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DATE:    Thursday, August 7, 2014
TIME:    5:30 p.m. Dinner
         6:15 p.m. Meeting
LOCATION: Perry Hall – 3rd Floor

Dessert Presentation:  5:55 p.m. – 6:05 p.m.: Employee Professional Development, Nogaye Ka-Tandia, Technical Assistant

1. Call to Order
2. Approval of Meeting Minutes of the June 19, 2014, Meeting
3. Chair’s Report
4. President of the College’s Report
5. Student Trustee’s Report
6. CCC Development Foundation, Inc., Report
7. Approval of Agenda
8. Approval of Consent Agenda
   RESOLUTION #T3880-14 – Resignation of Andrea MacArgel
   RESOLUTION #T3881-14 – Resignation of Lauren Tranter
9. Regular Agenda
   CASS Committee
      RESOLUTION #T3882 – Faculty Promotions 2014-2015
   EXECUTIVE Committee
   EXTERNAL AFFAIRS Committee
   FINANCE AND FACILITIES Committee
      RESOLUTION #T3883-14 -- Operating Report for June 2014
   PERSONNEL Committee
      RESOLUTION #T3884-14 – Creation of New Title and Job Description: Assistant Dean of Instruction
      RESOLUTION #T3885-14 – Creation of New Position: Technical Assistant B
      RESOLUTION #T3886-14 – Revision of Title and Job Description: Welding Instructor to Staff Assistant C
   Staff Appointments – College Funded
      RESOLUTION # T3887-14 – Keshia Day, Campus Safety Officer
      RESOLUTION #T3888-14 – Chelsea Kemmerer, Instructor of Nurse Education
      RESOLUTION #T3889-14 – Lisa White, Staff Assistant C
   Staff Appointments – FSA Funded
      RESOLUTION #T3890-14 – James Azersky, Campus Safety Officer
      RESOLUTION #T3891-14 – Karl Broneus, Campus Safety Officer
RESOLUTION #T3892-14 – Patrick Haggerty, Bookstore Aide
RESOLUTION #T3893-14 – James Oddo, Building Maintenance Mechanic

RESOLUTION #T3894-14 – Reclassification of Susan Gorman
RESOLUTION #T3895-14 – Change in Term of Appointment for Sandra Olson
RESOLUTION #T3896-14 – Change in Term of Appointment for Billie Jo Seager
RESOLUTION #T3897-14 – Change in Term of Appointment for Beth Bentley
RESOLUTION #T3898-14 – Revision of Personnel Policies: Compensation Structure and Pay Procedure
RESOLUTION #T3899-14 – Performance Growth Awards

10. New Business
   a. Update on Safe Driving Initiatives for the Spencer Hill Campus – VP Ballinger
   b. Discussion Topic – Technology – Academic Affairs: Sarah Weisman, Associate Dean, Library/Learning Resources/Media Services and George Hurlburt, Professor of Mathematics

11. Old Business
12. Adjournment
MEETING MINUTES

Present: Trustees: Chair Milliken, M. Clements, C. Emmer, N. Wightman
Senior Staff: President Douglas, J. Ballinger, T. Carr, M. Eberly, B. English, B. Little, N. Nicholas
Support Staff: B. Campbell, J. Toribio
Guests: Attorney Wallace, K. Boulas

Excused: Trustees: G. Baity, T. Blumer, J. Stemerman

1. CALL TO ORDER Chair Milliken called the meeting to order at 6:28 p.m.


3. CHAIR’S REPORT

- **Board Retreat and Discussion Topics.** Chair Milliken thanked all those who participated in the Board retreat. The productive session resulted in an adjustment to future meetings. Beginning late in the summer, time will be devoted in the New Business section of each agenda for short discussion on a topic suggested by Trustees; Senior Staff members will also suggest a topic to be handled in the same way. The first topic for AY 14-15 is Technology. Chair Milliken will send a reminder to Trustees to solicit topics for future consideration.

- **Perry Hall Dedication.** The dedication took place on May 23, 2014; there was a great turnout and participation by members of the Perry family, who were pleased to have the Hall named in honor of their parents. Chair Milliken recognized Bill Little and his staff for a successful event.

- New Board Committee assignments are being made and will be in effect during the next round of meetings. Chair Milliken thanked all in attendance for their service to the College and for the assistance provided to the Chair.

4. PRESIDENT OF THE COLLEGE’S REPORT

- **Commencement.**
  - President Douglas thanked the Trustees who attended the 55th commencement ceremonies held at the First Arena where CCC graduated 637 students, including 3 SUNY Chancellor award recipients, 1 national Phi Theta Kappa award recipient, 7 Presidential Scholars that graduated from CCC in 1 year, and only the 2nd honorary SUNY doctorate degree awarded in CCC’s history.
  - President Douglas noted that the attendance at the First Arena underscored how the College limits students when commencement is held in the gymnasium.

- **Campus Renewal Projects.**
  - The campus renewal projects on Spencer Hill are in full construction mode. All three projects remain on time and budget.
The library renewal project received national press when it was featured in the May edition of the *Library Journal*, in a piece on *Raising the Genius Bar*. CCC, the article noted, is a “far reaching institution.”

- **Welding Lab.** The welding lab in the Elmira Center is in the final redesign stage before going out to bid.
- **Non-monetary Gifts.** The Office of the President received two requests this week for non-monetary gifts: 1) a piece of art called Disc Sun; this request is being reviewed by ADI Byron Shaw, and the Corning Rotary submitted their proposal for their gift of the First Responders Park.
- **Community Presentations.** President Douglas participated in the following: gave the keynote address at the Jefferson Awards Luncheon and at the YWCA Tribute to Women. President Douglas was also a speaker at the monthly Chemung Chamber of Commerce meeting and spoke before the Southern Tier Economic Group.
- **StartUp NY.** Feedback from the preapproval committees from the Empire State Development and SUNY has narrowed the scope of the StartUp NY plan; the College anticipates approval this summer and amendments in the future.
- **TAACCCT Grant.** Academic Affairs, in conjunction with the grants office, is developing a grant for the fourth round of the TAACCCT funds. The SUNY consortium is focusing on mechatronics (mechanical technology). Professor Dale Crandall is involved in developing the curriculum and grant.
- **Sustainability Club.** President Douglas praised the members of the Sustainability Club, comprised of faculty, staff, and students, for their third annual hunger lunch which raised over $1k. These funds were donated to the Food Bank of the Southern Tier.
- **RBOT meeting materials are now available on the CCC website.**
- **CCC is a member of the Finger Lakes Tourism Alliance.**
- **The College’s auditors, CDLM, made some recommendations in terms of revised fiscal relationship with the Foundation, and the College is working with Institutional Advancement to implement those recommendations.**
- **ACCT Conference.** The next ACCT Leadership Congress conference will be held in October in Chicago; Trustees Creath, Emmer, and Kelley have expressed their interest in attending. If anyone else is interested, please contact Jina Toribio immediately.
- **President Performance Evaluation.** During the third year of the President’s contract, the President is evaluated by a broader constituency. President Douglas expressed that there was alignment in the feedback provided by both internal and external constituencies in terms of strengths and opportunities for improvement. President Douglas appreciates the support received from RBOT.

5. **STUDENT TRUSTEE’S REPORT**

- Buzz on campus has focused on the campus renewal.
  - Student Life, Residence Life and Public Safety are sharing space in the employee dining room.
  - The Student Government meetings have been moved to temporary locations.
  - AVI Fresh temporarily relocated to Perry Hall.
- The student game room saw an average of 1,900 students (average 90 per week and an average of 19 students on weekends).
- Student Association elections for the Executive Board have concluded. All positions have been filled.
- SAEB’s annual Senior Staff luncheon was held in April.
- The Commit to Drive Safe program was launched at Springfest; the banner will be hung out front as students exit campus.
- Working with the food pantry and Rahel Lynes; 300 items of food were collected recently.
- Student Association placed Trustee Clements on the Construction Steering Committee which will be reviewing repurposing of campus space.
- Student Senate sold a cookbook containing over 40 recipes from students faculty and staff.
- The Student Leadership programs were successful this past academic year. There were some national speakers.
Francis Lalomia gave a speech at the Perry Hall dedication.
Held annual changeover dinner of the Executive Board.
The final section of the report has a chart highlighting the major events held at the College and the corresponding levels of student participation.

6. CCC DEVELOPMENT FOUNDATION INC. REPORT

Trustee Kelley provided highlights of the CCCDF meeting.

- The Foundation reviewed the independent audit report for 2013 prepared by EFP Rotenburg. All three management letters were good. Income and spending patterns created by the Housing LLC were discussed. The report is available to anyone interested to see the report.
- Resolutions to accept audit report and a board-designated unrestricted fund. Discussions about the Trustee award ensued, and it was decided that the fund would be re-designated to a temporary restricted account.
- Another topic of discussion was future uses of the Business Development Center. More discussions will follow.

7. APPROVAL OF AGENDA (Blowers, Clements; unanimously approved)

8. APPROVAL OF CONSENT AGENDA (Austin, Wightman; unanimously approved)

CONSENT AGENDA

Resolution #3864-14 -- Resignation of Theresa Becker

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the resignation of Theresa Becker, effective June 6, 2014.

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

Resolution #3865-14 -- Separation from Service of Kevin Rossi

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the separation from service of Kevin Rossi, effective May 28, 2014.

9. REGULAR AGENDA

ACADEMIC AND STUDENT SERVICES REPORT

Trustee Rosell provided an overview of the CASS Committee Report and noted that there were 3 action items on the agenda.
- **Academic Affairs.**
  - **Commencement.** 664 degrees were granted to 639 graduates. Trustee Rosell enjoyed the graduation at the First Arena.
  - **VP Eberly** discussed articulations agreement and the future potential of graduation from CCC with a four-year degree.
  - **VP Eberly** praised library staff for their resilience during the renewal project.

- **Student Development.**
  - **The report focused on retention initiatives. Discussions to continue reviewing best practices.**
  - The Perry Hall update is detailed in the report; efforts are focused on striving towards higher occupancy.

- **Review of the Student Trustee Report**

- **Resolution #3866-14** – Graduation List (Rosell, Clements; unanimously approved)

  BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the May 2014 Graduation List.

- **Resolution #3867-14** – Tenure Recommendation (Rosell, Creath; unanimously approved)

  BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves tenure for the following, effective on fall start-up day, 2014.

  Loueda Bleiler  
  Marie Hannan-Mandel  
  Jason Stanbro

- **Resolution #3868-14** – Program Review: Information Technology AAS (Rosell, Creath; unanimously approved)

  BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the continuation of the Information Technology AAS program as a program offering of Corning Community College.

- **EXECUTIVE COMMITTEE REPORT**

  Discussion items consisted of the Nominations Committee report, an update on Middle States, the upcoming ACCT Leadership congress, and the Resolution of appreciation for Trustee O’Connell. Chair Milliken added that he hopes to present the resolution to Trustee O’Connell and thank him for his service in person later this summer.

- **Resolution #3869-14** – Resolution of Appreciation for Kevin O’Connell (Milliken, unanimous second by acclimation)

  WHEREAS, Mr. Kevin O’Connell has served with distinction as a member of the Regional Board of Trustees of Corning Community College since 2003, and
WHEREAS, over the years Mr. O'Connell has served as a member of and made significant contributions to the broader CCC community through his service on the External Affairs Committee, the Committee on Academic and Student Services, the Audit Committee, and the Presidential Search Committee, where his insight and good humor were present throughout all deliberations, and

WHEREAS through his leadership as Treasurer of the Regional Board of Trustees and Chair of the Finance & Facilities Committee he has shared his expertise and experience from the business community with internal and external constituencies of CCC, and

WHEREAS, Mr. O’Connell exercised his fiduciary responsibility in a discerning manner combining his responsibility to the taxpayers with a resolute approach to the planning and development of Perry Hall, CCC’s residence hall, and

WHEREAS, in his role as an active member of the Regional Board of Trustees he exemplified the utmost integrity and caring approach to student concerns, and never losing sight of placing student success as the focus of all we do, and

WHEREAS, his staunch support of high academic standards greatly contributed to the excellent reputation of the College, and

WHEREAS, his dignified manner representing the Regional Board of Trustees at all events at the College contributed to a greater sense of connection between the Regional Board of Trustees, the College, and our region, and

WHEREAS, this College has begun a campus renewal transformation during his tenure making it a better place at which to teach and to learn because of the many contributions of Kevin O’Connell,

BE IT THEREFORE RESOLVED that the Regional Board of Trustees and its employees express sincere thanks and appreciation to Mr. O’Connell for his distinguished service to the College, our community and to the thousands of college students who have benefitted from his work, all for which he is to be commended and all of whom hereby extend their gratitude to Kevin O’Connell for his service on this Board and for his devotion to the College.

EXTERNAL AFFAIRS COMMITTEE REPORT

Trustee Blowers presented the Committee report on Trustee Baity’s behalf.

- Trustee Blowers explained that the Committee initially had one action item, but upon further discussion it was determined that a non-monetary gift administrative policy was already in existence. Procedures are being revised but they do not require an action item. Wording in the procedures was revised to reflect that CCC may require SUNY approval but will require county notification. Senior Staff will review non-monetary gift proposals and recommendations will be forwarded to the full RBOT.

- Institutional Advancement
  - Executive Director Little provided highlights from the report, discussed the new hire in Institutional Advancement who replaced a recent retiree and explained that the Assistant Director of Development search has stalled.
  - The Committee also discussed the topic of the future use of the BDC.

- Workforce Development and Community Education. Executive Director English reviewed the dashboard and provided a StartUp NY update.
Trustee Emmer posed a question about CCC’s presence in downtown Corning. President Douglas explained that VP Carr reviewed current use of the BDC. The CCCDF will proceed with a feasibility study to obtain feedback from the community about whether CCC should have a downtown presence and if so what that would be.

FINANCE AND FACILITIES COMMITTEE REPORT

Trustee Blowers provided an overview of the Finance and Facilities report, noting that noted that the Committee has three action items.

- The May operations report indicates that the College is in a strong cash position. The operating revenues are 92% of the budget vs. 87% last year. Expenses are almost the same as last year. The USDA loan as reflected on the report is a note payable over the long-term.
- One figure in balance sheet “expendables” will be discussed in detail at a future meeting.
- The Perry Hall report underscores that the College has to do better in terms of increasing occupancy.
- Revenue highlights: there is no fund balance being absorbed in this plan. President Douglas added that this was a promise she made when she became President -- the Fiscal ‘15 budget would not draw from reserves.
- Trustee Blowers noted that hard work went into budget. President Douglas added that everyone on campus has worked to be as efficient as possible in terms of staffing, equipment, and supplies.
- The Presidential expenses were reviewed.
- VP Carr stated that the campus renewal projects are on schedule and under budget.
- Facilities Master Plan. VP Carr indicated that a resolution for the RFP will be forthcoming. An Oversight Committee comprised of RBOT representatives (2), administrators (2), faculty (2), staff (2), and students (2) is being established.
- Trustee Wightman posed question about the increase in FTE for 2014-15; President Douglas indicated that the College is aggressively for recruiting Perry Hall, instituting retention initiatives, second cohort of Presidential Scholars, and that based on an in-depth analysis of efforts underway have set goals of 3,155 FTE for the fall. VP Ballinger added that the College is pursuing a more strategic approach to student recruitment.

Resolution #3870-14 -- Operating Reports (Blowers, Wightman; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Reports for the periods ending April 30 and May 31, 2014.

Resolution #3871-14 – 2014-2015 Operating Budget (Blowers, Kelley; unanimously approved)

WHEREAS, the President of the College proposed the 2014-2015 operating budget, including appropriations for salary increases; and,

WHEREAS, the Finance and Facilities Committee reviewed the proposed operating budget and recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2014-2015 operating budget of $32,123,665; 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.

Resolution #3872-14 – 2014-2015 Tuition and Fee Schedule (Blowers, Emmer; unanimously approved)

WHEREAS, the State University of New York requires that the Board of Trustees of each community college approve a Tuition and Fee Schedule; and,

WHEREAS, the Finance and Facilities Committee reviewed the proposed 2014-2015 Tuition and Fee Schedule and recommends it to the Regional Board of Trustees for approval;

NOW, THEREFORE, BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the 2014-2015 Tuition and Fee Schedule, which includes a full-time tuition rate of $2,075 per semester and a part-time tuition rate of $173 per credit hour; and,

BE IT FURTHER RESOLVED, that a copy of this resolution, together with the Tuition and Fee Schedule, shall be submitted, along with the 2014-2015 operating budget, to the State University of New York for its review and approval.

NOMINATIONS COMMITTEE REPORT

Chair Milliken reviewed the slate of officers.

Resolution #3873-14 – Nomination for Slate of Officers of the Regional Board of Trustees of Corning Community College (Milliken, Creath; unanimously approved)

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

WHEREAS, the Nominations Committee composed of Trustees Cornelius Milliken, Chair; Gail Baity, Carl Blowers, and Nancy Wightman recommend to the full Board the following slate of officers

BE IT THEREFORE RESOLVED, that the following members of the Regional Board of Trustees be elected to the positions described below and that they take office on July 1, 2014 for a term expiring on June 30, 2016.

Chairperson, Dr. Cornelius Milliken
Vice Chairperson, Carl Blowers
Treasurer, Carl Blowers

PERSONNEL COMMITTEE REPORT
Trustee Blowers provided highlights of the Personnel Committee meeting.

- There were 2 items on the consent agenda and 6 items on the regular agenda. Director Nicholas reviewed the HR report.
- The Committee went into Executive Session to discuss the status of the faculty compensation study.

Resolution #3874-14 – Appointment of Debra Dunbar (Blowers, Austin; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the interim appointment of Deborah Dunbar as the interim Associate Dean of Instruction for the Business Administration and Computing Division for the period August 22, 2014 through August 18, 2015.

Resolution #3875-14 – Appointment of Thomas Owen (Blowers, Emmer; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of Thomas Owen as an Instructor of Accounting, effective August 20, 2014.

Resolution #3876-14 – Appointment of Matthew Skerritt (Blowers, Clements; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of Dr. Matthew Skerritt as an Assistant Professor of Biology, effective August 20, 2014.

Resolution #3877-14 – Appointment of Mikki Yesesky (Blowers, Rosell; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of Mikki Yesesky as a Research Analyst, effective June 2, 2014.

Resolution #3878-14 – Addendum to Contract for President Katherine Douglas (Blowers, Kelley; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the previously agreed upon addendum to the contract for Dr. Katherine Douglas, effective July 1, 2014.

Resolution #3879-14 – Stipend for James Cunningham (Blowers, Emmer; unanimously approved)

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the payment of a stipend to James Cunningham to reflect additional duties assumed by him for the period May 29, 2014 through July 31, 2014.

10. NEW BUSINESS -- None.

11. OLD BUSINESS – None.

12. ADJOURNMENT – Chair Milliken adjourns the meeting at 7:43 p.m. (Creath, Clements; unanimously approved)
CONSENT AGENDA

PERSONNEL COMMITTEE

RESOLUTION #T3880-14

Resignation of Andrea MacArgel, Instructional Technologist

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the resignation of Andrea MacArgel, effective July 11, 2014.

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

BACKGROUND NOTES

Resignation of Andrea MacArgel to accept other employment. She has been employed at the College since November 18, 2013 as an Instructional Technologist in the Center for Innovation and Teaching Excellence. This position will be filled.
PERSONNEL COMMITTEE

RESOLUTION #T3881-14

Resignation of Lauren Tranter

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the resignation of Lauren Tranter, effective August 19, 2014.

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

BACKGROUND NOTES

Resignation of Lauren Tranter to move out of the area. She has been employed at the College since August 24, 2012, as a Visiting Instructor of Biology. Whether this position will be filled is currently under consideration.
RESOLUTION #T3882-14

Faculty Promotions 2014-2015

BE IT RESOLVED, that the Board of Trustees of Corning Community College hereby approves the following promotions, effective fall start-up day, 2014:

Tyson Abbott to Assistant Professor
D.J. Dates to Assistant Professor
Hatesh Radia to Assistant Professor
Dale Crandall to Associate Professor
Lola Hardy to Associate Professor
Kathleen Speicher to Associate Professor
John Longwell to Professor

BACKGROUND NOTES

Process

Prior to the start of each academic year, the Vice President/Dean of Academic Affairs produces a list of faculty eligible for promotion. This year there were twenty-two faculty members on the eligibility list, of which ten packets were sent forward to the Vice President/Dean of Academic Affairs. Of these ten packets, seven were sent forward to the President with the recommendation for promotion. Faculty who desire to be considered for promotion must submit a promotion packet to their associate dean (criteria for promotion packets are in the Agreement By and Between Corning Community College and the Professional Educators of Corning Community College, effective September 1, 2013 through August 31, 2016). The associate deans conduct an evaluation based upon classroom observations, annual evaluations, and review of the promotion packet and forward their recommendation to the Vice President and Dean of Academic Affairs no later than May 15, 2014. The Vice President and Dean of Academic Affairs reviews all materials and makes a recommendation to the President. The President therefore makes the following recommendations for promotion for the 2014-15 academic year.

Promotion to Assistant Professor

Evidence of exemplary classroom performance that includes the following:

- creation of a classroom atmosphere conducive to learning and student motivation
- creation of good classroom management, presentation and organization
- effective use of appropriate media, technology and assessment
• completion of student reaction to instructor
• Evidence of exemplary academic advising:
• creation of advising opportunities for all assigned advisees
• evidence of positive advising evaluations
• evidence of attendance at advising workshops offered by the College

Master’s degree in the major field, unless exempted by the Vice President and Dean of Academic Affairs
Three (3) years as a full time Instructor at Corning Community College

Tyson Abbott: Mr. Tyson is an Instructor of Sociology in the Social Sciences and Social Services Division. He has three and years of service as an instructor. He holds a B.S. in Sociology and Political Science from Utah State University, an M.A. in Sociology from the University of Missouri and will receive a Ph.D. in Sociology from South Dakota State University in August. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Mr. Tyson to Assistant Professor.

D.J. Dates: Mr. Dates is an Instructor in the Business and Computing Division. He has served as Instructor for three years. He holds an A.S. Degree in General Studies from Corning Community College, a B.S in Computer Information Systems from Excelsior College, and an M.S. in Database Technologies from Regis University. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Mr. Dates to Assistant Professor.

Hatesh Radia: Mr. Radia is an Instructor of Mathematics in the Mathematics, Physics, Technology and Engineering Division. He has three and one-half years of service as an Instructor. He holds a B.S. in Biochemistry and Economics from Suffolk University and an M.S. in Mathematics from the University of Massachusetts. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Mr. Radia to Assistant Professor.

Promotion to Associate Professor
Evidence of exemplary classroom performance (see above)
Evidence of exemplary academic advising (see above)
Evidence of professional growth and activities:
• attainment of degrees or coursework beyond a given degree
• evidence of research and/or publications
• grants and/or equipment accrued to the College
• membership and participation in professional organizations
• evidence of attendance at Corning Community College professional development workshops

Master’s degree in the major field, unless exempted by the Vice President and Dean of Academic Affairs
Four (4) years as a full time Assistant Professor at Corning Community College

Dale Crandall: Mr. Crandall is an Assistant Professor of Mechanical Technology in the Division of Mathematics, Physics, Technology and Engineering. He holds New York State certification as a Journeyman Toolmaker, a A.A.S. Degree in Automotive Technology from SUNY Morrisville
College of Agriculture and Technology, and a B.S. in Industrial Technology from Binghamton University. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Mr. Crandall to Associate Professor.

**Lola Hardy:** Ms. Hardy is an Assistant Professor of Nursing Education in the Health and Sciences Division. She has served as Assistant Professor for four years. She has an RN diploma from E.J. Meyer Memorial Hospital School of Nursing, and holds an A.A.S. degree in Veterinary Technology/General Studies from St. Petersburg Junior College and a BS/MS in Child Health Nursing from SUNY University at Buffalo. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Ms. Hardy to Associate Professor.

**Kathleen Speicher:** Ms. Speicher is an Assistant Professor of Mathematics in the Division of Mathematics, Physics, Technology and Engineering. She has four years of service as an Assistant Professor. She holds a B.S. in Mathematics and Life Sciences from the University of Notre Dame and an M.S. in Mathematics from the University of Connecticut. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Ms. Speicher to Associate Professor.

**Promotion to Professor**

Evidence of exemplary classroom performance (see above)
Evidence of exemplary academic advising (see above)
Evidence of professional growth and activities (see above)

Evidence of College service and community service:
- evidence of service relevant to professional status as a member of College faculty
- evidence of service to develop the educational, social, cultural, recreational, economic, or religious growth of the community
- membership and/or office in area clubs and organizations
- evidence of professional growth in major field

Master’s degree in the major field, unless exempted by the Vice President and Dean of Academic Affairs

Five (5) years as a full time Associate Professor at Corning Community College

**John Longwell:** Mr. Longwell is an Associate Professor of Engineering Science, Mechanical technologies, and Manufacturing in the Division of Mathematics, Physics, Technology and Engineering. He has five years of service in the rank of Associate Professor. He holds an A.S. degree in Engineering Science from Corning Community College, a B.S. in Materials Engineering from Rensselaer Polytechnic Institute, and an M.B.A. in Technology Management from SUNY IT. The Vice President/Dean of Academic Affairs supports the recommendation of the Associate Dean of Instruction to promote Mr. Longwell to Professor.
FINANCE AND FACILITIES COMMITTEE

RESOLUTION #T-3883-14

Operating Report

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the Operating Report for the period ending June 30, 2014.
REGULAR AGENDA

PERSONNEL COMMITTEE

RESOLUTION #T3884-14

Creation of New Title and Job Description: Assistant Dean of Instruction

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the creation of the position of Assistant Dean of Instruction.

BE IT FURTHER RESOLVED, that this title is hereby approved for placement in the unclassified category of Civil Service.

BACKGROUND NOTES

This position will report to an Associate Dean of Instruction in one of the academic divisions and is classified as grade 207. It will be responsible for assisting an Associate Dean with providing leadership to an academic division and carrying out academic instructional activities.

Corning Community College will be required to obtain SUNY approval to have this position title placed in the unclassified category of Civil Service. The Regional Board of Trustees must adopt this resolution before the title and job description is submitted to SUNY.

Return to Agenda

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Authority: This position reports to the Associate Dean of Instruction for one of the College’s academic divisions.

General Responsibilities: This position will assist the Associate Dean with providing leadership to the academic division and with carrying out academic instructional activities.

Essential Functions:
Within the assigned departments, the Assistant Dean will work closely with the Associate Dean to:

• Supervise and evaluate the programs, personnel, and activities.
• Recruit and select academic and non-academic personnel and evaluate personnel in accordance with applicable policies and procedures.
• Plan for and provide staffing recommendations.
• Provide recommendations related to resource allocations for facilities, equipment and technologies that support instructional programs.
• Plan for the future direction of the assigned departments.
• Ensure that departmental activities are oriented toward accomplishing the College’s mission.
• Provide guidance to and receive information from departmental faculty on matters relating to the instructional programs.
• Review new courses and curricula in order to meet student needs and make recommendations for discontinuing courses and curricula that are not serving student needs.
• Ensure that proper course articulation is maintained with other institutions of higher education.
• Keep abreast of relevant emerging services, methodologies, and technologies.
• Provide input in preparing timely, accurate, and comprehensive data required for state, federal, and other reports.
• Develop a master schedule to ensure adequate course offerings are available to students and meet program needs.
• Provide for the departmental academic advising.
• Maintain high standards of faculty performance, ability, and morale by means of:
  • objective evaluations of faculty performance and recommendations for annual evaluations, conversions of term to tenure, promotion, and tenure;
  • supervision of instructional and examination activities;
  • promotion and administration of professional development efforts of departments and individual faculty members;
• Maintain ACE course offerings.
• Establish and implement advisory committees; establish and maintain liaisons with business and community representatives.

Essential Functions (cont’d.)
• Create a schedule/agenda and facilitate division.
• Perform other related duties, as assigned.

Required Knowledge, Skills, and Abilities:
• Self-motivated to seek out and pursue opportunities to advance the departments
• Ability to interact effectively with public
• Ability to communicate effectively using written and oral forms
• Ability to use a computer for word-processing, internal communication, and retrieval
• Ability to provide own transportation to any of Corning Community College’s instructional sites
• Ability to maintain confidentiality with sensitive information

Minimum Qualifications:
• An earned master’s degree in a field within one of the assigned departments
• Three years of teaching experience in a higher education setting

Preferred Qualification:
• Eligibility for faculty rank of Assistant Professor or higher

7/17/14
PERSONNEL COMMITTEE

RESOLUTION #T3885-14

Creation of New Position: Technical Assistant B

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the creation of a new Technical Assistant B position in the Workforce Development & Community Education Division.

BACKGROUND NOTES

This new grant-funded position (grade 202) reports to the Executive Director of Workforce Development & Community Education and will provide project management support for all aspects of the SUNY TAACCCT welding program. The Staff/Technical Assistant title was previously approved by the Regional Board of Trustees and SUNY for placement in the unclassified category of Civil Service.
Authority: This position reports to the Executive Director of Workforce Development and Community Education.

General Responsibilities: This position provides project management support for all aspects of the SUNY TAACCCT welding program.

Essential Functions:
- In collaboration with the Executive Director and Director of Academic and Workforce Development Center, work with other CCC departments to provide support for construction of CCC’s welding lab, and implementation of SUNY TAACCCT Advanced Manufacturing Grant.
- In partnership with welding faculty, support welding curriculum development.
- Act as liaison with SUNY subcommittees for statewide welding curriculum alignment.
- Attend regional SUNY TAACCT Regional meetings.
- Assist with submission of reports to Monroe Community College and SUNY.
- In partnership with Director of Community Education, interface with regional employers to assess training needs.
- Chair employer advisory committee.
- In partnership with Associate Director of Communications, promote welding program to internal and external stakeholders.
- Supervise part-time administrative assistant for welding program.
- Perform other related duties, as assigned.

Required Knowledge, Skills, and Abilities
- Excellent organizational, problem-solving, interpersonal, and oral/written communication skills
- Ability to work independently and exercise good judgment and discretion
- Computer literate, preferably in Microsoft Office
- Ability to work effectively with diverse populations

Minimum Qualifications:
- Bachelor’s Degree in business, marketing, or a related field
- Three years of work experience in project management

Preferred Qualification:
- Knowledge of course and curriculum development.

7/17/14
PERSONNEL COMMITTEE

RESOLUTION #T3886-14

Revision of Job Title and Job Description: Welding Instructor to Staff Assistant C

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the revision of the title and job description for the position of Welding Instructor to Staff Assistant C in the Workforce Development & Community Education Division.

BACKGROUND NOTES

This grant-funded position (grade 203) reports to the Executive Director of Workforce Development and will teach and assist in the development of curriculum for CCC’s non-credit welding program. It has been determined that a non-faculty position and reporting structure will better address the instructional needs of this new grant-funded program at this time.

The Staff/Technical Assistant title was previously approved by the Regional Board of Trustees and SUNY for placement in the unclassified category of Civil Service.
Authority: This 12-month, grant-funded, position reports to the Executive Director of Workforce Development and Community Education.

General Responsibilities: Teach and assist in the development of curriculum for CCC’s non-credit welding program.

Essential Functions:
- Teach courses related to all phases of welding, from light gauge sheet metal to heavy plate utilizing GMAW (all transfers), GTAW and SMAW, as well as PLASMA and OXY ACETYLENE CUTTING.
- Assist with curriculum development.
- Assist with the hiring and oversee the training of part-time instructors.
- Organize and maintain instructional labs and equipment.
- Ensure compliance with local and state welding regulations.
- Advise students in the welding program; hold office hours at the convenience of students.
- Perform other related duties, as assigned.

Required Knowledge, Skills, and Abilities:
- Strong knowledge of all phases of welding, as described above, including resistance / spot welding methods
- Strong knowledge of relevant OSHA safety regulations
- Knowledge of manufacturing methods and quality control
- Familiarity with welding codes AWS D1.1, AWS D1.2, AWS D1.3, AWS D1.6 and ASME Section IX
- Familiarity with Visual Inspection, Magnetic Particle, Dye Penetrant and Radiograph
- Ability to create flat pattern layout and calculating bend allowances
- Ability to operate fabrication equipment, such as but not limited to, hydraulic or mechanical shears, press brakes and/or punches, and slip rolls
- Ability to use standard layout tools and fabrication equipment
- Computer literate, preferably in Microsoft Office
- Ability to work effectively with diverse populations
- Ability to work a flexible schedule, including nights and weekends

Minimum Qualifications:
- High school diploma, or equivalent
- Certification as a welder according to AWS and/or ASME standards
- Five years of work experience as a welding specialist

Preferred Qualifications:
- Associate’s degree
- Teaching experience

6/24/14
BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the appointment of Keshia Day as a Campus Safety Officer, effective May 21, 2014.

BACKGROUND NOTES

Change in appointment of Keshia Day in the Department of Public Safety. This is a 12-month standard appointment in the Council 82 bargaining unit at an annual rate of pay of $26,050. Ms. Day will be required to successfully complete a twelve week probationary period. She has been employed at the College since July 30, 2012, most recently as a full-time College Security Guard.
PERSONNEL COMMITTEE

RESOLUTION #T3888-14

Appointment of Chelsea Kemmerer

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of Chelsea Kemmerer as an Instructor of Nurse Education, effective August 20, 2014.

BACKGROUND NOTES

Appointment of Chelsea Kemmerer to the Health & Sciences Division. This is a tenure-track appointment with the rank of Instructor at an annual rate of pay of $37,500. She replaces Judith Clovsky.

Education:
M.S., Nursing Administration, Kaplan University
B.S., Nursing, Cedar Crest College

Work Experience:
07/13 – present Associate Practice Director/RN, ABC Pediatrics
04/11 – 07/12 Registered Nurse, Kids Peace Patriot Center
10/10 – 03/11 Registered Nurse, Blue Mountain Health System
PERSONNEL COMMITTEE

RESOLUTION #T3889-14

Appointment of Lisa White

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of Lisa White as a Staff Assistant in the Nurse Education Department for the period August 18, 2014 through January 14, 2015.

BACKGROUND NOTES

Appointment of Lisa White to the Health & Sciences Division. This is a term appointment with the rank of Staff Assistant C at an annual rate of pay of $35,000 ($17,500 for the semester). This position is needed to cover additional clinical lab sections in the fall semester.

Education:
M.S., Nursing, University of Phoenix
B.S., Nursing, Alfred University

Work Experience:
03/05 – 05/14    RN Instructor, Arnot Ogden School of Nursing
08/98 – 12/04    RN and Staff Educator Instructor, Corning Hospital
05/95 – 08/98    Clinical Instructor, Elmira College

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PERSONNEL COMMITTEE

RESOLUTION #T3890-14

Appointment of James Azersky

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the appointment of James Azersky as a Campus Safety Officer, effective June 30, 2014.

BACKGROUND NOTES

Appointment of James Azersky to the Department of Public Safety. This is a 12-month standard appointment in the Council 82 bargaining unit at an annual rate of pay of $26,050. Mr. Azersky will be required to successfully complete the required civil service examination when next given and then successfully complete the required probationary period. He has been employed at the College as a part-time Campus Safety Officer since October 26, 2013. He replaces Kevin Rossi.

Education:
High School Diploma, Vestal High School

Work Experience:
10/13 - present  Campus Safety Officer (part-time), CCC
10/13 – present  Security Guard, TriCorps Security
09/11 – present  Security Guard/Investigator, AMRIC Associates
2005 – 2008    Owner, Rescue Specialties
06/07 – 04/09    Fire Investigator, Broome County Bureau of Fire Investigation
12/06 – 12/08    Court Officer, Town of Vestal
PERSONNEL COMMITTEE

RESOLUTION #T3891-14

Appointment of Karl Broneus

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the appointment of Karl Broneus as a Campus Safety Officer, effective May 21, 2014.

BACKGROUND NOTES

Change in appointment of Karl Broneus in the Department of Public Safety. This is a 12-month standard appointment in the Council 82 bargaining unit at an annual rate of pay of $29,950. Mr. Broneus will be required to successfully complete a twelve week probationary period. He has been employed at the College since November 12, 2012, most recently as a provisional Sr. Campus Safety Officer.
RESOLUTION #T3892-14

Appointment of Patrick Haggerty

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby ratifies the appointment of Patrick Haggerty as a Bookstore Aide, effective June 30, 2014.

BACKGROUND NOTES

Appointment of Patrick Haggerty to the College Store. This is a 12-month standard appointment at an annual rate of pay of $25,496. Mr. Haggerty will be required to successfully complete a twenty-six week probationary period. He replaces Kathryn Service.

Education: __________________________
Diploma, Singapore American School

Work Experience:
12/11 – present       Sales Associate, Aldi Food Store
06/05 – 08/11         Group Leader, Save-A-Lot Corporate Store
PERSONNEL COMMITTEE

RESOLUTION #T3893-14

Appointment of James Oddo

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the appointment of James Oddo as a Building Maintenance Mechanic, effective July 14, 2014.

BACKGROUND NOTES

Appointment of James Oddo to the Physical Plant Department. This is a 12-month standard Civil Service appointment in the CSEA bargaining unit at an annual rate of pay of $42,141. Mr. Oddo is required to serve a probationary period of not more than 130 working days. This is a new FSA-funded position.

Education:
A.S., Network Technology, CCC

Work Experience:
08/05 – present
HVAC/Refrigeration Technician, Elmira College
04/94 – 12/00
HVAC/Refrigeration Technician, Elmira College
PERSONNEL COMMITTEE

RESOLUTION #T3894-14

Reclassification of Susan Gorman

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves the reclassification of Susan Gorman’s position of Director of Community Education to the title of Director of Workforce Education, effective August 11, 2014.

BE IT FURTHER RESOLVED, that this new title is hereby approved for placement in the unclassified category of Civil Service.

BACKGROUND NOTES

Reclassification of Susan Gorman from the title of Director of Community Education (grade 205) to the title of Director of Workforce Education (grade 206), at an annual salary of $49,592 (not including the 2014-15 annual salary increase). This new title and grade reflect additional duties assumed by Ms. Gorman as the result of the reorganization of the Workforce Development and Community Education Division. She has been employed by the College since March 3, 2014.

Corning Community College will be required to obtain SUNY approval to have this position title placed in the unclassified category of Civil Service. The Regional Board of Trustees must adopt this resolution before the title and job description is submitted to SUNY.
Authority: This position reports to the Executive Director of Workforce Development and Community Education.

General Responsibilities: This position is responsible for providing the primary leadership for non-credit open enrollment/corporate courses, non-credit to credit career pathways, and certification courses.

Essential Functions:
- In collaboration with Associate Deans of Instruction develop, implement, and evaluate new non-credit to credit career pathways in alignment with SUNY’s non-credit state remedial aid program (i.e. welding, medical Billing and Coding, cyber security. Leadership).
- Develop corporate outreach strategies to provide corporate training to regional businesses to meet corporate revenue projections.
- Analyze data from Department of Labor and other sources to identify employment trends and training opportunities.
- Assess community and corporate training needs and develop, market, and evaluate new non-credit open enrollment and corporate courses to meet identified needs.
- Develop, promote and conduct recruitment programs and activities designed to meet enrollment targets for non-credit courses.
- Secure qualified adjuncts and independent consultants to deliver quality non-credit courses and evaluate instructional effectiveness.
- Collaborate with other members of the Office of Workforce Education and Business Services staff to establish strategic initiatives, activities, and performance benchmarks to measure unit effectiveness.
- Collaborate with CCC grant writer to develop grant opportunities to support open enrollment and corporate training; implement and assist with administration of grants awarded.
- Design & implement marketing plan for the unit, in coordination with Associate Director of Communications.
- Supervise, train and evaluate employees.
- Oversee the daily operations of Business Development Center and Airport Corporate Park.
- Assist with the development and management of the departmental budgets.
- Perform other related duties, as assigned.

Required Knowledge, Skills, and Abilities:
- Strong problem-solving, coordination and negotiating skills
- Excellent verbal and written communication skills, including strong public speaking ability.
- Ability to develop/implement programming, including conducting needs assessments, designing curriculum, and developing proposals
- Ability to work well with diverse populations of business/community leaders, students, faculty, and staff
- Basic knowledge of computer technology and software
- Knowledge of adult education theory as it relates to program and curriculum development for adult learners
- Knowledge of basic statistical measures
- Ability to work a flexible schedule to include days and evenings and weekends
- Must have a valid driver’s license and independent transportation for regular travel to a variety of community locations
Minimum Qualifications:
- Master’s degree in adult education, continuing education, business administration, or a related field
- Three years of supervisory experience, with an emphasis on participatory management
- Three years of experience in a related field, such as workforce development, continuing education, corporate/community training, or marketing

Preferred Qualifications:
- Experience in grant implementation

6/24/14
RESOLUTION #T3895-14

Change in Term of Appointment for Sandra Olson

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the change in term of appointment for Sandra Olson from ten-month standard to twelve-month standard, effective September 1, 2014.

BACKGROUND NOTES

Change in term of appointment for Sandra Olson in the Admissions Office. Ms. Olson has been employed at the College since May 4, 1990, most recently as a staff assistant. The annual rate of pay for this twelve-month standard appointment will be $64,464 (which includes the 2014-2015 annual salary increase).
PERSONNEL COMMITTEE

RESOLUTION #T3896-14

Change in Term of Appointment for Billie Jo Seager

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the change in term of appointment for Billie Jo Seager from eleven-month standard to twelve-month standard, effective September 1, 2014.

BACKGROUND NOTES

Change in term of appointment for Billie Jo Seager in the Math, Physics, Technology & Engineering Division. Ms. Seager has been employed at the College since June 27, 1988 as a stenographic secretary. The annual rate of pay for this twelve-month standard appointment will be $54,052 (which includes the 2014-2015 annual salary increase).
PERSONNEL COMMITTEE

RESOLUTION #T3897-14

Change in Term of Appointment for Beth Bentley

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College ratifies the change in term of appointment for Beth Bentley from ten-month standard to eleven-month standard, effective August 6, 2014.

BACKGROUND NOTES

Change in term of appointment for Beth Bentley in the Communications and Humanities Division. Ms. Bentley has been employed at the College since September 1, 1999, most recently as the Coordinator of Developmental Reading and Writing. The annual rate of pay for this eleven-month standard appointment will be $66,711 (which doesn’t include the 2014-2015 annual salary increase).
PERSONNEL COMMITTEE

RESOLUTION #T3898-14

Revision of Personnel Policies: Compensation Structure and Pay Procedure

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College approves the revision of Section V of the Personnel Policies of the Regional Board of Trustees of Corning Community College

BACKGROUND NOTES

Revision of Section V (Compensation Structure and Pay Procedure), as follows (changes shown in bold type):

SECTION V  COMPENSATION STRUCTURE AND PAY PROCEDURE

All College employees will be paid bi-weekly on Fridays for the number of days worked in each pay period. Employees may elect to have their pay deposited directly to their accounts at any financial institution in the Federal Reserve System (FRS). There is no charge for this service.

Nine, ten and eleven month employees may elect to have their annual salary paid over twelve months, beginning on September 1 of each academic year (instead of over the actual term of appointment) by submitting a written request to the Office of Human Resources.
Annual Pay Increases

Any annual salary increases granted by the Regional Board of Trustees will be applicable to all full-time employees (excluding bargaining unit employees) who have been employed by the College during the entire previous fiscal or academic year, depending upon their term of appointment. For employees with less than a year's service, these increases will be pro-rated according to the number of months of employment, relative to their term of appointment (9, 10, 11, or 12 months): i.e., a ten-month employee on the payroll for six months the preceding year will receive 6/10 of the annual increase. Exceptions to this policy may be made at the discretion of the President of the College.

Effective September 1, 2013, annual salary increases for employees who are at or above the maximum salary levels for their pay grades will be calculated as a percentage of the maximum salary levels. These “top of pay grade adjustments” will not be included in the employee’s base salary, but will be paid in biweekly installments over the course of the employee’s elected pay year, beginning on September 1 and ending at the end of the elected pay year. Future “top of pay grade adjustments” will be paid in a similar manner unless If future adjustments to the pay structure bring the employee’s salary within the range for the assigned pay grade, the employee will be making him/her eligible to receive any future annual increases that may be provided by the College in the form of a percentage increase to base salary. Maximum salary levels will be reviewed on a periodic basis.

Non-Exempt Pay Structure

The non-exempt pay structure has three pay grades, with job titles assigned to each as follows:

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Job Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>Bookstore Aide</td>
</tr>
<tr>
<td></td>
<td>Clerk</td>
</tr>
<tr>
<td></td>
<td>Library Aide</td>
</tr>
<tr>
<td></td>
<td>Typist</td>
</tr>
<tr>
<td>102</td>
<td>Account Clerk</td>
</tr>
<tr>
<td></td>
<td>Cashier</td>
</tr>
<tr>
<td></td>
<td>Senior Clerk</td>
</tr>
<tr>
<td></td>
<td>Senior Library Clerk</td>
</tr>
<tr>
<td>103</td>
<td>Custodial Supervisor</td>
</tr>
<tr>
<td></td>
<td>Head Child Care Instructor</td>
</tr>
<tr>
<td></td>
<td>Human Resources Clerk</td>
</tr>
<tr>
<td></td>
<td>Senior Account Clerk</td>
</tr>
<tr>
<td></td>
<td>Senior Account Clerk Typist</td>
</tr>
<tr>
<td></td>
<td>Senior Typist</td>
</tr>
</tbody>
</table>

As additional titles are added to the pay structure, an updated list of non-exempt job titles within each pay grade will be made available on the Human Resources Office’s webpage.
Exempt Pay Structure

The exempt pay structure has ten pay grades, with titles assigned to each as follows:

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Job Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Staff/Technical Assistant A</td>
</tr>
</tbody>
</table>
| 202       | Administrative Assistant  
Research Analyst  
Staff/Technical Assistant B |
| 203       | Administrative Assistant to the President/RBOT  
Executive Assistant to the Executive Director of IA  
Manager, Utilities  
Programmer Analyst  
Staff/Technical Assistant C |
| 204       | Assistant Director, Advancement Support Services  
Assistant Director, Public Safety  
Assistant Director, SBDC  
Assistant Registrar  
Associate Director of Marketing  
Athletic Trainer  
College Nurse  
Coordinator, Fitness Center  
Coordinator, Mathematics Learning Center  
Coordinator, Nursing Simulation Lab  
Coordinator, Student Disability Services  
Executive Office Manager  
Grant Writer  
Media Services Administrator  
Systems Administrator |
| 205       | Assistant Director, Student Administrative Services  
Associate Director, Admissions Services  
Associate Director, Communications  
Associate Director, New Media Communications  
Associate Director, Recruitment  
Coordinator, Developmental Reading and Writing  
Counselor  
Director, Academic Outreach |
**Director, Community Education**
Director, Student Life  
Director, Student Support Services – TRIO  
Director, Writing Center  
e-Services Administrator  
**Instructional Technologist**  
Librarian  
Network Administrator

206
Director, Child Care Center  
**Director, Development**  
Director, Nurse Education  
**Director, Wellness Education**

207
Assistant Director, Physical Plant for Support Services-  
  Custodial  
Assistant Director, Physical Plant for Support Services-Trades  
Bursar  
Controller  
Director, Academic and Workforce Development Center  
**Director, Advising and Counseling**  
Director, Athletics  
Director, Financial Aid  
Director, Institutional Research  
**Director, Center for Professional Development**  
**Director, Center for Teaching Innovation & Excellence**  
Director, Public Safety  
Director, Residence Life  
Director, Small Business Development Center  
**Director, Student Administrative Services**  
Manager, College Store and Planetarium

208
Director, Admissions  
**Director, Advising and Counseling**  
Director, Information Technology  
**Registrar**  
**Registrar and Director of Student Administrative Services**
As additional job titles are added to the pay structure, an updated list of exempt job titles within each pay grade will be made available on the Human Resources Office’s webpage.

Promotions and Reclassifications

An employee who is promoted or reclassified into a higher pay grade will receive a pay increase equal to the greater of the minimum of the new pay grade or:

- 5% of base salary for a move to the next higher pay grade
- 7.5% of base salary for a move of two pay grades
- 10% of base salary for a move of three or more pay grades OR a change from a non-exempt classification to an exempt classification.

Please Note: If the employee’s annual rate of pay for the former pay grade exceeds the maximum rate of pay for the new pay grade, the adjustment to base pay for the promotion/reclassification will be calculated as a percentage of the maximum salary level for the new pay grade.

Demotions

Salaries for employees who are moved to lower pay grades will be adjusted to the same percentage level above or below the midpoint in the new, lower pay grade as the percentage above or below the midpoint of the former, higher pay grade. If the employee’s salary prior to demotion was above the maximum for the higher pay grade, then the employee’s salary for the new pay grade will be set at the maximum for the new pay grade.

Lateral Transfers

An employee who transfers to a position in the same classification or to a different position in the same pay grade is not eligible for a salary increase.

Interim Appointments

An employee who is appointed to an interim position in a higher pay grade will receive a pay increase equal to the greater of the minimum of the interim pay grade or 5%, effective on the first day of the interim appointment. Such pay increase will remain in effect for the duration of the interim appointment, after which the employee will be returned to his/her previous position, pay grade, and salary.
Performance Growth Award Increases

Effective September 1, 2013, PGA increases for employees who are above the maximum salary levels for their pay grades by $1 or more will not be included in base salary, but will be paid in biweekly installments over the course of one pay year, beginning on September 1 and ending at the end of the employee’s elected pay year. Future PGA increases will be paid in a similar manner unless future adjustments to the pay structure bring the employee’s salary within the range for the assigned pay grade, making him/her eligible to receive any future PGA increases as an addition to base salary.

Longevity Increases

Effective September 1, 2013, longevity increases for employees who are above the maximum salary levels for their pay grades by $1 or more will not be included in base salary, but will be paid in biweekly installments over the course of one year, beginning on the employee’s anniversary date and ending one year later. Future longevity increases will be paid in a similar manner unless future adjustments to the pay structure bring the employee’s salary within the range for the assigned pay grade, making him/her eligible to receive any future longevity increases as an addition to base salary.
PERSONNEL COMMITTEE

RESOLUTION #T3899-14

Performance Growth Awards

BE IT RESOLVED, that the Regional Board of Trustees of Corning Community College hereby approves Performance Growth Awards for the following employees, effective September 1, 2014: Nancy Agan, Paul Andrews, Tyre Bush, Patsy Drake, Margaret Henderson, Juan Jones, Tammy Jursza, Erin Wilburn, Tanya Jones, Jacqueline McAtee, Ana Paulin, and Debra Harty.

BACKGROUND NOTES

The purpose of the Performance Growth Awards (PGA) is to assist administrators, counselors, librarians and staff/technical assistants in reaching their full potential as employees by motivating them to enhance their productivity, proficiency, and professional development throughout their College careers.

Employees are expected to contribute to the College mission and will be evaluated in the context of their particular roles at the College using the following criteria:

- effectiveness in all job responsibilities
- progress of institutionally relevant professional development
- service provided to the College and the community

Twelve employees have been recommended for performance growth awards and will receive increases of $1,500 to their annual salaries.

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Performance Growth Award Levels and Eligibility Requirements

<table>
<thead>
<tr>
<th>Levels</th>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>None – entry level employees</td>
</tr>
</tbody>
</table>
| 2      | 3 years at Level 1; and  
-evaluation ratings of “good” or higher  
an understanding and performance of all job duties  
general knowledge and understanding of college operations  
evidence of professional development, such as coursework, conferences, etc. |
| 3      | 4 years at Level 2; and  
evaluation ratings of “good” or higher  
enhancement of job duties and skills through professional or educational development  
- involvement in service activities at CCC and/or outside of the College |
| 4      | 5 years at Level 3; and  
evaluation ratings of “good” or higher, with a majority of “excellent” ratings  
significant enhancement of job duties and skills or completion of additional education  
service as an officer of a College assembly and/or chair of a College committee and/or involvement in committees and boards of organizations outside of the College |

**Level 2 Performance Growth Awards:**

**Nancy Agan** has been the Director of Student Life since June 30, 2011. Her supervisor, Nancy Latour, notes, “Nancy is excellent in all aspects of her job. Nancy’s college service to CCC is above and beyond. She is an excellent role model for others to follow as providing service to the College.”

**Paul Andrews** has been the Associate Director of Admissions Services since October 7, 2010. His supervisor, Karen Brown, notes, “Within the college, it is usual that people start first with Paul when they need something, as he has a reputation of being helpful and knowledgeable. He is a leader among his peers. His goal oriented attitude has proven that he will go above and beyond over and over again.”

**Tyre Bush** has been the Associate Director of Recruitment since October 4, 2010. Her supervisor, Karen Brown, notes, “When charged with a task, she thoroughly researches best practices, market trends, and other important factors to enhance her effectiveness. Tyre brought to the table the concept of SOAR and proposed it to Student Development and Academic Affairs. Tyre inspires her staff and colleagues to think outside the box.”
Patsy Drake has been a staff assistant in the Admissions Office since February 21, 2011. Her supervisor, Tyre Bush, notes, “Patsy does a phenomenal job coordinating the ambassador program and has worked over the past 3 years to enhance the program…Patsy’s skill level as a supervisor supports an established framework of the professional and yet caring relationships with CVC and the Admissions Office that we are proud of. She is so quick, so accurate and truly just an incredible worker…I can’t imagine life in the Admissions Office without her.”

Margaret Henderson has been a Counselor in the SSS-TRiO Office since August 19, 2010. Her supervisor, Diana Cleary, notes, “She is an open, caring, genuine counselor who works diligently to assist SSS participants to achieve their academic and personal goals. She does an outstanding job of arranging and facilitating educational workshops and cultural events and goes out of her way to assist students in crisis. In her role as retention specialist, she makes sure our participants are contacted and set up with appointments to review their current difficulties and creates the action plans they need to back on track for success.”

Juan Jones has been a staff assistant in the Admissions Office since May 16, 2011. His supervisor, Tyre Bush, notes, “He is also actively engaged in his recruitment role no matter where he is and what hour it happens to be – having conversations with people in the community at the grocery store, library, EOP Center, etc. about ways in which he can be of service in assisting them through the process of learning more about college enrollment. He gives out more business cards that the rest of the Admissions staff combined.”

Tammy Jursza has supervised the SAS area since October 18, 2010. Her supervisor, Karen Poole, notes, “…I have been very impressed with her high work ethic, her dedication to providing quality services to our students, her professional development with Banner and Argos, and her leadership that she demonstrates in the formulation of our new Integrated Enrollment Services. It is important to her that her team functions well, both as a group and independently to meet the mission of our institution.”

Erin Wilburn has been a Librarian in the Learning Resources Division since August 4, 2008. Her supervisor, Sarah Weisman, notes, “One of Erin’s strengths is her interaction with faculty and students. Over the last few years, she has forged connections with faculty members which have served to increase faculty engagement with the Library. She has forged connections with students in unexpected places, which carry over into daily interactions in the Library.”

Level 3 Performance Growth Awards:

Tanya Jones has been a technical assistant in the Physical Plant Department since November 20, 2006. Her supervisor, Calvin Williams, notes, “She works well with vendors, SUNY Administration, and College employees to provide reports, work orders, selection of materials, and scheduling needs. Tanya has been active in College committees, including serving as the chairperson of PaSS for the 2013-2014 year. She was a member of the President’s Gold Standard Committee and is a member of the Strategic Planning Committee.”

Jacquelyn McAtee has been the Athletic Trainer since October 5, 2006. Her immediate supervisor, Stacy Johnson, notes, “She provides quality care to our student athletes and assists them in getting healthy as quickly and safely as possible. She has gone above and beyond by attending doctors’ visits with injured athletes and then following up with their parents—especially those out of town. She is not consumed with working a 40 hour work week and is willing to do what it takes to serve our students.”

Ana Paulin has been the Administrative Assistant to the Vice President and Dean of Student Development and Enrollment Management since February 1, 2007. Her immediate supervisor, Joan Ballinger, notes, “…she received a CCC Merit Award in September 2011 for going above and beyond expectations. Most recently, she has served as the Middle States Steering Committee secretary and serves as a liaison on one of the work groups. Based on my observations, Ana has excellent telephone skills and is able to manage conflict well and professionally when situations occur.”
Level 4 Performance Growth Awards:

Debra Harty has been a technical assistant in the Human Resources Office since September 22, 2001. Her immediate supervisor, Nan Nicholas, notes, “She doesn’t hesitate to offer her help to colleagues and coworkers and has stepped up several times without being asked to fill in during coworker absences—some of which lasted several weeks. She is very good at what she does and continues to look for ways to increase the use of technology to better serve College employees and make HR operations more effective and efficient. Her technical expertise—mostly self-taught—is an invaluable asset to the department.”
MINUTES

DISCUSSION ITEMS
Vice President and Dean of Academic Affairs Report
Vice President and Dean of Student Development and Enrollment Management
Student Trustee Report

ACTION ITEMS
Faculty Promotions
CORNING COMMUNITY COLLEGE
REGIONAL BOARD OF TRUSTEES
Committee on Academic and Student Services (CASS)
Monday, July 28, 2014
Business Development Center

MINUTES

Present: Trustees M. Clements, C. Emmer, R. Morin, T. Rosell, N. Wightman
Other Trustees in Attendance: C. Blowers, D. Creath
Senior Staff: President Douglas, J. Ballinger, T. Carr, M. Eberly, B. English, N. Nicholas, W. Little
Support Staff: B. Campbell, J. Toribio

Excused: N. Milliken, K. Austin

In Trustee Austin’s absence, Trustee Wightman called the CASS Committee meeting to order at 5:35 p.m.

There is one (1) action item on the agenda: Faculty Promotions

VP Eberly provided background on the College’s tenure and promotion process. President Douglas added that in order for the tenure and promotion process to be meaningful that its implementation should also be rigorous. After discussion, Trustee Clements moved to recommend that the resolution be forwarded to the full Board, Trustee Morin seconded the motion. The Committee moved the resolution forward to the full Board.

Report by the Vice President and Dean of Academic Affairs. VP Eberly referred the Committee to the report and highlighted three initiatives:

- **TAACCCT Grant.** VP Eberly informed the Committee that the College joined the SUNY consortium to apply for the TAACCCT – trade affected workers -- grant. If the application is successful and funding is approved, the College will be providing a one-year mechatronics certification program at CCC. Joining the consortium means that member colleges will share curriculum, resources, equipment to set up labs, etc. CCC is one of 18 primary community college members; the remaining 12 SUNY community colleges are secondary members, who will not receive grant funding.

- **ACE Accreditation.** The College submitted self-study documentation for the reaccreditation of the Accelerated College Education (ACE) program. The reaccreditation of the ACE program is a year-long process; CCC will not learn the outcome of this process until April 2015.

- **Credentialing of the Chemical Dependency Counseling Program.** Lastly, CCC submitted the application for credentialing of the chemical dependency counseling program. This will enable the College to provide certification to individuals in the field or preparing to become certified chemical dependency counselors.

VP Eberly opened the floor for questions and responded to a clarifying question posed about the faculty member who relinquished their approved request for a sabbatical. This decision did not displace anyone, as the College received and accepted only three proposals; also, since the notification was received with ample time, the College did not hire any replacements or incur any costs.
Integrated Enrollment Services. While the specifics of the model design are outlined in detail in the report, VP Ballinger provided an update on the current status of the implementation of the Integrated Enrollment Services (IES) model and reported that things are moving along as planned.

- The group met last week and is now in the process of fine tuning the staffing levels and training needs for plan implementation in January 2015.
- Despite the fact that there will be one less SOAR event this year, VP Ballinger stressed that there are significant efforts being made to meet enrollment goals. She outlined the strategies being used to increase fall enrollment, notably the department’s collaboration with Assistant Director of Communications Stephanie Specchio on advertising initiatives including using a balance of social and traditional (radio and print) media.
- This past Sunday the College held a barbecue in Perry Hall, and there are two upcoming SOAR events (one on Spencer Hill and the second in Elmira). VP Ballinger indicated that a closer review of her report identifies additional cohort groups and provides additional details on recruitment efforts.

Perry Hall. Applications to-date total 162. VP Ballinger noted that an additional 20+ athletes have yet to submit their residence hall applications. Perry Hall is currently at a 65% occupancy rate. [A comparison of last year’s figures indicated that 43 students signed up for housing during the last week leading up to the beginning of the fall semester.] She underscored all that is being done so that applications are on track to meet the goal.

Basketball Coach. Isaac Bushy attended the barbecue and is excited to be on campus.

Student Life. VP Ballinger highlighted upcoming programs and campus offerings (fitness center, performances, etc.) that will enhance the campus experience for residence hall students.

Professional Development. Lastly, VP Ballinger provided an update on staff professional development: athletics, retention, etc.

VP Ballinger provided clarification on a recent request to make an exception to the full-time status requirement for residence hall students for a student with special needs. VP Ballinger indicated that she is reviewing procedures and researching the possibility of allowing part-time students to live in the residence hall.

Report by the Student Trustee

Trustee Clements provided highlights of the Student Trustee Report.

SOAR. There were two events in June that were well attended. The Executive Board surveyed students online and with the use of tablets -- which provided a quick turnaround on data (feedback: students are impressed with tablets).

Student Association Executive Board (SAEB).
- The SAEB filled three more positions.
- The SAEB agreed to purchase lockers and mobile device charging stations for the Commons.
- The SAEB continues to hold meetings, plan events, and undergo training throughout the summer.

This concluded the CASS report.
Trustee Emmer posed a question concerning StartUp NY. President Douglas indicated that the College’s plan, which was recently approved, differed from the one originally submitted. This was a result of the recommendations provided by the StartUp NY review panel, which caused the plan to become narrower in focus. CCC worked with the review panel to obtain approval, and moving forward the College will work to expand the focus of the plan as needed through the amendment process.

Trustee Wightman adjourned the CASS Committee meeting at 6:11 p.m.
CORNING COMMUNITY COLLEGE  
Committee on Academic and Student Services (CASS)  
A Report by the Vice President & Dean of Academic Affairs  
Monday, July 28, 2014

Events/Items of Interest

- **258 President’s List awards** were issued for Spring 2014, compared to 224 in 2013. To be eligible for the President’s List a student must have a semester GPA of 3.75 or higher, have twelve or more hours of earned credit, and no grade lower than C.

- **326 Dean’s List awards** were issued for Spring 2014, compared to 343 in 2013. To be eligible for the Dean’s List a student must have a semester GPA of 3.5 or higher, have twelve or more hours of earned credit, and no grade lower than C.

- Gregg Caruso, Associate Professor of Philosophy was interviewed by PBS/NOVA in connection with his newest book. The interview is posted at http://www.pbs.org/wgbh/nova/blogs/secretlife/blogposts/qa-gregg-caruso/.

- Dave Higgins, Professor of Art won Best in Show for his painting "House with Priest" in the Arnot Art Museum's 74th Regional Exhibition, which will be on display from July 20 to August 9.

- Joe DeLeone, Professor of Physics and Computer Repair, attended CISCO Instructor Training at RPI to become certified to teach CISCO courses, an ongoing instructional need at CCC.

- Several faculty members and CTIE staff attended the SUNY Conference on Instruction and Technology (CIT) in Ithaca, May 28-30, 2014. This year’s theme was: Objects in the Mirror are Closer than they Appear: Reflection, Innovation, and Learning.

- CCC’s Associate Dean of Learning Resources, Sarah Weissman, attended the Canadian Learning Commons Conference in Sherbrooke, Quebec, Canada, June 9-11, 2014 to collect ideas for CCC’s re-imagined Library and Learning Commons facility.

- Library staff attended the SUNY Librarians’ Association Conference, visited SUNY Cortland for a South Central Regional Library Council resource sharing meeting, and visited Monroe Community College to attend a vendor-led session on implementing the Ebsco Discovery Service, a new platform for searching for information across all of our print and electronic library resources – we, along with the majority of other SUNY libraries statewide, are implementing this system now.

- Gail Ropeleski-Ryan, Professor of Nurse Education, has notified CCC that she will not be taking advantage of the sabbatical plan approved by RBOT in January 2014. She has decided not to pursue full time study at this time.

Academic Affairs Initiatives

- Corning Community College was one of 18 members of the SUNY consortium of community colleges which applied for a TAACCCT grant. If funded, the grant will fund equipment for and development of a one-year Mechatronics certificate program at CCC. The proposal was submitted the first week of July. Dale Crandall, Assistant Professor of Mechanical Technology, took the lead for Academic Affairs in the development of the proposal.

- NACEP Reaccreditation Application for CCC’s ACE (Accelerated College Education) program was submitted June 30, 2014. The application review is a year long process. CCC will be notified of results in April of 2015. ACE was first accredited by NACEP (National Alliance of Concurrent Enrollment Partnerships) in 2007. Every 7 years the program will undergo the reaccreditation process. NACEP holds us to follow certain best practices to ensure the quality of college classes taught by high school teachers. The 5 Standards include: Curriculum, Faculty, Student, Assessment and Evaluation standards.

- We have been updating the Library renovation and construction blog on a regular basis, documenting the progress of the project for colleagues to see: http://aahlibraryconstruction.blogspot.com/. It will be wonderful to have this record of the project in years to come.

- University Center Initiative- CCC hosted two Information Sessions on Wednesday June 25th with Alfred University Director of Downstate and Continuing Graduate Programs, Dr. Jay Cerio. CCC graduates within the Liberal Arts and Sciences and Education programs along with current
students in the Education programs at CCC were invited to attend these sessions to learn more about Alfred’s Early Childhood/Childhood Education Bachelor’s Degree completion program slated to begin on our main campus in January 2015. The curriculum has been mapped out between our two institutions, and we are awaiting final approval from Alfred’s board for the tuition rate and a partnership agreement. Additional informational sessions will be held in the fall, expanding our audience to the broader community.

- **OASAS Credentialing** - Chemical Dependency Counseling Instructor Michelle Logan and ADI Deb Beall have submitted the official application to OASAS (Office of Alcohol and Substance Abuse Services) to obtain certification of our Chemical Dependency Counseling program (submitted Monday June 30th). We are now awaiting feedback from OASAS and do hope to have final approval of our program by the start of the fall semester. One benefit in obtaining this certification directly relates to recruitment, as CCC will be listed as an official training site through OASAS for any interested individual to obtain the coursework needed for certification to become a CASAC (Certified Alcohol and Substance Abuse Counselor).
CORNING COMMUNITY COLLEGE
Committee on Academic and Student Services (CASS)
A Report by the Vice President and Dean of Student Development and Enrollment Management
Monday, July 28, 2014

Integrated Enrollment Services Model:
Strategic Vision:
The new IES “Front Door-Answer Place” model will be finalized by August 29 for the purpose of improving service delivery to students to:
 Reduce runaround and confusion for students by centralizing and integrating enrollment services
 Increase student engagement through the implementation of measurable strategic enrollment management objectives (linked to CCC Strategic Plan and Strategic Enrollment Management Plan)
 Effectively utilize staff to reduce service silos and deploy resources during peak periods in the enrollment cycle
 Coordinate internal methods of communication and synchronize external student communication efforts to impact recruitment and retention outcomes
 Implement an integrated contact management system and provide interventions to support students throughout the enrollment process
 Increase use of on-line self-services and web applications to consolidate departmental information for greater efficiencies
 Evaluate improved service and quantifiable results by developing Key Performance Indicators (KPIs) and tracking outcomes

Identification and approval of staffing levels, review and modification of staff assistant positions and deployment of current staff to support the integrated IES model is in progress. Confirmation of staff assignments and cross-training will be scheduled during the fall semester. The IES Operational Group will complete recommendations on the model’s design by the end of August; departmental managers will shift focus to implementation steps for the January 2015 launch.

Enrollment Management Strategies
  o Efforts to increase Fall 14 college enrollment include:
     First time, Full-time students: Five additional SOAR events: July 19, 29, August 1,9,14; additional registration sessions during the week prior to semester start; Admission’s staff case management of accepted students to increase conversion to enrollment; SAS email checklist to students; targeted admissions/marketing outreach to potential students with interest in residential living
     Continuing Students: July 1 launch of Perkins IV grant retention (Academic probation) initiative to increase Fall 14 to Spring 15 persistence rates; Advising and Counseling staff support to students on academic probation; contact to non-registered students; post card and Call ‘Em outreach to registered Fall 14 students without FAFSAs (738 calls on 6/3)
     CCC non-returners: “Finish What You Start” program; post-card mailing and personalized follow-up to 606 CCC students with 45 credit hours earned, between the ages 20-32(?) who attended CCC in the past two years who “stopped out” to encourage degree completion
     ACE students: 1,800 postcards mailed to ACE students regarding CCC second summer session course offerings which yielded 7 course registrations as of June 26. Follow-up text messages during week of June 16; e-mail blast on June 25; post card mailing to parents: June 30
     Presidential Scholars: 32/51 Presidential Scholars have confirmed attendance at CCC.

Perry Hall Updates:
  o As of July 21, 152 students (83 new, 69 continuing) have submitted applications and security deposits for Fall 14 occupancy, which represents 56% of our 85% occupancy goal. Four additional students are no longer eligible due to academic probation suspension (2) or withdrawal of application (2).
  o The following activities and marketing will be executed to increase fall 14 occupancy:
     Residence Life staff contacting Spring 14 residential students who are registered for classes but not have not submitted Fall 14 License to Occupy
     Postcard mailing to ACE parents ($1,000 housing credit option) mailing: week of June 30
     Residential staff participation in college SOAR events to provide information and accept residential hall applications

54
Twenty-five applications distributed, five completed applications at June 21 SOAR event
- Emails to students who expressed interest on SOAR evaluation forms – 18 interested students have expressed interest.

- Scheduled tours of Perry Hall coordinated with upcoming SOAR events
- Pandora ads encouraging application and living in Perry Hall (July 7-20)
- Promoted posts on Twitter and Facebook (week of July 14)
- Perry Hall BBQ on July 27 for VIP prospective students to tour hall; accept applications; Student Leader participation
- Reduced course load procedures for students with disabilities to reside in Perry Hall under development to review individual request
- Fall 14 Perry Hall Implementation Team convenes (week of July 15) to coordinate student compliance requirements and establish August Move-in requirements and volunteer assignments

Departmental Highlights
Athletics:
  o Softball:
    - 30-5 overall; Finished as MSAC Conference Champs and Region III Runners-Up
    - Ranked #1 in Region III and #3 in NJCAA National Poll
    - Gabby Citriniti, Diamond Villegas, Brooke Hockeborn, Miranda Keefe, Jamie Cook – All-MSAC Conference team, All-Region III Team
    - G. Citriniti – MSAC Conference and Region III Player of the Year
    - Stacy Johnson – MSAC Conference and Region III Coach of the Year
    - G. Citriniti and J. Cook – NFCA All-Americans
    - G. Citriniti – NJCAA 1st team All-American
    - G. Citriniti – Marucci National Hitter of the Year – NJCAA Division III
Fitness Center:

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<th>2012 - 2013</th>
<th>2013 - 2014</th>
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<td>Unduplicated users</td>
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<td>1,497</td>
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<td>Unduplicated students</td>
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<td>Visits</td>
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Intramurals & Recreation (I&R):

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<tr>
<td># Events</td>
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<td>201</td>
</tr>
<tr>
<td># Student Give-A-Way Events</td>
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<tr>
<td># Attendees</td>
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- 10th Annual Red Barons Classic Golf Tournament was another success, raising nearly $27,000 this year

Student Life:

- **Student Programs**
  - Fall 14 student programming is under development and will include performances two performances (12:15 pm and 7:00 pm) by the popular band *Brena*, on August 28. Evening performance will assist in supporting additional programs for residential students.
  - Coffee house music will be offered in the Main Dining Room every Wednesday from 11 am- 1 pm featuring CCC students.
  - Skating (roller or ice) at the Nasser Civic Center every Wednesday from 7-9pm to increase opportunities of residential students.

- **Student Leadership**
  - The Student Leadership Seminars for 2014-2015 have been scheduled on Thursdays. The theme for the year is “overcoming obstacles to reach your goals”. In addition to seminars on leadership skills, selected highlights include:
  - **October 9** – Bobby Audley – motivational speaker/college lacrosse player, created the Make Up Your Mind workshop to help students find their passion.
  - **November 6** – Sean Forbes – Deaf American hip-hop artist, Graduated from RIT/NTID with a Bachelor’s degree in multi-disciplinary studies focusing on management, accounting, and communications,
  - **February 12** – Chad Pegracke – cleaned up the Mississippi, founded the Living Lands and Water foundation at age 23, recipient of the Jefferson Award for Public Service. This program aligns with “The Year of Water” programs
April 16 – Huey Cal – African-American Slam Poet, Syracuse University Graduate, creator of IV:AM - a movement that promotes positive energy, freedom of expression, and the idea that we are responsible for the future.

AMERICORPS VISTA

Rahel completed her 2nd progress report for AmeriCorps. Highlights include:
- Over 1300 items collected and available in the food pantry
- March 4 – May 3 – 16 students received bags of food from the pantry
- Received over $1,100 in donations to purchase additional items for the pantry

Professional Development/Conferences

- Director of Athletics, Stacy Johnson attended the NACWAA (National Association of Collegiate Women’s Athletic Administrator’s) Leadership Conference in Atlanta, GA on June 22-June 27. Johnson attended tuition free as she was awarded a scholarship by NACWAA
- N. Agan will attend the Association for the Promotion of Campus Activities conference at the end of July. Keynote speaker is Vincent Tinto, national known author on student retention.
- Tricia Barber, Counselor/Veterans Coordinator attended the SUNY Veteran’s Conference on May 28th in Albany, NY
- Assistant Director Cunningham attended a conference at Finger Lakes Community College that dealt with policing the internet for underage drinking. Many free resources were provided as a part of this training.
- Patty Cordes, CCC Bursar, attended the New York State Organization of Bursars & Business Administrators (NYSOBBA) conference; the organization deals with student related business functions at institutions of higher education in New York
- Digital certificates were issued to Senior Campus Safety Officers Brouneus, McKinley and Merrill for successful completion of the Southern Tier Law Enforcement Academy Campus Safety Officers course.
- Assistant Director J. Cunningham and Stacy Johnson have been named Title IX Deputy Coordinators, by Human Resources Director/Title IX Coordinator Nan Nicholas. All staff, including Nancy Latour, Associate Dean of Student Development, attended Title IX training on June 19 and 26.
The month of June saw two SOA2R events with one at our Spencer Hill location and one at our Elmira location. Each of these events have been very well attended and continue to be a great success. The Student Association Executive Board is continuing to survey each of our incoming CCC students during all of their SOA2R summer sessions. In line with our college's green initiatives, for the first time, these surveys are being conducted using the latest technology via handheld tablets acquired by last year's Student Association Executive Board. Using these tablets has not only allowed Student Association to streamline the process and gather data online in real time, but also be able to save on printing 100's of pages of paper thus continuing to do their part in becoming a greener, more efficient campus. Students are loving the ease of use in filling out these short surveys via the tablets and it is quite obvious that they are used to having handheld-touch-screen-technology available. As these SOA2R events are often the first in-person contact our students have with CCC, the implementation of these tablets over the past few months has given an incredible positive first impression to our incoming students. The comments and feedback from students thus far have shown that they now have a much better impression of CCC having up-to-date technology on its campuses. The Student Association Executive Board will continue to compile this data from all CCC's incoming students during the remaining SOA2R events. The compiled data will be made available to the Regional Board of Trustees in the near future. During the remainder of the summer months there will be 5 additional SOA2R events where we look forward to introducing our students to all CCC has to offer.

Student Association Executive Board (SAEB) held its first summer meeting in June. The majority of that first SAEB summer meeting encompassed conducting interviews for the 3 open positions on the executive board. We are happy to announce that all positions have been filled for the upcoming academic year. The following officers will be serving in their respective positions this year:

J'Frances White - President
Hope Blanchard - Vice President
Mark Clements - Student Trustee
Sam Arnold - Treasurer
Matt Duncan - Auditing Treasurer
Mikaela Hinterberger - PR Director
Melissa Snyder - Secretary
Chelsea Landolf - Speaker of the Senate
Jamie Hubble - Speaker of the House

SAEB agreed to purchase new lockers for the Commons AND, continuing with our initiatives to incorporate updated user-friendly technology whenever possible, is also purchasing mobile device charging stations...based on cost and the amount of funds left in the SA budget. Student Association Executive Board continues to hold its SAEB summer meetings where the members are continuing their annual board training, planning the next year's events, and discussing all upcoming projects.

Respectfully submitted on behalf of all our students,

Mark P. Clements
Student Trustee

"CCC where Students are the focus of all that we do!"
MINUTES

DISCUSSION ITEM
MSCHE Self-Study Process Update

ACTION ITEM
None.

EXECUTIVE SESSION: If needed.

NEXT MEETING: Tuesday, September 16, 2014
MINUTES

Present: Trustees: K. Austin, C. Blowers, T. Blumer, D. Creath, J. Kelley
Senior Staff: President Douglas, J. Ballinger, T. Carr, M. Eberly, B. English, N. Nicholas, W. Little
Support Staff: B. Campbell, J. Toribio


In Chair Milliken’s absence, Vice-Chair Blowers called the Executive Committee meeting to order at 6:42 p.m. President Douglas reported the following updates:

- **Middle States.** President Douglas provided an update on Middle States.
  - The eight-member team comprised of representatives from New Jersey, Maryland, Delaware, and Pennsylvania has been identified.
  - Workgroups have submitted their reports, the draft document will be submitted to the campus community, with one more round of revisions to follow.
  - The document will then be submitted to the Dr. Isekenegbe. He will review that draft, make a preliminary visit to the campus in November (meeting with representatives of Trustees, faculty, staff, and students), review logistics, identify any concerns, etc. The College will then have an opportunity to make any revisions before the final draft is submitted to Middle States.
  - The Team will receive the report in December/January; they will then arrive in April (from Sunday to Wednesday). That Wednesday they will provide an overview of their findings, a formal review in writing will follow.
  - Dr. Isekenegbe’s preliminary visit is scheduled for November 2 and 3, 2014.
  - Evaluation team On-site dates are April 26 through 29, 2015.

- **SUNY Recharges.** At the direction of Chair Milliken, President Douglas is requesting a RBOT Executive Committee to discuss SUNY recharges. Trustee Blowers indicated that SUNY has an operating budget deficit and is proposing that the colleges fund the deficit. Trustee Blowers recommends that CCC draft a letter to SUNY Trustees and copy politicians on the state level (P. Palmisano, C. Friend, T. O’Mara).
  - President Douglas indicated that for this year alone, SUNY Administration has a $5.9m deficit and is proposing to recharge each of their 64 campuses proportionately. They suggest that Colleges charge this amount back to students.
  - In earlier meetings, college business officers indicated that they did not support this proposal in writing.
  - President Douglas added that NYCCAP is prepared to pay for services that colleges contract for (IT services, DegreeWorks). Colleges are prepared to pay because these are services requested by colleges, but the proposed recharges are for SUNY’s administrative services. CCC has paid program fees, but is opposed to paying this administrative charge.
  - Trustee Kelley noted that being a regional college, unlike county sponsored colleges, RBOT has direct fiduciary responsibilities.
President requested that the Executive Committee authorize her to draft a letter to be signed by Chair Milliken by the end of business tomorrow because SUNY Trustees meet on Thursday, July 31. The Executive Committee authorized President Douglas to draft the letter. Trustee Blumer recommended that President Douglas also sign the letter.

Trustee Blumer added that this is bad management on behalf of SUNY Administration.

President Douglas shared that there are approximately 50 new positions in SUNY Administration, with a total of 264 full-time employees.

Trustee Austin expressed that parents are not going to be happy about paying for SUNY Administration’s over expenditures.

SUNY already receives $14m state appropriation and program fees of almost $5.5m.

Trustee Blumer, indicated that CCC has to live by financial constraints imposed by RBOT. CCC has had to reduce staff and positions to be fiscally responsible and to balance budgets, and we have the same expectation of the SUNY leadership and administration.

At a time when state government is telling community government to live within a tax cap and CCC has maintained tuition increases within the tax cap figure, SUNY needs to do the same.

State government is incentivizing communities to work on shared services and consolidation. SUNY would be penalizing CCC for doing the right thing.

Vice-Chair Blowers adjourned the Executive Committee meeting at 7:11 p.m.
MINUTES

DISCUSSION ITEMS
Institutional Advancement Report
Workforce Development and Community Education Report

ACTION ITEMS
None.

NEXT MEETING
September 16, 2014 at 5:30 p.m.; CCC at Denison Parkway
In Trustee Baity’s absence, Trustee Blumer called the External Affairs Committee meeting to order at 5:27 p.m.

There are no action items.

**Institutional Advancement.**

Executive Director Little provided highlights from the Institutional Advancement report.

- **Communications and Marketing.** There are ongoing promotional initiatives taking place throughout the summer to boost fall enrollment and increase occupancy in Perry Hall.
  - The department continues making use of direct mail efforts tied directly to Pandora and social media advertising reaching out to a broader market – specifically marketing to a broader market than last year, not just the three counties but targeting a population 100 miles around the campus.
  - There has been increased use of traditional media over the last couple of weeks, mainly to draw people to SOAR events and to the Perry Hall barbecue held over the weekend. All these efforts are focused on increasing recruitment and retention for the College and Perry Hall.
- **Presidential Scholars.** It is noted in the Committee report that 39 Presidential Scholars began the 2013-14 academic year at a cost of approximately $89k. When the effort began, it was estimated that a full cohort would cost approximately $150k. This initial estimate is on the mark. It looks like the figure will hold for the upcoming 2014-15 academic year.
  - Of the initial 39 Presidential Scholars, 7 graduated, 6 lost their scholarship standing due to their not maintaining their GPA, and as it currently stands, the College is waiting to see if the remaining students in the initial cohort will return.
  - There are 32 new confirmed students entering the program.
- **Annual Fund.** In June, the College completed the first letter appeal and has booked gifts of approximately $40k. Work continues on stage 2 -- focusing on the remaining four months of the year. Revenue projections for 2014 total $150k to cover the costs of the scholarship fund.
- **Capital Campaign.** To-date, the College has documented pledges and gifts of $2,714,708, with verbal commitments of approximately $2.875m. Upcoming meetings have been scheduled to discuss bringing the campaign to a close.
Perry Hall. Trustee Blumer posed a question concerning Perry Hall occupancy rates. VP Ballinger noted that as of today, the College has received 166 (52% occupancy) applications. There are 20+ athletes that have yet to submit their applications, and according to the Director of Residential Life, deposits and applications arrive daily. VP Ballinger is optimistic that the enrollment numbers will be met.

- Trustee Kelley added that a significant portion of the CCC population complies with deposit and documentation requirements outside the limits of established deadlines.
- President Douglas concurred and noted that last year a full third of the student population submitted applications in the last month prior to the beginning of the academic term.

In response to a question posed by Trustee Creath concerning age limits, VP Ballinger noted that students who are expected to turn 18 by the end of the fall semester are allowed to move in to the residence hall. Discussion surrounding allowing underage students in the residence hall ensued.

Trustee Blumer noted that the Keuka Lake capital campaign event scheduled for this week has been cancelled due to low enrollment. There are plans in place to solicit individuals in the near future and plans are underway for a thank you event to be held later in the fall or spring.

**Workforce Development and Community Education.** Ex. Director English provided highlights of the Workforce Development and Community Education report.

- The numbers for corporate open enrollment are still stagnant and should change by the next meeting. Director Susan Gorman has established a framework and restructured the program offerings to be in alignment with academic procedures: course syllabi, learning outcomes, assessment, pricing, offerings, etc. For example, the Steuben Leadership Program is being redesigned and will be re-launched later in the academic year.
- Career Pathways. Executive Director English will provide additional information on this in the future. CCC is approaching this philosophy differently; CCC will train and develop programming based on the Department of Labor’s occupational demands.
- Grants. Academic Affairs submitted a TAACCCT grant for mechatronics – this is the same funding source as the welding grant.
  - Dale Crandall spearheaded this effort with support from VP Eberly and ADI Brad Cole.
  - VP Eberly added that if the grant is funded, the College will receive funds for the development of a program and procurement of equipment to offer a one-year credit certificate in mechatronics for entry-level manufacturing technologies. Mechatronics is a combination of mechanical, electrical, and computer engineering.
- Small Business Administration. Earlier this week, CCC hosted a Business Roundtable with Senator Gillibrand along with SBA Administrator Maria Contreras-Sweet through our Small Business Development Administration.
- StartUp NY. The campus plan was approved. President Douglas and Executive Director English have begun meeting with interested partners (Steuben County IDA, Green Cycle, Metadin Technologies, etc.). These talks are in their infancy stages. There is interest in partnering with CCC, and several constituencies are working on their applications for the College’s review.
- Welding.
  - The College is moving forward with the bid process for construction of the welding lab, and bid will be going out this week. The construction is projected to be completed in six months. President Douglas indicated that a groundbreaking will be scheduled in the future and this month’s Personnel agenda contains staffing from the grant for the welding program.
  - A consultant is helping with curriculum development -- a curriculum specialist was assigned by the TAACCCT grant.
The Institutional Advancement Office consolidates marketing, fund-raising, alumni relations, communications, public & media relations, institutional research, and community & legislative relations:

Institutional Research

- The new Research Analyst staff person (replacing the IR Technical Assistant position) started in June 2014. The Director of IR and the Research Analyst will be undergoing training by the SICAS Center on SUNY data submissions.
- IR collaborated with Admissions and other departments to improve the coding and processing of presidential scholar candidates and is in the process of developing reports so the cohorts of students can be tracked more effectively.
- IR began research to identify key performance indicators specific to residence halls.
- IR successfully submitted and published CCC’s first data submission to Voluntary Framework of Accountability (VFA) with no errors identified by VFA during the validation process. Benchmarking data reports designed to capture student progress and outcomes for community colleges will be available soon.
- IR collaborated with Marketing to produce contact lists for promotions related to summer courses and readmits.
- The Data Standards Task Force held its first meeting and continue work on defining consistent data definitions and sources for institutional assessment.

Communications, Marketing & Public Relations

- Promoted
  - Follow-up touchpoints to prospects on purchased list (direct mail, paid social media, email)
  - ACE Summer Classes (direct mail, text, email)
  - Finish What You Start (direct mail)
  - Follow-up communication to increase yield of SOAR attendees (email)
  - Perry Hall BBQ (Pandora and direct mail; July 27)
- Traditional advertising (summer courses, CNA program)
- Developing integrated marketing action plan to include a variety of reputation-building tactics:
  - Finalize and release brand platform
  - Crisis communication plan
  - Mascot
- Developing integrated marketing action plan to include a variety of communities of interest:
  - Prospective students in the tri-county areas and within 100-mile radius
    - parents
    - guidance counselors
  - Students at various points in the pipeline
Friends
Community (via Workforce Development)

Development Foundation

- **Institutional Advancement**
  - The search for a Director of Development continues.
  - A department meeting was held on June 11 to discuss goals for the summer/fall of 2014.

- **CCC Development Foundation**
  - 2013 Audit Report was approved by the Board on June 17.
  - The majority of scholarship recipients have been selected. Letters sent on June 20, 2014.
  - 39 Presidential Scholars in the cohort that began Fall 2013- Total cost was $88,715 for first year. Of those 39, seven graduated and of the remaining 32, six are going to lose their Pres. Scholar standing as of this summer. We have 32 confirmed scholars for the cohort entering Fall 2014.
  - Hosted tables for College representation at community events
    - June 9: YWCA Tribute to Women
    - June 25: Boy Scouts Annual Dinner

![CCC Development Foundation Profit and Loss Table]

<table>
<thead>
<tr>
<th>Income</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund-Raising Revenue</td>
<td>476,839.07</td>
</tr>
<tr>
<td>Investment Revenue</td>
<td>215,541.31</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>17,483.66</td>
</tr>
<tr>
<td>Real Estate Revenue</td>
<td>123,418.36</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$ 833,282.29</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Distributions</td>
<td>122,771.16</td>
</tr>
<tr>
<td>Fund-Raising Expense</td>
<td>122,232.99</td>
</tr>
<tr>
<td>Investment Expense</td>
<td>19,164.77</td>
</tr>
<tr>
<td>Other Expense</td>
<td>20,318.17</td>
</tr>
<tr>
<td>Real Estate Expense</td>
<td>73,132.69</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$ 357,619.78</strong></td>
</tr>
</tbody>
</table>

Net Operating Income    | $ 475,662.51
Net Income              | $ 475,662.51
o **CCC Housing LLC**
  o The Housing LLC Board of Managers met on July 9, and a meeting to update financial partners has been scheduled for July 16.
  o Conrad Wolan provided an update on litigation at the July 9 meeting.
  o Construction update: The third floor pipes are replaced, refilled with fluid, and about 75% insulated. The ceiling is reinstalled in one wing. The second floor piping installation is finished & was pressure tested on Monday (7/7). No insulation started. Ceiling is apart. About 2 weeks for insulation and ceiling to be replaced. The first floor has the ceiling removed; the pipes were drained Tuesday and pipe removal will start as soon as first floor system is empty.
  o All work to be completed prior to fall’s resident move-in.

o **Annual Fund**
  o The 2014 Annual Fund has collected almost $32,000. About 2,000 solicitation letters signed by Jack and Trina Kelley were mailed to 16 targeted groups of past donors on June 23. Just over $12,000 has been received over the last two weeks.

o **Capital Campaign**
  o Documented pledges and gifts total $2,693,208 as of July 9.
  o The contract with Kathy Cole (West Wind Consulting) has been renewed.
  o The Campaign Steering Committee met on June 11 and will meet again on August 13.
  o Campaign events
    ▪ June 12: Elmira City Club
    ▪ July 17: Seneca Lake- Glenora Winery
    ▪ July 31: Keuka Lake- Pleasant Valley Wine Co. Guest House
  o Dr. Douglas’ transformation presentation
    ▪ May 8: Corning Rotary
    ▪ June 17: STEG Board Meeting
  o Conversations continue with internal leadership groups and external community leaders.
### CORPORATE TRAINING

<table>
<thead>
<tr>
<th>Companies Served</th>
<th>Employees Trained and/or Tested</th>
<th>Revenue (Invoiced)</th>
<th>Average Instructor/Course Satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>45</td>
<td>$5,640.00</td>
<td>98%</td>
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### OPEN ENROLLMENT

<table>
<thead>
<tr>
<th>Training Courses</th>
<th>Individuals Trained</th>
<th>Individuals Receiving Third Party Certification</th>
<th>Revenue</th>
<th>Average Instructor/Course Satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5 (potentially)</td>
<td>0</td>
<td>$7,500</td>
<td>N/A</td>
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### SMALL BUSINESS DEVELOPMENT CENTER

<table>
<thead>
<tr>
<th>Individuals Trained</th>
<th>Individuals Served and/or Counseled</th>
<th>Jobs Created</th>
<th>Jobs Saved</th>
<th>Funding Secured for Business Start Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>119</td>
<td>10</td>
<td>0</td>
<td>$341,500</td>
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</table>

### GRANTS

<table>
<thead>
<tr>
<th>Number of New Grants Submitted</th>
<th>Total Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$466,948</td>
<td>US DOL TAA CCCT – Round 4: Mechatronics</td>
</tr>
<tr>
<td></td>
<td>$41,903</td>
<td>Chemung DSS – WorkKeys</td>
</tr>
</tbody>
</table>

### Year-to-Date

<table>
<thead>
<tr>
<th>Training Courses</th>
<th>Individuals Trained</th>
<th>Individuals Receiving Third Party Certification</th>
<th>Year-to-Date Revenue / 2013-2014 Budgeted</th>
<th>Average Instructor/Course Satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>327</td>
<td>34</td>
<td>$139,027 / $231,464</td>
<td>95.3%</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Companies Served</th>
<th>Employees Trained and/or Tested</th>
<th>Year-to-Date Revenue / 2013-2014 Budgeted</th>
<th>Average Instructor/Course Satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>281</td>
<td>$26,360 / $70,000</td>
<td>97%</td>
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</table>

### Small Business Development Center

<table>
<thead>
<tr>
<th>Individuals Trained</th>
<th>Individuals Served and/or Counseled</th>
<th>Jobs Created</th>
<th>Jobs Saved</th>
<th>Funding Secured for Business Start Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>132</td>
<td>323</td>
<td>49</td>
<td>12</td>
<td>$2,675,600</td>
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</table>
GRANTS

<table>
<thead>
<tr>
<th>Number of Grants – Year-to-Date (September 1, 2013 – May 30, 2014)</th>
<th>Total Amount</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$1,228,365</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NYS Small Business Development Center - $259,100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NYS SBDC Portable Assistance - $98,560</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRIO SSS - $253,355</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2013-2014 Perkins IV CTE - $244,737</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2014-2015 Perkins IV CTE - $237,792</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chemung DSS WorkKeys - $41,903</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SUNY Research Foundation Childcare (operating) - $55,700</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SUNY Research Foundation Childcare (tuition subsidies) - $30,300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NYSED Coordinated Collections Development Aid - $6,668</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NYCC MLK Mini grant - $250</td>
</tr>
</tbody>
</table>

Contracts

o Chemung County Department of Social Services has contracted with CCC to continue and expand employment support services to serve clients at the Academic and Workforce Development Center. The 2014-2015 contract for $41,903 will assist 125 individuals with job coaching, WorkKeys® Talent testing, and an array of non-credit job related programming.

o The department is providing training to support the following regional businesses:
  o Eaton – Investigation and Arbitration, Computer Training
  o Hilliard Corp – Geometric Dimensioning and Tolerancing
  o Steuben ARC – New Supervisor; Instructor Scott Pitcher received Instructor of the Month. This is the first time the award has been provided to an external instructor.

START-UP NY

o Corning Community College’s START-UP NY plan has been approved by the Chancellor, SUNY, and Empire State Development. Space at the vacant Schweizer building (80,220 sq.ft) has been designated in the initial plan. Additional space in other counties will be included in future amendments.

o Dr. Douglas and Brenda English met with representatives from the Steuben Industrial Association (IDA) and Green Cycle, LLC, regarding START-UP NY. A proposal has been made by the Steuben IDA that an MOU with the College, and possibly Cornell University, be developed to designate the new facility as a CCC campus.

Welding Update

o Development of the Welding curriculum continues with support from two Independent Consultants for subject matter and curriculum development. Target date for curriculum completion is 8/30/2014.

o Staff from Monroe Community College and SUNY visited Corning Community College on 6/26/2014. The team noted no deficiencies. Site monitoring results noted, “Corning has an outstanding facility which will be state-of-the-art when completed, and has the potential for a phenomenal welding program.”
Small Business Development Center
CCC’s Business Development Center hosted SBA Administrator Maria Contreras Sweet and Senator Gillibrand on July 25, 2014. Ms. Sweet and Senator Gillibrand visited two former SBDC clients (Heels and Hobos and Connors Mercantile) in Corning, followed by a roundtable discussion with area business lenders and small businesses.
DISCUSSION ITEMS
1. Operating Report for June 2014
2. Update on RFP for Facilities Master Plan
3. Status of Capital Projects
4. IT Report
5. Food Service Report

ACTION ITEM
Operating Report for June 2014

NEXT MEETING
Tuesday, September 16, 2014, 6:30 p.m., Denison Parkway
CORNING COMMUNITY COLLEGE  
Regional Board of Trustees  
Finance and Facilities Committee  
Tuesday, July 29, 2014  

MINUTES  

Present: Trustee: K. Austin, C. Blowers, T. Blumer, D. Creath, J. Kelley  
Senior Staff: President Douglas, J. Ballinger, T. Carr, M. Eberly, B. English, N. Nicholas, W. Little  
Support Staff: B. Campbell, J. Toribio  


Trustee Blowers called the Finance and Facilities Committee meeting to order at 6:13 p.m.  

VP Carr provided an overview of the Finance and Facilities agenda focusing on campus renewal projects. The intent of this meeting is to highlight the revenues and expenditures tied to the renewal projects.  

- **Operating Reports.** Cash is up to $23m, the College received $1m from the SUNY 2020 grant for the welding grant for the welding program renovations at the Elmira Center. NYS advanced the funds. The change in cash is also a result of the $2m fourth quarter state aid that came in June.  
- **Operating Revenues.** Operating revenues are tracking well against budget, although enrollment will not reach the target of 3,125, the College is still generating strong tuition and fee revenues.  
- **Operating Expenses.** Expenses are tracking almost exactly the same as last year against budget. Overall, the College has excess revenues of $6.3m this year over $5m a year ago at this time.  
  o There are variances in some spending accounts, notably equipment and material and supplies.  
  o The College expects to generate a surplus in the $500-700k range.  
- **Enrollment.** The Enrollment Management and Student Development report outlines initiatives in place to meet the fall target. Although there is a variance from this year to last, VP Carr believes targets can be met.  
- **Balance Sheet Review.** The Committee reviewed the highlighted figures on the balance sheet that relate to the campus renewal projects. Construction receivables totaling $1m are due from NYS (they have already been billed) for expenses already incurred, as of June 30. This represents expenses incurred through the end of May for construction. Once on the schedule, NYS reimbursements will arrive on a regular basis. The $8.6m in notes payable for construction will be converted from short to long-term in March 2015. The increase of $1m in deferred revenues is related to SUNY 2020 funds because construction has not begun yet. Restricted Expendable funds are for a specific purpose. These funds are now in a deficit position, due to expenses incurred for the projects that have not yet been billed to NYS.  
- **Due from Foundation.** This is related to the billings the College submitted to the Housing LLC for the operation of Perry Hall. That receivable may remain on the books for some time and will not be recouped until the Hall reaches 95% occupancy.  

