

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Tuesday, November 23, 2021.

Present via Zoom: Ms. Marian Brown, Chair
Mr. Tony Franceschelli, Vice Chair
Dr. Linda Van Buskirk, Trustee
Mr. John Klink, Trustee
Mr. John Camardo, Trustee
Ms. Stephanie Hutchinson Trustee
Ms. Tricia Kerr, Secretary
Ms. Angela Winfield, Trustee
Mr. Kyle Weisman, Trustee

Dr. Brian M. Durant, President
Mr. Thomas Corcoran, Director of Human Resources
Dr. Keiko Kimura, VP of Workforce Development & Partnerships
Dr. Cathy Dotterer, VP of Student Affairs
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
Ms. Karen Wheat
Annette LeFever
Regrets: Dr. Ron Cantor, Provost/VP of Academic Affairs

Chairperson Brown called the Meeting to order at 7:59 AM

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the October 28, 2021 Regular Board meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Dr. Van Buskirk, seconded by Mr. Franceschelli, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from the November 9, 2021 meeting were included in the agenda pack. She noted three Resolutions were discussed and endorsed at the committee meeting and presented them for Board discussion and approval.

3.1.1. Resolution to Approve the Municipal Cooperative Agreement (Health Care Consortium) One Year Extension

Ms. Hutchinson read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a roll call vote of 9:0.

3.1.2 Resolution to Approve the Municipal Cooperative Agreement (Health Care Consortium) Annual Appointments

Ms. Hutchinson read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Mr. Klink seconded the motion. The motion carried by unanimous voice vote.

3.1.3 Resolution Faculty Appointment, Brooke Whitman

Ms. Hutchinson read the resolution and asked if there was any discussion. It was noted that this appointment is not a new position, it is filling a vacancy in the Nursing department. Ms. Hutchinson made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a roll call vote of 9:0

3.2 Governance & Planning Committee

Dr. Van Buskirk stated the meeting notes were included in the agenda pack.

Dr. Van Buskirk thanked Sarah Yaw who gave a very detailed program report on **Cayuga's K-12 Programs** and their impact. She noted the programs reach well over 2,000 area youth per year, which translates to approximately 540 FTE (full time equivalents), with a budget impact of \$3.7M annually.

Dr. Van Buskirk reported that she attended the NYSCCT Annual Conference in Saratoga Springs earlier this month. She encouraged trustees to join the December 9th Roundtable discussion which will focus on an advocacy plan to appeal to State leaders for a consistent funding floor for Community Colleges.

Dr. Durant congratulated Dr. Van Buskirk for being awarded the Donald M. Mawhinney Jr. Trustee Leadership Award.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant noted that we have changed the written College Reports format. Rather than each area submitting a separate report, we will now combine them into a single focused document. The intention is to offer consistent updates on our progress in reaching organizational goals. The format is still evolving and will incorporate the work of the KIP (key performance indicators) Workgroup. Previous reports included a number of program and staff accolades. While those things are important to communicate, they sometimes distract from the **Board's** focus on organizational goal achievement. Accolades will be shared on a semi-regular basis in a format that is still to be determined.

Dr. Durant reported the Resolution to approve the Annual SUNY Capital Fund Request is on the Legislative agenda tonight and is expected to be signed and submitted by the 12/2/21 deadline.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor **was not able to attend today's** meeting.

4.1.3 Vice President of Student Affairs

Dr. Dotterer reported that a notice of CARES Student designated funds has been sent to eligible students. About 1,000 students were eligible based on the SUNY formula. She also discussed ongoing Spring enrollment efforts, noting we are currently at 60% of our target number, which is down slightly from last year. Mr. Camardo asked how **many FTE's this equates to. Dr. Durant noted that Fall to Spring enrollment data** suggests about 86% of Fall students will enroll in the Spring semester, and that is an important trend to monitor. **Enrollment reports typically show headcounts not FTEs'**, which would translate to approximately a 3% difference.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura noted the Fulton AMI build is on track. There is current effort to survey students on their preferences for in-person vs. online courses. Dr. Kimura also updated the board on the self-study progress. Fourteen faculty and staff have signed up to attend a virtual Middle States conference on the re-accreditation process and best practices in distance education and assessment. And finally, the Grant Writer job position has been posted.

Dr. Van Buskirk asked how the Perkins grant funding is allocated. The answer being it is a formula based on workforce development programs offered and their enrollment. A local needs assessment is a new requirement and data collected from that process may change future award amounts. The current award is \$150,000.

4.1.5 Human Resources & Public Safety

Mr. Corcoran spoke about the employment search process and referenced the Assistant HR Director and the Grant Writer positions. He spoke about the strategy to advertise the positions in ways to attract a diverse and qualified candidate pool, but noted in recent years the candidate pools have been much smaller.

4.1.6 Acting CFO/Treasurer

Ms. Nellenback offered highlights from the 20-21 year end financial report, noting despite the challenges from the pandemic and enrollment impacts and a 5% cut in State Aid, we ended the year on a positive note. The Budget assumed a FTE of 2000 but came in at 1850 and revenue was down by nearly \$3M. Health insurance savings due to the Medicaid Advantage transition and the \$2.9M in CARES bridged the gap. Strategic spending, renegotiated leases and retirement incentives also helped, and we ended the year by adding almost \$3M to the fund balance, which now stands at \$7.5M. Mr. Camardo asked if CARES funds were reflected on the budget as restricted funds. The answer was no, CARES guidance allowed the funds to make up for lost revenue, so the funds are reflected in the operating budget.

Ms. Nellenback reported that she and assistant CFO Kelly Albrecht attended a conference last week where remote work policies was discussed in terms of how it impacts our workers comp insurance. They also learned of a new pot of State Aid which will be available **to colleges with under 200FTE's**.

4.1.7 Student Trustee

Mr. Weisman hopes that the recent changes to COVID safety protocols will have a positive impact on club attendance, as in person gatherings of up to 25 are now allowed. He noted a socially distanced Harlequin theater performance was hosted in October. The PTK club is planning to volunteer at Habitat for Humanity on December 3rd. The PTK is conducting a Gertrude Hawk Fundraiser and looking for office sites who may be willing to sell candy to support their club efforts. Finally, Mr. Weisman spoke of the need to publicize the student food pantry so that more people can take advantage of the service, which now includes hygiene products in addition to food items.

CCCC Foundation

Mr. Cosentino congratulated Dr. Van Buskirk on her New York Community **College Trustee's award**. He reported the Boston Steinway Grand Piano has arrived on the Auburn Campus and that project is now complete. He stated the Foundation continues to receive donations for the Student Emergency Fund and have reached more than 25% of the Challenge Grant Goal of \$20,000. The Foundation will publish a Spartan Extra in December with a focus on that fund.

The annual get together planned for the Board of Trustees, Foundation Board and Alumni Board is being moved to January or February. And finally, on a sad note, recognized the passing of Mr. Walter Lowe, the Executive Director of the French and Metcalf foundations, who was a terrific supporter of Cayuga, especially our Nursing Program.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

Ms. Brown stated that the Board had completed their annual performance evaluation President Brain Durant and wish the record to reflect their confidence in his strong leadership ability. Ms. Brown introduced a resolution to award a merit pay bonus to Dr. Durant. After reading the resolution, made a motion to approve. The motion was seconded by Dr. Van Buskirk and carried with a roll call vote of 7:2.

Mr. Camardo and Mr. Weisman both expressed appreciation for and confidence in Dr. Durant's **leadership** but felt the current financial climate called for more conservative use of college funds and declined to support the resolution.

7.0 COMMUNICATIONS
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
None

10.0 ADJOURNMENT

With all business complete, Ms. Brown asked for a motion to adjourn at 8:55 AM. Ms. Hutchinson made the motion, Ms. Kerr seconded the motion which carried with all in favor.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls

Board of Trustees Meeting

November 23, 2021

Name	Present		3.1.1		3.1.2		3.1.3		6.1		Yes	No	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No			
Ms. Brown (Marian)	X		X		Voice Vote All in Favor		X		X				
Mr. Camardo (John)	X		X				X			X			
Ms. Hutchinson (Stephanie)	X		X				X		X				
Ms. Kerr (Tricia)	X		X				X		X				
Mr. Klink (John)	X		X				X		X				
Mr. Franceschelli (Tony)	X		X				X		X				
Dr. Van Buskirk (Linda)	X		X				X		X				
Ms. Winfield (Angela)	X		X				X		X				
Mr. Weisman (Kyle)	X		X				X			X			

**Recorded by Annette LeFever
11/23/2021**