

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, December 20, 2017 in the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Dr. Linda P. Van Buskirk, Chair                      Excused: Dr. Richard Stankus  
Ms. Marian Brown  
Mr. John Camardo  
Ms. Melina Carnicelli  
Ms. Angela Daddabbo  
Ms. Stephanie Hutchinson  
Mr. John J. Klink  
Mr. Patrick Mahunik

Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, VP of Academic Affairs and Provost  
Dr. Dan DoBell, VP of Finance and Administration  
Jeff Rosenthal, VP of Student Affairs  
Dr. Keiko Kimura, Assoc. VP and Dean of Fulton Campus  
Cathy Dotterer, Dean of Students/Chief Diversity Officer  
Tom Corcoran, Director of Human Resources  
Dia Carabajal, Faculty Assoc. Rep.  
Patti Hamberger, Senior Typist, Registrar's Office  
Debbie Purcell, Senior Typist/CEWD  
JoAnn Harris, Co-President ESP  
Theresa Rogalski, Co-President ESP  
Rebecca Devendorf, Assistant Registrar, APG Rep  
Guy Cosentino, Executive Director of CCCC Foundation

Pam Heleen, Exec. Asst. to the President, Sec'y to the Board

Kelly Rochleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 6:00 p.m.

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the November 15, 2017 Regular Board Meeting minutes, the November, 2017 Monthly Bills totaling \$1,422,746.66, and Stipend Lists #6 - #7 totaling \$66,214.22

Motion to accept the Consent Agenda was seconded by Ms. Brown and carried following a unanimous voice vote.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Finance & Audit Committee**

Ms. Hutchinson noted that summaries of the committee meetings were included in the Trustee packet and that significant time was spent reviewing the faculty promotion and budget planning processes. She reviewed the Personnel Changes Report.

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

3.2 **Governance & Planning Committee**

Ms. Carnicelli noted that the December 7<sup>th</sup> meeting notes were in the Trustee packet and that the Committee heard a great presentation on the new Creative and Professional Writing program. She presented the following resolutions as motions to approve:

3.2.1 **APPROVAL OF CREATIVE AND PROFESSIONAL WRITING A.S. PROGRAM--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 Creative and Professional Writing A.S. program has been approved by the faculty of the College; and

**WHEREAS**, Cayuga's A.A. Liberal Arts Writing concentration has existed since 2003 with consistent enrollments; and

**WHEREAS**, other SUNY community colleges have instituted competing writing programs that compel Cayuga to separate its writing program from its peers; and

**WHEREAS**, the proposed program will serve students interested in transferring to a four-year institution and those interested in workplace writing; and

**WHEREAS**, a Cayuga survey of current writing students, select high school instructors, and high school guidance counselors in Central New York revealed students seek a Creative and Professional Writing degree; and

**WHEREAS**, a national survey confirms gaps between student and employer expectations for professional writing skills

[https://www.insidehighered.com/sites/default/server\\_files/files/Bridge%20That%20Gap-v8.pdf](https://www.insidehighered.com/sites/default/server_files/files/Bridge%20That%20Gap-v8.pdf)); and

**WHEREAS**, the US Department of Labor, Bureau of Labor Statistics projects that job openings for technical writers are "... projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations. Employment growth will be driven by the continuing expansion of scientific and technical products. An increase in Web-based product support should also increase demand for technical writers. Job opportunities, especially for applicants with technical skills, are expected to be good" (<https://www.bls.gov/ooh/media-and-communication/technical-writers.htm>); now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Creative and Professional Writing A.S. Program on the Auburn Campus.

The motion was seconded by Ms. Daddabbo and carried following a unanimous voice vote.

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

3.2 **Governance & Planning Committee** (continued)

3.2.2 **2018 CAYUGA COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING SCHEDULE**

RESOLVED, that the Board adopt the 2018 Meeting Schedule as amended and dated December 20, 2017.

Mr. Camardo voiced his opposition to a 4:00 p.m. start time, citing concerns that staff and the public may not be able to easily attend. He also mentioned that, at the next Committee meeting, we should discuss the feasibility of live-streaming our Board meetings.

Mr. Mahunik made a motion to amend the resolution to change the proposed schedule to meet at 5:00 p.m. on the third Thursday of every month. The motion was seconded by Mr. Camardo and carried with a 7 aye, 1 no (Ms. Hutchinson) vote.

The motion as amended was seconded by Mr. Mahunik and carried with a 7 aye, 1 no vote.

4.0 **REPORTS**

4.1 **President's Report**

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

- He thanked everyone for their hard work and wished everyone a happy holiday season.
- He stated that we are already looking at the 2018 - 2019 budgeting process.
- As January ramps up, our advocacy strategy will be drafted. Watch for details.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron highlighted her report.

- Dr. Herron distributed the new "MEDIA @ CAYUGA" newsletter.
- 25 students are already enrolled in an employment-readiness program for Novellus for Spring 2018.

4.1.3 **Vice-President for Administration:** Dr. DoBell's report was included.

- Cayuga County provided the first of 3 sponsor payments. The timing of this payment is better aligned with the ebbs and flows of tuition payments.

4.1.4 **Vice-President for Student Affairs:**

- Mr. Rosenthal wished everyone a Happy Holiday season.
- Enrollment is on pace for Spring 2018. We should get an influx of enrollments in January.

4.1.5 **Student Trustee:** A new Student Trustee will be sworn in in February.

4.1.6 **CCC Foundation:** Mr. Cosentino provided the following information:

- \$6,000 was raised for the Robert Wojnar Memorial Scholarship Fund from the wine pairing dinner at the Springside Inn.
- Craft Fair is complete!
- A new Alumni Board was elected on Monday, December 18.
- The Elderberry Pond reception was successful.
- The details of the new Student Emergency Fund are being worked out for rollout in late January/early February.

5.0 OLD BUSINESS  
None.

6.0 NEW BUSINESS

- The orientation program will be updated and ready for our new Student Trustee who joins us in February.

7.0 COMMUNICATIONS  
None.

8.0 INFORMATION  
None.

9.0 EXECUTIVE SESSION

At 6:28 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss collective bargaining, real estate, and personnel 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 7:15 p.m. following a motion by Mr. Mahunik, seconded by Ms. Brown and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 7:15 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

Melina Carnicelli  
Secretary, Board of Trustees