

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

Minutes of the regular meeting of the Board of Trustees held Thursday, May 16, 2019 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Dr. Linda P. Van Buskirk, Chair  
Ms. Marian Brown (via Zoom w/no video)  
Ms. Melina Carnicelli  
Ms. Stephanie Hutchinson  
Mr. John Klink  
Mr. John Camardo  
Ms. Angela Daddabbo  
Mr. Tony Franceschelli  
Hon. Pat Mahunik (via Zoom)

Excused: Mr. Dan Charles

Present from Fulton:

Dr. Brian M. Durant, President  
Dr. Anne Herron, Vice President of Academic Affairs and Provost  
Jeff Rosenthal, Vice President of Student Affairs  
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus  
Dr. Cathy Dotterer, Dean of Students  
Tom Corcoran, Director of Human Resources  
Dr. Rob Humphrey, Faculty Rep  
Dr. Joel Humphrey, Faculty Rep  
Rebecca Devendorf, Assistant Registrar, APG Rep  
JoAnn Harris, Co-President ESP  
Andrew Poole, Media and Public Relations Associate  
Bruce Walter, Manager of IT User Services  
Guy Cosentino, CCCC Foundation, Executive Director  
Joan Meyers, OTA Director  
Pam Heleen, Exec. Asst. to the President, Sec'y to the Board

Izaak DeHart, Student, Moravia High School, Winner STEM Logo Contest  
Melissa DeHart, Mother of Student  
Ken Welgoss, Moravia High Art Teacher

Present from Auburn:

Eric Zizza, Faculty Association President  
Chris Motto, Faculty Rep  
Deb Purcell, Senior Typist, Community Education

Hon. Joe Bennett, Cayuga County Legislator  
Kelly Rocheleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 8:00 a.m.

**1.0 COMMENTS FROM THE PUBLIC**  
None

**9.0 EXECUTIVE SESSION**

At 8:05 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel issues. The Board will take action after Executive Session. The motion to adjourn into Executive Session was made by Mr. Camardo, seconded by Ms. Hutchinson, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:14 a.m. following a motion by Mr. Camardo, seconded by Mr. Klink and carried following a unanimous voice vote.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the April 25, 2019 Regular Board Meeting minutes, the April 2019 Monthly Bills totaling \$976,272.98, and Stipend Lists #16 and #17 totaling \$97,340.63.

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

Dr. Van Buskirk and Trustees recognized Mr. Izaak DeHart, a student from Moravia High School as the winner of the Cayuga STEM Logo Contest. His mother, Melissa DeHart, and Mr. Ken Welgoss, Moravia High Art Teacher, joined him. Dr. Joel Humphrey described the program, the number of entries to the contest and the reasons for Mr. DeHart's selection as winner. The Board congratulated Mr. DeHart on his selection and as a new Cayuga student in Fall, 2019.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Finance & Audit Committee**

Ms. Hutchinson made a motion to add formally resolution 3.1.5 "To Authorize Awarding of Bids for the Renovation of the Childcare Facility" to the agenda. Mr. Camardo seconded the motion; it was carried following a unanimous voice vote.

Ms. Hutchinson reported that meeting notes were in the Board packet and that the following five (5) resolutions are presented as motions to approve:

**3.1.1 APPROVAL OF HUMAN SERVICES A.S. PROGRAM FOR AUBURN CAMPUS**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

**WHEREAS**, the proposed Human Services A.S. transfer program has been approved by the faculty of the College; and

**WHEREAS**, the College's Division of Behavioral/Social Sciences, Business, Criminal Justice, Teacher Education, and Physical Education/Health identified a human services transfer program as an area for program development; and

**WHEREAS**, the College's Division Chair for Behavioral/Social Sciences, Business, Criminal Justice, Teacher Education, and Physical Education/Health in consultation with local experts in the field of human services conducted the research, design and development of the program; and

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

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

**3.1.1 APPROVAL OF HUMAN SERVICES A.S. PROGRAM FOR AUBURN CAMPUS (continued)**

**WHEREAS**, the Human Services A.S. Program has been developed in response to local community, state-wide, and national workforce shortages in the human services field; and

**WHEREAS**, the proposed transfer program would prepare graduates to continue their studies towards the baccalaureate in social work, human services, or a related field, as well as current county social services' employees who need the program to advance their careers, now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Human Services A.S. Program on the Auburn Campus.

Mr. Klink seconded the motion. Dr. Herron noted that Eric Zizza took the lead on the new program. Internships have been established as an integral part of the program and were essential for the approval to be considered. Dr. Herron passed on her appreciation for the work done; Mr. Zizza thanked all those who have helped the project along the way. The motion carried following a unanimous roll call vote.

**3.1.2 APPOINTMENT OF FIRM FOR AUDIT OF FY2018-2019 FINANCIAL STATEMENTS**

**RESOLVED**, that the Cayuga County Community College Board of Trustees does hereby extend the existing agreement between Cayuga Community College and The Bonadio Group for another 12 month period to enable an audit of the FY2018-2019 financial statements.

This contract extension expires August 31, 2020 and will require an increase in fee from \$17,500 annually to \$20,000.

Ms. Daddabbo seconded the motion. The motion carried following a unanimous roll call vote.

**3.1.3 TO ADOPT THE OPERATING BUDGET FOR FY2019 - 2020**

**RESOLVED**, that the operating budget, September 1, 2019 - August 31, 2020, of Cayuga County Community College in the amount of \$29,780,256 with a County of Cayuga Sponsor's share of \$3,076,197 be adopted.

Ms. Daddabbo seconded the motion. The motion carried following a unanimous roll call vote.

