

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

Minutes of the regular meeting of the Board of Trustees held Thursday, February 27, 2020 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Ms. Marian Brown, Chair  
Dr. Linda Van Buskirk  
Mr. John Camardo  
Ms. Stephanie Hutchinson  
Mr. John Klink (via Zoom)  
Mr. Tony Franceschelli  
Hon. Charlie Ripley  
Mr. Dan Charles

Present from Auburn:

Dr. Brian M. Durant, President  
Dr. Ron Cantor, Vice President of Academic Affairs and Provost  
Jeff Rosenthal, Vice President of Student Affairs  
Marie Nellenback, Acting Chief Financial Officer  
Tom Corcoran, Director of Human Resources  
Pam Heleen, Executive Assistant to the President, Secretary to the Board  
Eric Zizza, Pres. Faculty Association  
Jackie Caputa, Assistant Chief Financial Officer  
Linda Frank, Assistant Professor, Hlstory  
Theresa Rogalski, Co-President ESP  
Bruce Walter, Manager, IT User Services  
Dan O'Neil, President, Local 932-C AFL-CIO

Present from Fulton:

Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus  
Andrew Poole, Media and Public Relations Associate

Dr. Van Buskirk called the meeting to order at 8:04 a.m.

**1.0 COMMENTS FROM THE PUBLIC**

None

**9.0 EXECUTIVE SESSION**

At 8:04 a.m., Dr. Van Buskirk 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 Ms. Hutchinson, seconded by Mr. Franceschelli, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:11 a.m. following a motion by Dr. Van Buskirk, seconded by Ms. Hutchinson and carried following a unanimous voice vote.

Dr. Van Buskirk transferred the gavel to Ms. Brown who arrived late due to weather.

**2.0 CONSENT AGENDA**

Ms. Brown presented the Consent Agenda which consisted of the December 19, 2019 Regular Board Meeting minutes, the signed review by the Chair of the Finance & Audit Committee of the December 2019 (\$1,199,279.23) and January 2020 Monthly Bills (\$1,697,455.58), and Stipend Lists #8, #9, #10 and #11 totaling \$116,449.91.

Dr. Van Buskirk made a motion to accept the consent agenda. Ms. Hutchinson seconded the motion to accept the Consent Agenda which was 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 four (4) resolutions as motions to approve:

**3.1.1 APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES**

**RESOLVED**, that the Acting Chief Financial Officer and Treasurer, Marie Nellenback and Division Chair and President of the CCC Faculty Association, Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that Thomas J. Corcoran, Director of Human Resources be appointed as an alternate to said Board.

Further **RESOLVED** that these appointments carry a term beginning January 1, 2020 and terminating on December 31, 2020.

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

**3.1.2 INFORMATION SECURITY SPECIALIST**

DEPARTMENT: Information Technology  
APPOINTMENT: 12 month APG Grade 5  
REPORTS TO: Dean of Information Technology

GENERAL FUNCTIONS: The Information Security Specialist is primarily responsible for cyber security at the College. The Specialist identifies and addresses cyber threats and security holes, defines standards to upgrade hardware and software, and educates employees in security best practices.

1. Research, develop, implement, test and review the College's information security in order to protect information and prevent unauthorized access.
2. Review, test and verify all new IT initiatives and hardware to ensure compliance with security standards and best practices.
3. Inform users about security measures, explain potential threats, install software, implement security measures and monitor networks.
4. Determine security standards for the college environment and develop plans for meeting standards.
5. Provide ongoing security scans to ensure IT systems remain secure.
6. Develop security policies that provide clarity regarding security best practices.
7. Develop and maintain security incident response plan.
8. Implement security response plan in the event of a security breach or violation of security policy.
9. Provide regular training to campus community regarding security best practices.
10. Manage, install and support College's security hardware and software.
11. Serve as an on call resource for faculty/staff who need IT assistance.
12. Serve as a member of the IT leadership team.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.1 Finance & Audit Committee (continued)**

**3.1.2 INFORMATION SECURITY SPECIALIST (continued)**

13. Enforce the College's policy statement regarding the use and operation of the computer labs.
14. Notify all concerned parties and enforce the College's policies with regard to IT.
15. Respond to all work related communications (letters, email, and voice-mail) in a timely manner.
16. Perform other duties as determined by the Dean of Information Technology.
17. May be required to work in Fulton or Auburn.

**QUALIFICATIONS:**

1. Bachelor's degree in computer science or data processing strongly preferred. Associate's degree in computer science or data processing with 5 years of experience as outlined in #2 below.
2. Five years' experience supporting networks and server systems, including systems administration experience with: Linux, Microsoft Active Directory, Microsoft Server, Microsoft Exchange, Apache, relational databases, and web based application programming preferred.
3. Thorough understanding of IT security best practices.
4. Previous experience supervising employee technicians in a higher education environment.
5. Excellent writing and communication skills, research and problem solving abilities.
6. Demonstrated organizational and interpersonal skills with a strong customer service orientation.
7. Demonstrated ability to thrive in a fast-paced work environment.
8. Ability to work a flexible schedule, including some evenings and weekends.

