

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

Minutes of the regular meeting of the Board of Trustees held Thursday, April 19, 2018 in the Business Industry Center on the Auburn Campus of Cayuga Community College and from F201 on the Fulton Campus.

Present:	Dr. Linda P. Van Buskirk, Chair Ms. Marian Brown Mr. John Klink Mr. Pat Mahunik (via Zoom) Ms. Corin Prystal Dr. Richard Stankus	Not Present:	Mr. John Camardo Ms. Melina Carnicelli Ms. Stephanie Hutchinson Ms. Angela Daddabbo
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Also Present:

- Dr. Brian M. Durant, President
- Dr. Dan DoBell, VP of Finance and Administration
- Dr. Keiko Kimura, Assoc. VP and Dean of Fulton Campus
- Cathy Dotterer, Dean of Students/Chief Diversity Officer
- Tom Corcoran, Director of Human Resources
- Rob Humphrey, Professor and Faculty Association Rep
- Debbie Purcell, Senior Typist/CEWD
- JoAnn Harris, Co-President ESP
- Bruce Walter, Manager of IT User Services
- Andrew Poole, Public and Media Relations Associate
- Carolyn Stevenson, Adjunct Instructor
- Heather Crofoot, CAS Instructional Assistant
- Ronda Olszewski, Senior Typist
- Lorelee Lardear, Typist
- Michael Fochtman
- Amanda Reed, Manager of Fulton Operations
- Rebecca Devendorf, Assistant Registrar
- Sarah Yaw, Cayuga Advantage, K-12 Partnerships
- Carla DeShaw, Executive Dean of Continuing Education and Workforce Development

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

Kelly Rochleau, Auburn Citizen

**1.0 COMMENTS FROM THE PUBLIC**

None.

**6.0 NEW BUSINESS**

6.1 PELL Experiment Update - Sarah Yaw and Rob Humphrey  
A copy of the PowerPoint presented is included. Sarah and Rob will begin to analyze metrics and report out on lessons learned and programs that can be scaled up for other K-12 partnerships. K-12 partnerships account for 20% of the Cayuga's FTE and 40% of the headcount.

Dr. Van Buskirk called the meeting to order at 5:40 p.m.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the March 22, 2018 Regular Board Meeting minutes, the March, 2018 Monthly Bills totaling \$1,792,475.49, and Stipend Lists #12, #13, #14 totaling \$457,157.44

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

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Finance & Audit Committee**

Mr. Klink thanked Bruce Walter for all his efforts to set up Zoom meetings. He noted that the summary of the April 10 committee meeting was included in the Trustee packet. He presented the following three (3) resolutions as motions to approve:

**3.1.1 FACULTY PROMOTIONS:**

In compliance with Article XI, Section 7, of the 2016 - 2020 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Dr. Amy Valente, Assistant Professor of Business  
Dr. Nicole Adsitt, Assistant Professor and Interim Director of the Center for Student  
Engagement and Advising  
Terry Kupp, Assistant Professor and Director of the Center for Academic Success  
Melissa Johnson, Assistant Professor of Art, Studio Art and Design

**RESOLVED**, that effective September 1, 2018, Dr. Amy Valente, Dr. Nicole Adsitt, Terry Kupp, and Melissa Johnson be promoted to the rank of ASSOCIATE PROFESSOR.

Ms. Brown seconded the motion that carried after a unanimous roll call vote.

**3.1.2 FACULTY PROMOTION:**

In compliance with Article XI, Section 7, of the 2011 - 2016 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Mary Bulkot, Associate Professor of English

**RESOLVED**, that effective September 1, 2018, Mary Bulkot be promoted to the rank of PROFESSOR.

Ms. Brown seconded the motion that carried after a unanimous roll call vote. Dr. Durant noted that all promotions are very well deserved.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Finance & Audit Committee (continued)

3.1.3 PROFESSOR EMERITA RECOMMENDATIONS

WHEREAS, Dr. Anne Herron has submitted a letter of recommendation to Dr. Brian Durant in support of Professor Loraine Miller's nomination to Professor Emerita; and

WHEREAS, Dr. Anne Herron has submitted a letter of recommendation to Dr. Brian Durant in support of Dr. Maryanne Felter's nomination to Professor Emerita; and

WHEREAS, Dr. Brian Durant enthusiastically recommends to the Board of Trustees the appointments of Loraine Miller and Dr. Maryanne Felter as Professors Emerita; and

BE IT RESOLVED, that Loraine Miller be appointed Professor Emerita with all rights, privileges, and honors pertaining thereto, effective April 19, 2018; and

BE IT RESOLVED, that Dr. Maryanne Felter be appointed Professor Emerita with all rights, privileges, and honors pertaining thereto, effective September 1, 2018.

Ms. Brown seconded the motion that carried after a unanimous voice vote. Mr. Klink appreciated Dr. Herron's detailed write-ups. In addition, Dr. Durant acknowledged all promotions and emerita status for their contributions outside of Cayuga.

3.2 Governance & Planning Committee

Dr. Van Buskirk noted that the April Committee report is included in the Board packet.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- Budget Update - The increase of \$100 in base aid will result in ~\$40,000 increase in revenue. The elimination of the new chargeback formula and the prior year adjustment will result in a more favorable budget. We will bring the 2018 - 2019 Tuition and Fee Schedule, as well as the 2018 - 2019 Budget to the Trustees in May. It will include a slight increase in tuition. Our planning led to our positive outcome.
- Dr. Kimura will present a new shared governance structure to the Governance & Planning Committee next month. The structure will describe how each employee can participate and strengthen our internal engagement. Membership, roles and responsibilities on committees will be defined.
- Recognition Update - May 14<sup>th</sup> will be the formal recognition event where SUNY Chancellor award winners, 20-Year Full-time service awardees, and years of service benchmarks will be recognized.

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

4.1.3 Vice-President for Student Affairs: Mr. Rosenthal's report was included in the packet. Dr. Van Buskirk congratulated the staff on the exhaustive list of student outreach events.

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

- ALERTUS system has been successfully tested.

4.1.5 **Student Trustee**: Corin Prystal reported:

- Wellness and Mental Health Awareness Week is being promoted on both campuses.
- SGO Presidential candidate debates have occurred; candidates seem promising.
- Second successful blood drive of the year occurred on the Auburn campus.
- Appreciation Day Block Party will occur on April 25 on both campuses
- DC trip is scheduled for May 4 - 6.
- New club budget structure will be developed.

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

- Emerson and Presidential Scholars have been notified; all have accepted except one.
- Alumni Awards recipients have been identified.
- Trustee Scholarship promotion letter is out.

5.0 **OLD BUSINESS**

John Klink applauded the efforts of student contributors to the Collegian for articles about "Alice in Black and White," the OTA program, and Student Chancellor Award Winners to name a few.

7.0 **COMMUNICATIONS**

None.

8.0 **INFORMATION**

None.

9.0 **EXECUTIVE SESSION**

At 6:12 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss 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 Dr. Van Buskirk, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:27 p.m. following a motion by Ms. Brown, seconded by Mr. Mahunik and carried following a unanimous voice vote.

10.0 **ADJOURNMENT**

Ms. Brown moved to adjourn the meeting, seconded by Ms. Prystal and carried by unanimous voice vote. The meeting adjourned at 7:28 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

Melina Carnicelli  
Secretary, Board of Trustees