

**Cayuga County Community College
Auburn, New York**

Minutes of the regular meeting of the Board of Trustees held **Tuesday, February 22, 2022.**

Present via Zoom: Ms. Marian Brown, Chair
Mr. Tony Franceschelli, Vice Chair
Ms. Tricia Kerr, Secretary
Mr. John Camardo, Trustee
Ms. Stephanie Hutchinson Trustee
Mr. John Klink, Trustee
Mr. Kyle Weisman, Trustee
Ms. Angela Winfield, Trustee
Dr. Brian M. Durant, President
Dr. Keiko Kimura, VP of Workforce Development & Partnerships
Mr. Thomas Corcoran, Director of Human Resources
Ms. Marie Nellenback, Acting CFO/Treasurer
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Andrew Poole
Mr. Eric Zizza
Mr. Terry Quill
Ms. Rebecca Devendorf
Mr. Bruce Walter
Ms. Karen Wheat
Ms. Kelly Albrecht
Ms. Misty Digaetano
Ms. Lindsey Suppes
Ms. Lauren Kingsley
Mr. Dan O'Neil
Ms. Annette LeFever

Absent: Dr. Linda Van Buskirk, Trustee
Dr. Cathy Dotterer, VP of Student Affairs
Dr. Ronald Cantor, Provost/VP of Academic Affairs

Chairperson Brown called the Meeting to order at 8:00 AM

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the December 21, 2022 Regular session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Mr. Klink, seconded by Mr. Franceschelli, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from the February 10, 2022 meeting were included in the agenda pack. Ms. Hutchinson stated all Trustees were present for the Annual Audit Presentation and therefore, we did not need to invite the auditors to this meeting.

3.1.1. Resolution to Accept the 2020-2021 Audit Report

Ms. Hutchinson offered a summary review of the audit findings and thanked the accounting team for their work She read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Ms. Kerr seconded the motion. The motion carried with a roll call vote of 8:0

3.1.2 Resolution to Grant Professor Emeritus Status to Professor Sharon Coolican

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Kerr seconded the motion which carried with all in favor.

3.1.3 Resolution to Grant Professor Emeritus Status to Professor John Lamphere

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Klink seconded the motion which carried with all in favor.

3.1.4 Resolution to Grant Professor Emeritus Status to Professor Diana Valdina

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Weisman seconded the motion which carried with all in favor.

Mr. Weisman stated he had the taken a class with Professor Valdina and that it was a very good experience He enjoyed her teaching style. Ms. Brown commented that it is a pleasure to hear about faculty accomplishments and to honor them in this way.

3.2 Governance & Planning Committee

The committee did not meet in February. Dr. Van Buskirk attended the ACCT National Legislative Conference in Washington DC. She will offer an update at the March committee meeting

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant expressed appreciation to Marie Nellenback and her team for a successful audit process, noting the team works well together and has a broad cross-functional knowledge that is a great asset to the department and the college.

Dr. Durant notes the search for a CFO and Director of Human Resources is underway. Search committees have been formed and they hope to have a finalist list of candidates ready for April finalist interviews

A Commencement announcement will go out to campus after Winter Break. An outdoor ceremony at Falcon Park is planned for Thursday, May 19th at 6PM.

Dr. Durant gave an update on the COVID-19 safety measures in place. He noted that while Governor Hochul has relaxed mask mandates for businesses, SUNY has not yet updated their guidance. Cayuga is in a good place with low positivity rates which can be attributed to the proactive measures we have in place. While we look forward to a time these measures can be eased, it is a critical time in the semester and we want to maintain precautions that keep students in class, therefore, there are no immediate plans to lift the mask requirement.

Dr. Durant noted that Dr. Van Buskirk, while not present today did attend the ACCT Legislative Conference and shared a list of advocacy items that came from that group. He further summarized the work of the NYCCT President's group and discussed their position will be to support the Governor's proposal of 100% funding floor for community colleges, and will be advocating for that floor to be based on pre-pandemic budget numbers. They are also advocating for specific funding to be set aside for Workforce Development, credit and noncredit programming that allows CC's to create programs that are responsive to local employer needs. Over the next few weeks, Dr. Durant will craft a summary communication that can be shared with various campus and community constituencies.

Ms. Kerr asked if there are any advocacy events being planned, and expressed interest in being involved if there were, noting she is active with the NYS Association of Counties Advocacy committee. Dr. Durant stated that before the pandemic, there were several opportunities for CC leadership to attend meetings in Albany, many coordinated through SUNY. These have largely been happening in virtual formats this year. He is hopeful hosting an annual Fall Regional Advocacy Day can resume this year.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor was not able to attend today's meeting. Dr. Durant stated if he was here, Dr. Cantor would most surely thank the Board for granting three Emeritus Professor recognitions. He would also want the board to know that academic planning and scheduling for the Fall semester is underway and working to leverage technology through strategic online and hi-flex course offerings.

4.1.3 Vice President of Student Affairs

Dr. Dotterer was not able to attend today's meeting. Dr. Durant noted the enrollment snapshot provided in the written report is positive. He also noted that a SUNY Educational Opportunities Grant was submitted last week. If successful, that would provide funds to start an EOP program at Cayuga that focuses on student support services aimed at improving retention and graduation rates.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura reported that Cayuga has been invited to serve on a new Advisory Board for a Manufacturing Association of Central New York (MACNY) Youth Apprentice Council, which is piloting a youth apprenticeship program for 11th and 12th grade students.

Dr. Kimura noted that the Nursing program has submitted a SUNY Emergency Training Grant which if successful, will provide funding to continue staffing the Nursing Coach program which provides critical wrap-around supports for nursing students aimed at improving retention and graduation rates. Mr. Camardo asked how many new nursing students this grant aims to attract. Dr Kimura explained that attracting new students is a goal, but it will be a small number. The real benefit of this opportunity is to improve retention and success rates. She further discussed current K-12 Pathways program focused on health-science careers will be graduating their first cohort group next year with students who are more academically prepared for the rigors of the nursing program.

Dr. Kimura delivered the news that Cayuga was not awarded the Rural Pathways Grant. However, our partners in that application are still interested in working together, and some pieces of that application may be fundable under the Build Back Better project.

Finally, Dr. Kimura noted that the March 16th Planning and Professional Development Day will include speakers on Integrated Planning and Project Management concepts, both topics are aligned with the work of the colleges' Strategic Planning efforts.

4.1.5 Acting CFO/Treasurer

Ms. Nellenback offered highlights from the January Financial Report. She explained the challenges involved with managing CARES finds, including how these Federal funds come with rules and guidance of their own, and then SUNY provides further guidance on how the funds can or cannot be used. A decrease on the Income Statement was due to the timing of SUNY guidance which came in after the budget numbers had been set. Another recent update to HEERF guidance will allow us to use those funds towards the local match for the Spartan Hall HVAC project. We are in the process of applying for an extension of these funds which would allow us to maximize this option. A resolution to amend the SUNY Capital Funding plan will be required for this and she expects it will be presented at next month's meeting.

Ms. Nellenback noted that a new round of American Rescue Plan funds has been announced and preliminary info indicates Cayuga is eligible to apply. The application is due in early April. She also reported the Governor and SUNY Chancellor have ended the practice of withholding transcripts for students with outstanding balances. Ms. Nellenback stated she has joined a committee of her peers that was formed to identify alternative options for debt collection and make recommendations to SUNY.

4.1.6 Human Resources & Public Safety

Mr. Corcoran introduced Lindsey Suppes, the new Assistant Director of HR. He briefly described the current search committees in place. He stated annual benefits planning will begin earlier this year to support his transition and the timing of hiring his replacement. The annual mandatory compliance trainings will begin again in March. All college staff and trustees are required to take 3 annual trainings: Sexual Harassment, Title IX and Workplace Violence. If you have taken a similar training at a different employer, there is a method to document that and bypass this training.

4.1.7 Student Trustee

Mr. Weisman stated his support for continuing masking requirements. He reported that the Student Government Organization completed their election process and now has a full slate of officers. He feels there is a good group in place. The Grab and Go food program is still ongoing and usage is being analyzed. With the recent announcement that Barns & Nobles will be selling cooler based food options, they may consider changes to the Grab & Go. The SGO is looking into ordering water bottles that can be used in the recently updated water fountains with bottle fill stations.

4.1.8 CCCC Foundation

Mr. Cosentino reported the Foundation has successfully concluded the Student Emergency Fund Campaign and is working to establish several new scholarships by the end of the year. Additionally, two new donors wish to support our Nursing Students by covering costs that otherwise might not allow them to continue in the program, such as testing fees.

The Alumni Association will be accepting nominations for its annual Alumni of the Year Awards through the end of the week. The Foundation and Alumni Association will be hosting a recognition event after this year's Commencement. The event will include three years of awardees, that have been held due to the pandemic.

The Foundation has received several Summer Faculty Fellowship applications and will be reviewing them during the next month.

Finally, the Foundation recently elected three new members to the Board, to serve three year terms. They are Cayuga County Deputy Treasurer Mary Beth Leeson of Auburn, Fulton's N. E. T. & Die CEO Michelle Shatrau of Baldwinsville and Meghan Stapleton Steenburgh of Fairfax Virginia.

5.0 OLD BUSINESS None

6.0 NEW BUSINESS None

8.0 INFORMATION

- 8.1 2020 - 2021 Trustee Attendance at County Legislature Meetings
- 8.2 Board of Trustees Contact List
- 8.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 8.4 2020 - 2021 Board and Committee Meeting Dates
- 8.5 Acronyms and Their Meanings
- 8.6 Open Meeting Executive Session Law

9.0 EXECUTIVE SESSION

Ms. Brown announced there was a need to enter executive session for the purpose of real estate and personnel matters. She stated no business would be conducted at the conclusion of the executive session. Ms. Kerr made a motion to exit regular session and enter executive session. The motion was seconded by John Klink, with all in favor, executive session began at 9:12 AM.

10.0 ADJOURNMENT

With all business complete, Ms. Brown made a motion to exited executive session and adjourn the meeting. Ms. Kerr seconded the motion which carried with all in favor. The meeting adjourned at 9:38 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls

Board of Trustees Meeting

February 22, 2022

Name	Present		3.1.1		3.1.2		3.1.3		3.1.4			
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
Ms. Brown (Marian)	X		X		ALL IN FAVOR		ALL IN FAVOR		All IN FAVOR			
Mr. Camardo (John)	X		X									
Ms. Hutchinson (Stephanie)	X		X									
Ms. Kerr (Tricia)	X		X									
Mr. Klink (John)	X		X									
Mr. Franceschelli (Tony)	X		X									
Dr. Van Buskirk (Linda)		X										
Ms. Winfield (Angela)	X		X									
Mr. Weisman (Kyle)	X		X									

Recorded by Annette LeFever
02/22/2022