

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Thursday, May 6, 2021 via Zoom.

Present via Zoom: Ms. Alaina Bates, Trustee
Ms. Marian Brown, Chair
Dr. Linda Van Buskirk, Vice Chair
Mr. John Camardo, Trustee
Mr. Tony Franceschelli, Trustee
Ms. Stephanie Hutchinson, Trustee, joined at 8:10AM, with prior notice of late arrival.
Ms. Tricia Kerr, Trustee
Mr. John Klink, Secretary
Ms. Angela Winfield, Trustee, joined at 8:17 AM, with prior notice of late arrival.

Dr. Brian M. Durant, President
Dr. Ron Cantor, Provost/VP of Academic Affairs
Mr. Jeffrey Rosenthal, VP of Student Affairs
Mr. Thomas Corcoran, Director of Human Resources
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Mr. Andrew Poole, Media and Public Relations Associate
Dr. Cathy Dotterer, Dean of Students
Mr. Guy Cosentino, Exec. Director of CC College Foundation
Mr. Eric Zizza, Faculty Association President
Ms. Marie Nellenback
Ms. Karen Wheat
Mr. Terry Quill
Mr. Douglas Kinney
Ms. Rebecca Devendorf
Screen names: doneil; diga; Purcell
Ms. Annette LeFever

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 which consisted of the March 25, 2021 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the March, 2021 Monthly bills totaling \$1,575,698.15, and March 2021 Stipend Lists #14 and #15 totaling \$422,968.89.

Mr. Brown made a motion to accept the Consent Agenda. Mr. Camardo seconded the motion. The motion carried following a unanimous voice vote.

3.0 COMMITTEE NOTES AND RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee
Mr. Klink stated April 22, 2021 Committee Meeting Notes were included with the agenda and asked if there were any corrections or discussion. Hearing none, Mr. Klink made a motion to accept the notes. Mr. Franceschelli seconded the motion, which carried by unanimous voice vote.

Mr. Klink announced four resolutions have been discussed and endorsed by the Finance and Audit Committee. All were included in the Board pack. Each Resolution was briefly discussed and roll call votes taken on the following items.

- 3.1.1 Resolution to Grant Bid Approval Authority for AMI Construction
Motion to approve was made by Mr. Klink, seconded by Mr. Camardo and carried with seven affirmative roll call votes. Two trustees arrived late and were not present for the vote.
- 3.1.2 Resolution Authority to Negotiate and Execute College Property Leases
A motion to approve was made by Mr. Klink, seconded by Mr. Franceschelli, it carried with seven affirmative roll call votes. Two trustees were not present for the vote.
- 3.1.3 Resolution to Approve Faculty Promotions
Mr. Klink acknowledged the good work of three faculty up for promotion. Mr. Klink made a motion to approve the resolution, Dr. Van Buskirk seconded the motion which carried with seven affirmative roll call votes. Two trustees not present for the vote.
- 3.1.4 Resolution to Approve the 2021-22 Tuition & Fee Schedule
Mr. Camardo acknowledged the hard work done by the President and his staff to keep the tuition and fees level and stated that especially now we need to keep costs as reasonable as possible to make higher ed accessible to the community.
Mr. Klink made a motion to approve the resolution, Mr. Franceschelli seconded the motion which carries with eight affirmative roll call votes. One trustee was not present for the vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk stated the April 22, 2021 Committee Meeting Notes were included in the Board pack and asked if there was any corrections or discussion. Hearing none, Dr. Van Buskirk made a motion to accept the notes. Mr. Camardo seconded the motion, which carried by unanimous voice vote.

Dr. Van Buskirk commented that the presentation on transferability and the Admit Hub technology was informative and complimented the staff involved with the through report and good works. Dr. Van Buskirk stated the committee had discussed three resolutions which were included with the Board pack and she now wishes to put them before the Board for any discussion and vote.

- 3.2.1 Resolution Music Program Proposal
A motion to approve was made by Dr. Van Buskirk, seconded by Mr. Klink and carried with a unanimous voice vote.
- 3.2.2 Resolution Academic Management Structure
A motion to approve was made by Dr. Van Buskirk, seconded by Ms. Hutchinson and carried with a unanimous voice vote.
- 3.2.3 Resolution Gender Neutral Restroom Policy
A motion to approve was made by Dr. Van Buskirk, seconded by Mr. Klink and carried with a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