Trustee Creath asked what percentage of student receivables are collected by CCC; VP Carr noted that approximately 2.5 percent is turned over to collections.
The Committee moved the resolution forward to the full board.

VP Carr continued his report:

- **Facilities Master Plan.** The oversight committee met recently. They received five proposals and discussed the approach for reviewing proposals; they will be making recommendations within the next few weeks. Trustee Blowers and Trustee Kelley added that it was a good meeting. The two students on the committee were praised for their involvement and thoughtful questions.

- **Active Capital Projects.**
  - Expenses incurred to-date are increasing, these were incurred through June 30 likely for bills delivered through May. The billings will be paid by August 31, 2014. All projects are on schedule and under budget.
  - The bulk of funds for the SUNY 2020 grant for the Elmira Center will be spent during the 2014-15 academic year.
  - Renewal Projects. Any changes to the bid are related to unexpected construction findings (i.e., unexpected ductwork, electrical, etc.). The turf field change was an alternate in the bid which was initially for the bleachers.
  - VP Carr recommended that during the full RBOT meeting next week that Trustees should visit the turf field.

- **IT.** Efforts with renewal projects focused on significant upgrades to the wireless network in the library, Commons, and fitness center.

- **Foodservice.** The Foodservice Committee rejected a proposal from AVI to increase prices for the upcoming 2014-15 academic year.

Trustee Creath asked whether the President’s residence required any improvements. President Douglas acknowledged the good work of the Physical Plant staff. The road was identified as the major issue, but that is something out of the College’s control. President Douglas thanked Trustee Creath.

Trustee Blowers adjourned the Facilities and Finance Committee meeting at 6:40 p.m.

President Douglas shared that VP Carr, VP Eberly, Executive Director English, Jina Toribio, and Bruce Campbell will not be attending the upcoming full Board meeting because they have scheduled vacations. If there are any questions for these individuals, please contact them by Friday, August 1, 2014.
Corning Community College

Operating Report

June 30, 2014
Corning Community College

Operating Report Comments

Cash

The total cash position of all college funds at month end amounted to $23,693,356 compared to $13,538,945 one year ago and $20,929,336 one month ago. All funds not immediately needed are in interest bearing accounts.

In June, the College received $1.0 million for the SUNY 2020 and $2.0 million in 4th Quarter State Aid. Bond Anticipation Note proceeds of $8.65 million were received in March.

Unrestricted Fund Operations

Operating revenues of $30,397,944 represents 95.4% of budgeted revenues compared to $29,039,398 or 90.3% one year ago.

FTE Analysis

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1,562.5</td>
<td>1,610.0</td>
<td>1,571.5</td>
<td>3.0%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Winter</td>
<td>9.4</td>
<td>15.0</td>
<td>9.9</td>
<td>60.0%</td>
<td>52.1%</td>
</tr>
<tr>
<td>Spring</td>
<td>1,406.3</td>
<td>1,340.0</td>
<td>1,333.0</td>
<td>-4.7%</td>
<td>0.5%</td>
</tr>
<tr>
<td>Summer</td>
<td>146.9</td>
<td>130.0</td>
<td>129.9</td>
<td>-11.5%</td>
<td>0.1%</td>
</tr>
<tr>
<td></td>
<td>3,125.0</td>
<td>3,095.0</td>
<td>3,044.2</td>
<td>-1.0%</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

Operating expenses of $24,055,593 represents 75.5% of budgeted expenses compared to $23,997,873 or 74.6% last year.

Net Operations reflects an excess of revenues over expenditures of $6,342,351 compared to $5,041,525 the year before
**Key**


Last: Last fiscal year - 2013

This: This fiscal year - 2014

**Revenues and Expenditures**
Charts represent % of various account classifications to totals. e.g., Tuition and fees represents approximately 50% of total revenues. Salaries represents about 59% of total expenditures.

**Net Operations**
Chart represents excess of Revenues over Expenditures, in total for Prior Year’s Average and Last Year’s actual. Due to increased enrollment, Estimated Net Operations are projected to be better than budgeted. At this time, the College will not require a $550,000 use of fund balance and will generate a slight surplus.
Revenues
Chart represents % of actual revenues compared to budget. e.g., Tuition and fees to date reflect approximately 105% of budget.

Analysis
This year, actual enrollment is slightly behind budget, although Tuition and Fees are tracking well against budget.

Expenditures
Chart represents % of actual expenditures compared to budget. e.g., Salaries to date reflect approximately 80% of budget.

Analysis
Actual expenditures are on track with budget or below budget. Vacant full-time positions are generating savings in salaries and fringes.
### Corning Community College

#### Statement of Net Position

**June 30, 2014**

<table>
<thead>
<tr>
<th></th>
<th>2014 Total</th>
<th>2013 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$23,693,356</td>
<td>$13,538,945</td>
</tr>
<tr>
<td>Due from New York State</td>
<td>$1,094,245</td>
<td>7,026</td>
</tr>
<tr>
<td>Due from counties</td>
<td>374,604</td>
<td>452,542</td>
</tr>
<tr>
<td>Student receivables</td>
<td>860,493</td>
<td>869,578</td>
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<tr>
<td>Due from Foundation</td>
<td>$357,009</td>
<td>45,024</td>
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<tr>
<td>Other receivables</td>
<td>222,777</td>
<td>337,043</td>
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<tr>
<td>Inventories</td>
<td>1,169,679</td>
<td>1,005,002</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>$27,772,163</td>
<td>16,255,160</td>
</tr>
<tr>
<td>Non-Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td>70,717,669</td>
<td>70,198,926</td>
</tr>
<tr>
<td>Accumulated depreciation</td>
<td>(38,541,442)</td>
<td>(36,532,147)</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>$32,176,227</td>
<td>33,666,779</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$59,948,390</td>
<td>$49,921,939</td>
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<table>
<thead>
<tr>
<th></th>
<th>2014 Total</th>
<th>2013 Total</th>
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<tbody>
<tr>
<td><strong>LIABILITIES AND NET POSITION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$146,227</td>
<td>$33,922</td>
</tr>
<tr>
<td>Accrued salaries and payroll liabilities</td>
<td>621,321</td>
<td>638,862</td>
</tr>
<tr>
<td>Due to NYS retirement system</td>
<td>521,494</td>
<td>355,606</td>
</tr>
<tr>
<td>Notes payable</td>
<td>$8,635,000</td>
<td>0</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>2,566,256</td>
<td>1,397,978</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>$12,490,298</td>
<td>2,426,368</td>
</tr>
<tr>
<td>Non-Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post retirement benefits</td>
<td>2,347,006</td>
<td>2,019,546</td>
</tr>
<tr>
<td><strong>Total Non-Current Liabilities</strong></td>
<td>2,347,006</td>
<td>2,019,546</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>14,837,304</td>
<td>4,445,914</td>
</tr>
<tr>
<td><strong>NET POSITION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in plant</td>
<td>32,176,227</td>
<td>33,666,778</td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expendable</td>
<td>$(209,974)</td>
<td>$(131,512)</td>
</tr>
<tr>
<td>Non-expendable</td>
<td>113,771</td>
<td>144,806</td>
</tr>
<tr>
<td><strong>Total Restricted Net Assets</strong></td>
<td>(96,203)</td>
<td>13,294</td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated - Post Retirement</td>
<td>1,453,582</td>
<td>1,453,582</td>
</tr>
<tr>
<td>Designated - Prof &amp; Tech Curr</td>
<td>750,000</td>
<td>750,000</td>
</tr>
<tr>
<td>Undesignated</td>
<td>10,827,480</td>
<td>9,592,371</td>
</tr>
<tr>
<td><strong>Total Unrestricted</strong></td>
<td>13,031,062</td>
<td>11,795,953</td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>45,111,086</td>
<td>45,476,025</td>
</tr>
<tr>
<td><strong>Total Liabilities and Net Position</strong></td>
<td>$59,948,390</td>
<td>$49,921,939</td>
</tr>
</tbody>
</table>

79
## Schedule of Cash Balances

**June 30, 2014**

### Cash by Account

<table>
<thead>
<tr>
<th>Account</th>
<th>2014</th>
<th>2013</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking and petty cash</td>
<td>105,446</td>
<td>92,621</td>
<td>1%</td>
</tr>
<tr>
<td>Certificates of deposit</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Money markets</td>
<td>778,913</td>
<td>606,316</td>
<td>4%</td>
</tr>
<tr>
<td>Premiere money market (1)</td>
<td>22,808,998</td>
<td>12,840,009</td>
<td>95%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23,693,356</strong></td>
<td><strong>13,538,945</strong></td>
<td><strong>13%</strong></td>
</tr>
</tbody>
</table>

(1) Premiere Money Market @ .10%

### Cash by Fund

<table>
<thead>
<tr>
<th>Fund</th>
<th>2014</th>
<th>2013</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Fund</td>
<td>22,921,456</td>
<td>13,063,482</td>
<td>96%</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>78,228</td>
<td>871</td>
<td>0%</td>
</tr>
<tr>
<td>Endowment Fund</td>
<td>418,395</td>
<td>418,678</td>
<td>3%</td>
</tr>
<tr>
<td>Loan Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Agency Fund</td>
<td>275,277</td>
<td>55,914</td>
<td>0%</td>
</tr>
<tr>
<td>Association Fund</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>23,693,356</strong></td>
<td><strong>13,538,945</strong></td>
<td><strong>13%</strong></td>
</tr>
</tbody>
</table>
## Schedule of Cash Flows
### June, 2014

<table>
<thead>
<tr>
<th>Operating Activities</th>
<th>Unrestricted</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash, Prior Year</td>
<td>13,063,482</td>
<td>475,463</td>
</tr>
<tr>
<td>(Increase) Decrease in Due from New York State</td>
<td>0</td>
<td>(1,087,219)</td>
</tr>
<tr>
<td>(Increase) Decrease in Due from counties</td>
<td>52,938</td>
<td>0</td>
</tr>
<tr>
<td>(Increase) Decrease in Tuition receivables</td>
<td>9,084</td>
<td>0</td>
</tr>
<tr>
<td>(Increase) Decrease in Other receivables</td>
<td>(45,691)</td>
<td>(147,643)</td>
</tr>
<tr>
<td>(Increase) Decrease in Due from other funds</td>
<td>(552,599)</td>
<td>0</td>
</tr>
<tr>
<td>(Increase) Decrease in Due from Foundation</td>
<td>0</td>
<td>20,614</td>
</tr>
<tr>
<td>(Increase) Decrease in Inventories and fixed assets</td>
<td>8,317</td>
<td>(691,738)</td>
</tr>
<tr>
<td>(Increase) Decrease in Depreciation</td>
<td>0</td>
<td>2,009,295</td>
</tr>
<tr>
<td>Increase (Decrease) in Notes payable</td>
<td>8,635,000</td>
<td>0</td>
</tr>
<tr>
<td>Increase (Decrease) in Accts pay and accruals</td>
<td>32,390</td>
<td>79,917</td>
</tr>
<tr>
<td>Increase (Decrease) in Accrued salaries and taxes</td>
<td>(17,541)</td>
<td>0</td>
</tr>
<tr>
<td>Increase (Decrease) in Due to NYS retirement</td>
<td>165,888</td>
<td>0</td>
</tr>
<tr>
<td>Increase (Decrease) in post-retirement benefits</td>
<td>327,460</td>
<td>0</td>
</tr>
<tr>
<td>Increase (Decrease) in Due to other funds</td>
<td>0</td>
<td>552,599</td>
</tr>
<tr>
<td>Increase (Decrease) in Other accrued liabilities</td>
<td>0</td>
<td>219,363</td>
</tr>
<tr>
<td>Increase (Decrease) in Deferred revenue</td>
<td>7,619</td>
<td>941,296</td>
</tr>
<tr>
<td>Increase (Decrease) in Net operations</td>
<td>1,300,825</td>
<td>726,142</td>
</tr>
<tr>
<td>Increase (Decrease) in Fund balance</td>
<td>(65,717)</td>
<td>(2,326,188)</td>
</tr>
</tbody>
</table>

| Net Activity                                               | 9,857,974    | 296,437    |
| Cash, Current Year                                         | $22,921,456  | $771,900   |

Courses offered by Corning Community College
## Corning Community College

### Statement of Revenues and Expenditures

#### June 30, 2014

**Current Unrestricted Fund**

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Month of June 2014</th>
<th>Month of June 2013</th>
<th>Ten Months Year to Date 2014</th>
<th>Ten Months Year to Date 2013</th>
<th>Variance Favorable (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>14,396,602</td>
<td>(39,468)</td>
<td>(44,146)</td>
<td>15,196,958</td>
<td>14,113,541</td>
<td>1,083,417</td>
</tr>
<tr>
<td>State Aid</td>
<td>7,865,644</td>
<td>617,710</td>
<td>658,108</td>
<td>6,626,903</td>
<td>6,581,081</td>
<td>45,823</td>
</tr>
<tr>
<td>Chargebacks-Region</td>
<td>7,442,016</td>
<td>116,831</td>
<td>137,299</td>
<td>6,998,164</td>
<td>6,952,132</td>
<td>46,032</td>
</tr>
<tr>
<td>Chargebacks-Other Counties</td>
<td>701,221</td>
<td>12,246</td>
<td>16,751</td>
<td>841,364</td>
<td>640,884</td>
<td>200,480</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>763,160</td>
<td>(1,226)</td>
<td>116,401</td>
<td>620,308</td>
<td>689,790</td>
<td>(69,483)</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>12,500</td>
<td>53,592</td>
<td>2,067</td>
<td>74,943</td>
<td>23,175</td>
<td>51,769</td>
</tr>
<tr>
<td>Transfers In</td>
<td>145,200</td>
<td>39,304</td>
<td>38,796</td>
<td>39,304</td>
<td>38,796</td>
<td>508</td>
</tr>
<tr>
<td>Applied Fund Balance</td>
<td>550,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>31,876,343</td>
<td>798,990</td>
<td>925,275</td>
<td>30,397,944</td>
<td>29,039,398</td>
<td>1,358,546</td>
</tr>
</tbody>
</table>

| **Expenditures**         |                 |                    |                    |                               |                               |                                 |
| Personal Services        | 17,692,448      | 1,230,126          | 1,236,692          | 14,054,824                    | 14,081,719                    | 26,896                          |
| Purchase Services        | 2,124,751       | 27,396             | 4,130              | 1,286,841                     | 1,300,675                     | 13,833                          |
| Equipment                | 334,000         | 1,279              | 4,855              | 153,826                       | 229,468                       | 75,642                          |
| Materials & Supplies     | 853,960         | 46,980             | 57,999             | 578,956                       | 653,458                       | 74,502                          |
| Other Expense            | 2,490,759       | 137,333            | 211,922            | 1,931,144                     | 1,951,738                     | 20,594                          |
| General Institutional    | 429,294         | 19,039             | 9,650              | 422,152                       | 382,073                       | (40,080)                        |
| Employee Benefits        | 7,838,631       | 519,011            | 490,704            | 5,618,698                     | 5,341,568                     | (277,130)                       |
| Transfers Out            | 112,500         | 9,152              | 57,174             | 57,174                        | 48,022                        |                                 |
| **Total Expenditures**   | 31,876,343      | 1,981,164          | 2,073,125          | 24,055,593                    | 23,997,873                    | (57,721)                        |

| **Net Operations**       | -               | (1,182,174)        | (1,147,850)        | 6,342,351                     | 5,041,525                     |                                 |
# Corning Community College
## Faculty-Student Association, Inc.
### Schedule of Revenues and Expenditures
#### June 30, 2014

## Association Fund

<table>
<thead>
<tr>
<th></th>
<th>Approved Budget</th>
<th>Month of June</th>
<th>Ten Months Year to Date</th>
<th>Variance Favorable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>2013</td>
<td>2014</td>
<td>2013</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>625,400</td>
<td>(497)</td>
<td>711,848</td>
<td>18,856</td>
</tr>
<tr>
<td>State Aid</td>
<td>105,856</td>
<td>-</td>
<td>95,176</td>
<td>(17,331)</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>4,913,697</td>
<td>163,296</td>
<td>2,629,037</td>
<td>150,047</td>
</tr>
<tr>
<td>Transfers In</td>
<td>180,621</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>5,825,574</td>
<td>162,799</td>
<td>3,436,062</td>
<td>151,571</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Services</td>
<td>1,055,014</td>
<td>60,032</td>
<td>753,563</td>
<td>(208,944)</td>
</tr>
<tr>
<td>Purchase Services</td>
<td>19,400</td>
<td>-</td>
<td>3,086</td>
<td>47</td>
</tr>
<tr>
<td>Equipment</td>
<td>51,788</td>
<td>-</td>
<td>44,188</td>
<td>(26,164)</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>134,786</td>
<td>6,777</td>
<td>121,833</td>
<td>(16,713)</td>
</tr>
<tr>
<td>Other Expense</td>
<td>4,129,012</td>
<td>290,815</td>
<td>2,322,392</td>
<td>66,256</td>
</tr>
<tr>
<td>General Institutional</td>
<td>124,667</td>
<td>833</td>
<td>7,499</td>
<td>5,287</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>278,497</td>
<td>22,962</td>
<td>143,713</td>
<td>(86,755)</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>32,410</td>
<td>-</td>
<td>40,796</td>
<td>1,492</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>5,825,574</td>
<td>420,722</td>
<td>3,522,333</td>
<td>(265,494)</td>
</tr>
<tr>
<td><strong>Net Operations</strong></td>
<td>-</td>
<td>(257,924)</td>
<td>(86,271)</td>
<td>27,652</td>
</tr>
</tbody>
</table>
## Perry Hall Operations
Schedule of Revenues and Expenditures
June 30, 2014

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Fall Occupancy</th>
<th>Spring Occupancy</th>
<th>ProForma *</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAs</td>
<td>10</td>
<td>10</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Doubles</td>
<td>262</td>
<td>155</td>
<td>107</td>
<td>1,543,180</td>
</tr>
<tr>
<td>Singles</td>
<td>48</td>
<td>44</td>
<td>35</td>
<td>355,680</td>
</tr>
<tr>
<td>Staff</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td><strong>322</strong></td>
<td><strong>211</strong></td>
<td><strong>154</strong></td>
<td><strong>1,898,860</strong></td>
</tr>
</tbody>
</table>

### Other Revenue

- **FSA**
  - Direct expenses: 15,500
  - Subordinated expenses: 85,397
- **Housing LLC**
  - Direct expenses: 424,667
  - Debt service: 410,726

### Total Revenues

Total Revenues: 1,999,757 | 1,093,450

* Proforma occupancy estimated at 95%

### Operations

<table>
<thead>
<tr>
<th>Operations</th>
<th>ProForma</th>
<th>Estimated</th>
<th>Favorable/ (Unfavorable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FSA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct expenses</td>
<td>367,286</td>
<td>273,663</td>
<td>93,623</td>
</tr>
<tr>
<td>Subordinated expenses</td>
<td>196,045</td>
<td>131,274</td>
<td>64,771</td>
</tr>
<tr>
<td><strong>Total FSA Expenses</strong></td>
<td><strong>563,331</strong></td>
<td><strong>404,937</strong></td>
<td><strong>158,394</strong></td>
</tr>
<tr>
<td><strong>Housing LLC</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct expenses</td>
<td>424,667</td>
<td>380,551</td>
<td>44,116</td>
</tr>
<tr>
<td>Debt service</td>
<td>410,726</td>
<td>527,791</td>
<td>(117,065)</td>
</tr>
<tr>
<td><strong>Total Housing LLC Expenses</strong></td>
<td><strong>835,393</strong></td>
<td><strong>908,342</strong></td>
<td><strong>(72,949)</strong></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>1,398,724</strong></td>
<td><strong>1,313,279</strong></td>
<td><strong>-8.7%</strong></td>
</tr>
</tbody>
</table>

Net Operations Surplus/(Deficit): 601,033 | (219,829)
Facilities Master Planning Process
Update

June, 2014
- June 10: Finance & Facilities Committee – approval of RFP
- RFP issued to 25 firms; 8 expressed interest in submitting a proposal:
  - Architectural Resources
  - Cannon Design
  - Hall Partnership Architects
  - HBT Architects
  - Holmes, King, Kallquist Architects
  - Holt Architects
  - Hunt Engineers, Architects
  - JMZ Architects and Planners

July, 2014
- July 25: proposals due
- Facilities Master Planning Oversight Committee:
  - 2 Trustees (Blowers/Kelley), 2 Administrators (Carr/Williams), 2 Faculty, 2 Staff (Jones/_____), 2 Students

August, 2014
- Oversight Committee – review proposals; make selection
- Execute contract

September, 2014
- Space utilization study
- Building condition analysis
- September 16: Finance & Facilities Committee – update

October, 2014
- Conduct “Master Plan” forums for faculty, staff and students
- October 21: Finance & Facilities Committee – review space utilization

December, 2014
- December 9: Finance & Facilities Committee – review building condition analysis

January, 2015
- January 20: Finance & Facilities – review facilities master plan
### Active Capital Projects
#### 2013-14

<table>
<thead>
<tr>
<th>SUCF</th>
<th>Description</th>
<th>Budget</th>
<th>Prior Years</th>
<th>2013-14</th>
<th>2013-14</th>
<th>2014-15</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07237</td>
<td>Link Building</td>
<td>540,000</td>
<td>412,739</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>127,261</td>
</tr>
<tr>
<td>07242</td>
<td>Switchgear Building</td>
<td>200,000</td>
<td>79,405</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>120,595</td>
</tr>
<tr>
<td>07258</td>
<td>Renovations and Revitalization Phase II</td>
<td>13,090,000</td>
<td>8,729,612</td>
<td>811,346</td>
<td>1,516,442</td>
<td>2,032,600</td>
<td>-</td>
</tr>
<tr>
<td>07259</td>
<td>Goff Road Phase II</td>
<td>1,434,070</td>
<td>921,542</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>512,528</td>
</tr>
<tr>
<td>07260</td>
<td>Athletic Center</td>
<td>10,273,600</td>
<td>92,944</td>
<td>1,526,764</td>
<td>2,851,192</td>
<td>-</td>
<td>5,802,700</td>
</tr>
<tr>
<td>07261</td>
<td>Commons - Atrium</td>
<td>1,012,500</td>
<td>18,378</td>
<td>154,907</td>
<td>839,215</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>07262</td>
<td>Library - Learning Commons</td>
<td>10,991,400</td>
<td>157,680</td>
<td>1,854,541</td>
<td>3,641,159</td>
<td>5,338,020</td>
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<td>07263</td>
<td>Renovations and Revitalization Phase III</td>
<td>12,723,800</td>
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<td>26,294</td>
<td>1,264,200</td>
<td>10,218,575</td>
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<td>Master Plan</td>
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<td>180,000</td>
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<td>Elmira Center</td>
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<td>73,304</td>
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<td>850,000</td>
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<td>51,459,900</td>
<td>10,412,301</td>
<td>5,635,594</td>
<td>8,965,527</td>
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### Renewal Projects – Contracts

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<th>Contract</th>
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<th>Changes</th>
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<tbody>
<tr>
<td>General Contractor</td>
<td>Welliver McGuire</td>
<td>7,082,000</td>
<td>33,028</td>
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<td>HVAC</td>
<td>Frey &amp; Campbell</td>
<td>5,820,000</td>
<td>11,615</td>
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<td>Plumbing</td>
<td>Frey &amp; Campbell</td>
<td>1,052,000</td>
<td>-</td>
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<td>Electrical</td>
<td>John Mills Electric</td>
<td>1,341,280</td>
<td>50,737</td>
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<td>Turf field</td>
<td>Landmark Enterprises</td>
<td>1,008,184</td>
<td>114,969</td>
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<tr>
<td></td>
<td></td>
<td>16,303,464</td>
<td>210,349</td>
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Information Technology Report

Renewal projects – the networking team is configuring and testing the new core switches that will become the backbone for the upgraded wireless network. The upgrade will ensure adequate bandwidth to accommodate the increase in wireless traffic in and around the renovated Library, the Commons and Gymnasium. These new core switches will replace old equipment installed over seven years ago.

Banner Hardware Replacement - all Banner databases were successfully migrated from the 12 year old server to the new HP Blade Server environment. Only minor issues were encountered. Overall the migration went very smoothly.

Luminis 5 upgrade (MyCCC) - The current software version of MyCCC has been discontinued by Ellucian. We are beginning to plan for the implementation of the new version of MyCCC known as Luminis 5.

Food Service Report

Renewal projects – AVI will be back in the Commons building and fully operational on Monday, August 18. Due to the renewal projects and AVI’s limited operations in Perry Hall, they have been unable to fulfill some catering requests, therefore some catering has been outsourced.

Other – AVI submitted a price increase proposal that includes a 6% average increase for retail and a 4% average increase for catering. The Food Service Committee will review the proposal and will make a recommendation to Vice Presidents Ballinger and Carr. Also, the Committee will review current hours of operation and may make recommendations if necessary.

Student Development staff will review AVI’s meal plan proposal for residence hall students who return early or who stay during semester breaks.
MINUTES

DISCUSSION ITEMS
1. Review status of Vacant Positions
2. Human Resources Office Report
3. Employee Headcount Chart

ACTION ITEMS
Consent Agenda Action Items
Regular Agenda Action Items

NEXT MEETING
September 15, 2014, 6:30 p.m., Denison Parkway
MINUTES

Present: Trustees M. Clements, C. Emmer, R. Morin, T. Rosell, N. Wightman
Other Trustees in Attendance: C. Blowers, D. Creath
Senior Staff: President Douglas, J. Ballinger, T. Carr, M. Eberly, B. English, N. Nicholas, W. Little
Support Staff: B. Campbell, J. Toribio
Excused: N. Milliken, K. Austin

Trustee Rosell called the Personnel Committee meeting to order at 6:30 p.m.

There are 18 action items on the agenda. Trustee Rosell provided an overview of the Personnel agenda, and Director Nicholas provided details on the action items.

- The consent agenda contained two employee resignations.
- **Asst. Dean of Instruction.** The Assistant Dean of Instruction position was originally intended as a new title to partially replace Rachel Hoffsteter who retires August 1. The College sees potential future value in this position as Academic Affairs reorganizes. This position is more responsible than a department director, but does not include all of the responsibilities of an ADI. This addresses the immediate and future needs that might be suited for the position. The Committee moved the resolution forward to the full board.
- **Technical Assistant B.** Executive Director English added that this position is necessary to provide appropriate support services for the new non-credit welding program. The Coordinator position will support the program through the completion of the grant. The Committee moved the resolution forward to the full board.
- **Technical Assistant C.** This change allows more flexibility than the former welding faculty position did as we advance the implementation of this new program. This position is modeled after similar positions within the Nursing Division. The Committee moved the resolution forward to the full board. Both Technical Assistant positions are fully grant funded.
- **Staff Appointments.** Three College-funded and four FSA-funded appointments were briefly discussed. The Committee moved the resolutions forward to the full board.
- **Reclassification of Susan Gorman.** This position was restructured. The Committee moved the resolution forward to the full board.
- The terms of appointment for three employees on less than 12 month appointments will be changed to better support their functional areas.
- Until such time as the College is able to implement salary structures for faculty and CSEA which include maximum pay levels, it is necessary to adopt a more modified approach to salary maximums for non-union employees. Although future pay increases for employees with salaries in excess of maximum levels will continue to be calculated as a percentage of the salary maximum (rather than of base salary) such increases will now be incorporated into base salary. In order to be consistent with annual pay increases, it was agreed that additional language should be added
to the proposed policy revision indicating that promotional and longevity increases will be similarly calculated. EPCC supports this policy revision. The Committee moved the resolution forward to the full board.

- **PGAs.** Out of 23 eligible, 13 applied, and 12 were approved. The Committee moved the resolution forward to the full board.
- **Vacant Positions.** Defunded positions will be removed from the list starting August 1, 2014.
- **HR Office Report.** The College has contracted with NEOGOV on the use of their performance evaluation, onboarding, and applicant tracking systems.
- **Employee Headcount Chart.** It was noted that the numbers are fairly stable from year to year within the same timeframes, with a significant decline in the number of adjunct employees during the summer.

Trustee Rosell adjourned the Personnel Committee meeting at 7:05 p.m.

**Announcements.**

- President Douglas noted that various members of Senior Staff and support staff will be on vacation and will not be present at the next full Board meeting on August 7.
- The next full RBOT meeting will be held in the 3rd floor of Perry Hall.
- President Douglas indicated that, in light of the additional New Business items that will be a regular part of upcoming RBOT meetings that, moving forward, RBOT Committee Chairs are urged to consider providing a few selected highlights of the meetings and open the floor for questions as details can be found in the minutes of the meetings.
• Deb Harty attended a labor law seminar on 5/21/14

• Nan attended SUNY Community College HR Directors’ Meeting 6/12 – 6/13/14

• Nan, Jim Cunningham, and Nancy Latour attended training on Title IX/Clery Act (6/19/14) and Violence Against Women Act (6/26/14)

• Nan, Jim Cunningham, and Stacy Johnson attended training on Title IX (7/14/14)

• Nogaye Ka-Tandia and Jina Toribio attended a SUNY diversity workshop on 7/16/14

• An agreement with NEOGOV has been signed to provide online performance evaluation, employee onboarding, and applicant tracking systems. Implementation of these systems will occur over the next few months.
## Status of Vacant Positions
### As of July 23, 2014

### Civil Service Positions

<table>
<thead>
<tr>
<th>POSITION</th>
<th>DEPT</th>
<th>LAST HELD BY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSO (FSA)</td>
<td>Public Safety</td>
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</tr>
<tr>
<td>Sr. Typist</td>
<td>WFD &amp; Comm Ed</td>
<td>J. Thompkins</td>
<td>On hold</td>
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</table>

### Faculty Positions

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<tr>
<th>POSITION</th>
<th>DEPT</th>
<th>LAST HELD BY</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>G. Ianovici</td>
<td>Search to be reopened (CJ)</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>M. Bruff</td>
<td>Search in progress (Auto Body)</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>D. Dunbar</td>
<td>On Hold–expected to return to position fall 2015</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>Y. Stephens</td>
<td>Defunded for 2014-2015</td>
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<tr>
<td>Instructor</td>
<td>Academic Affairs</td>
<td>C. McLaughlin</td>
<td>Under consideration</td>
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<tr>
<td>Visiting Instructor</td>
<td>Academic Affairs</td>
<td>N. Andre</td>
<td>Search in progress (CIS)</td>
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<tr>
<td>Visiting Instructor</td>
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<td>L. Tranter</td>
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### Staff Positions

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<th>DEPT</th>
<th>LAST HELD BY</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>Assoc Dean of Instruction</td>
<td>Health &amp; Sciences</td>
<td>R. Hofstetter</td>
<td>To be filled on interim basis</td>
</tr>
<tr>
<td>Assoc Director, Recr Outr</td>
<td>Admissions</td>
<td>D. Stayer Kelly</td>
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<tr>
<td>Dir, Development (CCCDF)</td>
<td>IA</td>
<td>New</td>
<td>Search in progress</td>
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<tr>
<td>Instructional Technologist</td>
<td>CTIE</td>
<td>A. MacArgel</td>
<td>Search pending</td>
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<tr>
<td>Systems Administrator</td>
<td>IT</td>
<td>R. Finney</td>
<td>Defunded</td>
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<td>Staff Assistant A (FSA)</td>
<td>SAS</td>
<td>New</td>
<td>On hold</td>
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<td>Staff Assistant A (Grant)</td>
<td>SSS-TRiO</td>
<td>T. Becker</td>
<td>To be filled part-time</td>
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<td>Technical Asst B</td>
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<td>Technical Asst B</td>
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<td>M. Rose</td>
<td>Defunded</td>
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</tbody>
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Grant/FSA Funded Full-Time Positions

**September 2013**: 29 (6 Administrators, 13 S/T Assts., 10 Civil Service)

**February 2014**: 27 (6 Administrators, 12 S/T Assts., 9 Civil Service)

**July 2014**: 28 (7 Administrators, 10 S/T Assts., 11 Civil Service)