**3.1.4 AUTHORIZING THE CAYUGA COMMUNITY COLLEGE BOARD OF TRUSTEES TO ACCEPT A GIFT OF REAL ESTATE FROM CORNELL COOPERATIVE EXTENSION OF CAYUGA COUNTY TO BE HELD IN TRUST BY THE COUNTY OF CAYUGA**

**WHEREAS**, Cornell Cooperative Extension of Cayuga County ("CCE") has agreed to donate certain real property to the County of Cayuga to be held in Trust for the benefit of the Cayuga Community College; and

**WHEREAS**, the property and building is located at 248 Grant Avenue, Auburn, New York; and

**WHEREAS**, the Cayuga Community College wishes to accept the gift and recommends to the County of Cayuga that it also accept the gift and hold said parcel in trust for the College pursuant to the New York State Education Law; now therefore be it

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

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

##### 3.1.4 **AUTHORIZING THE CAYUGA COMMUNITY COLLEGE BOARD OF TRUSTEES TO ACCEPT A GIFT OF REAL ESTATE FROM CORNELL COOPERATIVE EXTENSION OF CAYUGA COUNTY TO BE HELD IN TRUST BY THE COUNTY OF CAYUGA (continued)**

**RESOLVED**, that the Cayuga Community College Board of Trustees accepts the generous gift from CCE, and

**RESOLVED**, that the property and building located at 248 Grant Avenue, Auburn, New York be held by the County of Cayuga in trust for the Cayuga Community College pursuant to the New York State Education Law.

Mr. Camardo seconded the motion. Dr. Durant stated that this resolution would assist in defining the capital project so that our work can continue to create a workforce development center for the County. This resolution follows the proper process for property acquisition.

The motion carried following a unanimous roll call vote.

##### 3.1.5 **TO AUTHORIZE AWARDING OF BIDS FOR THE RENOVATION OF THE CHILDCARE FACILITY**

**RESOLVED** that the Board of Trustees of Cayuga Community College hereby authorizes Dr. Brian M. Durant, President to award contracts for the Childcare Expansion and Renovation Project located at 81 Wall Street; and, further, be it

**RESOLVED** that the Board of Trustees of Cayuga Community College does hereby authorize Dr. Brian M. Durant to make all necessary awards in accordance with New York State Law and within the budgetary parameters of the project previously approved.

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

#### 3.2 Governance & Planning Committee

Ms. Carnicelli reported that meeting notes were in the Board packet. She thanked Jeff Rosenthal, Pam Heleen, and Dr. Elizabeth Mignacca for their work on the College Policies and Procedures Business Process Map.

Ms. Carnicelli presented the following resolution as a motion to approve:

##### 3.2.1 **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY**

**RESOLVED**, that the Cayuga Community College Board of Trustees adopt the updated Family Educational Rights and Privacy Act (FERPA) Policy in accordance with federal law governing the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments. The effective date of the updated policy is June 1, 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.

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

4.0 **REPORTS**

4.1 **President's Report**

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

- Budget development is taking an enormous amount of time. The focus is on revenue generation and the tough decisions on the expense side. Open forums with the College community will be scheduled to present the budget, as well as trend data.
- Falcon Park is open. The baseball team made the playoffs in their first season. Congratulations to Coach Gamba and the student athletes. The golf team also performed exceptionally well this season, qualifying for the nationals.
- The past two weeks have been focused on celebrating our students, staff and faculty. Thank you to the Trustees for attending as many events as possible.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron's report was included in the packet.

4.1.3 **Vice President of Administration and Treasurer:** Dr. DoBell's report was included in the packet.

4.1.4 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. Trustees will be able to hear updates at two Student Affairs educational sessions held later this month.

4.1.5 **Student Trustee:** Mr. Charles was excused.

4.1.6 **CCC Foundation:** Mr. Cosentino reported the following:

- Alumni Recognition event was held on May 14.
- The first four Emerson scholars are scheduled to graduate on May 19.
- A Strategic Planning meeting will be held next week.
- A local Eagle Scout completed his work on the Cayuga Nature Trail.

5.0 **OLD BUSINESS**

None

6.0 **NEW BUSINESS**

6.1 **Nominating Committee Instructions**

Dr. Van Buskirk gave instructions to the Nominating Committee (Ms. Hutchinson, Mr. Klink, Ms. Brown, Ms. Daddabbo and Mr. Charles). She charged the Nominating Committee to meet within the month and bring forth to the full Board at their June meeting a slate of candidates for Officers of the Board.

6.2 **Dissolve Regionalization Task Force**

Dr. Van Buskirk formally dissolved the Regionalization Task Force due to inactivity. The effort is no longer in the College's best interests.

6.3 **Ad Hoc Committees**

Dr. Van Buskirk created two ad hoc committees. Summer Board Retreat committee members include Mr. Klink, Ms. Carnicelli, Ms. Hutchinson, and Dr. Van Buskirk and will meet in June. The Government Relations committee will work to improve the State budget process, fund prison education, fast track program approvals, clear up government appointment backlog and/or delays, and improve community college advocacy. Members include Ms. Hutchinson, Ms. Carnicelli, and Mr. Klink.

**7.0 COMMUNICATIONS**

None

**8.0 INFORMATION**

In the Board Packet

**9.0 EXECUTIVE SESSION**

At 9:14 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by Ms. Carnicelli, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:55 a.m. following a motion by Dr. Van Buskirk, seconded by Ms. Carnicelli and carried following a unanimous voice vote.

**10.0 ADJOURNMENT**

Dr. Van Buskirk moved to adjourn the meeting, seconded by Ms. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 9:55 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees