

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

Minutes of the regular meeting of the Board of Trustees held Thursday, February 25, 2021 via Zoom.

Present via Zoom: Ms. Marian Brown, Chair
Dr. Linda Van Buskirk, Vice Chair
Mr. John Camardo, Trustee
Mr. John Klink, Secretary
Mr. Tony Franceschelli, Trustee
Ms. Alaina Bates, Trustee

Dr. Brian M. Durant, President
Dr. Ron Cantor, Vice President of Academic Affairs and Provost
Mr. Jeff Rosenthal, Vice President of Student Affairs
Tom Corcoran, Director of Human Resources
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Andrew Poole, Media and Public Relations Associate
Dr. Cathy Dotterer, Dean of Students
Guy Cosentino, Exec. Director of Cayuga Community College Foundation
Eric Zizza, Faculty Association President
Lorelee Lardear
Kelly Albrecht and Jackie Caputa, Assistant CFO
Jonathan Miller & Kelsey Dempsey, The Bonadio Group

Regrets: Ms. Stephanie Hutchinson, Trustee
Ms. Marie Nellenback, CFO

Ms. Brown called the Meeting to order at 8:00 a.m.

1.0 COMMENTS FROM THE PUBLIC

Ms. Lorelee Lardear, long time Educational Support Professionals Union Rep. expressed a heartfelt thank you to the Trustees upon her retirement from her position switchboard operator, and expressed the value the college has in the community.

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the December 22, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the January, 2021 Monthly bills (\$1,818,272.07), and January Stipend Lists #6 through #5 totaling \$197,459.88.

Mr. John Klink made a motion to accept the Consent Agenda. Mr. Tony Franceschelli seconded the motion to accept the Consent Agenda that was carried following a unanimous voice vote.

3.0 COMMITTEE NOTES AND RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Mr. Klink reported that meeting notes were in the Board packet. He introduced Jonathan Miller and Kelsey Dempsey, from the Bonadio Group to present the 2020 Audit findings. Highlights from the Audit presentation included:

- The Bonadio Group thanked college staff for their work throughout the process under remote work conditions and noted no material weaknesses or adjustments were found.
- The CARES Act added complicated financial requirements this year. Mr. Miller stated there were no findings in this area and noted this as a major accomplishment.

- Key Financial Indicators- Statement of Net Position. Assets and liabilities remained consistent with last year and are in a good position. Deferred outflows increased significantly, primarily due to future liabilities in retirement benefit projections. Mr. Miller noted these liabilities are on par with other peer institutions.
- Unrestricted Fund Balance is within an acceptable range. It increased by nearly 1M, impressive during the pandemic and subsequent declining enrolment. This was accomplished by holding off on large purchases, not filling vacancies and utility savings.
- Student Financial Aid- even with very complex requirements, there were no findings.
- Internal Control Audit – A finding was noted in 12 Post Closing Journal Entries. Mr. Miller stated that corrections were made immediately and noted disruptions due to COVID and the shift to a virtual work environment were likely responsible for these irregularities.

3.1.1 Resolution to accept the 2019-20 Audit Report

Be it Resolved, that the 2019-20 Cayuga Community College Audit be accepted as presented by the Bonadio Group on February, 25, 2021.

Mr. John Klink made a motion to accept the Audit Resolution. Mr. John Camardo seconded the motion and it carried with a unanimous voice vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet. She highlighted a Micro-Credentialing presentation and noted their importance in meeting workforce development goals. Dr. Van Buskirk stated there is a need to vote on a Resolution to dissolve the AAS Accounting program and that this had been discussed and approved at the committee level. The need exists because the AS Business Studies serves this function now and is more compatible for transferring to BS programs. A discussion on transferability of credits to non-SUNY institutions took place. It was suggested that this topic be further reviewed in Committee.

