

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

Minutes of the regular meeting of the Board of Trustees held Thursday, September 20, 2018 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present:	Dr. Linda P. Van Buskirk, Chair Ms. Marian Brown Ms. Stephanie Hutchinson Mr. John Klink Mr. John Camardo Ms. Angela Daddabbo Mr. Tony Franceschelli	Not Present:	Hon. Pat Mahunik Ms. Melina Carnicelli
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Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, Vice President of Academic Affairs and Provost  
Dr. Dan DoBell, Vice President of Administration and Treasurer  
Jeff Rosenthal, Vice President of Student Affairs  
Tom Corcoran, Director of Human Resources  
Dr. Keiko Kimura, Dean of Fulton Campus  
Dr. Cathy Dotterer, Dean of Students  
Eric Zizza, President, Faculty Association, Division Chair  
Rebecca Devendorf, Assistant Registrar, APG Rep  
JoAnn Harris, Co-President ESP  
Andrew Poole, PR and Media Associate  
Bruce Walter, Manager of IT User Services  
Stan Swizdor, Instructional Assistant, Computer Lab  
Debbie Purcell, Senior Typist/CEWD  
Lorelee Lardear, Typist, Switchboard Operator  
Guy Cosentino, CCCC Foundation, Executive Director  
Judy Campanella, Librarian, Associate Professor

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

Members of the Public: Charlie Ripley, Cayuga County Legislator, District 9  
Joe Bennett, Cayuga County Legislator, District 10  
Kelly Rochleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 8:01 a.m. Introductions were made.

Dr. Durant administered the official oath of office to new Trustee, Anthony Franceschelli.

**1.0 COMMENTS FROM THE PUBLIC**

Lorelee Lardear commented about the change in the Board of Trustee meeting time.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the August 16, 2018 Regular Board Meeting minutes, the August 2018 Monthly Bills totaling \$731,699.98, and Stipend Lists #25 and #26 totaling \$289353.01.

Mr. Klink seconded the motion to accept the Consent Agenda. The motion 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 September 6 committee meeting was included in the Trustee packet. She presented the following four (4) resolutions as motions to approve:

##### **3.1.1 Faculty Appointment:**

**RESOLVED**, that Erica Colella, MS, be appointed to 10-month tenure-track Faculty position of Instructor/Academic Fieldwork Coordinator - Occupation Therapy Assistant Program, effective September 24, 2018 at a pro-rated annual salary of \$53,683. (The full 2018-2019 academic year salary per the 2016-2020 Faculty Association Contract is \$57,612.)

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

##### **3.1.2 Creation of Civil Service Slot**

**RESOLVED**, that the College request Civil Service approval to add one additional part-time Civil Service slot for Library Clerk using the existing Library Clerk job description.

Ms. Brown seconded the motion. Tom Corcoran described that this was a civil service slot only and was simply a formality with Civil Service. The motion carried after a unanimous voice vote.

##### **3.1.3 Faculty Continuing Appointment and Promotion:**

In compliance with Article XI, Section Three of the 2016-2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and Promotion to Associate Professor of Nursing effective Spring, 2019:

Delecia Weatherstone, MS, RN, OCN

Ms. Brown seconded the motion. Dr. Herron stated that D. Weatherstone had great leadership potential. The motion was carried following a unanimous roll call vote.

##### **3.1.4 Faculty Continuing Appointment And Promotion:**

In compliance with Article XI, Section Three of the 2016-2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and Promotion to Associate Professor and Director of Institutional Assessment effective Spring, 2019:

Elizabeth Seton Mignacca, Ph.D.

Ms. Brown seconded the motion. Dr. Herron said that Dr. Mignacca has played a pivotal role in the College's assessment activities and has been invaluable to our program reviews. The motion carried following a unanimous roll call vote.

### 3.2 Governance & Planning Committee

Mr. Camardo noted that the summary of the September 6 committee meeting was included in the Trustee packet. He presented the following resolution as a motion to approve:

#### 3.2.1 Trustee Emerita

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

**WHEREAS**, Dr. Brian Durant enthusiastically recommends to the Board of Trustees the appointment of Dr. Wolstenholme as Professor Emerita; and

**BE IT RESOLVED**, that Dr. Wolstenholme be appointed Professor Emerita with all rights, privileges, and honors pertaining thereto, effective September 20, 2018.

Mr. Klink seconded the motion. Dr. Van Buskirk commented that Dr. Wolstenholme has served the College well for over 40 years. Dr. Herron mentioned Dr. Wolstenholme's contributions to the Theater and Honors programs. The motion carried following a unanimous voice vote.

### 4.0 REPORTS

#### 4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- Dr. Durant stated that he valued and appreciated all who have helped with the start of the semester.
- Dr. Durant will be presenting 2018 - 2019 goals and objectives to the campus community on the first Friday of the semester.
- Two open forums will be set up to answer any questions on topical issues.
- Next month, we will begin to explore our goals, further define who we are, and identify the data that drives us.
- We will begin to share the modernization plan with the College community.
- Plans are being developed to begin drafting our new Strategic Plan.
- Dr. Durant will be attending Chancellor Johnson's inauguration with Eric Zizza who will be the College's flag bearer.

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

- She distributed the Creative Writing Club's newest publication. Mark Montgomery and Richard Bower advise the group.
- Dr. Van Buskirk stated that Cayuga has a great connection with the CPEP program and she would like to know more about the FTE impact and our locations. Dr. Herron will arrange for a presentation to the Board.

4.1.3 Vice President of Administration and Treasurer: Dr. DoBell's report was included in the packet.

- Preliminary 2017 - 2018 year-end reports are almost ready. Accruals are being prepared.
- Mr. Camardo asked about the College's purchasing guidelines and if there are any partnering opportunities. Dr. DoBell will discuss with the County purchasing agent and follow-up with Mr. Camardo.

- 4.1.4 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:
- Mr. Rosenthal acknowledged the hard work of all who get the students on-board for the fall semester.
  - We ended 2017 - 2018 up 3 ½% over 2016 - 2017 actual FTE and up 3% over the budgeted FTE. Summer enrollment was a primary cause for the increase.
  - 2018 - 2019 enrollment is down around 5% that is not unusual for SUNY community colleges. We will now be able to predict spring enrollment. Dr. Durant said that we are within 1 - 2% of our budget and will balance good management with fiscal decision-making.
  - Ms. Brown asked about K12 partnership enrollment. Mr. Rosenthal stated that we do not expect any significant fluctuations in enrollment #s.
  - Mr. Camardo asked if applications were up, why is enrollment down? Dr. Durant stated that enrollment patterns are changing and that we meet regularly with counselors and employers. Program needs and relevance are being reviewed regularly.

4.1.5 **Student Trustee:** A replacement student trustee has not been elected yet.

- 4.1.6 **CCC Foundation:** Mr. Cosentino reported the following:
- A new Jason Adams scholarship has been established.
  - The Presidential and Emerson Scholar luncheon is at the end of the month.
  - Two alumni trips have been completed.

5.0 **OLD BUSINESS**  
None

6.0 **NEW BUSINESS**  
None

7.0 **COMMUNICATIONS**  
Announcement of Harold Pinter's Betrayal at Auburn Public Theater, directed by Dan Labeille.

8.0 **INFORMATION**  
None.

9.0 **EXECUTIVE SESSION**  
At 9:01 a.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 Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 10:10 a.m. following a motion by Mr. Camardo, seconded by Mr. Klink 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 10:11 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees