

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

Minutes of the regular meeting of the Board of Trustees held Thursday, September 19, 2019 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

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| Present: | Ms. Marian Brown, Chair Dr. Linda Van Buskirk Mr. John Camardo Ms. Stephanie Hutchinson Mr. John Klink Mr. Tony Franceschelli Mr. Dan Charles | Excused: | Ms. Melina Carnicelli Hon. Pat Mahunik |
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Present from Fulton:

Dr. Brian M. Durant, President
 Dr. Ron Cantor, Vice President of Academic Affairs and Provost
 Jeff Rosenthal, Vice President of Student Affairs
 Tom Corcoran, Director of Human Resources
 Marie Nellenback, Comptroller
 Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
 Rebecca Devendorf, Assistant Registrar, APG Rep
 Andrew Poole, Media and Public Relations Associate
 JoAnn Harris, Co-President ESP
 Guy Cosentino, CCCC Foundation Executive Director
 Adam Weisblatt, *Instructional Asst., Computer Lab - Fulton* *corrected 11-18-2019

Present in Auburn:

Kelly Albrecht, Bursar
 Jackie Caputa, *Asst. Comptroller* *corrected 11-20-2019
 Bruce Walter, Manager, IT User Services

Via Zoom: Pam Heleen, Exec. Asst. to the President, Sec'y to the Board

Ms. Brown called the meeting to order at 8:00 a.m.

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA
 Ms. Brown presented the Consent Agenda as a motion to approve which consisted of the August 15, 2019 Regular Board Meeting minutes, the August 2019 Monthly Bills totaling \$1,025,488.31, and Stipend Lists #25 and #26 totaling \$11,993.48

Dr. Van Buskirk seconded the motion to accept the Consent Agenda. A correction to an attendee's title was noted and changed. The motion carried with the correction following a unanimous voice vote.

9.0 EXECUTIVE SESSION

At 8:02 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel issues. The Board will take action after Executive Session. The motion to adjourn into Executive Session was made by Mr. Klink, seconded by Mr. Franceschelli, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:09 a.m. following a motion by Mr. Franceschelli, seconded by Mr. Klink and carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson reported that meeting notes were in the Board packet. She presented the following resolutions as motions to approve:

3.1.1 CHIEF FINANCIAL OFFICER (CFO)/TREASURER - JOB DESCRIPTION AND CLASSIFICATION

RESOLVED, that the new temporary/interim title of Chief Financial Officer (CFO)/Treasurer be created effective May 15, 2019. This position is part of the Managerial and Confidential Employee group.

Dr. Van Buskirk seconded the motion that carried following a unanimous roll call vote.

3.1.2 ASSISTANT CHIEF FINANCIAL OFFICER - JOB DESCRIPTION AND CLASSIFICATION

RESOLVED, that the new temporary/interim title of Assistant Chief Financial Officer be created effective August 1, 2019. This Grade 6 position is part of the Administrative Professionals unit.

Dr. Van Buskirk seconded the motion that carried following a unanimous roll call vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet. She presented the following resolution as a motion to approve:

3.2.1 CONSENSUAL RELATIONSHIPS POLICY

RESOLVED, that the College adopt the SUNY-mandated Consensual Relationship policy effective September 5, 2019.

Also, let it further be **RESOLVED**, that Cayuga Community College Board of Trustees charge College Administration with ensuring that said policy be incorporated into the College's annual policy review and certification process.

The motion was seconded by Mr. Franceschelli, and carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant provided the following highlights:

- Thanks to everyone for their assistance getting our students on board this fall.
- Other celebrations include the inaugural men's and women's soccer games at Falcon Park and the ribbon cutting ceremony for the new Childcare Center. Both were wonderfully attended and great events for the College and the community.
- We are still finalizing year-end numbers and will have a recap at the October meeting.
- We are waiting for the DRI funding process to begin for the Culinary Center project to really get underway.
- An overall capital projects update will be provided in October including new capital projects for 2020 - 2021.

4.1 **President's Report - CONTINUED**

4.1.1 **President - CONTINUED**

- Dr. Durant introduced Marie Nellenback as the new Acting CFO. She thanked Dr. Durant and the Board for their support and introduced Jackie Caputa and Kelly Albrecht as the two new Assistant CFO's.
- We are two weeks into the semester and we have reached our enrollment goals which indicate that we should be relatively in line for the rest of the year. Ms. Brown thanked Mr. Rosenthal for the thorough update.
- The Plumbing apprenticeship program has been deferred until January 2020.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the packet. His priority right now to analyze opportunities and obstacles and start making his way through the list.

4.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:

- We have had a very successful opening of the semester.
- We have hit fall enrollment goals. We hope to hit K-12 and CPEP goals.

4.1.4 **Acting Chief Financial Officer Report:** Marie Nellenback indicated:

- We will have preliminary year-end numbers next month.
- We are closing out the Childcare project.
- Auditors will begin their work next month.
- Student Financial Services Center will be ready for business in late October.

4.1.5 **Human Resources Director Report:** Tom Corcoran gave the following update:

- Thanked the co-presidents of APG for their help with the CFO and Asst. CFO process.
- The Environmental Health & Safety Committee has been re-booted. An update will be given within the next few months.
- Preparing new on-line training topics.

4.1.6 **Student Trustee:** Mr. Charles highlighted the following information:

- Student orientation in Fulton and Auburn had great participation. The new SGO was introduced.
- Tabling hours for student questions and information are going well.
- Planning is underway for a student trip to NYC.

4.1.7 **CCC Foundation:** Mr. Cosentino highlighted the following information:

- Craft Fair is filling up.
- There has been good participation for the Annual Campaign.
- The Presidential and Emerson Scholarship luncheon has been postponed.

5.0 **OLD BUSINESS**

None

6.0 **NEW BUSINESS**

Ms. Brown recognized the passing of Sarah Yaw's father.

7.0 **COMMUNICATIONS**

None

8.0 **INFORMATION**

In the Board Packet

9.0 EXECUTIVE SESSION

At 8:40 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss real estate and collective bargaining issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by Dr. Van Buskirk, seconded by Mr. Franceschelli, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:18 a.m. following a motion by Mr. Klink, seconded by Mr. Franceschelli and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 9:19 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees