

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, August 16, 2017 in the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present:	Dr. Linda P. Van Buskirk, Chair Ms. Marian Brown Mr. John Camardo Ms. Melina Carnicelli Ms. Angela Daddabbo Ms. Stephanie Hutchinson Duanna Johnson Mr. John J. Klink Mr. Patrick Mahunik	Excused:	Dr. Richard Stankus
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Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
Dr. Dan DoBell, VP of Administration, Treasurer
Jeff Rosenthal, VP of Student Affairs
Guy Cosentino, Executive Director, CCC Foundation
Tom Corcoran, Director of Human Resources
Pete Liddell, Faculty Rep
Bob Frame, APG President
Jo-Ann Harris, Fulton Campus/Co-President ESP
Theresa Rogalski, Co-President ESP
Kelly Rochleau, Auburn Citizen

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 4:58 p.m. and introduced Dr. Keiko Kimura as the College's new Assoc. Vice President and Dean of the Fulton Campus.

1.0 COMMENTS FROM THE PUBLIC

None.

9.0 EXECUTIVE SESSION

At 5:02 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss personnel issues. The motion to adjourn into Executive Session was made by Ms. Hutchinson, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 5:20 p.m. following a motion by Ms. Carnicelli, seconded by Mr. Mahunik and carried following a unanimous voice vote.

A motion to amend the agenda to add (2) additional Finance & Audit items (resolutions 3.1.7 and 3.1.8) and table resolution 3.1.6 was made by Dr. Van Buskirk and by Ms. Hutchinson and approved 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 July 19, 2017 Regular Board Meeting minutes and the July, 2017 Monthly Bills totaling \$1,224,849.75.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson summarized the committee meeting notes (facilities updates, HR updates, and year-end projections) and presented the following resolutions as motions to approve:

3.1.1 Faculty Appointment:

RESOLVED, that Dr. Krista M. Giglio, Ph.D., residing at 18 Fennell Street Skaneateles, NY be appointed to a 10-month Faculty position of Assistant Professor of Biology effective with the 2017-2018 academic year at an annual base salary of \$63,366. (Faculty Association Contract)

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote.

3.1.2 Faculty Appointment:

RESOLVED, that Jean Fetzko, address PO Box 403 Lafayette, NY be appointed to a temporary, one year, 10-month Faculty position of Instructor of Early Childhood Education effective with the 2017-2018 academic year at an annual base salary of \$56,538. (Faculty Association Contract)

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote.

3.1.3 Presidential Salary Increase:

RESOLVED that the Board of Trustees hereby authorizes a salary increase for Dr. Brian M. Durant as President of Cayuga Community College in the amount of 1½% of total compensation not to base with a start date of September 1, 2017.

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote.

3.1.4 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 1.5% not to an employee's base salary effective September 1, 2017 to be allocated on a biweekly payroll basis through the 2017 -2018 fiscal year.

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote. Dr. Van Buskirk thanked the executive staff for their dedication.

3.1.5 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 1.5% not to an employee's base salary effective September 1, 2017 to be allocated on a biweekly payroll basis through the 2017 -2018 fiscal year.

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote.

3.1.6 Reallocation Resolution - TABLED

3.1.7 Faculty Appointment:

RESOLVED, that Jerimy Blowers be appointed to a 10-month Faculty position of Assistant Professor/Coordinator of Wellness and Intervention Services effective with the 2017-2018 academic year at an annual base salary of \$63,366 (Faculty Association contract). Mr. Blowers has been serving in this role on an interim basis.

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote. Mr. Rosenthal commented on what a talented counselor Dr. Blowers is.

3.1.8 Faculty Appointment

RESOLVED, that Steve Kohut, be appointed to a 10-month Faculty position of Instructor of Computer Science effective with the 2017-2018 academic year at an annual base salary of \$56,538. (Faculty Association Contract)

The motion was seconded by Ms. Brown and carried following a unanimous roll call vote. Dr. Herron commented that Mr. Kohut's responsibilities will include a review and enhancement of all computer science courses on both campuses.

3.1.9 RESOLUTION FROM THE FLOOR

A motion to add the resolution to the agenda was made by Dr. Van Buskirk and seconded by Ms. Carnicelli. The motion to add the resolution was carried following a unanimous voice vote.

Presidential Authority to Make Offer of Employment for Dean of Students/Chief Diversity Officer Position

RESOLVED THAT the Board of Trustees explicitly grants the President of the College express authority to make an offer of employment for the Dean of Students/Chief Diversity Officer position within the parameters stated in the job description approved by the Board of Trustees on June 21, 2017. The SUNY deadline to have this position filled was August 15, 2017.

The motion to approve the resolution was made by Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous roll call vote.

3.2 Governance & Planning Committee

Ms. Carnicelli reported that the committee did not meet in August. A report on the Board Retreat will be available next month.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- All departments are focused on getting things ready for the new Fall class. Orientation starts this week. Thanks to all the staff for their hard work.
- Very busy in the facilities area. We are impressed with how the College has responded to all the changes.
- Dr. Durant will provide an update on our progress on the 2016 - 2017 goals and is starting to draft 2017 - 2018 goals and expectations.

- 4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron highlighted her report and was excited to begin the semester with so many new faculty members.
- 4.1.3 **Vice-President for Administration:** Dr. DoBell highlighted his report:
- The Facilities Staff Appreciation Lunch was held on August 8 and was very much appreciated.
 - Terry Quill is now managing Campus Services.
- 4.1.4 **Vice-President for Student Affairs:** VP Rosenthal reported on the following items:
- New student orientation starts tomorrow. Applications are up 10.5%. Accepted students are up 12.5%.
 - The success Instant Admission Days will be evaluated in mid-September.
 - The Excelsior scholarship program has not had much effect on headcount. 80 applications are being reviewed.
- 4.1.5 **Student Trustee:** No report was provided. A gift was presented to Ms. Johnson from the Trustees.
- 4.1.6 **CCC Foundation:**
- The Presidential Scholarship will become a permanent piece of the Foundation's budget.
 - The Jean Wright Walk will help raise money for the named scholarship.
 - The College and Foundation are hosting a WCNY event on September 14 where the new Ken Burns mini-series will be previewed.

5.0 **OLD BUSINESS** - None

6.0 **NEW BUSINESS** - The Governance and Planning committee will evaluate the need for a change in the monthly Board meeting days and times. Location, days of the week, and times of the day will be polled.

7.0 **COMMUNICATIONS**
None.

8.0 **INFORMATION**
Noted.

9.0 **EXECUTIVE SESSION**
At 5:55 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss Collective Bargaining 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 Dr. Van Buskirk, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:21 p.m. following a motion by Mr. Camardo, seconded by Ms. Daddabbo and carried following a unanimous voice vote.

10.0 **ADJOURNMENT**
Mr. Camardo moved to adjourn the meeting, seconded by Ms. Daddabbo and carried by unanimous voice vote. The meeting adjourned at 6:22 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees