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

**DATE:** Thursday, September 2, 2021

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

**LOCATIONS:** CCC-Triangle Lounge

- 1- CALL TO ORDER
- 2- APPROVAL OF AGENDA
- 3- APPROVAL OF MEETING MINUTES of [Special RBOT](#) Meeting on August 23 and June 17, 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
  - [RESOLUTION #T4758-21 Appointments, Promotions and Separations](#)
  - [RESOLUTION #T4759-21 Position Activity](#)

**REGULAR AGENDA**

[CASS Committee](#)

[EXECUTIVE Committee](#)

**ACTION ITEM:**

- [Resolution #T4762-21 Acceptance of Electrical and Optical Instruments](#)

[EXTERNAL AFFAIRS Committee](#)

[FINANCE AND FACILITIES Committee](#)

- [RESOLUTION #T4760-21 Operating Report for July 2021](#)

[HUMAN RESOURCES Committee](#)

[NOMINATIONS Committee](#)

- [RESOLUTION #T4761-21 Nominations of Slate Officers](#)

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

**SUNY CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
Special RBOT Meeting  
August 23, 2021  
Via Zoom  
MEETING MINUTES**

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

Senior Staff: President Mullaney, Executive Director Park, Executive Director Chandler, Executive Director Burdick, Executive Director May

Support Staff: N. Ka-Tandia

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:15 pm

Resolution #4757-21- Reimbursement and use of HEERF funding for CCCDF

SUNY Corning Community Regional Board of Trustees hereby approves the following:

- Reimbursement to Corning Community College Development Foundation for previous charges related to the Health Education Center overcharges
- Use of HEERF Funding to Housing LLC for lost revenue due to COVID-19

(J. McKinney-Cherry, R. Allison)

12. EXECUTIVE SESSION

Trustee Wightman requested a motion to adjourn the regular meeting 5:55 pm (R. Allison, J. McKinney-Cherry, Unanimous).

**SUNY CORNING COMMUNITY COLLEGE  
REGIONAL BOARD of TRUSTEES  
June 17, 2021  
Via Zoom  
MEETING MINUTES**

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

Excused: Cunningham C. Blowers

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: Katie Crow, Stacy Housworth, Stacy Johnson, The Red Barons Softball team and community attendees.

1. CALL TO ORDER. Chair Wightman called the meeting to order at 5:43 pm
2. APPROVAL OF AGENDA: (R. Allison, Judy McKinney-Cherry, Unanimous).
- 3- APPROVAL OF THE MINUTES: (R. Allison, Judy McKinney-Cherry, Unanimous).
4. CHAIR’S REPORT. Chair Wightman provided the following report:

Chair Report:

- The Perry Hall Task Force has been meeting bi-weekly to discuss opportunities to better utilize the hall to further meet the short and long-term needs of our students and community. A summary is expected by late summer
- With Trustee Beers resignation, RBOT is exploring pulling a name that has been on the governor's desk for three years and bringing the person on the board through the county.

- July 10<sup>th</sup> is RBOT retreat. Staff Assembly and Faculty Assembly leaderships are invited to attend the retreat for a listening session

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

- COVID Update:
  - The governor's announcement this week lifted state mandates around several key issues, including social gathering limits, capacity restrictions, social distancing, health screening and cleaning and disinfecting protocols.
  - College is currently waiting on guidance from SUNY on a final decision on the mandatory vaccines for students, taking classes on campus.
- Provost Search: Dr. Barbara Canfield will start her new position on July 1<sup>st</sup>, 2021. She has a doctorate in educational leadership and management from Drexel and masters and bachelor's degrees and environmental science from Rutgers University.
- Commencement was a success. The drive-in ceremony allows students to sit with their families and step out of their cars to be individually recognized for their achievement.
- STEM Academy graduation ceremony was held on campus on July 10 with 20 graduates across all of the programs.

Dr. Mullaney concluded his report by introducing Jeff Macharyas who, presented the CCC marketing plan to trustees

## 6. STUDENT TRUSTEE REPORT:

### **SAGA Updates:**

- Approved pilot plan proposed by Connie Park: Goal of the plan is to establish formal relationships between CCC and professional/community leaders, enriching and supporting club culture. Hope to see an increase in club culture and activity among students.
- Period Party Campaign: Schools sign up, allowing students to register to receive a free menstrual cup. This is a more sustainable and economically friendly option for menstrual cycle! CCC is now signed up, and students will be able to register next fall if they would like to.

- Began Veteran PTSD Awareness: Don't Slam the Door Campaign signs posted on doors throughout campus, spreading awareness regarding veterans and the struggles they face in everyday life when suffering from PTSD.
- Idea for the next board: create positions in which one student from each degree program acts as a representative at monthly SAGA meetings.

### **Student Feedback:**

- Commencement was a success! Students had fun, and enjoyed the unique experience.
- Students are looking forward to a more normal year with break weeks.
- Students are curious to hear what is next for CCC regarding vaccination requirements for the fall.

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

### **Foundation:**

- CCCDF Board met June 2
  - Rich Davis (EFPR Group) presented the 2020 audited financial statements and issued an unmodified opinion

### **Housing LLC:**

- Welcomed 65 Corning Incorporated interns in Perry Hall this summer.
- Brailsford & Dunlavey presented their final report and recommendations in early May.
- The Perry Hall Task Force has been meeting bi-weekly and has more recently broken into smaller subcommittees to further explore the ideas for a long-term plan for Perry Hall.

Met with Financing Partners on 6/9.

## 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 #4734-21 Appointments, Promotions and Separations (J. McKinney-Cherry, C. Heyward, Unanimous)

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 months. 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*

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the following position management actions to be taken RESOLUTION #4734-21 position activity. (J. McKinney-Cherry, C. Heyward, Unanimous)

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Assistant Director of Development	None	Change of title and job description	6/1/21	With the previous separation of the alumni development coordinator, a new job description and title has been established which oversees efforts in relation to the annual fund and constituent engagement. This is a 12-month standard, professional pay grade 204 position.

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

## 9. REGULAR AGENDA

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

Trustee C. Heyward provided a review of the CASS meeting on June 9, 2021, and noted there are four action items. The committee started with an extensive review of the 3 parts LAS program. The committee also reviewed the Mechatronics program proposal, which will be sent to SUNY.

#### Resolution #4736-21- Faculty promotions

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective with the beginning of the 2021-2022 academic year. (C. Heyward, M. Wayne, Unanimous)

<b>Faculty Member</b>	<b>Current Rank</b>	<b>New Rank</b>	<b>Academic Division</b>
Michelle Logan	Assistant Professor	Associate Professor	Professional Studies
Daniel Coble	Assistant Professor	Associate Professor	Humanities and Social Sciences
Marie Hannan-Mandel	Associate Professor	Professor	Humanities and Social Sciences
Robert Cooper	Associate Professor	Professor	Humanities and Social Sciences
Loueda Bleiler	Associate Professor	Professor	Humanities and Social Sciences
Sky Moss	Associate Professor	Professor	Humanities and Social Sciences

#### RESOLUTION #4737-21- Coach Stacy Johnson and the members of the RED BARON SUNY CCC SOFTBALL TEAM.

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community expresses its congratulations to Coach Stacy



Johnson and the members of the RED BARON SUNY CCC SOFTBALL TEAM. (C. Heyward, R. Allison, Unanimous)

RESOLUTION #4738-21 New Program Proposal – Mechatronics A.A.S

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the review of the Resolution for the Mechatronics A.A.S New Program Proposal. (C. Heyward, J. McKinney Cherry, Unanimous)

RESOLUTION #4739-21 Program Review – Liberal Arts and Sciences (LAHS-AA, LAHS-AS, LAMS-AS) Program

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community Colleges hereby approves the review of the Resolution for the Program Review for the following. (J. McKinney-Cherry, C. Heyward, Unanimous)

- Liberal Arts and Sciences: Humanities and Social Sciences, Associate in Art
- Liberal Arts and Sciences: Humanities and Social Sciences, Associate in Science
- Liberal Arts and Sciences: Mathematics and Sciences, Associate in Science.

RESOLUTION #4753-21- Graduation List, May 2021

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2021 Graduation List. (C. Heyward, R. Allison, Unanimous)

Provost Herbst provided the following report:

**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 1<sup>st</sup>, 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.

## **EXECUTIVE COMMITTEE**

### **DISCUSSION ITEMS:**

1. Chair Report
2. COVID-19 Update
3. Strategic Initiatives Update
4. Grant Data
5. Property Analysis

### **ACTION ITEM:**

#### **RESOLUTION #4752-21-Resolution of Appreciation-Stacy Housworth**

BE IT RESOLVED that the Regional Board of Trustees hereby recognizes Stacy Housworth for her commitment to excellence and officially extends its highest degree of appreciation for her service to SUNY Corning Community College. (J. McKinney-Cherry, P. Chu, Unanimous)

#### **RESOLUTION #4754-21- Resolution of Appreciation for Fred Herbst**

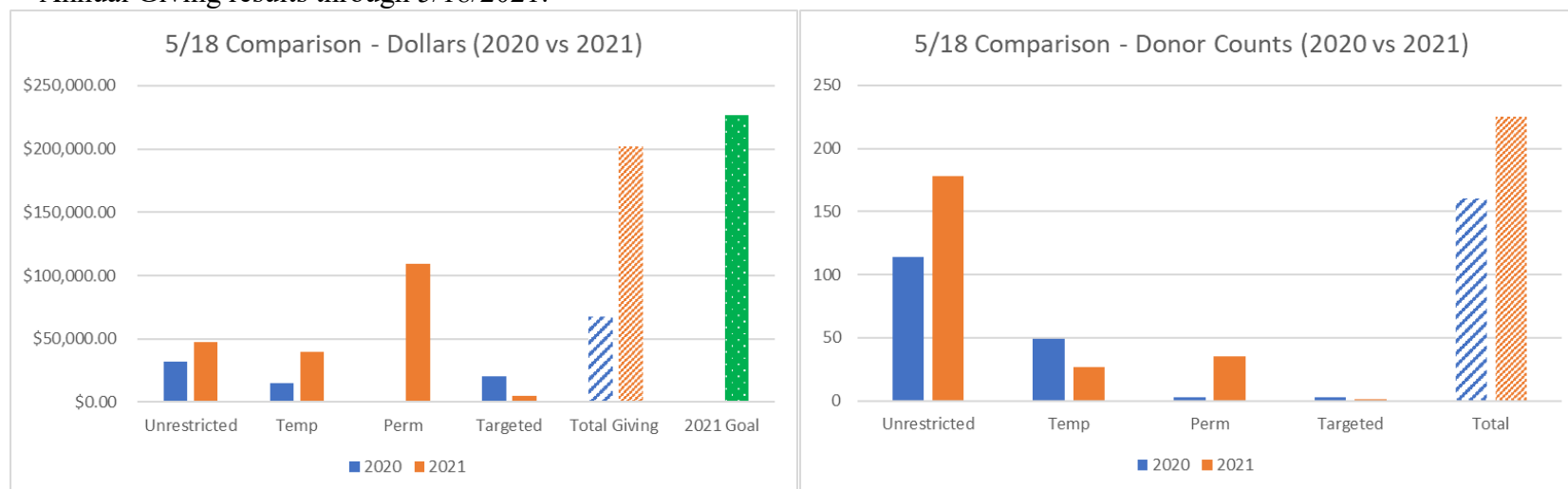
BE IT RESOLVED that the Regional Board of Trustees hereby recognizes Frederic Herbst commitment to excellence and officially extends its highest degree of appreciation for his service to CCC. (C. Heyward, N. Parks, Unanimous)

## **EXTERNAL AFFAIRS**

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

- Hiring an Assistant Director of Development position.
- New endowed scholarships include: Dr. Neil Milliken Memorial Scholarship, Ann D’Ulisse Memorial Scholarship, and the Hunter/Lanphear Scholarship.
- Welcomed 66 Corning Incorporated interns in Perry Hall for the summer.
- Brailsford & Dunlavey presented their findings and final recommendations to the Perry Hall Task Force and Housing LLC Board in early May.
- The Perry Hall Task Force is meeting bi-weekly and plans to present their final recommendation for Perry Hall by the end of July.

- The Housing LLC Board of Managers voted to return to pre-COVID room rates in Perry Hall for the 2021-2022 academic year.
- The Foundation Board approved changes to the Endowment Policy which allow for an 8% cap on investment allocations to endowed funds. This change will be communicated to donors as part of the annual gift fund report process.
- The first quarter Annual Fund solicitation mailing was sent in May which included a separate targeted mailing to college employees and local businesses. The second quarter mailing is scheduled for June.
- The third Baron Bulletin e-newsletter was sent in May. The fourth is scheduled for August.
- Annual Giving results through 5/18/2021:



	2020	2021
Unrestricted	\$32,159.95	\$47,402.53
Temp	\$15,408.00	\$39,879.95
Perm	\$105.00	\$109,535.20
Targeted	\$20,100.00	\$5,000.00
Total Giving	\$67,772.95	\$201,817.68
2021 Goal		\$227,000.00

	2020	2021
Unrestricted	114	178
Temp	49	27
Perm	3	35
Targeted	3	1
Total	160	225

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## **Marketing/Communications**

Submitted by Maarit Clay, Executive Director of Strategic Initiatives  
June 8, 2021

### **Overview**

- Marketing Plan, Jeff Macharyas
- Dr. Mullaney interviews: BigFox, WENY, WETM, WSKG
- WETM TV: discounted weekly 30-sec spots running as available
- Recruiting collateral: Viewbook updated (print + digital -interactive HTML), print flyers (Keystone, Perry Hall, e-sports, athletics); table items for recruiting visits/events
- Updated virtual tour -new images and alt tags
- Created 360-degree images for interactive viewing (see homepage)
- Google Search: Post views: 208. Total views: 66.7K; 1.43K website visits; 572 calls; 2.2K map directions
- Niche digital marketing: reputation management, triggered emails and social media search presence
- Website homepage reconfiguring homepage to be more marketing-centric

### **Advertising**

- Southern Tier Life (Reid Media) digital magazine. Ads/editorial content/website display ad Impressions: Mar 729; Apr 682; May 2,349
- Explore Twin Tiers/Corning: Print Guide
- Summer 2021: Postcards to 1,079 “went elsewhere” to take summer classes; digital ads in student newspapers (Albany, Buffalo, Syracuse, Rochester, Geneseo, Binghamton)
- Digital campaign (social mirroring, social media, remarketing): 62,538 impressions, 583 clicks, CTR .93% (+13.32X natl avg)
- Google Search (Open House): 906 impressions, 61 clicks

### **Social Media**

- Instagram followers: 1,712 (+18).
- Facebook: Followers: 8,303 (+57). Pages Actions:/April -80%, recommendations +100%, videos +273%
- Twitter: Followers: +4. Visits: +112%. Mentions: +27%. Impressions: +4.2%
- LinkedIn: Unique Visitors: April: visitors +2%, followers +23%, impressions +35%, clicks +500%
- YouVisit: April: 213 visitors, 48 leads, 8:16 time (modest increase)

### **Press Releases**

62nd Commencement at SUNY CCC, 5/19; Charles R. Craig to be Awarded Honorary Doctoral Degree at SUNY CCC, 5/6;  
Trustees Assert Confidence and Support of SUNY CCC President, 4/30

**Other:** Graduation, Strategic Fundraising Priorities piece, Marketing Specialist

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## **Workforce Education & Academic Pathways**

Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways  
June 8, 2021

### **Academic Pathways Highlights**

- Accelerated College Education (ACE)
  - DegreeTrax brochures mailed to all sophomore parents; all educational plans mailed to juniors/seniors.
  - New branding for online courses High School College Education Online (HS CEO)
    - Summer registration is strong for six courses.
- Waverly Innovation Center—Collaborating with Waverly School District on their Innovation Center (formerly Chemung Elementary) to offer both ACE DegreeTrax and possibly, adult evening options.

### **Workforce Education Highlights**

- Revenue Goals—Corporate Training: 41% of goal; Open Enrollment: 76% of goal; Room Rentals: 86% of goal; Third-Party Training: 196% of goal; Testing Center: 356% of goal.
- Open Enrollment Highlights:
  - Non-profit Management & Leadership were offered virtually; marketed to Community Action Agencies across NYS and had several out of the area staff join the class (COVID bonus).
  - Marketing summer [MIG Welding](#) course for the hobbyist; will be offered 2 Saturday mornings in July
  - Marketing Summer [STEM Youth College](#)
- Corporate Contracts
  - Current--Jabil—Mastercam; Anchor Glass—Customized Welding
  - Upcoming—Steuben-Allegany ARC—LEAN Yellow Belt; Institute for Human Services—grant to offer free training to their members, 7 courses on process improvement topics
- Apprenticeships
  - Held virtual Apprenticeship Roundtable with SUNY Broome for Manufacturing; participated in Childcare Apprenticeship Roundtable
- Program Development/Recruitment:
  - Working with CIDS in Chemung County on Community Healthworker program focused on infant development.
  - Working with Siemens, BAS Systems, SUNY Canton and Northern Tioga School District to create Building Automation training
  - Collaborating with Professional Studies on Tax Preparer Micro-credential

- Co-sponsored Regional Job Fair with CSS Workforce NY, NYS Department of Labor and GST BOCES; over 125 businesses and over 600 job seekers

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### **Legislative Relations**

Submitted by Dr. Mullaney on behalf of Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, June 8, 2021

- American Jobs Plan
- American Families Plan
- America's College Promise Act

#### **RESOLUTION #4740-21- Recommendation of the CCC Student Trustee Award Recipient-Madison Cunningham**

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College does hereby recommend Madison J. Cunningham as the recipient of the 2021 CCC Student Trustee Award. (A. Winston, C. Heyward, Unanimous)

#### **FINANCE AND FACILITIES**

Trustee Wayne provided a review of the Finance and Facility stated the committee held two meetings and mentioned there are 4 actions items.

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

#### **ACTION ITEMS:**

##### **RESOLUTION #4741-21- Operating Reports**

BE IT RESOLVED, that the Regional Board of Trustees of SUNY Corning Community College hereby approves the Operating Reports for the periods ending April 30, 2021. (M. Wayne, P. Chu, Unanimous).

##### **RESOLUTION #4742-21- Facilities Master Plan Update**

BE IT RESOLVED that the SUNY Corning Community College Regional Board of Trustees accepts and approves the Facilities Master Plan Update to be prepared by SWBR. After completion, the updated plan will be forwarded to the Regional Counties of Chemung, Schuyler and Steuben for their approval and then to the State University of New York for their approval. (M. Wayne, C. Heyward, J. McKinney-Cherry, Unanimous).

##### **RESOLUTION #T4755-21- 2021-2022 Operating Budget**



BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2021-2022 operating budget of \$26,927,833; and,

BE IT FURTHER RESOLVED, that a copy of this resolution shall be submitted to the State University of New York for its review and approval. (M. Wayne, C. Heyward, Unanimous).

#### RESOLUTION #4756-21- Tuition and Fee Schedule

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Tuition and Fee schedule, which includes a full-time tuition rate of \$2,585 per semester and a part-time tuition rate of \$215 per credit hour. (M. Wayne, J. McKinney-Cherry, Unanimous).

### Student Tuition and Fee Changes

	20-21	21-22	
TUITION	Approved	Proposed	
<b>Full time students (12 or more credit hours)</b>			
NY RESIDENT WITH VALID COR	\$ 2,534.00	\$ 2,585.00	PER SEMESTER
NY RESIDENT WITHOUT VALID COR	\$ 4,148.00	\$ 4,217.00	PER SEMESTER
OUT OF STATE	\$ 4,148.00	\$ 4,217.00	PER SEMESTER
<b>Part-time students (fewer than 12 credit hours)</b>			
NY RESIDENT WITH VALID COR	\$ 211.00	\$ 215.00	PER CREDIT HOUR
NY RESIDENT WITHOUT VALID COR	\$ 346.00	\$ 351.00	PER CREDIT HOUR
OUT OF STATE	\$ 346.00	\$ 351.00	PER CREDIT HOUR
<b>FEES</b>			
TECHNOLOGY FEE	\$ 12.00	\$ 13.00	PER CREDIT HOUR
ATHLETIC FEE	\$ 72.00	\$ -	PER SEMESTER
STUDENT ACTIVITY FEE	\$ 73.00	\$ -	PER SEMESTER
STUDENT LIFE FEE (No \$ change in total fee - combined Athletics & Student Activity Fee for 21-22 - budgets remain separate)	\$ -	\$ 145.00	PER SEMESTER
<b>HOUSING COSTS</b>			
MEAL PLANS*	\$ 1,842.00	TBD	PER SEMESTER

#### DISCUSSION ITEMS:

- [Operating Report for April 2021 resolution](#)
- [Facilities Master Plan update resolution](#)
- Banner Improvement Project

- Campus Auxiliary Services Update
- 2021-2022 Operating Budget [Resolution #T4755-21](#)
- Tuition and Fee Schedule [Resolution #T4756-21](#)

## Operating Report

**April 30, 2021**

### **April 2021 – Cash, A/P & A/R**

	<b>Cash</b>	<b>A/P</b>	<b>Student A/R</b>
<b>April 2021</b>	\$13,173,972	\$280,792	\$1,705,591
<b>April 2020</b>	\$11,165,474	\$354,513	\$1,949,844
<b>April 2019</b>	\$13,327,786	\$53,765	\$2,682,102

The current cash position of \$13,173,972 represents 176 days of College operations.

### **Unrestricted Fund Operations – April 2021**

- Operating revenues of \$22,718,291 represents 83% of budgeted revenues.
- Operating expenses of \$16,595,196 represents 61% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$6,123,095.

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

	<b>April-20</b>	<b>April-21</b>	<b>Variance</b>
<b>Tuition &amp; Fees</b>	\$12,907,544	\$11,893,462	<b>\$1,014,082</b>
<b>Personnel Services</b>	\$12,948,272	\$11,871,415	<b>\$1,076,857</b>

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### Corning Community College-Unrestricted Summary

	@ 4/30/20 19-20 Actual	@ 4/30/21 20-21 Actual	19-20 Act vs. 20-21 Act	2020-2021 Budget	2020-2021 YE Forecast	20-21 Bud vs. 20-21 Forecast
<b>REVENUES</b>						
Tuition	\$11,510,380	\$10,565,636	(944,744.00)	\$11,466,241	\$9,917,904	(1,548,337.00)
Student Fees	\$1,397,165	\$1,327,826	(69,339.00)	\$1,490,208	\$1,368,670	(121,538.00)
State Aid	\$3,748,677	\$3,865,636	116,959.08	\$7,182,054	\$6,525,694	(656,360.00)
Grant Aid & Contracts		\$620,001	620,000.80	\$0	\$1,929,121	1,929,121.00
Federal appropriations	\$7,308	\$1,504	(5,804.00)	\$38,000	\$5,504	(32,496.00)
County Operating Chargebacks	\$6,072,032	\$5,707,708	(364,324.00)	\$6,477,452	\$5,924,548	(552,904.00)
Other sources	\$502,581	\$629,980	127,399.00	\$659,644	\$802,318	142,674.00
Applied Fund Balance	\$0		0.00			0.00
<b>Total Revenues</b>	<b>\$23,238,143</b>	<b>\$22,718,291</b>	<b>(519,852.12)</b>	<b>\$27,313,599</b>	<b>\$26,473,759</b>	<b>(839,840.00)</b>
<b>EXPENSES</b>						
Salaries	\$9,278,590	\$8,495,947	(782,643.00)	\$14,218,766	\$13,260,966	(957,800.00)
Employee Benefits	\$3,669,682	\$3,375,468	(294,214.00)	\$5,705,503	\$5,389,384	(316,119.00)
Equipment	\$101,620	\$7,947	(93,673.00)	\$208,403	\$100,000	(108,403.00)
Contractual Expenditures						
<i>Purchased Services</i>	\$22,517	\$36,460	13,943.00	\$25,500	\$37,784	12,284.00
<i>Materials &amp; Supplies</i>	\$325,950	\$302,523	(23,427.00)	\$520,272	\$461,556	(58,716.00)
<i>Consultants and Contractors</i>	\$244,954	\$73,520	(171,434.00)	\$301,333	\$206,188	(95,145.00)
<i>Accreditation</i>	\$17,979	\$16,006	(1,973.00)	\$20,000	\$22,010	2,010.00
<i>Marketing</i>	\$204,752	\$99,580	(105,172.00)	\$275,000	\$262,403	(12,597.00)
<i>Conference &amp; Travel</i>	\$74,993	\$4,763	(70,230.00)	\$104,300	\$39,697	(64,603.00)
<i>Utilities</i>	\$250,863	\$237,536	(13,327.00)	\$420,000	\$361,075	(58,925.00)
<i>Maintenance &amp; Repairs</i>	\$123,553	\$75,905	(47,648.00)	\$293,300	\$227,081	(66,219.00)
<i>Software &amp; Contracts</i>	\$419,805	\$516,720	96,915.00	\$488,130	\$575,470	87,340.00
<i>Voice &amp; Data Communication</i>	\$57,449	\$51,419	(6,030.00)	\$102,000	\$86,071	(15,929.00)
<i>Special Projects, Programs &amp; Events</i>	\$36,015	\$8,184	(27,831.00)	\$75,115	\$29,573	(45,542.00)
<i>Maintenance Contracts</i>	\$287,209	\$294,256	7,047.00	\$535,280	\$519,067	(16,213.00)
<i>Rentals (HEC)</i>	\$226,952	\$308,708	81,756.00	\$336,000	\$336,708	708.00
General Institutional	\$699,336	\$673,219	(26,117.00)	\$1,252,531	\$1,266,654	14,123.00
Other Expenditures	\$106,185	\$61,215	(44,970.00)	\$167,783	\$120,131	(47,652.00)
Scholarships	\$1,825,134	\$1,893,507	68,373.00	\$2,139,383	\$2,502,899	363,516.00
Transfer Out	\$100,200	\$62,313	(37,887.00)	\$125,000	\$122,393	(2,607.00)
<b>Total Expenses</b>	<b>\$18,073,738</b>	<b>\$16,595,196</b>	<b>(1,478,542.00)</b>	<b>\$27,313,599</b>	<b>\$25,927,110</b>	<b>(1,386,489.00)</b>
<b>Surplus/(Deficit)</b>	<b>\$5,164,405</b>	<b>\$6,123,095</b>	<b>958,689.88</b>	<b>\$0</b>	<b>\$546,649</b>	<b>\$546,649</b>

<b>Association</b>			4/30/2021		
<b>ATHLETICS BUDGET</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>		
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>	<b>YE Forecast</b>
Athletic Fee	\$256,830	\$0	\$212,613	\$212,613	\$212,613
Concession	\$1,500	\$0	\$420	\$0	
Gate	\$1,500	\$0	\$0	\$0	
Miscellaneous Sales	\$1,500	\$0	\$0	\$0	
Fundraising	\$0	\$0	\$0	\$0	
Development Foundation Departmental Gift Funds	\$8,000	\$0	\$3,495	\$0	
<b>Total Revenue</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$216,528</b>	<b>\$212,613</b>	<b>\$212,613</b>
General Athletics	\$171,030	\$0	\$48,114	\$48,114	\$130,000
Men's Basketball	\$17,000	\$0	\$1,455	\$1,455	\$2,500
Men's Soccer	\$2,000	\$0	\$0	\$0	\$1,500
Women's Soccer	\$2,000	\$0	\$0	\$0	\$1,500
Baseball	\$16,600	\$0	\$17,139	\$17,139	\$22,000
Volleyball	\$2,000	\$0	\$1,455	\$1,455	\$3,500
Bowling	\$10,500	\$0	\$4,641	\$4,641	\$8,200
Women's Basketball	\$15,800	\$0	\$1,899	\$1,899	\$2,500
Softball	\$16,400	\$0	\$13,072	\$13,072	\$24,000
Cross Country	\$12,000	\$0	\$8,648	\$8,648	\$8,648
Esports	\$4,000	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$269,330</b>	<b>\$0</b>	<b>\$96,422</b>	<b>\$96,422</b>	<b>\$204,348</b>

<b>STUDENT ACTIVITIES BUDGET</b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>		<b>4/30/2021</b>
	<b>Budget</b>	<b>Fundraising</b>	<b>Student Fee</b>	<b>Total</b>	<b>YE Forecast</b>
Student Activity Fee	\$182,350	\$0	\$228,312	\$228,312	
Fundraising	\$0	\$14,124	\$0	\$14,124	
<b>Total Revenue</b>	<b>\$182,350</b>	<b>\$14,124</b>	<b>\$228,312</b>	<b>\$242,436</b>	<b>\$242,436</b>
Muse of Fire	\$3,000	\$0	\$2,058	\$2,058	\$3,250.00
Activities Programming Committee	\$105,000	\$0	\$38,886	\$38,886	\$110,000.00
Elmira Center	\$3,500	\$0	\$664	\$664	\$2,200.00
Student Association Executive Board	\$25,000	\$0	\$2,538	\$2,538	\$24,000
Nursing Society	\$4,000	\$0	\$8,971	\$8,971	\$12,500
Nurses Programs	\$5,200	\$0	\$1,582	\$1,582	\$5,200
Food Pantry	\$1,000	\$0	\$1,553	\$1,553	\$3,200
Diversity Council	\$3,000	\$0	\$4,979	\$4,979	\$7,000
Sustainability Committee	\$1,250	\$0	\$0	\$0	\$1,800
CRIER	\$4,000	\$0	\$526	\$526	\$1,500
Music Licenses	\$3,500	\$0	\$1,429	\$1,429	\$2,200
Job Fair	\$1,000	\$0	\$0	\$0	\$1,000
Intramurals & Recreation	\$14,000	\$0	\$5,952	\$5,952	\$16,000
Student Leadership Workshop	\$5,000	\$0	\$0	\$0	\$2,500
SCOP	\$500	\$0	\$0	\$0	\$0
Individual Clubs (14)	\$3,400	\$0	\$541	\$541	\$3,400
<b>Total Expenses</b>	<b>\$182,350</b>	<b>\$0</b>	<b>\$69,679</b>	<b>\$69,679</b>	<b>\$195,750</b>

<b><u>Graduation</u></b>	<b>2020-2021 Approved Budget</b>		<b>20-21 Actual</b>
<b><u>REVENUES</u></b>			
Fee Revenue	\$43,275		\$32,657
<b>Total Revenues</b>	<b>\$43,275</b>		<b>\$32,657</b>
<b><u>EXPENSES</u></b>			
Contractual Expenditures	\$43,275		\$4,119
<b>Total Expenses</b>	<b>\$43,275</b>		<b>\$4,119</b>
<b><u>New Student Orientation &amp; ID Card</u></b>			
<b><u>REVENUES</u></b>			
Fee Revenue	\$101,564		\$79,157
<b>Total Revenues</b>	<b>\$101,564</b>		<b>\$79,157</b>
<b><u>EXPENSES</u></b>			
Contractual Expenditures	\$101,564		\$24,279
<b>Total Expenses</b>	<b>\$101,564</b>		<b>\$24,279</b>
<b><u>Auxiliary Services</u></b>			
<b><u>REVENUES</u></b>			
Grant Revenue	\$0		\$55,000
<b>Total Revenues</b>	<b>\$0</b>		<b>\$55,000</b>
<b><u>EXPENSES</u></b>			
Contractual Expenditures	\$0		\$0
<b>Total Expenses</b>	<b>\$0</b>		<b>\$0</b>

### ***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: \$367,781

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Fiscal Year 20-21 Capital Projects							
	CCC Plant Fund	SUNY Capital Match	Grants/Donations/Loans	Total Project Budget	Spent to Date 04.30.21	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>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

## *Campus Auxiliary Services Updates*

### **Health Office**

Working to create systems to verify and log employee/student vaccination status. The nurse has tested Banner which allows us to enter student vaccination information through the immunization module and she verified that COVID information can be recorded. In the event that the vaccinations receive full FDA approval we will also be able to verify vaccination status of New York State residents through the NYSIIS system.

Pool testing is ongoing, however, SUNY has changed the requirement and added an exemption for fully vaccinated employees and students who provide proof to the Health Office. This will greatly reduce the expense of testing. The cost is \$15 per individual tested. We spent approximately \$7,500 per week during the spring semester in addition to the cost of transporting the samples to Syracuse twice weekly.

### **Information Technology**

Currently developing a long-term desktop replacement plan. Staff has identified computers that need to be replaced immediately and they hope to have them ordered within the next few weeks. Computers and hardware are currently backordered and some components have been difficult to find.

Options are being explored to replace the MYCCC portal. They are creating an implementation plan that will help to determine a timeline and what resources are needed.

### **Public Safety**

A new department standard operating procedures manual is near completion. Officers will receive training this summer regarding the content.

The department participated in a training day in April that included a review of new legislation. Officers were also certified in the use of Narcan through a virtual class with a NYS trainer in Albany. The department also received 15 new Narcan kits for free for participating in the training.

### **Physical Plant**

Staff worked to prepare the campus for the drive-in commencement ceremony.  
Cleaned Perry Hall during the week between the resident students leaving and Corning, Inc. interns moving in.

Currently have open searches for three cleaner positions, groundskeeper and a senior typist to replace retirements and resignations. Some positions were not filled since the fall to save money.

## **HUMAN RESOURCES COMMITTEE**

### **Trustee Parks Report**

Provided an overview of the agenda and noted there are several action items on the agenda. She also updated trustees about the salary increase for staff and mentioned Chair Wightman's desire to see more data and metrics.

Dr. Mullaney updated RBOT about the new Director of Nurse Education, Debra Gate.

Executive Director Park provided an overview.

### **Consent Agenda**

- Appointments, Promotions and Separations

### **Regular Agenda**

#### Resolution T4743-21 Performance Growth Awards

BE IT FURTHER RESOLVED, that the Regional Board of Trustees of Corning Community College extends its appreciation to the awardees for their exceptional service to the College. (N. Parks, J. McKinney-Cherry, Unanimous)

Name	PGA Level
Beall, Deborah	4
Housworth, Stacy	4
Landis, Karen	3
Morse, Kristen	3
Perkins, Kimberly	3

Kull, Christian	2
McGuire, Caleb	2
Friebis, Michael	2
Prestigiacomo, Laura	2

Resolution #T4744-21 RAVE Award-Katie Crowe

**BE IT RESOLVED**, that the Regional Board of Trustees of Corning Community College approves Katie Crowe to receive the 2021 RAVE award in recognition for outstanding employee service. (N. Parks, C Heyward, Unanimous)

Resolution #T4745-21 Emeritus Designation -Beth Bentley

**BE IT RESOLVED**, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Staff Emeritus to Beth Bentley with all of the rights and privileges accorded therein. (N. Parks, C. Heyward, Unanimous)

Resolution #T4746-21 Emeritus Designation- Dale Crandall

**BE IT RESOLVED**, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Professor Emeritus to Dale Crandall with all of the rights and privileges accorded therein. (N. Parks, C. Polly, Unanimous)

Resolution #T4747-21 Emeritus Designation- Thomas Dunbar

**BE IT RESOLVED**, that the Regional Board of Trustees, in recognition of her devoted service to SUNY Corning Community College, does hereby convey the title of Professor Emeritus to Thomas Dunbar with all of the rights and privileges accorded therein. (N. Parks, C. Heyward, Unanimous)

Retirement - #T4748-21 Richard Evans, Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Richard Evans as Professor in the STEM Division, effective 6/10/21. (N. Parks, M. Wayne, Unanimous)

Retirement - #T4749-21 Brian Halm, Associate Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Brian Halm as Associate Professor in the STEM Division, effective 8/11/21. (N. Parks, A. Winston, Unanimous)

Retirement - #T4750-21 John Longwell, Professor

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of John Longwell, Professor in the STEM Division, effective 8/11/21. (N. Parks, C. Heyward, Unanimous)

Retirement - #T4751-21Carl Hufford, Custodian

**BE IT RESOLVED**, that the Regional Board of Trustees of SUNY Corning Community College hereby ratifies the retirement of Carl Hufford as a Custodian in the Physical Plant, effective 6/1/21. (N. Parks, P. Chu, Unanimous)

#### **DISCUSSION ITEMS**

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

10. OLD BUSINESS. None.

11. NEW BUSINESS.

This will be Dr. Christa Heyward last RBOT meeting. She is hired as Senior Scientist in Philadelphia

12. EXECUTIVE SESSION

Trustee Wightman requested a motion to adjourn the regular meeting 7:45 pm (C. Heyward, J. McKinney-Cherry, Unanimous).

**COMMITTEE ON ACADEMIC AND STUDENT SERVICES**  
**RBOT – August 25, 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:**

**None**

**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

August 25, 2021

Via Zoom

[Minutes](#)

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

Trustee Cherry called the CASS Committee meeting to order at 5:30 p.m. and welcome Dr. Canfield as the new Provost. She also noted there are action items on the agenda.

