

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

Minutes of the regular meeting of the Board of Trustees held Thursday, August 27, 2020 in the Business Industry Center on the Auburn campus and via Zoom and teleconference.

Present in the BIC: Ms. Marian Brown, Chair
 Dr. Linda Van Buskirk, Vice Chair
 Mr. John Camardo, Trustee
 Mr. Charlie Ripley, Trustee
 Dr. Ron Cantor, Vice President of Academic Affairs and Provost
 Mr. Jeff Rosenthal, Vice President of Student Affairs
 Tom Corcoran, Director of Human Resources
 Pam Heleen, Executive Assistant to the President, Secretary to the Board
 Marie Nellenback, Interim Chief Financial Officer
 Andrew Poole, Media and Public Relations Associate

Present via Zoom: Ms. Stephanie Hutchinson, Trustee
 Mr. John Klink, Secretary
 Mr. Tony Franceschelli, Trustee
 Dr. Brian M. Durant, President
 Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
 Dr. Cathy Dotterer, Dean of Students
 Guy Cosentino, Exec. Director of Cayuga Community College Foundation
 Lorelee Lardear, Typist, Fulton Welcome Desk
 Rebecca Devendorf, Asst. Registrar, Co-President APG
 Jackie Caputa, Assistant Chief Financial Officer
 Kelly Albrecht, Assistant Chief Financial Officer
 Pete Liddell, Faculty Association Rep
 Chuck Romer, Human Resources Associate
 Dan O'Neil, President, Local 932-C AFL-CIO

Present via Teleconference: None

Ms. Brown called the 2020 Annual Meeting to order at 8:08 a.m.

- Ms. Brown as Chair of the Nominating Committee, announced the proposed slate of officers and brought forth the motion to accept the slate:

Marian Brown	Chair (to continue in a second year of a 2-year term)
Dr. Linda Van Buskirk	Vice-Chair (to continue in a second year of a 2-year term)
John Klink	Secretary (to extend his term to a third year)

She also asked that John Klink chair the Nominating Committee next year when all officers will need to be replaced. Mr. Ripley seconded the motion which carried by unanimous roll call vote.

- Ms. Heleen presented the calendar of Board Committee Meetings and Board Meetings from September 1, 2020 to August 31, 2021. She reminded Trustees that the draft of the calendar appeared in both the June and July Board packets as a comment period.

Mr. Camardo made the motion to accept the calendar; the motion was seconded by Mr. Ripley. The motion carried by unanimous voice vote.

Mr. Klink made a motion to adjourn the Annual Meeting. Ms. Hutchinson seconded the motion that was carried by unanimous voice vote.

Ms. Brown called the regular meeting of the Board of Trustees to order at 8:15 a.m.

1.0 COMMENTS FROM THE PUBLIC

None

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the July 23, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the July, 2020 (\$756,559.96), and Stipend Lists #23 and #24 totaling \$445,313.75.

Dr. Van Buskirk made a motion to accept the Consent Agenda. Mr. Ripley seconded the motion to accept the Consent Agenda that was carried following a unanimous voice vote.

3.0 COMMITTEE NOTES AND RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

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

3.1.1 FACULTY PROMOTION

RESOLVED, that the following faculty member be promoted to the rank of full Professor effective with the fall 2020 semester at an annualized salary of \$87,980:

Nathaniel Thomas, Associate Professor of Psychology

Mr. Klink seconded the motion. The motion carried following a unanimous roll call vote.

3.1.2 EXECUTIVE SALARY INCREASE

WHEREAS, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Executive Staff be increased by 2.0% to an employee's base salary effective September 1, 2020 to be allocated on a biweekly payroll basis.

Dr. Van Buskirk seconded the motion. Mr. Camardo thanked everyone for their hard work, but he didn't believe in this environment that we should be giving raises right now, but that we should wait until things get back to normal.

Mr. Camardo made a motion to table both Resolution 3.1.2 and 3.1.3 (Executive and Management/Confidential Salary Increases). Mr. Ripley seconded the motion.

Ms. Hutchinson stated that Cayuga's financials are stable, that these raises are in the budget, in line with the salary increases of all the other collective bargaining units, and are well deserved now.

Dr. Van Buskirk stated that Dr. Durant's personnel management strategies (i.e. right sizing staff) signals to the community that Cayuga is a financially-stable institution.

A roll call vote was taken on the motion to table both resolution 3.1.2 and 3.1.3. It was not carried by a vote of 1 yes (Mr. Camardo) to 6 no votes.

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

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

3.1.3 **Managerial and Confidential Salary Increase**

WHEREAS, in compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Managerial and Confidential Staff be increased by 2.0% to an employee's base salary effective September 1, 2020 to be allocated on a biweekly payroll basis.

Ms. Hutchinson moved resolutions 3.1.2 and 3.1.3 together as a motion to approve. Mr. Klink seconded the motion which was carried following a roll call vote of 5 yes to 2 no (Mr. Camardo and Mr. Ripley).

3.1.4 **Institutional Rates for Part-Time and Variable Hours Positions**

RESOLVED, that hourly rates of pay for the following Classified Civil Service part-time and variable hours positions be adopted effective September 1, 2020:

Typist - \$17.34
Office Machine Operator - \$17.34
Library Clerk - \$17.34
Custodian - \$17.85
Account Clerk-Typist - \$17.90
Maintenance Helper - \$18.16
Public Safety Officer II - \$23.46

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

3.1.5 **APPROVAL OF UPDATED SUNY CAPITAL REQUEST/PLAN**

WHEREAS Cayuga Community College submitted an annual listing of Capital Projects to SUNY for consideration in their annual budget appropriation; and

WHEREAS the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum dollar-for-dollar match based on a local contribution; and

WHEREAS the following project was identified as an additional priority by College Executive leadership:

- \$50,000 for campus renovation projects, including \$29,850 to replace library columns and concrete stairs on the Auburn campus for the safety of the Campus community

WHEREAS the Cayuga Community College Foundation provided \$25,000 local match to be used for campus renovation projects

WHEREAS the submission of the Community College Capital Request Plan to SUNY does not bind the administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore, let it be

RESOLVED that the Cayuga Community College Board of Trustees acknowledges the submission of this addendum to the 2020 - 2021 Capital Request/Plan to SUNY.

Mr. Klink seconded the motion. Dr. Durant explained that we received additional community support after the original plan was submitted. This resolution cleans up the necessary paperwork to maximize the state match. The motion carried following a unanimous voice vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that on August 13, Cayuga's Title IX Coordinator made a presentation outlining the major changes to the Title IX regulations mandated by the Department of Education. She brought forward the following resolution as a motion to approve the Board's adoption of new policy:

3.2.1 Statement of Title IX Policy

WHEREAS, the Cayuga Community College Board of Trustees is committed to ensuring that each member of the Cayuga community has the opportunity to participate fully in the process of education and development; and

WHEREAS, the Board of Trustees and Cayuga Community College strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence; and

WHEREAS, the United States Department of Education communicated regulations under Title IX of the Education Amendments of 1972 and set forth specific requirements which became effective on August 14, 2020; therefore let it be

RESOLVED, that the Cayuga Community College Board of Trustees adopt the updated Title IX Policy in accordance with United States Department of Education regulations. The effective date of the updated policy is August 14, 2020.

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. Dr. Van Buskirk thanked Ms. Heleen and the entire team for the hard work and diligence in this effort. The motion carried following a unanimous voice vote.

Dr. Van Buskirk thanked Steve Keeler for always making his curriculum current and attractive to students and thanked him for bringing his presentation outlining the need for the concentrations in the Audio Production Degree Program. She presented the following resolution as a motion to approve:

3.2.2 Approval to Revise the Audio Production AAS Degree to Create Concentrations

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 following concentrations will differentiate our Audio Program from other programs to increase enrollment and better serve our students by offering programs that are more contemporary:

Live Sound
Beat Production
Sound for Film and Television
Radio Production
Immersive Audio

WHEREAS, the creation of these concentrations has been fully endorsed through Cayuga's administrative and governance process; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the creation of these five concentrations listed above and the revision of the Audio Production AAS Degree.

3.2 Governance & Planning Committee (continued)

3.2.2 Approval to Revise the Audio Production AAS Degree to Create Concentrations (continued)

Mr. Camardo seconded the motion. He asked about the unit cost of delivery of these concentrations. Dr. Cantor indicated that a unit cost is not calculated, but that there would be no incremental cost to deliver these courses/sections. Cost is determined by the salary of the instructor and the number of students enrolled. Dr. Durant summarized by indicating that cost is related to enrollment and the determination to run the courses is driven by our financial responsibility in analyzing degree requirements, transfer requirements, programmatic evaluation, and enrollment patterns. The discussion will be tabled until after the Add/Drop period later this fall.

