

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held **Thursday, March 24, 2022.**

Present via Zoom:

- Ms. Marian Brown, Chair
- Mr. Tony Franceschelli, Vice Chair
- Ms. Tricia Kerr, Secretary
- Mr. John Camardo, Trustee
- Mr. Mark Coleman, Trustee
- Ms. Stephanie Hutchinson Trustee
- Mr. John Klink, Trustee
- Dr. Linda Van Buskirk, Trustee
- Ms. Angela Winfield, Trustee
- Mr. Kyle Weisman, Trustee
- Dr. Brian M. Durant, President
- Dr. Ronald Cantor, Provost/ VP Academic Affairs
- Dr. Keiko Kimura, VP of Workforce Development & Partnerships
- Dr. Cathleen Dotterer, VP Student Affairs
- Mr. Thomas Corcoran, Director of Human Resources
- Ms. Marie Nellenback, Acting CFO/Treasurer
- Mr. Guy Cosentino, Executive Director CCC Foundation
- Mr. Steve Keeler
- Mr. Andrew Poole
- Mr. Eric Zizza
- Mr. Terry Quill
- Ms. Kelly Albrecht
- Ms. Misty Digaetano
- Ms. Jackie Caputa
- Ms. Rebecca Devendorf
- Mr. Bruce Walter
- Ms. Karen Wheat
- Mr. Dan O'Neil
- Ms. Annette LeFever

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

1.0 COMMENTS FROM THE PUBLIC None

1.1 **Oath of office, Mark Coleman**

Mr. Coleman was sworn in as a Trustee and warmly welcomed to the group.

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the February 22, 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. Weisman, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from March 10, 2022 were included in the agenda pack. Ms. Hutchinson stated that as it was requested at Committee, the college Naming Policy was distributed to trustees prior to this meeting.

3.1.1. Resolution to Foundation Naming Opportunity

Ms. Hutchinson read the resolution and asked if there was any discussion. Comments included that this is a similar process to naming a classroom and that the collaborative nature of the Workforce Development Center aligns this opportunity to the mission of the donors, the CNY Relators Association. Ms. Hutchinson made a motion to approve, Ms. Kerr seconded the motion. The motion carried with all in favor.

3.1.2 Resolution to Approve New Job Descriptions

It was noted that the creation of these job descriptions does not bind the college to any current employment offers, it simply creates and classifies the titles for future needs. Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion which carried with all in favor.

3.1.3 Resolution Management Confidential Appointment, Julie Aldrich

Julie Aldrich has been hired to fill the Grant and Project Development position that reports to the VP of Workforce Development and Partnerships. The job description was approved several months ago with great anticipation for the role this position will have in expanding external resource at the college.

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Kerr seconded the motion which carried with a roll call vote of 8:0.

3.1.4 Resolution to Extend the Temporary Appointment of the COVID-19 Response Administrator, Kathleen Chaykosky

There is a continued need for a COVID-19 administrator to manage operational needs related to the pandemic. An extension of this appointment is requested through the end of 2022, and it was noted that the position is fully supported by CARES funds.

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Kerr seconded the motion which carried with a roll call vote of 8:0.

3.1.5 Resolution to Approve 2022-23 Faculty Continuing Appointments of Linda Frank, Krista Giglio and Steve Kohut

Dr. Durant and Provost Cantor endorse these appointments without reservation, noting these candidates had earned the appointment status last year, but were delayed due to uncertainties caused by the pandemic.

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Klink seconded the motion which carried with a roll call vote of 8:0.

3.1.6 Resolution to Amend the SUNY Capital Plan

There is an opportunity to use HEERF funds as the local match for the Spartan Hall HVAC Capital projects. This funding was not an option at the time the SUNY annual plan was submitted, but new SUNY guidance allows for it. This resolution and the following resolution are simultaneously working their way through the Cayuga County legislative process to properly document the change in funding source.

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Kerr seconded the motion which carried with a roll call vote of 8:0.

3.1.7 Resolution to Amend the Spartan Hall HVAC Funding plan to include HERRF Dollars

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion which carried with a roll call vote of 8:0.

3.2 Governance & Planning Committee

Dr. Van Buskirk offered a recap of the committee meeting including an update on the development of college level Key Performance Indicators (KPI). She and Trustee Brown have participated in meetings with college staff to design and review college and Board level KPI's. She thanked Dr. Kimura and her team for designing a comprehensive data sheet to track several data sets that will allow for monitoring progress and will lead to the college establishing a formal set of goals and performance measures. Periodic updates from the KPI work group will be offered at future committee meetings and Dr. Van Buskirk encourages all Trustees to attend these sessions.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant announced this year's Commencement ceremony will be held Thursday, May 19th in Falcon Park at 6:30 PM. The Nursing Pinning ceremony will be held the same day at 3 PM.

Dr. Durant expressed appreciation to staff who planned the Program Planning and Professional Development Day earlier this month and reported informational content was relevant to the strategic priorities of the college. The day was designed to encourage collaborative discussions aligned to priorities within the Strategic Plan.

The Workforce Development Center project is moving forward with \$3.2M funding secured. Construction Bids will go out very soon.

The Fulton AMI is in the final stages of completion. Supply-chain issues have delayed the opening by several months. We expect a Ribbon Cutting to be scheduled on conjunction with the May Board date. More information to come.

The Spring semester is going fast. The campus has moved to a mask-optional for vaccinated individuals and we are hopeful more in-person meetings will be our next step towards a return to usual.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor reported the Electrical Technology and Electronics degree program changes have been approved by SUNY. It was a long process that included a Master Plan Amendment. He noted this program will be a good compliment to the AMI and thanked Dr. Kimura and Dr. Nichols for their collaboration. Dr. Cantor reported scheduling for the Fall semester is underway and he discussed the complexities of planning for a post-pandemic environment and trying to anticipate student needs, wants and demands for in-person vs. online courses. Finally, he reported that he is enjoying working with the new Athletic Director and told the Board there will be some exciting new recommendations forthcoming for both Auburn and Fulton athletic offerings, some of which could be implemented as early as the Fall semester.

4.1.3 Vice President of Student Affairs

Dr. Dotterer noted there is an enrollment snapshot in the written report. She reported that we are looking forward to bringing back some in person student activities. In person block parties and open house for new students is planed for both campuses. She is hopeful that by Fall student activities will be more broadly available.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura thanked the Board for approving the Grant Specialist position and spoke about the opportunity this offers to expand our reach into new areas of resource procurement. Julie Aldrich will present at an upcoming committee meeting. Dr. Kimura also reported that new non-credit culinary and cultural speaker events are being planned and can be seen on our website. And finally, she stated that she has made a new connection with a Disabilities Resource Coordinator at the office of Employment and Training and that this area is aligned with a Perkins goal to better serve individuals with disabilities with career and advancement opportunities.

4.1.5 Acting CFO/Treasurer

Ms. Nellenback noted that the Income Statement is aligned with the final audit statement. She and her team are have spent much of their time putting together budget targets and worksheets for the 2022-23 budget process with college leadership team. She stated the next CARES funding application is due in early April. The construction Bid for the Workforce Development Center is ready to be released.

4.1.6 Human Resources & Public Safety

Mr. Corcoran stated he is working on a transition plan in order to leave his department in good shape upon his retirement, noting he is updating or in some cases, creating new orientation materials for the Assistant Director of HR that can also serve to orient his replacement. Trustee Kerr asked if the college has a budget for employee wellness. Mr. Corcoran responded that there is a very small annual allocation and that wellness is also addressed under the health care consortium, through an optional premium reduction for individuals meeting health goals. He noted that some unions also engage in some ad hoc wellness activities for their members and often extend beyond their own members to the rest of campus, such as walking challenges. He recognized that this topic could use a more holistic look and suggested a new HR Director may bring some new ideas to consider.

4.1.7 Student Trustee

Mr. Weisman stated activities are ramping up some, noting an in-person comedian/magician was planned soon. Online events continue to be offered including Yoga, Diversity Speakers and trivia events. There will be a barbeque lunch provided to students next week. He noted that the SGO now has a full slate of officers and is actively meeting.

4.1.8 CCCC Foundation

Mr. Cosentino welcomed Mr. Coleman and thanked the Board for approving the Naming resolution for the Cayuga County REALTORS® Welcome Center. The Foundation is appreciative of their gift in the amount of \$40,000. The Realtors contribution closed out the Student Emergency Fund Challenge Grant with this Capping Gift which allows the Foundation to fund more than the \$48,000.

Auburn Community Hospital has created an Angel Fund of \$7,500 for nursing students. Funds will help defray the costs of driving to and from their clinicals at Auburn Community Hospital or in Syracuse, and help with the Pinning Ceremony. This donation gave rise to a \$2,000 Challenge Grant from two anonymous out of state donors to help fund NCLEX exams and registration fees for students on both campuses.

The Foundation has sent award letters out to 39 Presidential Scholars for the incoming 2022-2023 Class. The number of awards has increased significantly as a result of the Foundation increasing its funding of the Presidential Scholarship Program by 50%.

The Alumni Association received seven very diverse nominations for Alumni of the Year Awards. The committee will recommend three names for this year's award. The others will be rolled into the pool for consideration in 2023. An Alumni Recognition event is being planned to for early June, Trustees will be invited.

The Foundation presented a check to the College for \$305,000 to assist in funding the Advanced Manufacturing Center, which includes a combination of private sector donations and Foundation support.

5.0 OLD BUSINESS
None

6.0 NEW BUSINESS
None

7.0 COMMUNICATIONS
None

8.0 INFORMATION

- 8.1 2021 - 2022 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 2021 - 2022 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 collective bargaining, contracts and personnel matters. She stated no business would be conducted at the conclusion of the executive session. Ms. Brown made a motion to exit regular session and enter executive session. The motion was seconded by Ms. Kerr, with all in favor, executive session began at 9:49 AM.

10.0 ADJOURNMENT

With all business complete, Ms. Brown asked if there was a motion to exit executive session and adjourn the meeting. Mr. Klink made the motion, Ms. Kerr seconded the motion which carried with all in favor.
Executive session ended and the meeting adjourned at 10:28 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

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Quorum Calls																		
Board of Trustees Meeting			March 24, 2022															
Name	Present		3.1.1		3.1.2		3.1.3		3.1.4		3.1.5		3.1.6		3.1.7			
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
Ms. Brown (Marian)	X		All in favor yes = 10 no = 0	All in favor yes = 10 no = 0	X		X		X		X		X		X			
Mr. Camardo (John)	X				X		X		X		X		X		X		X	
Mr. Coleman (Mark)	X				X		X		X		X		X		X		X	
Mr. Franceschelli (Tony)	X				X		X		X		X		X		X		X	
Ms. Hutchinson (Stephanie)	X				X		X		X		X		X		X		X	
Ms. Kerr (Tricia)	X				X		X		X		X		X		X		X	
Mr. Klink (John)	X				X		X		X		X		X		X		X	
Dr. Van Buskirk (Linda)	X				X		X		X		X		X		X		X	
Ms. Winfield (Angela)	X				X		X		X		X		X		X		X	
Mr. Weisman (Kyle)	X				X		X		X		X		X		X		X	

Recorded by Annette LeFever
March 24, 2022