- 1.1.1 President: Dr. Durant stated that the May is traditionally a month of celebrations including Commencement and employee recognition events. Due to current social distancing guidelines, **this year's Commencement is being held virtually**. Dr Durant acknowledged this is disappointing, but necessary. An employee appreciation event will be delayed until the fall when we hope guidelines will be loosened and allow for an in-person, likely outside, event.
- Dr. Durant reminded the board that the AMI Fulton bids are due this week and we are anxiously awaiting the results.
 - The Culinary facility is complete and we will be holding an opening event in June. More details will follow, there are 29 applications to the program, which exceeds or year one goal.
 - Dr. Durant commented that he and his senior staff are working diligently on the 2021-22 budget **and will present the budget at next month's meeting**. While always a challenging process, this year is particularly onerous because of the uncertainties the pandemic will have over the next 1-3 fiscal years. Despite leveraging CARES funds, he warns the realities are a few very tight budget years to come. Despite the circumstances, Dr. Durant expressed **confidence in the college's ability to focus on student success and meet student needs**.
- 5.1.2 Provost and Vice-President for Academic Affairs: Dr. **Cantor's** report was included in the Board packet.
- Dr. Cantor expressed his appreciation to all parties who worked on the Academic Management Structure. New Committee members were announced last week and are included in his report.
 - Dr. Cantor recognized Emily Cameron and Keiko Kimura for their effort to identify and engage workforce development center partnerships in both Cayuga and Oswego Counties.
 - Ms. Brown asked if the newly announced SUNY General Education changes will have an impact on any of our degree programs. Steve Keeler responded that he hopes not and nothing that he has seen so far would require any changes, however we need to wait for comprehensive guidance from SUNY before he has a definitive answer.
- 5.1.3 Vice-President for Student Affairs: **Mr. Rosenthal's report was included in the** Board packet.
- Mr. Rosenthal reported that classes have ended for the semester. Summer classes start June 4th. **Enrollment is slightly behind last year's numbers, but** the admissions department is still working hard on summer and fall enrollments.
 - The summer sessions will consist of some in-person classes at both Auburn and Fulton, however the majority of the summer demand has been for online courses.
 - To date there are 29 Culinary applications and 29 applications to the new Human Service fall start programs. This is a positive sign that there is a demand for these new programs.
 - Marketing strategies continue to be aggressive on both the airwaves and social media. Dr. Van Buskirk asked if SUNY was still engaged in Community College marketing or if there had been any data on **it's effectiveness**. **Mr. Rosenthal stated he has not seen any specific data but that the SUNY campaign has positive value for the position of community colleges.**
- 5.1.4 Human Resources Director Report: **Mr. Corcoran's report was included in the Board packet.**
- Mr. Corcoran stated the annual mandatory training cycle has begun. All college employees, including student workers, and affiliate employees such as childcare center staff and trustees will need to take these course in order to maintain compliance with state and federal employment laws.
 - Mr. Corcoran announced that our public safety director, Doug Kinney has been working with the Cayuga County Emergency Management on a grant submission. Mr. Kinney noted Cayuga County has a new Director of Emergency Management and this grant submission was the first time we have worked on a joint submission.

- Mr. Camardo asked for an update on the conditions of the Nature trail, noting much public use during summer months. Mr. Kinney reported that the trails have been too wet **to mow, but it will be done when it is dry enough. Dr. Durant noted that this year's** budget allocation will be used to fill ruts and widen the paths to make it safe for runners, and stone drainage may added to fill wet spots along the path, if the budget allows.

5.1.5 Chief Financial & Facilities Officer Report: **Marie Nellenback's** report was included in the Board packet.

- Ms. Nellenback reviewed the report highlights. She indicated we are starting to see more restricted monies coming in, specifically TAP and state grant portions previously held back are now coming in.
- A full accounting of CARES funding was presented at committee and Ms. Nellenback reviewed highlights from that presentation. Specifically, CARES 1 funds have been receive and spent. CARES 2 allocation was announced in December, but guidance for its use was received only a few weeks ago. Almost all funds have been allocated but are still being drawn down. A smaller portion of the funds are allocated to offset lost revenue. CARES 3 timeframe for release and spending has not been determined yet, guidance is suggesting it will be less restrictive than prior allocations.
- Ms. Nellenback noted the Audit RFP is due this Friday. Three firms have expressed interest in responding.

5.1.6 Student Trustee: Ms. Bates stated that student have expressed relief the semester has ended and are looking forward to summer break. Ms. Bates stated many students are disappointed with a virtual commencement but understand the reason for it. She suggested there was some confusion among students about what they needed to do in advance of the virtual ceremony. Dr. Durant offered to send another communication to graduates to clarify the process.

5.1.7 CCC Foundation:

- Mr. Cosentino announced the 2021 Alumni of the Year Award: **Gerald E. Martin '67; Robert Smith Esq., '77; Thomas White '92**
- The Alumni Association hopes to recognize these recipients and the 2020 winners in the early Fall at a reception that the Trustees will be invited to.
- The Foundation has underwritten 30 membership fees for Cayuga students to be part of the PTK Honor Society and the Executive Director spoke at their online ceremony last week. He thanked Provost Cantor and the academic staff for including the Foundation in this endeavor.
- **The Foundation donated a refrigerator for the Auburn campus's Food Pantry and appreciated the help of Dr. Jerimy Blowers in making this purchase.**
- **The Foundation, through a donation with the assistance of Cayuga Baseball Coach T.J. Gamba, purchased a pitching machine for use by the College's baseball team that is now being used at Falcon Park.**
- **The Executive Director answered a question on the Alumni Awards process by Trustee Winfield and explained the outreach process done by the Alumni Association to get nominations.**

5.0 OLD BUSINESS

Board Bylaws Review

Ms. Brown noted revisions discussed at last months Board meeting have been added to the updated draft which was included in the Board pack. Ms. Brown asked if there were any further discussion or suggestions, noting there were none, she asked that a Resolution to amend the bylaws be drafted for a vote at the June meeting

7.0 NEW BUSINESS
None

8.0 COMMUNICATIONS
None

8.0 INFORMATION
Board schedules and standard information documents were included in the Board Packet.

9.0 EXECUTIVE SESSION
At 8:55 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss collective bargaining issues. A motion to adjourn into Executive Session was made by Ms. Brown, seconded by Mr. Franceschelli, and carried following a unanimous voice vote.

10.0 ADJOURNMENT
The Board will take no further action after Executive Session. Dr. Van Buskirk moved to adjourn the regular meeting, seconded by Ms. Hutchinson and carried by unanimous voice vote.
The meeting adjourned at 9:39 a.m.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

John Klink
Secretary, Board of Trustees