b>	<b>439.6</b>	<b>14.5%</b>
<b>% Chemung County</b>	<b>43.6%</b>	<b>41.0%</b>	<b>41.8%</b>	<b>4.3%</b>
<b>% Steuben County</b>	<b>33.9%</b>	<b>35.3%</b>	<b>34.9%</b>	<b>-2.9%</b>
<b>% Schuyler County</b>	<b>6.4%</b>	<b>6.9%</b>	<b>6.1%</b>	<b>4.9%</b>
<b>% All Other Non-sponsor</b>	<b>16.1%</b>	<b>16.8%</b>	<b>17.2%</b>	<b>-6.4%</b>

### Perry Hall Occupancy

	2021-2022	2020-2021	2019-2020	2018-2019
<b>Fall (Sept - Dec)</b>	<b>133</b>	<b>108</b>	<b>176</b>	<b>222</b>
<b>Spring (Jan - May)</b>		<b>71</b>	<b>158</b>	<b>189</b>
<b>Athletes (Sept - May)</b>	<b>27</b>	<b>2</b>	<b>93</b>	<b>112</b>
<b>Summer (June - August)</b>		<b>4</b>	<b>3</b>	<b>9</b>



**Corning Community College**  
**Report to Finance & Facilities Committee**  
**Unrestricted Operating Summary**  
**For Period ending 11/30/2021**



	2021-2022 Budget	@ 11/30/21 21-22 Actual	Fall 2021-22 Budget	Fall 2021-22 Forecast	Fall 2021-22 Budget vs Forecast
<b>REVENUES</b>					
Tuition	\$ 11,199,682	\$ 5,188,312	\$ 6,407,651	\$ 5,153,465	\$ (1,254,186)
Student Fees	\$ 1,528,934	\$ 594,389	\$ 766,403	\$ 592,705	\$ (173,698)
State Aid	\$ 7,043,820	\$ 1,760,955	\$ 2,347,940	\$ 2,347,940	\$ -
Grant Aid & Contracts	\$ 203,500	\$ -	\$ 203,500	\$ 1,284,277	\$ 1,080,777
Federal appropriations	\$ 8,000	\$ 4,915	\$ 4,000	\$ 4,915	\$ 915
Chargebacks	\$ 6,378,668	\$ 3,908,177	\$ 3,397,673	\$ 3,908,177	\$ 510,505
Other sources	\$ 565,229	\$ 90,805	\$ 273,011	\$ 103,622	\$ (169,389)
Applied Fund Balance					
<b>Total Revenues</b>	<b>\$ 26,927,833</b>	<b>\$ 11,547,553</b>	<b>\$ 13,400,178</b>	<b>\$ 13,395,100</b>	<b>\$ (5,078)</b>
<b>EXPENSES</b>					
Salaries	\$ 14,096,199	\$ 3,085,458	\$ 4,698,733	\$ 4,135,594	\$ 563,139
Employee Benefits	\$ 5,831,715	\$ 1,179,722	\$ 1,943,905	\$ 1,614,688	\$ 329,217
Equipment	\$ 371,409	\$ 28,876	\$ 185,705	\$ 31,527	\$ 154,178
<b>Contractual Expenditures</b>					
Purchased Services	\$ 26,500	\$ 1,950	\$ 8,833	\$ 3,267	\$ 5,566
Materials & Supplies	\$ 321,930	\$ 66,255	\$ 146,639	\$ 73,150	\$ 73,489
Dues & Subscriptions	\$ 170,290	\$ 70,768	\$ 62,720	\$ 71,410	\$ (8,690)
Consultants and					
Contractors	\$ 232,000	\$ 47,275	\$ 58,614	\$ 138,008	\$ (79,393)
Accreditation	\$ 25,000	\$ 18,589	\$ 24,727	\$ 18,589	\$ 6,138
Marketing	\$ 286,500	\$ 97,070	\$ 143,250	\$ 99,348	\$ 43,902
Conference & Travel	\$ 151,175	\$ 12,340	\$ 77,424	\$ 17,447	\$ 59,976
Utilities	\$ 315,000	\$ 71,593	\$ 105,000	\$ 112,743	\$ (7,743)
Maintenance & Repairs	\$ 270,300	\$ 35,163	\$ 90,100	\$ 41,962	\$ 48,138
Software & Contracts	\$ 925,227	\$ 156,886	\$ 437,249	\$ 170,886	\$ 266,363
Voice & Data					
Communication	\$ 104,369	\$ 12,254	\$ 27,552	\$ 20,557	\$ 6,995
Programs & Events	\$ 126,887	\$ 1,130	\$ 48,402	\$ (727)	\$ 49,129
Maintenance Contracts	\$ 363,594	\$ 87,764	\$ 32,783	\$ 105,796	\$ (73,013)
Rentals (HEC)	\$ 337,000	\$ (25,050)	\$ 112,333	\$ (25,050)	\$ 137,383
General Institutional	\$ 817,790	\$ 218,852	\$ 253,631	\$ 285,594	\$ (31,963)
Other Expenditures	\$ 268,975	\$ 27,536	\$ 50,969	\$ 36,014	\$ 14,955
Scholarships	\$ 1,810,973	\$ 1,171,072	\$ 1,165,042	\$ 1,174,222	\$ (9,180)
Transfer Out	\$ 75,000	\$ -	\$ 37,500	\$ -	\$ 37,500
<b>Total Contractual Expenses</b>	<b>\$ 6,628,510</b>	<b>\$ 2,071,446</b>	<b>\$ 2,882,769</b>	<b>\$ 2,343,218</b>	<b>\$ 539,551</b>
<b>Total Expenses</b>	<b>\$ 26,927,833</b>	<b>\$ 6,365,502</b>	<b>\$ 9,711,111</b>	<b>\$ 8,125,028</b>	<b>\$ 1,586,084</b>
<b>Surplus/(Deficit)</b>	<b>\$ (0)</b>	<b>\$ 5,182,051</b>	<b>\$ 3,689,067</b>	<b>\$ 5,270,073</b>	<b>\$ 1,581,006</b>

% of total 2021-22 revenue realized                      42.9%                      49.8%                      49.7%

% of total 2021-22 budget expended                      23.6%                      36.1%                      30.2%

% of total 2020-21 revenue realized                      27.8%

% of total 2020-21 budget expended                      4.0%

**Fiscal Year 20-21 Capital Projects**

	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 11.30.21	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>Renovations &amp; Revitalization III</b>							
Library Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Electronics 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
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

\* Current Computer Replacement and Classroom Technology Upgrades are being funded through the Federal Stimulus Funds

## **Campus Auxiliary Services Update**

### **Information Technology**

#### **Computer Lab Upgrades**

- New computers installed in labs at Airport Corporate Park, Elmira Center, and the Testing Center on Main Campus.
- New software was installed in computer labs that will enable IT to assess lab usage to help optimize resources and plan future purchases.

#### **Network and Computer Security Upgrades**

- The IT department continues to work with SUNY Information Technology Exchange Center (ITEC) and the SUNY Security Operations Center (SOC) to assess our network, servers, desktops, laptops, etc. for vulnerabilities and to strengthen our cyber-security position.

#### **Banner Improvement Project**

- FLAC project was rolled out in December for the winter and spring terms term and seems to be working well thanks to a joint effort of a number of people and departments.

### **Auxiliary Services**

- Currently working on the new Spring guidelines from SUNY and compliance with vaccination and booster requirements.

### **Physical Plant**

- Hired a new Building Maintenance Mechanic and Maintenance Worker. Open positions include Electrician, Head Groundskeeper and two Cleaner positions.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Human Resources Committee**  
**January 18, 2022**  
Via Zoom

**MINUTES**

In attendance: N. Parks, N. Wightman, M. Wayne, A. Winston, H Reynolds

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

Trustee N. Parks called the HR committee meeting at 6:07 pm by noting there are two action items on the agenda

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

**Consent Agenda**

1-[Appointments, Promotions and Separations](#)

2-[Position Activity](#)

**DISCUSSION ITEMS**

- The Committee discussed at length how a joined team effort had led to the recruitment of the newest hire in the STEM division (Heena Panchasara) from Texas. A lengthy discussion followed on using the area quality of life as a recruitment tool for dual-career recruiting.
- Trustee Parks noted the diversity pool of new hires and noted it's something to be celebrated.
- Trustee Wayne inquired about employees' reactions regarding the new compensation. Executive Director Park explained that employees were pleased about the pay increase but overall, it was motivational.
- Dr. Mullaney thanked Trustee Wayne and Parks for suggesting sharing a press release with the public.

- The Committee discussed FLAC. The system is. IT's an effective system using the module in banner that creates more efficiency, transparency, and accuracy when it comes to paying instructional faculty and adjuncts
- The Committee discussed the recruitment process for the Executive Director of the Foundation and the composition of the search committee

Trustee Parks adjourned the External Affairs Committee meeting at 7:29 p.m.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**January 18, 2021**  
**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**

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

**Regular Agenda**

**DISCUSSION ITEMS**

Human Resources Activity  
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

**Discussion Topics: Human Resources**

- Non-Union professional grade compensation and classification study has been completed and currently being implemented
- A major system upgrade has been completed – the Faculty Load and Compensation created a streamlined process that provide additional transparency to faculty and adjuncts as well as administrators

**SUMMARY STATUS OF VACANT FULL TIME POSITIONS AS of January 12, 2022**

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				7	7
Faculty				2	2
Professional Service	1			4	5
Grand Total	1			13	14

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## CONSENT AGENDA

### HUMAN RESOURCES and DIVERSITY COMMITTEE Appointments, Promotions and Separations RESOLUTION #T4774-22

**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.

First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Amber	Cloke	Program Coor	WEAP	1/3/22	New Hire	\$ 53,746	This is a 12 month, full time, professional grade D position. This hire was made as a result of an open search
Matthew	Gorman	Director of Student Life	Student Services	1/10/22	New Hire	\$ 68,344	This is a 12 month, full time, professional grade F position. This hire was made as a result of an open search
Kernalia	Andrews	Educational Specialist	Enrollment Management	1/31/22	New Hire	\$ 52,970	This is a 12 month, standard, full time, professional grade D position. This hire was made as a result of an open search
Joshua	French	Maintenance Person	Physical Plant	1/24/22	New Hire	\$ 41,760	This is a 12 month, full time, civil service position. This hire was made as a result of an open search.

First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Heena	Panchasara	Associate Professor	STEM	1/14/22	New Hire	\$ 58,000	This is a 10 month, academic, tenure-track position. This hire was made as a result of an open search
Paul	Andrews	Associate Dean of Student Affairs	Student Affairs	2/7/22	Promotion	\$ 80,000	This is a 12 month, standard, full time, professional grade G position. This hire was made as a result of an internal search
First name	Last Name	Title	Department	Effective Date	Action	Salary	Background
Jillian	Sandy	Librarian	Learning Resources	1/10/22	Resignation	\$ 58,865	Jillian Sandy was employed for 2 years and will be working at SUNY Binghamton.
Dillon	Shafer	Visiting Instructor	Nurse Education	12/11/21	Resignation	\$ 47,013	Dillon Shafer resigns after 1 semester of full time employment; he will be working in a hospital setting.
Jessica	Bobby	Asst Prof	Nurse Education	1/10/22	Resignation	\$ 57,148	Jessica Bobby was employed for 3 years and will be working in the hospital setting.
Bryan	Benjamin	Cleaner	Physical Plant	12/13/21	Termination	\$ 27,562	Bryan Benjamin was terminated within his probationary period.

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

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## CONSENT AGENDA

### HUMAN RESOURCES COMMITTEE

#### Position Activity

#### RESOLUTION #T4775-22

**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)
Associate Dean of Student Affairs	Paul Andrews	New title and job description	2/7/22	The prior position, Associate Dean of Enrollment Management, has been re-titled and a new position description has been developed to provide appropriate support to division of the Provost.
Financial Aid Counselor	Yolanda Williams and Tara Bauman	New title and job description	12/31/21	Based on the evolving needs of the Financial Aid Office, the current positions have been re-titled with updates to the job descriptions
Assistant Director of Learning Resources	Keith Ward	New title and job description	12/31/21	Based on the evolving needs of the Learning Resources department, the Director of the Learning Commons has been re-titled with updates to the job description
Senior Director of WEAP	Tyre Bush	New title and job description	12/31/21	Based on the evolving needs of WEAP, the Director of Academic Pathways for Workforce Development has been re-titled with updates to the job description

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

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## **REGULAR AGENDA**

### **AUDIT COMMITTEE**

RESOLUTION #T4776-22

#### [Independent Auditors Report](#)

WHEREAS, the auditing firm of Insero & Co. CPAs completed an examination of the books and records of SUNY Corning Community College for the fiscal year ended August 31, 2021; and,

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

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

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

BACKGROUND NOTES Acceptance of Independent Auditors Report in accordance with regulations issued by the State University of New York, the SUNY Corning Community College Board of Trustees engaged the independent auditing firm, Insero & Co. CPAs, to audit the books and records of the College.

## REGULAR AGENDA

### COMMITTEE FOR ACADEMIC AND STUDENT SERVICES Resolution #T4777-22

#### Resolution for Program Advisory Board Membership 2021-2022

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the Program Advisory Board Membership for 2021-2022.

#### BACKGROUND NOTES:

Program Advisory Boards (sometimes called Program Advisory Committees) are essential to the establishment and maintenance of up-to-date, quality educational programming. Advisory Boards for programs at Corning Community College generally meet at least once per year, and are often convened for additional meetings for discussion of special topics or activities, such as Program Reviews or changing workforce needs. Advisory Board members from industry, transfer institutions, and with specific knowledge and expertise, serve as a vital link between the education and the world of work. They are charged with program evaluation, curriculum content advisement, equipment/infrastructure needs recommendations, recruitment of adjunct faculty, providing community job information, and generally promoting the College and its programs.

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## REGULAR AGENDA

### COMMITTEE FOR ACADEMIC AND STUDENT SERVICES Resolution #T4778-22

#### Resolution for Program Review – Engineering Science AS Program

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the continuation of the program based on the following review of the:

#### **Engineering Science AS Program**

#### **BACKGROUND NOTES:**

Program Reviews according to the policy guidelines of the State University of New York require all academic programs must be reviewed every six years. Each year, the Provost prepares a program review calendar which is sent to the Curriculum Committee and shared with all associate deans of instruction. The Curriculum Committee assigns two principle reviewers for each program review. All program reviews are sent before the Curriculum Committee on the dates established on the program review calendar. The Curriculum Committee makes a recommendation concerning whether to continue or deactivate the program as part of the program offerings of the College. This recommendation is then sent to the Faculty Assembly as an action item. The Program Review recommendations are reviewed by Senior Staff and the President prior to consideration by RBOT. Therefore, the Faculty Assembly, the Provost, and the President all recommend continuance of the indicated programs.

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## REGULAR AGENDA

### COMMITTEE FOR ACADEMIC AND STUDENT SERVICES

#### Resolution #T4779-22

#### RESOLUTION FOR SABBATICAL LEAVE FOR 2022-2023

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following sabbatical leave for the 2022-2023 Academic Year:

**Christine Atkins – Professor – Humanities & Social Sciences (*Spring 2023*)**

**Jennifer O'Hara – Associate Professor – Professional Studies (*Academic Year 2022-23*)**

#### BACKGROUND NOTES:

Process: Each spring, the opportunity for sabbatical leave is announced and communicated to the list of faculty eligible for sabbatical leave and invites application. Applications are due in November and are reviewed by the Associate Dean of Instruction and the Provost. Recommendations are forwarded to the President. The President's recommendations are presented to the CASS committee of the Regional Board of Trustees. Applicants may indicate preference for a one-semester sabbatical leave with full pay, or a two-semester sabbatical leave for 60% pay. Applications for sabbatical leave must address the benefit to the College, its programming, and its students. Applications typically include proposals for professional development, professional productivity such as writing for publication, performing research, or producing creative works, or significant program/curriculum development.

For the 2022-2023 Academic Year, three applications were received. After review, the recommendation is to approve two out of the three sabbaticals.

- a. **Professor Christine Atkins** will be focusing on work related to SUNY's newly revised General Education Requirements; specifically, the Diversity: Equity, Inclusion, and Social Justice (DEI & SJ) Knowledge and Skill Areas.

Her sabbatical will focus on researching best practices for integrating DEI & SJ throughout programs, developing training that will complement SUNY's training in these areas, research and writing for her own professional development with the goal of presenting at a national conference, and, if time allows, determining if there is a market for a DEI microcredential or specialization within the Liberal Arts and Sciences degree. During her previous sabbatical she created a new course—GWST 1010—Introduction to Gender and Women's Studies—which has run once a year since its creation.

- b. **Associate Professor Jennifer O'Hara** - It is her objective to complete a Doctorate of Education in Leadership and Learning during the 2022-23 academic year and defend her dissertation and capstone project. Upon completing this work, it is her objective to obtain a position of leadership within SUNY Corning Community College. Her dissertation research focus on community college equity, inclusion, and faculty engagement will benefit Corning Community College, particularly by tying it to our Guided Pathways work.

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**REGULAR AGENDA**

**FINANCE AND FACILITIES COMMITTEE**

RESOLUTION # **T4780-22**

**Operating Report**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Report for the period ending November 30, 2021

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