3.2.1 Resolution to discontinue AAS Accounting - did not reach a quorum total of 6 affirmative votes, due to Trustee attendance levels. The matter will be brought again at the March 2021 meeting.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant wished Ms. Lardear a happy retirement and noted this week marks 3 retirements of long-time staff. He recognized their contributions and expressed gratitude for their service. Other report highlights included:

- Dr Durant noted that his primary focus has been on creating a 2021-22 budget plan that reflects the realities of state aid. He continues to monitor the State and Federal budget process and has joined several networking and advocacy calls relevant to the fiscal planning process. At this time restoration of State aid looks promising, but noted that we will be prepared to make any necessary fiscal decisions to ensure a balanced budget and maintain sustainability.
- The Culinary Center is near completion. Opening events will likely be delayed until an outdoor ceremony can take place.
- The Fulton AMI bid documents will be going out shortly, he noted great anticipation of the process and excitement about the momentum of the project.
- The process of refining the Workforce Development Center is underway and Dr. Durant expects we will be ready to give a detailed update by the March Trustee meeting.
- Finally, Dr. Durant indicated he will be engaging several stakeholder groups in the coming months as we begin crafting a new Strategic Plan, which he hopes will be complete by fall.

- 4.1.2 Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the Board packet.
- Ms. Brown ask about how many out of state students were taking advantage of our Online learning programs, and while an immediate answer was not known, it was suggested this be included at the next committee meeting during the transfer credit discussion.
 - Dr. Van Buskirk wished to send her thanks to Professor Gregory Sevik for his work on virtual poetry events during the pandemic and noted that in difficult times many people turn to poetry or the arts to cope. Dr. Cantor recognized many staff have stepped up to offer enrichment experiences for students and staff during the pandemic closures.
- 4.1.3 Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the Board packet.
- Mr. Rosenthal stated our current social media messages focus on online class flexibility.
 - The Admissions office has embraced the virtual environment and will be hosting five virtual Open Houses, one devoted to each academic school.
- 4.1.4 Chief Financial & Facilities Officer Report:** Marie Nellenback's report was included in the Board packet.
- Ms. Nellenback was not in attendance but assistant CFO's Kelly Albrecht and Jackie Caputo were available to answer questions about the financial statements. They noted their office is working closely with President Durant to monitor the 20-21 budget and develop the 21-22 budget plan.
- 4.1.5 Human Resources Director Report:** Mr. Corcoran's report was included in the Board packet.
- Mr. Corcoran echoed the retirement sentiments of three long-time and actively involved staff effective tomorrow.
 - Mr. Corcoran spoke about a Professional Development Day being offered campus-wide on March 10th. He noted the virtual event will be able to accommodate larger groups and is open to all employee groups. The Keynote theme this year is on racial diversity, equity and inclusion. Poverty and gender will be a focus area.
 - Ms. Brown asked if the College was going to be a COVID-19 Vaccine site. Dr. Durant expressed that the College has been in touch with the County Health Department and stands ready should they have a need to use our facilities.
- 4.1.6 Student Trustee:** Alaina Bates submitted a written report at the meeting. It is included as an attachment to the minutes.
- 4.1.7 CCC Foundation:**
- Mr. Cosentino reported 2021 Officers for the Foundation are John Latanyshyn as President, Dr. Dennis Golladay as Vice President and Kelley Gridley as Immediate Past President with College Trustee John Klink graciously agreeing to serve another terms as the Trustee representative on the Foundation Board.
 - To supplement the audit of the College, the Foundation also had its 2019-2020 Audit completed with an Unmodified Opinion as well. Two items to note are that the awarding of scholarships is up nearly 18% from 2018-2019 and that contributions are up about 47% when taking out in-kind donations, largely due to the AMI Project partners in Fulton.
 - The Foundation's special edition of The Spartan should be out this week.
 - March 1st is the deadline for the Alumni of the Year Award nominations to the Alumni Association.
 - Regretfully acknowledged Mr. John McLane, a former member of the Foundation Board and its President passed away on Saturday the 20th.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None

7.0 COMMUNICATIONS

7.1 A letter of thanks was received from Pam Heleen, expressing appreciation for kindness extended to her during her time as Secretary to the Board of Trustees.

8.0 INFORMATION

Documents included in the Board Packet

9.0 EXECUTIVE SESSION

At 9:13 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel and collective bargaining issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by John Klink, seconded by John Camardo, and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the regular meeting, seconded by John Klink and carried by unanimous voice vote. The meeting adjourned at 9:40 a.m.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

John Klink
Secretary, Board of Trustees