Cayuga County Community College
Fulton, New York

Minutes of the regular meeting of the Board of Trustees held **Thursday, May 5, 2022.**

Fulton Campus:
Ms. Marian Brown, Chair
Mr. Tony Franceschelli, Vice Chair
Ms. Tricia Kerr, Secretary
Dr. Linda Van Buskirk, Trustee
Ms. Stephanie Hutchinson 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
Ms. Kelly Albrecht
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Bruce Walter
Mr. Andrew Poole
Ms. Annette LeFever

Via Zoom:
Mr. John Camardo, Trustee
Mr. Mark Coleman, Trustee
Mr. John Klink, Trustee
Ms. Angela Winfield, Trustee
Mr. Kyle Weisman, Trustee
Mr. Dan O'Neil
Mr. Eric Zizza
Ms. Misty Digaetano
Ms. Jackie Caputa
Ms. Rebecca Devendorf
Ms. Karen Wheat
Mr. Terry Quill
Ms. Debbi Purcell

Chairperson Brown called the Meeting to order at 8:05 AM

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the March 24, 2022 Regular session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Kerr, seconded by Mr. Franceschelli, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from April 21, 2022 were included in the agenda pack. She stated the committee has discussed and endorsed the following;

3.1.1. Resolution to Approve Two New Job Descriptions

Ms. Hutchinson read the resolution and asked if there was any discussion. Mr. Camardo asked if there was a difference in salary for the reclassified title and stated that in the future he would like to see the salary range listed in the descriptions. Mr. Corcoran sated there was a slight change to align the salary with other titles within that unit and that he would send that information out after the meeting. It was also noted that the creation of these job descriptions does not bind the college to filling the positions, it simply creates and classifies the titles for future needs. Ms. Hutchinson made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a roll call vote of 8:0.

3.1.2 Resolution to Approve Three Faculty Promotional Appointments

Dr. Durant and Dr. Cantor both recommended the promotions without reservation, stating each candidate was an active contributor to the college. 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.

3.1.3 Resolution to approve one Faculty Promotion with Continuing Appointment

The President and Provost voiced their support for candidate, Kassie McGrath. 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 Approve the 2022-2023 Tuition & Fee Rates

Dr. Durant stated that despite the difficult financial climate, he and his team worked very hard to bring a resolution with no tuition increase for the second consecutive year and only a small fee increase of $5 per credit in two fee areas, Technology and Online Course fees.

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion which carried with a roll call vote of 10:0.

3.2 Governance & Planning Committee

Dr. Van Buskirk stated there was no report this month, as this committee had joined the Finance and Audit Committee this month in order to hear the Insurance presentation. The committee has no action items to put forth this month.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant noted the excitement of the day, marking a return to in-person meetings and the opportunity to see the long-awaited Fulton Advanced Manufacturing Institute (AMI), where following the meeting, there would be a Ribbon Cutting Ceremony to officially open the new facility. He thanks the staff for working hard to make everything come together for the occasion. He extended his appreciation to the College Foundation for their contributions to the Facility as well as the many community partners who had contributed in various ways to the funding and design of the beautiful new space.

Dr. Durant referenced the College written report in the Board Pack, noting the update on annual goals are the work of many. He spoke about the steady and intentional process to update the College Strategic Plan in a way to capture all voices from all campus areas. An updated draft was recently presented to Division Chairs and the President's Council and hopes to have a draft for the Board to preview in July and approve in August.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor remarked on the wonderful new AMI facility and shared his belief that our future success will be built around offering a mix of traditional academic programs with workforce development skills and certificates that meet modern student and employer needs. He also spoke of the future as being much like today's meeting, a hybrid mix of in-person and virtual and stressed offering a choice in how people attend class or meetings, while sometimes challenging, was essential. Several trustees echoed that flexibility has always been central to the success of community colleges and is more apparent now than ever that we focus on building an infrastructure that supports that, noting many are seeing the HyFlex video technology in person for the first time at this meeting.

4.1.3 Vice President of Student Affairs

Dr. Dotterer noted recent open houses were offered both in person and virtually on both the Auburn and Fulton campuses. She is seeing many students wanting to attend in person, but still appreciate the ability to choose from online scheduling options too.

Dr. Dotterer described her area's recent efforts to integrate various student services into a single "one-stop" physical space on campus, as well as a virtual portal, where students can access all financial services, registrar and so on in one location. She also described how Cayuga is working with a SUNY group on a Strategic Enrollment Management (SEM) plan, which uses a data-driven approach to evaluate various areas of campus and design specific strategic plans to increase enrollment. Related to this,

Dr. Dotterer showed a newly produced 30 second video and discussed the multi-pronged college marketing plan. The video was well received and prompted a discussion on various marketing forms (video, print, digital) and market areas.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura stated her area has been very busy preparing for the AMI Ribbon Cutting and she was very pleased to host the meeting on site at the Fulton AMI where trustees could see all the elements of the facility in person. She thanked Amanda Reed and Doug Kinney for their special efforts to prepare for today's Ribbon Cutting and she spoke about the important role many community partners had in this project.