The committee discussed the following expectations with Provost Canfield:

- Use of data-driven metrics
- Evaluate the enrollment awareness and marketing of programs offered by the College
- Making sure the recruitment process is informed by the needs of local businesses
- Reinvigorating the advisory board
- Developing a strategic enrollment plan

Provost Canfield shared with the committee her plan to revamp the advisory board and announced the kick-off of the new enrollment management plan the college is working on. A lengthy discussion followed about focusing on our priorities, including revamping the Nursing curriculum and improve the success rate of the program

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

### **DISCUSSION ITEMS:**

- [Provost](#)
- [Student Trustee Report- None](#)

### **ACTION ITEMS:**

Trustee Cherry adjourned the CASS Committee meeting at 6:55 p.m.



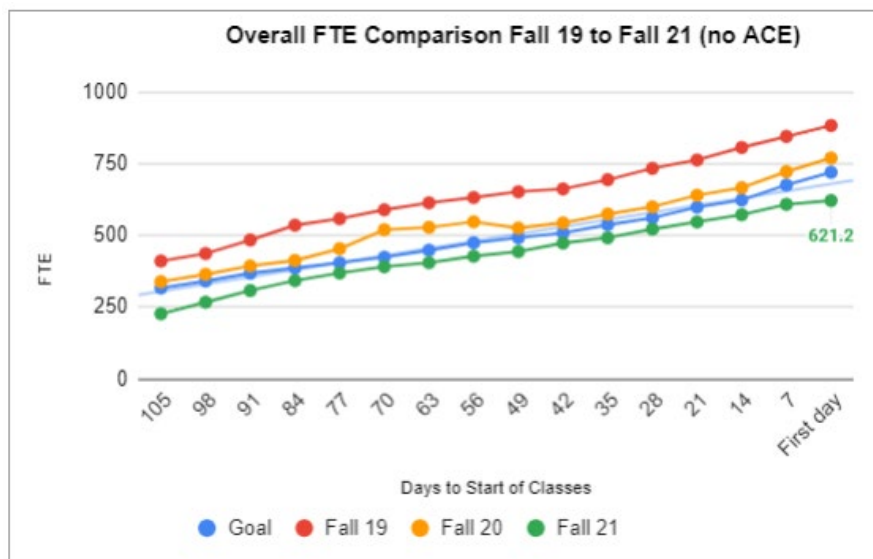
**REPORT to the COMMITTEE FOR ACADEMIC AND STUDENT SERVICES**  
**Regional Board of Trustees for SUNY Corning Community College**  
**Report by Provost: Dr. Barbara Canfield**  
**AUGUST 25, 2021**

**Academic Affairs**

- Alfred University Partnership: In May, 82 graduates from both 2020 and 2021: 26 Bachelors: Childhood Education graduates, 38 Masters: Literacy graduates, 8 Bachelors: Psychology graduates, and 10 Bachelors: Business Administration graduates
- Curriculum revisions made by Nursing faculty Jessica Mosby and Ashley Molina for Fall implementation. Goal: improve retention, graduation rates, NCLEX pass rates.
- SUNY and the New York State Department of Education fully approved the changes to the LAS: Community and Public Health Education program as well as the revision of the Human Services degree from an AAS to an AS.
- Discussions have begun about integrating FYEX into the Guided Pathways initiative.
- Library staff are updating the anti-racism & Black experiences research guides. Resources related to AAPI (Asian American and Pacific Islander), Indigenous, Latinx, and MENA (Middle Eastern and North African) experiences.
- Articulation with SUNY Geneseo and LECOM for Early Acceptance program signed.

**Student Services**

- Enrollment



- Met with Omari Gay, Senior Director at NYC Department of Education to discuss potential articulations with Career and Technical Education schools in NYC.
- Working with NYC Regional Recruiter to offer bus-trip for NYC area prospective students to visit campus
- Continued recruitment events occurring (Virtual Campus Tours, NYC to SUNY CCC, PA to SUNY CCC, Stay Near! In the Twin Tiers, Living on Campus, College Athletics, Diversity, Equity & Inclusion, Instant Admit Day, and I'm attending SUNY CCC!)
- Chosen name is now available in Degree Works. The process for requesting chosen name will be published on the College's website.

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**CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees**  
**Executive Committee Agenda**  
**Thursday, September 2, 2021**  
**CCC-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 Update
2. COVID Update
3. SUNY Update
4. [Strategic Initiatives Update](#)

**ACTION ITEM:**

**ACTION ITEM:**

- [Resolution #T4762-21 Acceptance of Electrical and Optical Instruments](#)

## **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

September 2, 2021

### **Pillars of Excellence**

- SUNY Strong Start to Finish project completed (Starfish, Math/Engl. & Student Ed. Planner) 6/30
- NYS Student Success Center Coaching Academy, training completed in June
- Guided Pathways aligned Program Review Template
- Accelerating Pathways Project (Stats Co-req.)
- SSTF Placement Project

### **Strategic Planning and Institutional Assessment**

- Department Year-End Goal Status due 8/31

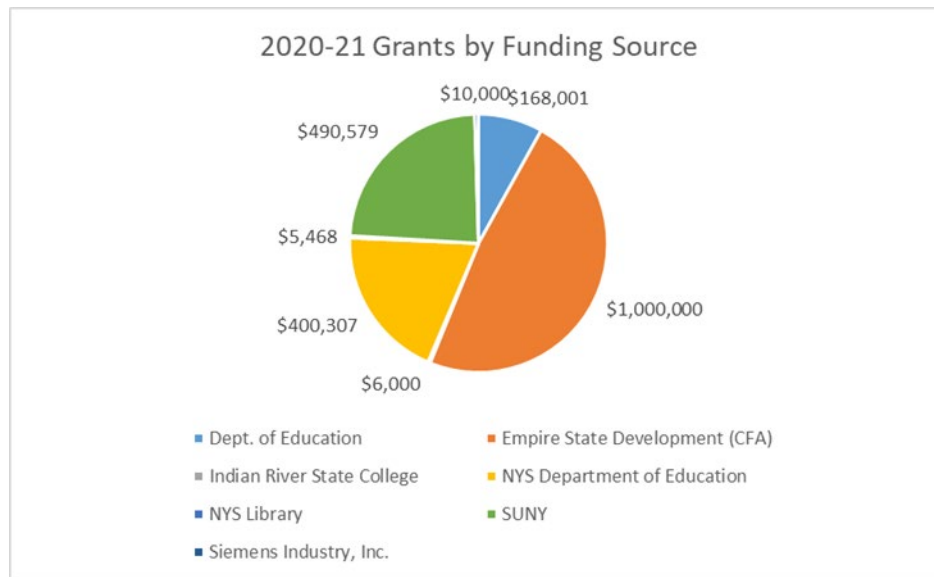
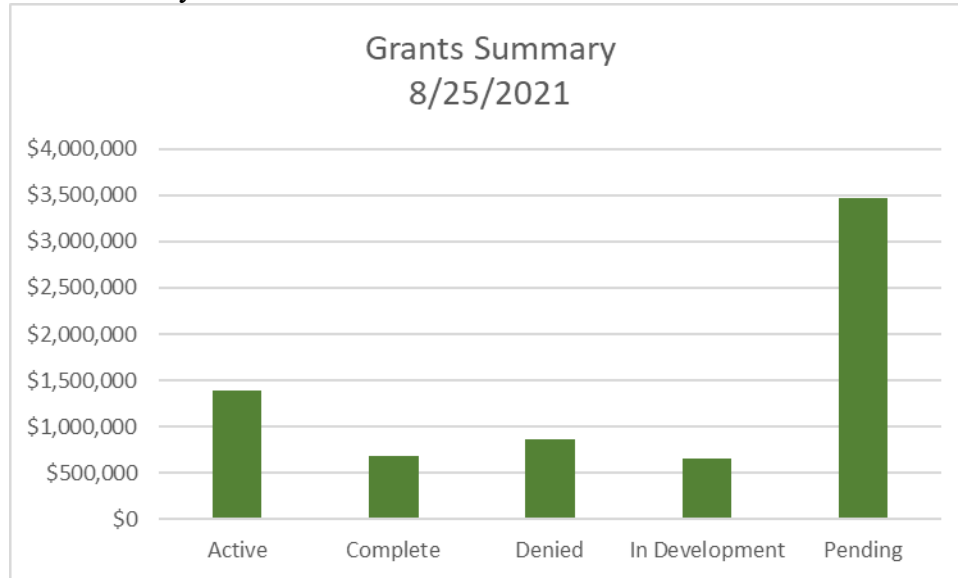
### **Middle States Commission on Higher Education (MSCHE)**

- Annual Institutional Update (AIU) 8/16 highlights from Student Achievement (2019): Full-Time Retention Rate = 61%, Graduation Rate, 150% time = 33%

### **Grants Activity**

- Title III, Strengthening Institutions, U.S. Department of Education, (Guided Pathways) submitted 7/13
- Appalachian Regional Commission, Area Development Program, (Mechatronics) submitted 8/16
- Workforce Opportunity Rural Communities, U.S. Department of Labor (Recovery Ecosystem) submitted 7/20

## Grant Activity



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

External Affairs Committee

**Tuesday, August 24, 2021  
CCC**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

**NEXT MEETING:**

October 12, 2021

**Measurable Standards for the External Affairs Committee**

1. In alignment with strategic and/or operational goals and highlighting diversity, equity and inclusion efforts, provide updates as needed on fundraising, grants, marketing, public relations and nurturing community relations.
2. Review annually the Resource Development plan for the Foundation to determine it meets the funding priorities of the Regional Board of Trustees. Actively promote diversity, equity and inclusion which could include but not limited to student activities, visiting speakers and scholarships.,

3. Review periodic reports from the President regarding meetings with county, state and federal elected officials from Chemung, Schuylers and Steuben counties to understand workforce priorities and to discuss the state of the College.
4. As appropriate, review periodic reports from the President on State University of New York (SUNY) priorities and activities; Monitor and advocate for legislation at the State and Federal level consistent with the Colleges mission, needs and values.
5. Track participation and encourage information sharing by trustees who attend New York Community College Trustees (NYCCT) and Association of Community College Trustees(ACCT) meetings; encourage new trustees begin by attending NYCCT orientation.
6. The Office of Workforce Education and Academic Pathways will inform RBOT at each meeting of progress on workforce goals, including diversity, equity and inclusion. Create an annual convening to be held before March 1 to engage community leaders to provide validation on existing programs, improvement opportunities across the college's system and inform the college of trends and new opportunities.
  - a. Community leaders will include employers, professional associations, school superintendents, elected officials, regional planning board leaders and economic development leaders.
  - b. Programs will include: degrees, certificates, micro-credentials and training opportunities.SUNY Corning Community College recognizes and values differences in age, ethnicity, gender identity and expression, nationality, religion, political perspective, socioeconomic status, citizenship, military status, persons with a mental health condition, status as an individual with a disability and first-generation student status that enrich our learning and working environment. As such, all fundraising, grants, marketing, public relations, and workforce education efforts will focus on economic inclusion aligned with the college's mission to include all people in opportunity, skills development and investment in livability, affordability, and environmental sustainability.

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**SUNY CORNING COMMUNITY COLLEGE**

**Regional Board of Trustees**

**External Affairs Committee**

**August 24, 2021**

Via Zoom

**MINUTES**

In Attendance: Trustees: N. Wightman, P. Chu, N. Parks, M. Wayne, Heather Reynolds, R. Allison and Holly Segur  
Senior Staff: President Mullaney, Executive Director Clay, Executive Director May, Nogaye Ka-Tandia, Executive Director Eschbach

Trustee Winston called the External Affairs Committee meeting to order at 5:30 pm, noting there was no action item on the agenda.

He updated the committee on a few changes in the committee liaisons structure. With Heather Reynolds's new Treasurer position, Trustee Allison is now the Marketing liaison. Trustee Winston is the Workforce Education liaison, and Trustee Chu remained the CCCDF liaison

Trustee Chu reminded RBOT about the annual gift campaign.

**ACTION ITEMS:**

**DISCUSSION ITEMS:**

Review [CCC Development Foundation Report](#)

Review [Marketing/Communications Report](#)

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

Review [Legislative Relations Report](#)

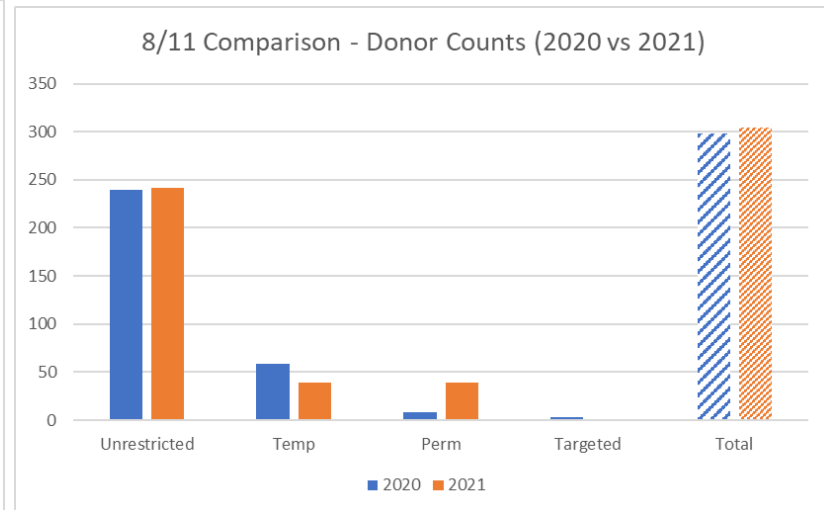
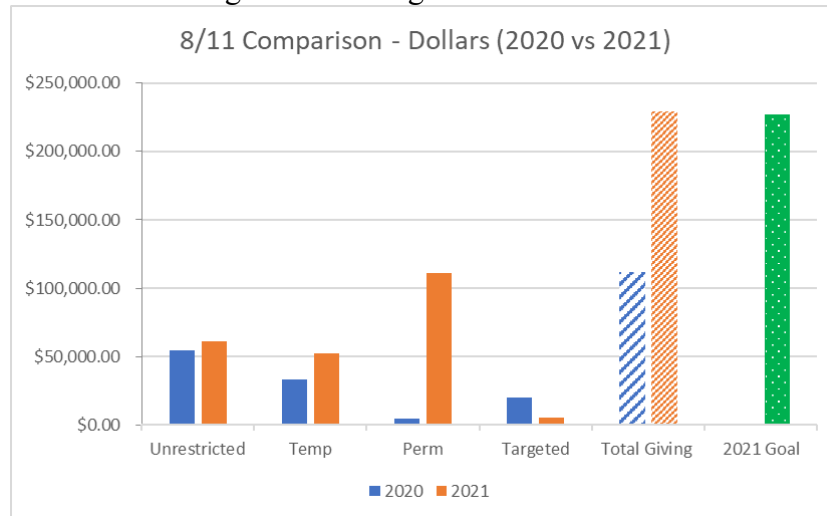
Trustee Winston adjourned the External Affairs Committee meeting at 6:20 p.m.

## CCC Development Foundation

Submitted by Angela May, Executive Director of the Development Foundation

August 24, 2021

- Hiring an Assistant Director of Development position.
- To date, awarded 80 students approximately \$178,000 in scholarship funding for the 2021-2022 academic year.
- Preparing for an in-person Scholarship Recognition Ceremony in mid-October.
- Reviewing several underutilized funds managed by the Foundation.
- The New Graduate Survey Email sent in July resulted in 41 responses compared to 35 responses in 2020.
- The Perry Hall Task Force and its subcommittees have concluded their work and a meeting is scheduled for mid-August with the Financing Partners.
- The second quarter Annual Fund solicitation mailing was sent in late July which included a separate Alumni JOIN athletics mailing. The third quarter mailing is scheduled for September.
- A planned giving mailing was sent in August promoting National Make-A-Will month and encouraging them to include SUNY CCC in their estate plans.
- The fourth Baron Bulletin e-newsletter was sent in August.
- Annual Giving results through 8/11/2021:



	2020	2021
Unrestricted	\$54,298.88	\$61,226.03
Temp	\$33,479.90	\$52,051.95
Perm	\$4,255.00	\$110,885.20
Targeted	\$20,100.00	\$5,000.00
Total Giving	\$112,133.78	\$229,163.18
2021 Goal		\$227,000.00

	2020	2021
Unrestricted	240	242
Temp	59	39
Perm	8	39
Targeted	3	1
Total	298	304

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## **Marketing/Communications**

Submitted by Maarit Clay, Executive Director of Strategic Initiatives

August 24, 2021

### **General**

**Recruiting Collateral:** Viewbook update (print + digital -interactive HTML), stickers, t-shirts, program specific brochures in progress

**Marketing Event:** Elmira Baseball Game Event (rain-out)

**Postcards:** traditional -geographical; ACE seniors; Stopouts

**Advertising:** Southern Tier Life digital magazine. Ads/editorial; Mountain Times (Sayre); Star Gazette/The Leader (Corning/Elmira); Digital Billboards: Elmira, Barton

**Broadcast:** Dr. Mullaney interviews: BigFox, WENY, WETM TV: WENY discounted 30-sec spots running as available; WETM ads during Olympics; Radio: Bigfoot, Met, Magic 97

**Digital Marketing (new):** Niche (college search tool- geographic/interest based), reputation management, triggered emails, and social media search presence

**Digital Campaign** (social mirroring, social media, remarketing-geotargeting): 2,053,201

impressions, 17,528 clicks, CTR .85% (+12.20X natl avg)

**Google Search** (28-day trend): Views: +16% (93,200); Map Views: +23% (89,600)

Reputation: 4.1 stars (up from 3.8 in January 2021); Website visits from Google Ads: 1,430; Calls: 810 (call now button)

**Google Ads:** Go to CCC: 2,995 imps / 709 clicks / .24% CTR / 92 Calls; Start Your Future: 2,670 imps / 448 clicks / .17% CTR / 58 Calls  
40 Program to Choose: 6,360 imps / 1,430 clicks / .22% CTR / 91 Calls

**Website:** (May-Aug 2021 vs May-Aug 2020) New Users: +3.26%

**YouVisit:** June: 189, July: 273, Aug (15) trend: 17/day avg = 527 est.

**Instagram:** Followers: 1,738 (Aug) +26; Best Post: New Sign (126 likes)

**Facebook:** Followers / Likes: June: 8127 / 8311, Jul: 8176 / 8354, Aug (15): 8650 / 8402; 28 day trend: Views: +55% / Likes: +79% / Followers: +76% / Engagement: +250% / Reach: +284%

### **Press Releases**

Outstanding Instructional Program Award (Community and Public Health A.S.), 6/1

Dr. Barbara Canfield Joins SUNY CCC as Its New Provost, 7/8

The Dr. Neil Milliken '75 Memorial Scholarship at SUNY CCC Established, 7/8

CCC's Welding program has expanded! 7/19

COVID Vaccine Clinic at SUNY CCC, 7/31  
Cornelius "Pepsi" Lyon: But Wait, There's More! 8/6  
SUNY CCC Welcomes ACE Instructors to Summer Workshop, 8/13  
Why Community College (sponsored: USA Today)  
Pride Month Presidential Editorial

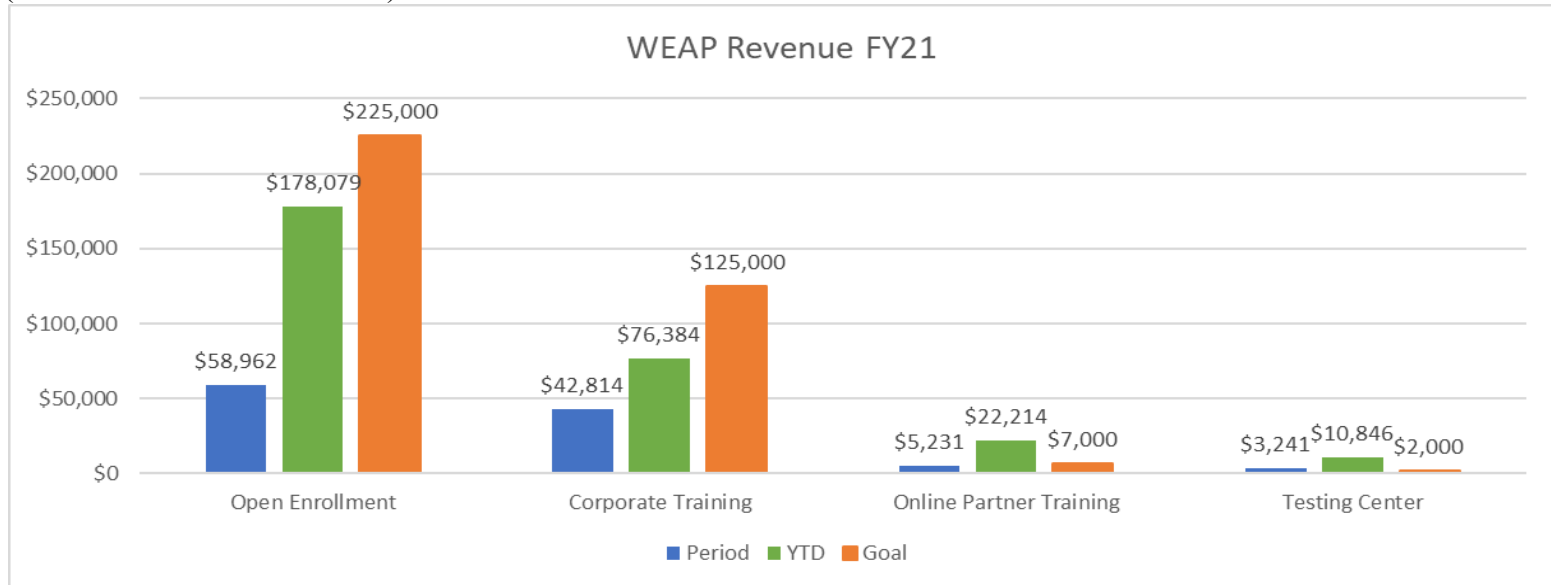
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## Workforce Education & Academic Pathways

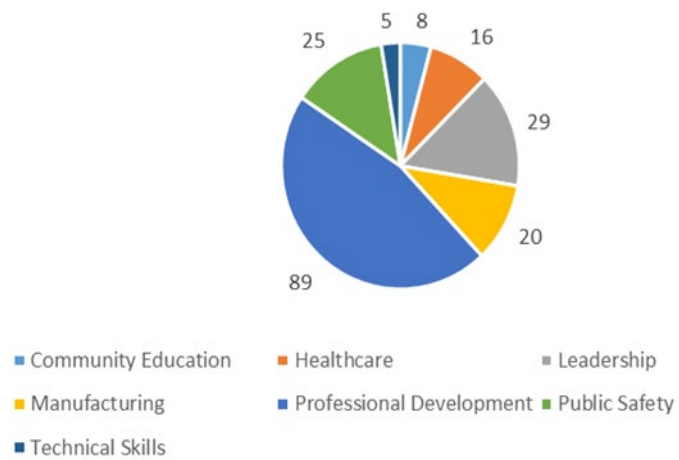
Submitted by Jeanne Eschbach, Executive Director of Workforce Education & Academic Pathways

August 24, 2021

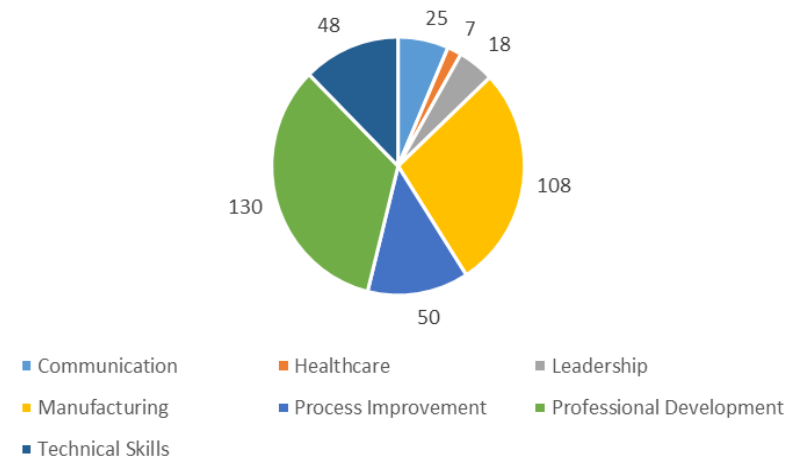
(Dashboard for 5/16-8/6/2021)



