

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 21, 2017 in the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Dr. Linda P. Van Buskirk, Vice-Chair Excused: Ms. Melina Carnicelli
Mr. John Camardo
Ms. Angela Daddabbo
Mr. John J. Klink
Mr. Patrick Mahunik (arrived late)
Dr. Richard Stankus
Ms. Marian Brown
Ms. Stephanie Hutchinson
Duanna Johnson, Student Trustee (arrived late)

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
Guy Cosentino, Executive Director, CCC Foundation
Tom Corcoran, Director of Human Resources
Steve Keeler, Professor, Faculty Rep
Bill Prosser, Professor, Faculty Rep
David Harbaugh, APG Rep
Jo-Ann Harris, Fulton Campus/Co-President ESP
Theresa Rogalski, Co-President ESP
Patty Hamberger, Registrar's Office, APG
Deborah Purcell, Senior Typist/CEWD
Kelly Rochleau, Auburn Citizen

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 5:02 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the May 17, 2017 Regular Board Meeting minutes, the May, 2017 Monthly Bills totaling \$828,266.66, the 2017 Stipend List #19 and #20 totaling \$17,235.64.

Motion to accept the Consent Agenda was made by Ms. Brown and seconded by Mr. Klink. The motion carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink reported the following activities:

- A new sign will be erected at the entrance to the Auburn Campus.
- Work continues on the old Registrar's Office to create the new Nursing area.
- New carpet is being installed in Financial Aid.

No resolutions were brought forth.

3.2 Finance & Audit

Ms. Hutchinson reported that there are no resolutions to bring forth. Budget projections were reviewed at the last committee meeting and it appears that the College is in good shape.

3.3 Personnel

Dr. Stankus read the following resolutions into the record as motions to approve:

3.3.1 Faculty Appointment

RESOLVED, that Dr. Linda C. Frank, Ph.D. residing at 77 Steel Street, Auburn, NY be appointed to a full-time 10-month tenure-track position as Assistant Professor of History effective with the 2017-2018 academic year at a salary of \$63,300.

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

3.3.2 Faculty Appointment

RESOLVED, that Megan Robbins residing at 248 Steele Rd., Waterloo, NY be appointed to a full-time 10-month tenure-track position as Academic Fieldwork Coordinator for the Occupational Therapy Assistant program effective with the 2017-2018 academic year at a salary of \$56,538.

Ms. Brown seconded the motion which was carried following a unanimous roll call vote.

3.3.3 Managerial and Confidential Appointment

RESOLVED, that Charles R. Romer residing at 2560 Serven Road, Waterloo, NY be appointed to a 12-month full-time position as Human Resources Associate effective June 26, 2017 at an annual salary of \$55,000.

Ms. Brown seconded the motion which was carried following a unanimous roll call vote.

3.3.4 Creation of Civil Service Job Description

RESOLVED, that the Civil Service title of Confidential Administrative Assistant to the Provost and Vice President for Academic Affairs, as classified by the Cayuga County Civil Service Commission on May 10, 2017, be created effective June 21, 2017 at a tentative salary of \$42,069.

Ms. Brown seconded the motion which was carried following a unanimous voice vote.

3.3.5 Creation of Civil Service Job Description

RESOLVED, that the Civil Service title of Confidential Administrative Assistant to the Vice President for Student Affairs, as classified by the Cayuga County Civil Service Commission on May 10, 2017, be created effective June 21, 2017 at a tentative salary of \$42,069.

Ms. Brown seconded the motion which was carried following a unanimous voice vote.

3.3.6 Creation of Managerial and Confidential Job Description

RESOLVED, that the title of Dean of Students/Chief Diversity Officer be created effective June 22, 2017 at a broad band salary ranging from the mid \$70s to the high \$80s.

Dr. Durant stated that this position is required to be in compliance with SUNY's policy and will ensure that we are welcoming to all students with the policies and procedures to back it up.

Ms. Brown seconded the motion which was carried following a unanimous roll call vote.

3.4 Governance & Planning

Mr. Camardo reported that there were no resolutions to bring forth. Joan Meyers, Director of the OTA Program gave an update on the program to the Committee.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- The College budget was presented to the County Legislature at a special meeting on June 15th and to the Ways and Means Committee on June 20th. All have voted to unanimously support our budget including the 1½% increase in County support. The budget is ready to go to the full County Legislature next week.
- At the most recent President's Meeting, Dr. Durant met the new Chancellor, Kristina Johnson.
- The Facilities Group has been doing a wonderful job moving us forward with creative uses of existing spaces.
- 3 grant opportunities and the Auburn and Fulton City DRI programs are being pursued.
- Goals and objectives for 2017 - 2018 will be developed over the summer.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron was excused; her report is in the packet.

4.1.3 Vice-President for Administration: Dr. DoBell was excused; his report was included in the packet. Dr. Durant mentioned that over \$1 million would be put in the fund balance. It indicates that though enrollment is declining, the College can still manage our finances.

4.1.4 Vice-President for Student Affairs: VP Rosenthal reported on the following items:

- Summer II session begins in July and will end the 2016 - 2017 academic calendar.
- We will begin Instant Admission Days on each campus.
- For Fall 2017, applicants and acceptances are up. Down in "returning students."

4.1.5 Student Trustee: No report.

4.1.6 CCC Foundation: No report was included in the packet

- More than \$250,000 in scholarships has been awarded for 2017 - 2018.
- More than \$26,000 has been awarded in Commencement Awards.
- \$96,000 has been awarded in Presidential Scholarships.
- Property on Franklin Street is ready to be transferred to the County.
- Administrative Assistant position will be posted in the newspaper by the end of the month.

5.0 OLD BUSINESS - None

6.0 NEW BUSINESS - None

7.0 COMMUNICATIONS
None.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

At 5:54 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss Collective Bargaining negotiations and real estate issues. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Ms. Brown, seconded by Mr. Mahunik, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:52 p.m. following a motion by Mr. Mahunik, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 6:52 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees