

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

Minutes of the regular meeting of the Board of Trustees held Thursday, June 21, 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
Ms. Melina Carnicelli
Mr. John Klink
Mr. John Camardo
Ms. Stephanie Hutchinson
Ms. Angela Daddabbo

Not Present: Hon. Pat Mahunik

Also Present: Dr. Brian M. Durant, President
Tom Corcoran, Director of Human Resources
Steve Keeler, Professor and Faculty Association Rep
Rebecca Devendorf, Asst. Registrar (from Fulton)
JoAnn Harris, Co-President ESP
Stan Swizdor, Instructional Assistant, Computer Lab
Patti Hamberger, Senior Typist, Registrar's Office
Guy Cosentino, Exec. Director of CCCC Foundation
Andrew Poole, Public and Media Relations Associate

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

Dr. Van Buskirk called the meeting to order at 5:01 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 May 17, 2018 Regular Board Meeting minutes, the May 2018 Monthly Bills totaling \$699,703.89, and Stipend Lists #19 and #20 totaling \$18,616.60.

Ms. Brown seconded the 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

Ms. Hutchinson noted that the summary of the June 7 committee meeting was included in the Trustee packet. Ms. Hutchinson presented the resolution as a motion to approve:

3.1.1 JOB DESCRIPTION - INSTRUCTIONAL TECHNOLOGIST

RESOLVED, that the College adopt a job description for Instructional Technologist effective June 21, 2018 (Administrative Professional Group Grade 4)

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

3.2 Governance & Planning Committee

Ms. Carnicelli noted that the summary of the June 7 committee meeting was included in the Trustee packet. Ms. Carnicelli presented the resolution as a motion to approve:

3.2.1 Alcohol and Other Drugs Policy

RESOLVED, that the College adopt the Alcohol and Other Drugs Policy effective July 1, 2018.

Ms. Brown seconded the motion. The resolution carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- Enrollment Update:
 - Summer 2018 is on pace to exceed goal. FTE Goal for 2017 - 2018 was 2550; we are on track to finish above 2600 FTE. Growth for the College is primarily in part-time and K-12 partnerships.
 - Growth in FTE is great for state aid and will likely result in \$80,000+ for next year. We will demonstrate this to the Finance & Audit Committee in September.
 - 2018 - 2019 FTE goal is a conservative 2550.
 - Applications are still up 2- 3%.
 - Our K-12 partnerships account for 20 - 22% of our FTE and 40% of our headcount.
 - Dr. Van Buskirk asked if there is a mechanism in the Advantage program to track students who go on to four-year programs and come back to continue taking courses? This could be a targeted population for marketing efforts for summer and intersession coursework.
- Grant Updates:
 - Projects for the College are included in both the Auburn and Fulton City DRI applications.
 - We have received an Early College grant for our program with the Fulton City School District.
 - We have had a good year writing and securing grants. Dr. Durant thanked the staff and faculty for their work. We will have a detailed report in July/August.
- Recognition and Celebrations:
 - Commencement, the Nurses' Pinning Ceremony and all the recognition events were great celebrations!
- We will be reaching out to our new Student Trustee to see if she is available to begin training in July/August.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron was excused; her report was included in the packet. Dr. Van Buskirk was very impressed with all the activities of the faculty, especially Steve Keeler.

4.1.3 Vice-President for Administration: Dr. DoBell was excused; his report was included in the packet.

- Dr. Durant commented that we are focusing on year-end projections.
- Dr. Van Buskirk mentioned that we might want to investigate offering a Career Clothing donation site.

4.1.4 Vice-President for Student Affairs: Mr. Rosenthal was excused; his report was included in the packet.

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

- The Alumni has elected new officers (Rebecca Reese, President; Amanda Stankus, Vice President; Janet Cole, Treasurer; and John Lamphere, Secretary) and will be holding a strategic planning work session next week.
- The Yankees Game Alumni trip is about ½ sold out.
- A fundraising walk for Jean Wright will be held September 29.
- President's Circle Dinner will be held at the Aurora Inn on July 26.

5.0 **OLD BUSINESS**

None.

6.0 **NEW BUSINESS**

- 6.1 Dr. Van Buskirk asked Ms. Carnicelli to announce the proposed slate of officers. Ms. Carnicelli chaired the nominating committee for Board Officers and brought forth the following motion to accept:

Dr. Van Buskirk as Chair for a one-year term
Ms. Hutchinson as Vice Chair
Mr. Klink as Secretary

There were no nominations from the floor. The motion was seconded by Ms. Brown and carried by unanimous roll call vote.

Dr. Van Buskirk thanked the members of the nominating committee for their efforts.

- 6.2 NYCCT's Trustee Education Conference will be in Saratoga Springs on September 20 and 21. Dr. Van Buskirk will attend; Dr. Durant may, as well.

ACCT's Leadership Congress will be held in New York in October; Dr. Van Buskirk is planning to attend.

- 6.3 A discussion of the President's annual evaluation and the Board's self-evaluation will take place during Executive Session of the July Board Meeting. A doodle poll will be sent out to survey for the Board's Annual Retreat in August.

7.0 **COMMUNICATIONS**

None.

8.0 **INFORMATION**

All information will be updated for the July meeting.

9.0 **EXECUTIVE SESSION**

At 5:28 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, and collective bargaining 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 6:46 p.m. following a motion by Dr. Van Buskirk, seconded by Ms. Brown and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 6:46 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees