

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

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

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

Dr. Brian M. Durant, President
Dr. Ron Cantor, Vice President of Academic Affairs and Provost
Mr. Thomas Corcoran, Director of Human Resources
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Mr. Andrew Poole, Media and Public Relations Associate
Dr. Cathy Dotterer, Dean of Students
Mr. Guy Cosentino, Exec. Director of CC College Foundation
Mr. Eric Zizza, Faculty Association President
Ms. Marie Nellenback
Ms. Karen Wheat
Ms. Karen Bastedo
Mr. Terry Quill
Mr. Douglas Kinney
Ms. Jackie Caputa
Screen names: gambrell; pdenendo
Ms. Annette LeFever

Regrets: Mr. Jeffrey Rosenthal

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

1.0 COMMENTS FROM THE PUBLIC

None

2.0 OATH OF OFFICE

Tricia Kerr and Angela Winfield took the Oath of Office and were welcomed to the Board of Trustees.

3.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the February 25, 2021 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the February, 2021 Monthly bills (\$982,675.34), and February 2021 Stipend Lists #2 and #13 totaling \$476,586.89.

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

4.0 COMMITTEE NOTES AND RECOMMENDATIONS FOR BOARD APPROVAL

4.1 Finance & Audit Committee

Ms. Hutchinson stated that committee notes were in the Board packet and that there was no need for further discussion at this time unless anyone had any questions. No questions were brought.

Mr. Klink made a motion to accept the Finance and Audit Committee Notes. The motion was seconded by Mr. Camardo and passed by unanimous voice vote.

4.2 Governance & Planning Committee

Dr. Van Buskirk stated that the committee notes were in the Board Pack and asked if there were any additions or corrections. There were none.

Dr. Van Buskirk stated there was a need to take a re-vote on the Resolution to discontinue the AAS Accounting degree, which did not reach quorum level at last month's meeting. For the benefit of the two new trustees, there was a discussion about this resolution which highlighted past meeting notes. The program is no longer beneficial to students and faculty have recommended eliminating the degree altogether. AAS Business Studies which includes accounting course material along with broader course offerings and is more aligned to a transfer plan in a way the current AAS Accounting program is not. Students transferring with AAS Accounting would need to repeat some course content at the transfer institution. Mr. Camardo presented a dissenting opinion that as an AAS Accounting degree holder himself, he still sees value in the program especially for students who do not plan to transfer. His opinion is that the AAS Accounting provides students with more accounting specific skills than similar degree programs and that it better prepared students for immediate work in accounting jobs.

- 4.2.1 Resolution to discontinue AAS Accounting. A motion to accept the resolution was made by Dr. Van Buskirk and seconded by Ms. Hutchinson. The motion carried with six affirmative votes. One trustee was opposed and two trustees abstained.

5.0 REPORTS

5.1 President's Report

- 5.1.1 **President:** Dr. Durant welcomed new trustees to their role and stated he would be scheduling a few Board work sessions in April and May which would provide a high level overview of the College budget, academic management structure and college operations which would serve as an orientation to new trustees. The first session will focus on the Faculty Student Association (FSA) and shared services.
- Dr. Durant thanked the Professional Development Committee. The full day of workshops was offered virtually for the first time ever and worked seamlessly. The virtual format allowed us to open the training sessions to even more staff, students and faculty without former space limitations.
 - Dr. Durant reported that funding for the Advanced Manufacturing Institute (AMI) at the Fulton Campus has been secured through a combination of public and private sources. An RFP for the site build-out will be released next week and construction may begin as early as this summer.
 - A return to work plan is in place for all staff still working remotely to return to on-site next week. Dr. Durant highlighted the work of the COVID Compliance team and indicated their focus has been on balancing safety and compliance with meeting student needs. Returning to in-person work now comes with some anxieties but we are confident we have proper safety precautions in place to protect the health and safety of the campus community.
 - A virtual Graduation ceremony is being planned now. Andrew Poole is leading the efforts and exploring a 3rd party vendor to handle the technical aspects of the ceremony and hoping to include more interactive components. More details will be shared as plans are finalized over the next few weeks.

- 5.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the Board packet.
- He noted that there will be a presentation on academic Transferability at the next committee meeting. That presentation will provide a deeper look at how courses and degree programs are designed to maximize transfer student success.
 - Three athletic programs are operating with strict COVID protocols in place. Men's baseball and soccer and woman's softball.
 - Discussions are underway about new Federal dollars available for K-12 education programs, and how our current partnerships may take advantage of these funds and/or provide new opportunities for expansion.
 - Extensive planning and contingency planning are underway for the fall semester scheduling. Given the current circumstances, it is difficult to predict the demand for in-person vs. online registration numbers.
- 5.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the Board packet. There was no further discussion.
- 5.1.4 **Chief Financial & Facilities Officer Report:** Marie Nellenback's report was included in the Board packet.
- Ms. Nellenback reviewed the report highlights. She indicated Cash is stable. We did receive back State Aid and expect TAP payments, which had been withheld, to start coming in. The Income Statement is now showing CARES money in the operating budget and corresponding increase spending in the various expense lines are reflected.
 - The first round of CARES is fully spent. The second and third round are not reflected in the budget yet. The Round 2 allocation of \$2.9M underway now, with \$750K reserved for student use. While the funds were allocated late December, guidance on spending was just released last week. Guidelines are more flexible than the last round and a third round of CARES funding has not yet been awarded, but is expected to be around \$3.2M. We continue to consult with the auditor on the best use these funds to sustain college operations and meet student needs.
 - There was some discussion on CARES funding guidance and process. Dr. Durant noted that while the dollar amounts may sound significant, that in relation to institutional costs burdens COVID has had, the money is vital to maintaining operations, preserving jobs and direct student services. Ms. Brown asked if the next meeting could include some visuals of CARES allocations and spending.
 - There was a conversation on Marketing allocations given statewide decreased enrollment trends. Dr. Durant stated we continue to budget about \$500K in marketing because it is a high priority, however CARES funds cannot be used for general college advertising.
- 5.1.5 **Human Resources Director Report:** Mr. Corcoran's report was included in the Board packet.
- Mr. Corcoran spoke about a Professional Development Day held on March 10th. His team is still collecting evaluations but so far feedback has been positive regarding both the content and virtual format.
 - He reported that our new health insurance is offering a Wellness initiative which is much more robust than our previous plan and many employees are expected to benefit.
 - In the coming days, NYS is expected to approve a bill that would require employers to allow up to 4 hours of paid leave time to get the COVID-19 vaccination. He is working on a plan to offer and track this once it becomes effective, all of which can be billed as CARES spending.
- 5.1.6 **Student Trustee:** Ms. Bates stated that student programs outlined at the last meeting are still ongoing. Many of the students who attended Professional Development day had positive reactions and expressed the content was relevant to students as well as staff.

5.1.7 CCC Foundation:

- Mr. Cosentino reported the Spartan special edition is out and they have been receiving gifts from donors with highs of \$500 and low end of \$25 - especially from Alumni.
- The Foundation has sent out 22 Presidential Scholarship notification offers on Monday.
- He hopes to make awards for the Fred L. Emerson Foundation Scholarship next week and announced they have awarded 2 Summer Faculty Fellowships for 2021.
- Three 2021 Alumni of the Year Awards will be announced as soon as the winners have all accepted.
- The 2021-2022 Scholarship Binders have been prepared and distributed.
- The Foundation has started to request funds from donors for Commencement Awards.

6.0 OLD BUSINESS

None

7.0 NEW BUSINESS

None

8.0 COMMUNICATIONS

None

8.0 INFORMATION

Documents included in the Board Packet.

Ms. Brown asked that the Trustee Legislative Attendance Schedule be updated to include our new trustees at the next Governance and Planning Committee meeting.

9.0 EXECUTIVE SESSION

At 8:54 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss real estate and collective bargaining issues. A motion to adjourn into Executive Session was made by Ms. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote.

10.0 ADJOURNMENT

The Board will take no further action after Executive Session. Dr. Van Buskirk moved to adjourn the regular meeting, seconded by Ms. Kerr and carried by unanimous voice vote.

The meeting adjourned at 9:46 a.m.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

John Klink
Secretary, Board of Trustees