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

**3.1.3 FACULTY 2020 - 2021 CONTINUING APPOINTMENT AND PROMOTION**

At the recommendation of President Brian M. Durant and in compliance with Article XI, Section 3, of the 2016 - 2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and promotion to Assistant Professor for the 2020 - 2021 academic year at the contractual rate effective with the Fall, 2020 term:

Holly Kuhl, Instruction and Assessment Librarian

Dr. Cantor noted that Ms. Kuhl had her full endorsement and Dr. Van Buskirk noted that she was impressed by Sara Davenport's write-up of Ms. Kuhl's accomplishments. Mr. Camardo seconded the motion that carried following a unanimous voice vote.

**3.1.4 FACULTY 2020 - 2021 CONTINUING APPOINTMENT**

At the recommendation of President Brian M. Durant and in compliance with Article XI, Section 3, of the 2016 - 2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment for the 2020 - 2021 academic year at the contractual rate effective with the Fall, 2020 term:

Greg Sevik, Assistant Professor of English

Mr. Klink seconded the motion that was carried following a unanimous voice vote.

Dr. Van Buskirk reported that meeting notes were in the Board packet and that the following resolution was being forth as a motion to approve:

**3.2.1 RESOLUTION TO SUPPORT A PERMANENT FUNDING FLOOR FOR COMMUNITY COLLEGE BASE STATE AID FORMULA FISCAL YEAR 2020**

**WHEREAS**, our community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located; and

**WHEREAS**, our community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers; and

**WHEREAS**, our community colleges are the primary catalyst to the middle class by serving more low- income students than any other sector of higher education; and

**WHEREAS**, our community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education; and

**WHEREAS**, our community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes; and

**WHEREAS**, a level of predictability in State funding is essential to provide our community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs; and

**WHEREAS**, the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated; and

**WHEREAS**, the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater;

**THEREFORE BE IT RESOLVED**, that the Cayuga Community College Board of Trustees fully supports the proposal that New York State change the base state aid formula allocation for each community college to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

Ms. Hutchinson seconded the motion that was carried following a unanimous voice vote.

#### 4.0 REPORTS

#### 4.1 President's Report

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

- The spirit of advocacy is most important at this time of year. The problem is that state funding is FTE-based, not based on headcount. We still need to serve each individual student. We need predictability of funding in order to provide each student with the services they need. The base aid outlined in the resolution gives us the best chance to implement innovation at the same time we serve our students. We will continue to advocate for a permanent funding floor as a united voice. Dr. Van Buskirk noted that Senator Pam Helming wrote a strong letter of support. Our personal contacts with local legislative offices may make the difference.

##### 4.1.2 Provost and Vice-President for Academic Affairs: Dr. Cantor's report was included in the packet. He is in the process of reviewing all promotion binders. He is working to create strong collaborations with internal academic groups, external partners, and those searching for continuous improvement.

- Empire State College articulation agreement has been updated.
- We may need better clarification of graduates and their employment status. Graduates self-report as "employed," but we don't know whether it is part-time, full-time, multiple jobs, in or out of their industry.

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

- Enrollment is tracking as expected. We may finish the year at 2285, not 2280.
- WE already have 15 applications for the new culinary program. Marketing efforts include direct marketing pieces, digital billboards, postcards, and posters in schools.
- CPEP program may bring us an additional 20 FTE this spring.
- Coronavirus prep meetings will begin to ensure continuity of operations.
- During the week of March 9, the joint marketing efforts of Cayuga, JCC, and OCC will focus on our flagship nursing program.
- Dr. Durant had lunch with Dylan Walawender, his family, and school and district officials. He will be graduating from Cayuga and Union Springs High School in the same year. Andrew will send out a press release.

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

- A late journal entry to "Cash" has caused a revision to the Balance Sheet. A revised document was distributed.
- We are projecting a breakeven budget based primarily on reaching on enrollment numbers and trending to be on target for expenses.
- We may need to look for about 10% savings in instructional expenses.
- Budgets are due from budget managers on March 2. Vice Presidents will then begin to meet with them. Their line item budgets are built from scratch each year and there will be lots of meetings over the next month.
- Auditors will be at the March 12 Finance & Audit committee meeting and then the full Board on March 26.

##### 4.1.5 Human Resources Director Report: Tom Corcoran's report was included in the packet.

- Program and Professional Development Day is March 11.
- A collaborative leadership training event will be held on April 20. Cayuga, OCC, and TC3 will be attending.
- Public Safety reports that an active shooter training drill is in development.

**4.1.6 Student Trustee:** Mr. Charles report:

- SGO is hosting a comedy night at Auburn Public Theater on February 28.
- SGO is also brainstorming ideas to raise money for water bottle filling stations.

**4.1.7 CCC Foundation:** Mr. Cosentino was excused.

**5.0 OLD BUSINESS**

None

**6.0 NEW BUSINESS**

None

**7.0 COMMUNICATIONS**

7.1 Klink Family Note of Appreciation

**8.0 INFORMATION**

In the Board Packet

**9.0 EXECUTIVE SESSION**

At 8:49 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel, 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 Ms. Hutchinson, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:34 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Franceschelli and carried following a unanimous voice vote.

**10.0 ADJOURNMENT**

Mr. Klink moved to adjourn the meeting, seconded by Mr. Franceschelli and carried by unanimous voice vote. The meeting adjourned at 9:34 a.m.

Recorded & transcribed by:

Pamela Heleen  
Secretary to the Board

Respectfully submitted:

John Klink  
Secretary, Board of Trustees