With collaboration being a central theme of the day, Dr. Kimura offered an update on a project sponsored by the USDOL which the college had unsuccessfully applied for two years ago that we would now apply what we learned form that experience to apply for again this year, but as a collective of several community colleges and community partners. Dr. Kimura stated she plans to offer formal grant and partnership reports approximately two times per year at Board Committee meetings

4.1.5 Acting CFO/Treasurer

Ms. Nellenback reviewed the financial statements. She and her team 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 was submitted in early April. A detailed report on current HERRF funds was recently submitted and Ms. Nellenback thanked Financial Aid Director Cathy Patella for her assistance compiling the complex student financial data required for the report. Ms. Nellenback reported that Auburn Campus Roof bids are due next week and there is much anticipation to know how supply chain issues may impact the cost and timeframe of the project. Finally, Ms. Nellenback congratulated Assistant CFO Kelly Albrecht on being named her successor upon her June 30th retirement.

4.1.6 Human Resources & Public Safety

Mr. Corcoran stated the recent search for an HR Director produced no successful candidate and has been reposted. He told the board his retirement date could be flexible to allow time to onboard a new Director.

4.1.7 Student Trustee

Mr. Weisman thanked the President and staff for the recent work done on the men's locker room. He thanked Dr. Dotterer for attending the Chancellor's Award ceremony in Saratoga where he was presented with an award. He reported on several recent student events including a comedian, poet and barbeque lunches offered on both campuses. Mr. Weisman reported Student Government elections were held in April and they have a near full slate of officers, just lacking a secretary, which they will solicit interest for again in the Fall. Mr. Weisman announced Ms. Grace Wiseman has been elected as the incoming Student Trustee.

4.1.8 CCCC Foundation

Mr. Cosentino applauded Dr. Kimura and Ms. Reed for all their work to get the AMI up and running, noting the Foundation has enjoyed working with them to recognize donors to this project. He noted his office is busy processing Commencement Awards and scholarships for 2022-2023.

Mr. Cosentino announced three Alumni Award winners have been selected for 2022. Alisha Dymond Burnett **'09**, Nursing; Jayson Meyers'**16** Criminal Justice and Nicholas Valenti **'66** Accounting. He noted a celebration event would be held on June 7th and would also include winners from this year, 2020 and 2021.

Mr. Cosentino announced a $15,000 initial donation has been received from a member of the class of 1962 for a new Nursing Scholarship. And another $2,000 from an anonymous alumni donor from the challenge grant was received to assist with National Council Licensure Exam fees.

The Foundation will be inviting 2022 graduates and college employees to an Auburn Doubleday's game on Tuesday, June 14th, as well as the members of the Board of Trustees, Alumni Board and Foundation.

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 and contractual matters. She stated no business would be conducted at the conclusion of the executive session and invited guests staying on for the AMI Ribbon Cutting to enjoy a coffee break. Ms. Brown made a motion to exit regular session and enter executive session. The motion was seconded by Dr. Van Buskirk, with all in favor, executive session began at 9:14 AM.

10.0 ADJOURNMENT

With all business complete, Ms. Brown asked if there was a motion to exit executive session and adjourn the meeting. Ms. Hutchinson made the motion, Mr. Franceschelli seconded the motion which carried with all in favor.
Executive session ended and the meeting adjourned at 9:47 AM

Recorded & transcribed by:

Annette LeFever
Secretary to the Board

Respectfully submitted:

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls

Board of Trustees Meeting **May 5, 2022**

Name	**Present**		**3.1.1**		**3.1.2**		**3.1.3**		**3.1.4**	
	Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**
Ms. Brown (Marian)	**X**		X		**X**		**X**		**X**	
Mr. Camardo (John)	**Z**		**X**		**X**		**X**		**X**	
Mr. Coleman (Mark) 8:12AM	**Z**		-		-		-		**X**	
Mr. Franceschelli (Tony)	**X**		**X**		**X**		**X**		**X**	
Ms. Hutchinson (Stephanie)	**X**		**X**		**X**		**X**		**X**	
Ms. Kerr (Tricia)	**X**		**X**		**X**		**X**		**X**	
Mr. Klink (John)	**Z**		**X**		**X**		**X**		**X**	
Dr. Van Buskirk (Linda)	**X**		**X**		**X**		**X**		**X**	
Ms. Winfield (Angela)	**Z**		**X**		**X**		**X**		**X**	
Mr. Weisman (Kyle) 8:12 AM	**Z**		-		-		-		**X**	

Z = attendance via Zoom. (Mr. Coleman and Mr. Weisman were admitted at 8:12 AM and missed the first three roll call votes.)

Recorded by Annette LeFever, May 5, 2022