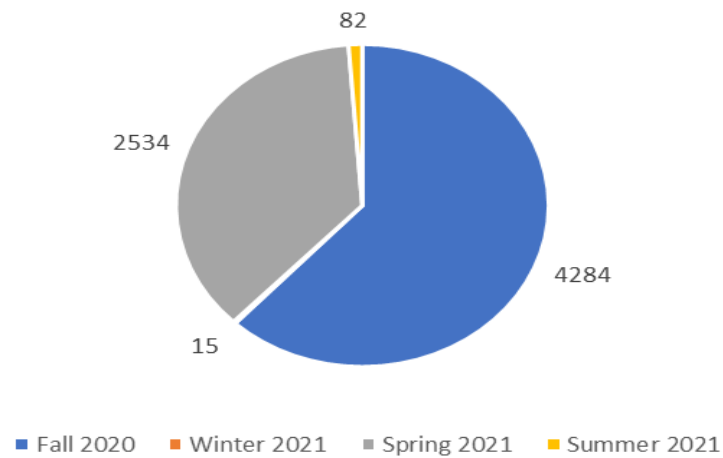
Open Enrollment Course Types  
FY21



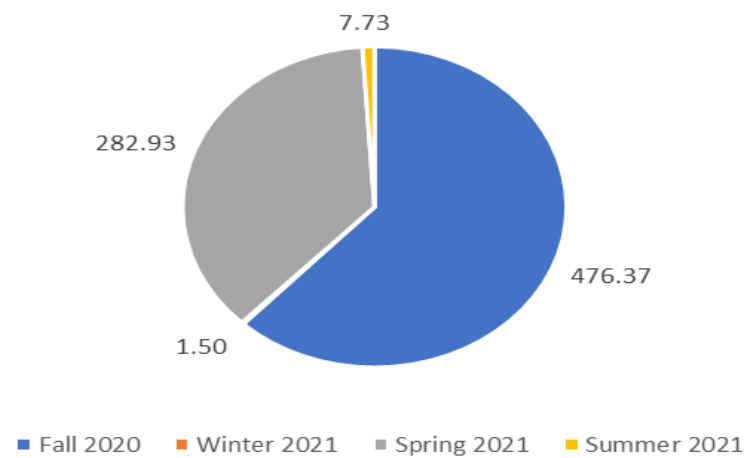
Corporate Training Course Types  
FY 21

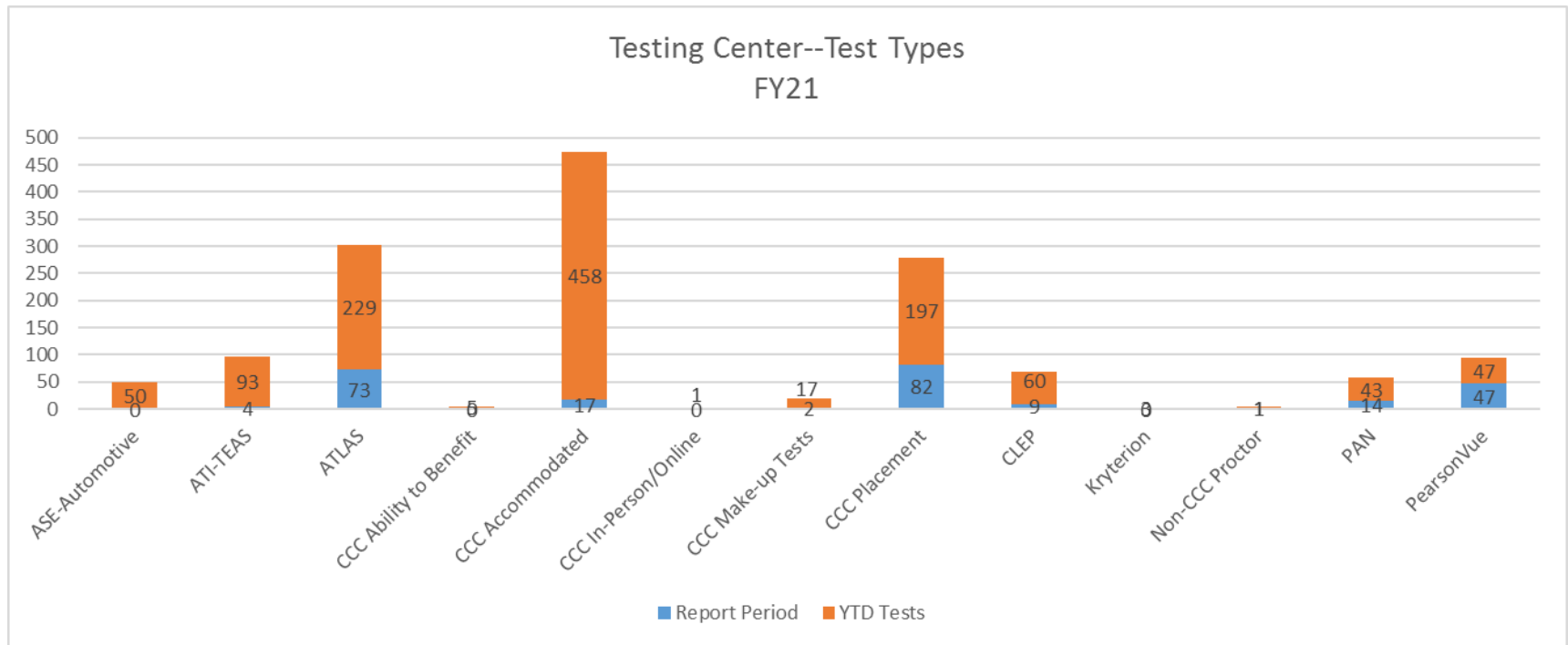


ACE Registrations



ACE FTEs





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### **Legislative Relations**

Submitted by Trustee Alan Winston, Chair of External Affairs Committee  
Tuesday, August 24, 2021

1. Federal: Legislative Update
2. State: Higher Ed Update

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***SUNY CORNING COMMUNITY COLLEGE***

**Regional Board of Trustees  
Finance and Facilities Committee  
Monday, August 23, 2021**

**Virtual Meeting**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS:**

- Operating Report for July 2021 [resolution](#)

**DISCUSSION ITEMS:**

- July Revenue/Expense Highlights
- Banner Improvement Project
- 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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## **Finance and Facilities Committee**

**Monday, August 23, 2021**

**Zoom Meeting**

### **MINUTES**

In Attendance: Trustees: Chair Wightman, R. Allison, H. Reynolds, M. Wayne  
Other Trustees in Attendance:  
Senior Staff: President Mullaney, Executive Director Dewey, Executive Director Burdick  
Support Staff: T. Jones, N. Ka-Tandia, L. Patrick

Excused:

Trustee Wayne called the Finance and Facilities Committee meeting to order at 4:02 p.m.

- Welcome to Lisa Patrick, Director of Finance and Controller to SUNY Corning Community College and the Finance and Facilities committee

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

#### Action Items

- Operating Reports for July 2021
  - Cash position is \$13.1 million representing 176 days of college operations

#### Discussion Items

- July Revenue/Expense Highlights
  - Accounts Payable nothing unusual changes based on timing
  - Students Receivable consistent with prior years, number has increased from last month because first fall billing has gone out.
  - Have achieved 93% of revenues and 78% of expenses which is normal for this time of the year.
- Review of Unrestricted Budget Summary and Forecast
  - Not a lot of change from June
  - Reduction in revenue is a little bit less than forecasted
  - About one million dollars short in revenue from budget which is reflective of our state being cut by 5% and lower enrollment.
  - Expenditures savings still at around \$855k positive bottom line which is a reflection of stimulus funds
- Association Budgets

- No report this month as so close to fiscal year end will have them finalized with August numbers.
- Banner Improvement Project
  - FLAC project is continuing
  - Extensive project update including everything that has been accomplished from the start of the project.
  - Discussion around moving forward with these updates
- Capital Projects
  - Moving forward with Digital Dome and plan to open Spring 2022
  - Mechatronics lab renovation new revised plan was approved
  - Awaiting for final approval from SUNY for Facilities Master Plan
- Campus Auxiliary Services
  - Year-end report with list of projects completed for all four departments for FY20-21 and goals for the upcoming year.
- Discussion
  - Creation of dashboard of key metrics to help understand financial measurements and to help identify key issues or opportunities as they arise.
  - Discussion around current enrollment and the financial impact

The Committee agreed to forward the action items to the full Board for consideration and approval.  
Trustee Wayne adjourned the Finance and Facilities Committee meeting at 4:52 p.m.

**SUNY Corning Community College  
Operating Report**

**July 31, 2021**

**July 2021 – Cash, A/P & A/R**

	Cash	A/P	Student A/R
<b>July 2021</b>	\$13,167,315	\$290,134	\$6,361,565
<b>July 2020</b>	\$9,561,183	\$926,387	\$7,562,206
<b>July 2019</b>	\$12,795,255	\$479,144	\$7,857,973

The current cash position of \$13,167,315 represents 176 days of College operations.

**Unrestricted Fund Operations – July 2021**

- Operating revenues of \$25,331,025 represents 93% of budgeted revenues.
- Operating expenses of \$21,279,376 represents 78% of budgeted expenses.

Net Operations reflects an **excess** of revenues to expenditures of \$4,051,649.

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

	July-20	July-21	Variance
<b>Tuition &amp; Fees</b>	\$12,926,562	\$11,902,143	<b>\$1,024,419</b>
<b>Personnel Services</b>	\$18,143,831	\$15,856,622	<b>\$2,287,209</b>

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### Corning Community College-Unrestricted Summary

	@ 7/31/20 19-20 Actual	@ 7/31/21 20-21 Actual	19-20 Act vs. 20-21 Act	2020-2021 Budget	2020-2021 YE Forecast	20-21 Bud vs. 20-21 Forecast
<b>REVENUES</b>						
Tuition	\$11,526,910	\$10,539,603	(987,306.73)	\$11,466,241	\$10,038,855	(1,427,386.00)
Student Fees	\$1,399,652	\$1,362,540	(37,111.82)	\$1,490,208	\$1,362,540	(127,668.00)
State Aid	\$6,791,645	\$5,315,248	(1,476,396.62)	\$7,182,054	\$6,518,439	(663,615.00)
Grant Aid & Contracts	\$978,724	\$1,577,791	599,066.80	\$0	\$1,932,351	1,932,351.00
Federal appropriations	\$7,308	\$1,504	(5,804.00)	\$38,000	\$1,504	(36,496.00)
County Operating Chargebacks	\$6,421,235	\$5,797,663	(623,571.93)	\$6,477,452	\$5,662,809	(814,643.00)
Other sources	\$624,958	\$736,675	111,717.28	\$659,644	\$709,904	50,260.00
Applied Fund Balance	\$0	\$0	0.00			0.00
<b>Total Revenues</b>	<b>\$27,750,432</b>	<b>\$25,331,025</b>	<b>(2,419,407.02)</b>	<b>\$27,313,599</b>	<b>\$26,226,402</b>	<b>(1,087,197.00)</b>
<b>EXPENSES</b>						
Salaries	\$13,045,501	\$11,363,380	(1,682,120.60)	\$14,218,766	\$12,881,073	(1,337,693.00)
Employee Benefits	\$5,098,330	\$4,493,241	(605,088.72)	\$5,705,503	\$5,156,144	(549,359.00)
Equipment	\$116,506	\$16,186	(100,320.00)	\$208,403	\$100,000	(108,403.00)
Contractual Expenditures						
<i>Purchased Services</i>	\$24,538	\$45,377	20,839.06	\$25,500	\$44,860	19,360.00
<i>Materials &amp; Supplies</i>	\$414,543	\$336,911	(77,631.62)	\$520,272	\$405,059	(115,213.00)
<i>Consultants and Contractors</i>	\$268,400	\$120,389	(148,010.56)	\$301,333	\$135,389	(165,944.00)
<i>Accreditation</i>	\$17,979	\$16,006	(1,973.00)	\$20,000	\$16,006	(3,994.00)
<i>Marketing</i>	\$241,416	\$149,538	(91,877.84)	\$275,000	\$260,000	(15,000.00)
<i>Conference &amp; Travel</i>	\$75,874	\$5,339	(70,534.60)	\$104,300	\$10,339	(93,961.00)
<i>Utilities</i>	\$322,408	\$320,904	(1,503.75)	\$420,000	\$364,904	(55,096.00)
<i>Maintenance &amp; Repairs</i>	\$161,667	\$105,439	(56,228.38)	\$293,300	\$217,391	(75,909.00)
<i>Software &amp; Contracts</i>	\$436,301	\$539,033	102,731.62	\$488,130	\$569,426	81,296.00
<i>Voice &amp; Data Communication</i>	\$64,732	\$71,094	6,361.81	\$102,000	\$83,231	(18,769.00)
<i>Special Projects, Programs &amp; Events</i>	\$51,486	\$33,321	(18,165.42)	\$75,115	\$41,321	(33,794.00)
<i>Maintenance Contracts</i>	\$449,456	\$372,770	(76,686.29)	\$535,280	\$408,969	(126,311.00)
<i>Rentals (HEC)</i>	\$311,223	\$308,708	(2,515.50)	\$336,000	\$337,708	1,708.00
General Institutional	\$990,104	\$939,657	(50,447.00)	\$1,252,531	\$1,811,097	558,566.00
Other Expenditures	\$128,443	\$84,924	(43,519.25)	\$167,783	\$99,484	(68,299.00)
Scholarships	\$1,778,132	\$1,894,846	116,714.03	\$2,139,383	\$1,956,190	(183,193.00)
Transfer Out	\$100,200	\$62,313	(37,887.00)	\$125,000	\$471,813	346,813.00
<b>Total Expenses</b>	<b>\$24,097,239</b>	<b>\$21,279,376</b>	<b>(2,817,863.01)</b>	<b>\$27,313,599</b>	<b>\$25,370,404</b>	<b>(1,943,195.00)</b>
<b>Surplus/(Deficit)</b>	<b>\$3,653,193</b>	<b>\$4,051,649</b>	<b>398,455.99</b>	<b>\$0</b>	<b>\$855,998</b>	<b>\$855,998</b>

## **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: \$373,672

## **Banner Improvement Project Update**

**July, 2021**

### **1. What has been accomplished?**

#### **Registrar's Office**

- Elimination of prerequisite errors that were preventing students from registering for classes. {As of April 3, there are 1,575 classes registered in Fall, 2019 with zero prerequisite errors}
- Improved accuracy of Registrar's reports such as advisor and graduation reports and lists of faculty teaching each term. Corrections were made to external reports such as the National Student Clearinghouse.
- Creating a working graduation application.
- Tested and preparing full implementation of supporting Chosen Name for student, faculty and staff.

#### **Admissions**

- Developed an admission process for ACE students including an online admission application which will significantly reduce the amount of manual data entry. This process will create student ID's and will reduce the number of duplicate ID's that IT and the registrar need to correct.
- Developed an admission process for freshman students including an online application.

#### **Student Accounts**

- Developed delinquency codes and added them to student's accounts to more easily classify and verify for reporting.



- Reconciliation of the student accounts receivable to the general ledger. Identified the source of the problem which was due to SQL reporting issues and an account created in 1998 that caused a non-valid receivable.
- Refined the student hold process and created a report that shows student balances after authorized or memo aid is applied. We are now using Banner baseline process for holds on student accounts (previously relied on sequel holds process).
- Completed an application for a payment order.
- Developed a new pre-collection process for students who are delinquent on payments.

#### **Academic Affairs**

- Made improvements to the process the college uses to set up terms, courses, classes, students and curriculum.

#### **Human Resources**

- Progress has been made in setting up FLAC. This process has included:
  - Created new rate tables and codes,
  - Corrected accounting and student dept codes,
  - HR data was clarified, and
  - A better understanding of SUNY TRS reporting methods.

A second test run is planned in late July. Currently the SICAS programmer is working on checking our scripts and verifying that all required calculations are in one single version. A full semester test run will be completed in the fall. FLAC has provided a greater understanding of our campus processes when paying faculty and the ability to make the process more accurate and efficient. At this time the FLAC committee is working on creating reports for overload and faculty load and other necessary for payroll, HR, and the ADI's.

#### **Accounting/Payroll**

- Developing plans to move the faculty load process from an Access database to basic Banner. This database is no longer supported.
- IT has worked with the Controller regarding a problem with reconciling accounts receivable sub-ledgers to the general ledger.

- Tested the ability to create audit reports for the upcoming audit.

### **Information Technology**

- Have the Banner Communication Management and the Banner Self-service Registration applications running which will eliminate many existing manual processes.
- Training of personnel in the Registrar Office, Student Accounts Office and Information Technology Department in the use of Banner. This is an ongoing process that is an important responsibility of each of the consultants.
- A script was developed to deactivate over 130,000 “active” students prior to January 1, 2015. This will avoid the timely process of manually deactivating these student accounts. Cleaning up these records will improve the integrity and security of the college’s reporting process.
- A new security model was developed to limit employees' access to view and/or change specific information within the Banner system. Permissions were reviewed and access limited to very specific end users.
- Implementation of a Job Scheduler for Financial Aid and Student Accounts. This will create automated job scheduling to eliminate a manual scheduling process. It is anticipated that this may also assist other departments on campus that use Banner.

### **Workforce Education**

- Developed a Workforce Education admissions workflow that separates these students to exclude them from the clearinghouse report which has caused errors in that they should not be included in this report.

## **2. What quantifiable efficiencies and spending saves have been created?**

Multiple staffing hours in both student accounts and financial aid have been saved with a working job scheduler. CCC implemented this during a pandemic while fully remote, we are still receiving training and assistance from the company (ISE) to assist with changes and creating new reports.

By migrating reports from Access to Argos (reporting software) this also assists with efficiencies as the reporting software is more robust and easier to maintain the report.

## **3. How are we ensuring that we are fully utilizing it?**

- a. Banner is a large product and a campus of our size will not fully utilize all of the functionality. To ensure we are utilizing the modules we have and to remain updated, we use the SUNY SICAS Center for support and information.
- b. Keeping up with training and learning new features within Banner will assist SUNY CCC in keeping current with SUNY and State data standards.
- c. Current list of outstanding projects
  - i. Implementation of a Financial Responsibility form.
  - ii. Implementation of Self Service Banner 9 - This will be completed in stages. CURRENTLY ON HOLD.
  - iii. FLAC - Nearing completion. Estimated full implementation is SPRING 2022.
  - iv. Migrating Student Disability Services tracking to Banner. This is currently done in an outdated Microsoft Access Database. With migrating data to Banner there will be redundancy protections and room for more data tracking. The reports will also be pulled from our Argos system which is fully supported.
  - v. Banner Permissions Rework - IT is currently working with Banner security managers (Banner Data Custodians) in making sure that user permissions are more locked down and secure. With blanket permissions like we currently have there is room for errors and security issues. By fixing this issue we are not only securing banner data but also cleaning up databases (less room for error), and implementing security procedures that SUNY would like to see. - Estimated completion date SUMMER 2022.
  - vi. The remaining critical project is migrating our Microsoft Access Databases to Argos. This would make processes more efficient, would ensure redundancy and proper reporting. This project will take time as it will require all departments that utilize Access to and map out their current reports. This includes listing where the data resides in Banner and then stating how they would like the data displayed in a report. The hurdle is the current database can't be reverse engineered so each report will need to be re-written.

#### **4. Who is managing the process going forward?**

The project has been managed by our Banner User Group (BUG). The Banner User Group is composed of high level Banner users that manage information input and implement Data Standards. Currently BUG has put on hold newer projects in an effort to focus on a clean implementation of FLAC (Faculty Load And Compensation). The compensation is currently being tracked in our Microsoft Access Database.

## **5. Should we engage in an efficiency study?**

This would be beneficial to CCC, after some of the projects are completed. The positive progress we have made with the implementation of FLAC will significantly improve our processes. Because we are a member of SUNY SICAS Center which includes over 48 campuses (both 4 years and 2 year), IT staff recommends that SICAS comes to campus again to view our processes and see if there is an Ellucian (owns banner) or SICAS (modified for SUNY) process that will allow CCC to better utilize Banner. After an engagement with SICAS an evaluation with Ellucian could be completed.

To ensure we are always using this system efficiently, we need to continually have open communication with our SUNY counterparts to see how they are utilizing Banner and assess whether we could use the same functionality or if we should alter some of our processes to take advantage of other functions. Our contract with ITEC will allow us to communicate on a broad scale with other Banner colleges and universities. A regrouping or efficiency study should be conducted every 3-5 years at the most.

Fiscal Year 20-21 Capital Projects

	CCC Plant Fund	SUNY Capital Match	Grants/ Donations/Loans	Total Project Budget	Spent to Date 07.31.21	Encumbered	Remaining Budget
<b>FY 20 Required Projects/Payments</b>							
USDA Bond Principal	\$ 265,000.00	\$ -	\$ -	\$ 265,000.00	\$ 265,000.00		\$ -
USDA Bond Interest	\$ 242,000.00	\$ -	\$ -	\$ 242,000.00	\$ 121,000.00		\$ 121,000.00
Energy Performance			\$ 1,446,380.00	\$ 1,446,380.00	\$ 1,017,799.00		\$ 428,581.00
<b>Projects on Hold</b>							
<b>Renovations &amp; Revitalization III</b>							
Classroom Technology*	\$ 75,000.00	\$ 250,000.00	\$ 175,000.00	\$ 500,000.00	\$ 387,789.40		\$ 112,210.60
Computer Replacement*	\$ 150,000.00	\$ 150,000.00	\$ -	\$ 300,000.00	\$ 15,302.00		\$ 284,698.00
Schuyler Hall Air Conditioning & Air Cooled Chiller	\$ 362,585.00	\$ 362,585.00	\$ -	\$ 725,170.00	\$ -		\$ 725,170.00
Mechatronics Lab Renovations and Equipment	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	\$ -		\$ 1,000,000.00
Lab Renovations for Makers Space	\$ -	\$ 150,000.00	\$ 150,000.00	\$ 300,000.00	\$ -		\$ 300,000.00
<b>Digital Dome Theater Seating and Software</b>							
Digital Dome Theater	\$ 100,000.00	\$ 245,000.00	\$ 145,000.00	\$ 490,000.00	\$ -		\$ 490,000.00
<b>Facilities Master Plan</b>							
SWBR Consulting	\$ 77,000.00	\$ 77,000.00	\$ -	\$ 154,000.00	\$ -		\$ 154,000.00

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

**Auxiliary Campus Services**  
**FY 2020-2021 Finance & Facilities Committee Report**  
**August 23, 2021**

**Information Technology Department**

Projects completed during the fiscal year:

- Technology upgrades and computer replacements
- Chosen Name Project - Completed for (Banner, Class Roster, Blackboard, Class Block Schedule Class grade list, email, and MyCCC).
- Review of contracts and software agreements. Some agreements have been modified based upon current enrollment figures which will provide cost savings.
- Implementation of the ISE Job Scheduler for Student Accounts and Financial Aid use at this time. This project will provide time savings and improve efficiency for these departments.
- Creation of a supervisory structure - three Assistant Directors were appointed and each has a specific area of responsibility within the department.
- Yuja - Software to replace Ensemble which was used to store video materials. Yuja will cost \$18,000 per year with free auto captions and cheaper human captioning, along with a plethora of teaching and learning options that will enhance HyFlex and Online classes. In addition to the many additional features Yuja provides, we will realize a cost savings of nearly \$25,000 annually.
- Agreements with ITEC and SICAS regarding needed services. A CIO was provided through ITEC and a programmer from SICAS has assisted with a number of projects. We see great value in these services and intend to continue these agreements with possible expansion in other technical areas.
- Google Workspace - Expansion of our current license with Google Enterprise. The new license will assist us in more heightened security and will expand educational benefits to students and faculty (ie. Google Meet expanded time, recordings etc.).
- IT Staff has reviewed computer usage data as far back as Fall, 2019. It was decided to remove computers which have had very little usage. These units were outdated and out of warranty. As of 8/17/21, we have reduced the number of computers on campus from 918 to 798. The cost to replace these computers would have exceeded \$120,000 with additional staffing hours to install and configure the replacement units.
- Completed the IT setup for a Financial Agreement for Students (not including workforce or ACE) for payment. A legal document is digitally signed by the student agreeing to pay for services rendered.

- Changed our Blackboard file integration for easier use with ACE and Workforce. Classes will show to the students/ faculty in those areas during correct times. This lessens manual work for the registrar and the CTIE office.
- The Banner Improvement Project has continued with numerous projects completed or nearing completion. An update to the Banner Improvement Project was provided to the committee during the August, 2021 meeting.

#### IT Projects/Goals for 2021-2022:

- MyCorning (myCCC) project is expected to be completed and tested before the end of December, 2021. This project is a collaborative effort of a number of staff members and is expected to provide a new look viewable on a PC, tablets and phones. There will be an annual cost saving when the project is complete as contracts will end with our former myCCC service providers.
- Technology upgrades (including reduction of unused/minimally used hardware) and computer replacement will continue. The department expects to review other areas where a reduction of computers and technology can be reduced.
- Completion of FLAC in the HR Banner Module.
- Policy or Agreement on IT security in regards to passwords and life span of accounts. A protocol will be developed for the management of the number of active accounts we are maintaining.
- Continuation/Expansion of agreements with ITEC and SICAS regarding needed services.
- Continuing enhancements to Starfish to assist in supporting the retention of students.
- Working with ITEC to implement adobe sign, a digital signature program. This will increase efficiency and provide various departments the ability to reduce cost of paper, toner and postage.

#### Health Services

##### Projects/Activities during the fiscal year:

- An oversight agreement was signed with Schuyler Hospital. This agreement expands the medical services available to students and staff, including COVID-19 testing and telemedicine.
- Participated in monitoring of students who were exposed to covid, and covid positive students. Maintained data on covid cases and numbers of students that were quarantined. The data was provided to SUNY for inclusion on the SUNY COVID-19 dashboard.
- Participated in weekly SUNY calls to receive updated information regarding mandates and recommendations from SUNY Administration.

- Networked with Chemung, Schuylers and Steuben County Health Departments to maintain communication as our COVID-19 protocols evolved.
- Conducted numerous virtual training and information sessions for staff and students regarding college COVID protocols.
- Assisted staff and students who received a positive test result and/or had questions and concerns regarding exposure to COVID-19.
- Participated in Covid testing which to date includes:
  - 8,879 Pool tests
  - 265 Rapid tests
  - 239 PCR tests

#### Projects/Goals for 2021-2022:

- Promote COVID vaccination and provide assistance to students wishing to obtain the vaccines, as well as other vaccines.
- Promote telemedicine and increase utilization of this service by students.
- Appointment of a second part-time RN which will allow us to increase office hours and offer more educational programs.
- Offer flu clinics and continue to work with the Red Cross to promote on-campus blood drives.

#### **Physical Plant**

##### Projects completed during the fiscal year:

- Upgraded the stone sign at the Marland Road entrance to the main campus.
- Installed new hallway motion sensor lighting controls in several buildings. This should save a considerable amount of money in utility costs and staff hours as Public Safety Officers were required to turn on/off hallway lights daily. The sensors will also provide additional security to buildings as unauthorized visitors would trigger the lights when moving through buildings. This project was paid for with funds remaining from the Siemens project.
- Replaced some exterior doors in Chemung Hall and Steuben Hall.
- Prepared the gymnasium for the New York State Mass Vaccination Site
- Assisted in setting up the Health Education Center for COVID-19 testing by the Steuben County Health Department.
- Installed a number of COVID related safety barriers in offices and prepared classrooms and offices for appropriate social distancing per CDC guidelines.
- Increased disinfecting throughout buildings and set up hand sanitizing stations.
- Prepared the campus for building shutdowns during December and part of January to help save utility costs.



Projects/Goals for 2021-2022:

- Completion of Facilities Master Plan
- Work with the Space Utilization Committee to create plans for unused or little used space. This committee will include the IT Department as they identify ways to decrease the amount of technology in some areas and update technology in specific classrooms.
- Begin the conversion of the Planetarium to the Digital Dome.
- Continue the Schuyler Hall HVAC project to add cooling in the single story westwing.
- Work with the STEM Division as the Mechatronics area and Maker's Space are developed.

**Department of Public Safety**

Projects/Activities during the fiscal year:

- Completion of Officers Manual
- Completion and approval of Police Reform Plan
- Beginning in the fall, 2020 semester, Public Safety Officers collected pool test samples from students and staff, transported samples to Syracuse and notified COVID-19 positive individuals of test results. Staff also assisted the Steuben County Sheriff's Office with monitoring quarantined resident students in Perry Hall who tested positive or were exposed to a positive individual.
- Officers staffed a screening station on the main campus and in the Elmira Center to assist with contact tracing and record keeping of visitors to the campuses.
- Members of the Department of Public Safety completed a total of nearly 600 hours of in-service training during the year. Topics that were addressed included; Emergency Management, Diversity Awareness, Suicide Prevention, Community Policing and Ethics, NARCAN certification, COVID-19 related topics and several online FEMA courses.
  - 3 Peace Officers attended a 5-day Campus Safety Officer course at Mansfield University in July.
  - All Campus Safety Officers completed an in-house 8-hour annual in-service Security Guard course.
  - 3 Campus Safety Officers completed a 16-hour NYS mandated "On the Job" course.

Projects/Goals for 2021-2022:

- Continuation of the pool testing program as SUNY mandates are developed.
- Explore more training options regarding current best practices and other topics associated with the police reform plan.

- Develop a General Orders Manual that outlines departmental procedures.

#### **Other Auxiliary Services Projects/Activities for 2020-21**

- Appointed Diana Harrington as a Senior Typist for Physical Plant and the Information Technology department. Diana replaces Crystal Dow who retired in November, 2020 and her services will be split between the two departments.
- Conducted periodic reviews of our printing services contract and Print Shop management to explore areas of cost savings.
- Regular meetings with the Emergency Response Team and Safety Committee were held to discuss concerns and develop and revise existing plans.
- A Continuity of Operations Plan (COOP Plan) was developed and submitted to SUNY in compliance with a September, 2020 Executive Order by Governor Cuomo.
- Attended weekly COVID meetings with SUNY leadership and participated in a daily status check phone call with a SUNY representative.
- Monitor the listing students and employee who have provided proof of vaccination and track weekly pool testing.

#### **Projects/Goals for 2021-2022:**

- Complete the revisions to the Emergency Response Plan and work with the Communications Team to update the Crisis Communication Plan.
- Conduct emergency training and evaluate our plans for possible revisions/updates.
- Review our Print Services and Print Shop operations - our existing contract expires in December, 2021.

**SUNY CORNING COMMUNITY COLLEGE**  
**Regional Board of Trustees Human Resources and Diversity Committee**  
**August 24, 2021**  
**Location: CCC**

**AGENDA**

**MISSION:**

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

**ACTION ITEMS**

**CONSENT AGENDA**

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

**REGULAR AGENDA**

**DISCUSSION ITEMS**

- 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 STATUS OF VACANT FULL TIME POSITIONS

AS of Aug 16, 2021

	Assessing	Closing	Hold	Search in Progress	Vacant Positions (total)
Civil Service				3	3
Faculty	2			2	4
Professional Service				2	2
Grand Total	2			7	9

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**Regional Board of Trustees  
Human Resources Committee  
August 24, 2021  
Zoom**

**MINUTES**

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

Excused: Judy Cherry

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

Trustee N. Parks called the HR committee meeting at 6:21 pm by noting few action items on the agenda

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

**ACTION ITEMS**

**Consent Agenda**

[Appointments, Promotions and Separations](#)

[Position Activity](#)

**DISCUSSION ITEMS**

Summary of [vacant positions](#)

The committee discussed the work that has been done around improving communication efforts and mechanisms by which to do that.

The committee also commended Executive Director park for her work with The Greater Southern Tier BOCES School Boards Association and thanks to Trustees Parks, Wightman, and Winston for attending.

Trustee Parks adjourned the HR Committee meeting at 6:51 p.m.

CORNING COMMUNITY COLLEGE Regional Board of Trustees

Nominations Committee

September 2, 2020

Agenda

CCC

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

Minutes

**DISCUSSION ITEMS:**

- Slate of Officers

**ACTION ITEM:**

- RESOLUTION T#4761-21 Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College, September 2, 2021

NEXT MEETING: June 2022

## **CONSENT AGENDA**

### **HUMAN RESOURCES and DIVERSITY COMMITTEE**

#### **Appointments, Promotions and Separations**

##### **RESOLUTION #T4758-21**

**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.



First Name	Last Name	Title	Dept	Effective Date	Reason	Grade	Annual Salary	Background
Colleen	Kaminski	Instructional Technologist	Instructional Resources	6/28/2021	New Hire - internal	205	\$ 51,000.00	This is a 12-mo standard, full time, professional grade 205 position. This hire was made as a result of an open external search.
Donald	Sherman	Marketing Specialist	Marketing and PR	7/12/2021	New Hire - external	204	\$ 50,000.00	This is a 12-mo standard, full time, professional grade 204 position. This hire was made as a result of an open external search.
Bryan	Benjamin	Cleaner	Physical Plant	8/2/2021	New Hire - external	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.
Rejoice	Scherry	Director of Library	Library	8/2/2021	New Hire - external	207	\$ 60,000.00	This is a 12-mo standard, full time, professional grade 207 position. This hire was made as a result of an open external search.
Christopher	Curry	Cleaner	Physical Plant	8/9/2021	New Hire - external	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.

First Name	Last Name	Title	Dept	Effective Date	Reason	Grade	Annual Salary	Background
Lisa	Patrick	Director Finance & Controller	Accounting and Payroll	8/9/2021	New Hire - external	209	\$ 82,000.00	This is a 12-mo standard, full time, professional grade 209 position. This hire was made as a result of an open external search.
Hiram	Cray	Visiting Instructor	Humanities and Social Science	8/13/2021	New Hire - external	V	\$ 47,013.00	This is a 10-mo academic, full time, 1-year term faculty position. This hire was made as a result of an open external search.
Hadi	Kooshiar	Associate Professor	Nurse Education	8/13/2021	New Hire - external	III	\$ 56,590.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Scott	Suriano	Assistant Professor	STEM	8/13/2021	New Hire - external	II	\$ 51,366.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Jesse	Newell	Cleaner	Physical Plant	8/16/2021	New Hire - internal	301	\$ 27,021.00	This is a 12-mo standard, full time, classified civil service position. This hire was made as a result of an open external search.
Ramona	Miller	Assistant Professor	Professional Studies	8/13/2021	New Hire - external	II	\$ 51,366.00	This is a 10-mo academic, full time, faculty position. This hire was made as a result of an open external search.
Diana	Harrington	Senior Typist	Physical Plant	8/9/2021	Transfer	103	\$ 60,753.00	This is a lateral transfer from HR to Physical Plant for a 12-mo standard, classified civil service position.
Molly	Welch	Assistant Professor	Nurse Education	7/30/2021	Resignation	II	\$ 56,303.00	Molly Welch served the College for 5 years.
Kimberly	Brost	Instructor	Nurse Education	8/8/2021	Resignation	I	\$ 50,000.00	Kimberly Brost resigned after 1 year of service and will continue as an adjunct.
Shaun	Davidson	Recruiter	WEAP	8/27/2021	Resignation	202	\$ 36,000.00	Shaun Davidson resigned within 6 mo of her start date.
Robert	Babcock	Building Maintenance Mechanic	Physical Plant	7/23/2021	Termination	305	\$ 57,202.00	Robert Babcock was terminated for cause.

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

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## CONSENT AGENDA

### HUMAN RESOURCES COMMITTEE

#### Position Activity

#### RESOLUTION T#4759-21

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

Title	Incumbent	Action	Effective	Background Notes (not included in the formal resolution)
Director of Innovative Learning Sites	Jennifer Sellers	Change of title and job description	8/16/21	This position has been reclassified to oversee the College's education resources including the Digital Dome. This is classified as a professional pay grade 206, 12-mo standard full time position.

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

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**REGULAR AGENDA**

**FINANCE AND FACILITIES COMMITTEE  
RESOLUTION #T4760-21**

**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 July 31, 2021.

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## **REGULAR AGENDA**

### NOMINATIONS COMMITTEE

#### RESOLUTION #T4761-21

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

BE IT, THEREFORE, RESOLVED, that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on September 2, 2021, for a term ending on June 30, 2022.

Vice-Chairperson, Mike Wayne

Treasurer, Heather Reynolds

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## **EXECUTIVE COMMITTEE**

### **Resolution #T4762-21**

#### **Acceptance of Electrical and Optical Instruments**

WHEREAS, MACOM Technology Solutions, a developer and producer of radio, microwave, and millimeter wave semiconductor devices and components, located in Horseheads NY, has offered to donate 62 pieces of electrical and optical instruments, a combined value of \$140,000, and

WHEREAS, the Associate Dean of STEM Brad Cole, has agreed to the usefulness of the donated equipment to the College, and

WHEREAS, the Provost, Dr. Canfield supports the acceptance of this donation,

NOW, THEREFORE, BE IT RESOLVED, that the Corning Community College Regional Board of Trustees hereby accepts the donation of electrical and optical instruments to be used at the College, and

BE IT FURTHER RESOLVED, that the Regional Board of Trustees expresses its gratitude to MACOM Technology Solutions for providing this collection for the College's use.

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