The motion carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant expressed his gratitude and appreciation to everyone in preparing for the fall semester. He provided the following highlights:

- We wait until late September to evaluate and reflect on where we are.
- We all believe in the intentionality of what we are doing.
- We are still waiting on final base aid funding decisions from SUNY.
- We have a new Chancellor and look forward to working with him and all at System Administration.
- The decision has been made to cancel the Craft Fair this year.
- The Black Lives Matter movement and all inclusivity issues will take top priority this fall. We have made a proposal to create a scholarship for individuals with diverse backgrounds. Other initiatives will be explored, as well. We've had tremendous support from the Foundation. The Chief Diversity Officer continues to work on issues of recruitment and enrollment. Dr. Van Buskirk applauds all for their dedication to social justice issues.
- Dr. Durant thanked the County Legislature for approval of the College budget and the Successor Agreement to the Faculty Contract. The County thanked us for not requesting an increase in sponsor contribution given the County's pandemic-related issues.

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

- We are working through COVID-related issues and the impact of the master schedule. Tightening up the section offerings has required making some tough calls. Different delivery modes and modifying offerings keeps us lean and mean while maintaining our academic integrity.
- We are listening to students' experiences through the pandemic, including how their loss of employment impacts their ability to handle school. We'll be working on more policies with Student Engagement, Advisors, and Financial Aid to assist with retention and completion efforts. We'll handle them case-by-case as a team.

4.1.3 Acting Chief Financial Officer Report: Marie Nellenback's report was included in the packet.

- In response to Mr. Camardo's question, we have seen a 20% cut in state aid for July and will likely see a cut in rental aid, as well. Dr. Durant stated that there has been no official word from SUNY. We are scenario building to be ready to handle whatever is necessary. We must assume that all state aid is in play. We may use CARES act funding to offset any short fall in state aid.
- Congratulations to Doug Kinney on his promotion to Director of Facilities and Public Safety.
- Welcome to Karen Bastedo who will be working in Accounts Payable.
- New fiscal year starts on Tuesday, September 1st.

- 4.1.4 **Vice-President for Student Affairs**: Mr. Rosenthal's report was included in the packet. He highlighted the following information:
- With four days to go until the end of the fiscal year, we are up 1% over the FTE target for 2019 - 2020. It is premature to discuss enrollment for 2020 - 2021.
 - It has been a surreal opening. Students are being smart about how they contact campus services. They have been using the new Enrollment Checklist.
 - Our new Online Orientation is up and running. Thanks to Dr. Cathy Dotterer and Norm Lee.
 - Mr. Rosenthal recognized the following retirements: Sue Dungey, Doug Hart, Bob Frame, and Greg Szczepanski.
 - Chair Brown asked about athletics. Dr. Cantor stated that all fall athletics have been cancelled. Coaching staffs will stay on to engage and support athletes. Other decisions have not been made; all options are open.
 - We do have students in Lattimore Hall.
 - We will profile and research student issues when the Add/Drop period ends.
- 4.1.5 **Human Resources Director Report**: Tom Corcoran's report was included in the packet.
- ESP, Faculty, APG, and Maintenance contractual raises are being processed now.
 - COVID-related childcare issues and the use of Expanded FMLA are starting to surface.
 - With the exception of a flu clinic, no outside events are being scheduled on campuses.
- 4.1.6 **Student Trustee**: Pam Heleen reported that virtual Student Government elections will take place shortly and it is hoped that we will have a new Student Trustee in October.
- 4.1.7 **CCC Foundation**: Mr. Cosentino reported:
- President's Circle Dinner has been cancelled.
 - Approx. \$29,000 was raised online for the Challenge Grant.
 - The annual campaign will begin shortly. A "Capital Enhancement Fund" option will appear on the donation card and will be eligible for a SUNY match.
 - The census ends at the end of September. Mr. Cosentino is concerned about the numbers in Cayuga County.

5.0 **OLD BUSINESS**

5.1 **Online Commencement**

Ms. Brown congratulated Andrew Poole and Steve Keeler for creating the online Commencement ceremony.

6.0 **NEW BUSINESS**

- 6.1 Chair Brown recognized Pam Heleen for her work with the Board as she leave for a new position as Associate Director of Board Affairs at the Connecticut System of Colleges and Universities.

7.0 **COMMUNICATIONS**

None

8.0 **INFORMATION**

In the Board Packet

9.0 **EXECUTIVE SESSION**

At 9:25 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel 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 Mr. Ripley, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:58 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the regular meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 9:58 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees