

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Tuesday, December 21, 2021.

Present via Zoom: Ms. Marian Brown, Chair
Mr. Tony Franceschelli, Vice Chair
Ms. Tricia Kerr, Secretary
Mr. John Camardo, Trustee
Ms. Stephanie Hutchinson Trustee
Mr. John Klink, Trustee
Dr. Linda Van Buskirk, Trustee
Ms. Angela Winfield, Trustee
Dr. Brian M. Durant, President
Dr. Ronald Cantor, Provost/VP of Academic Affairs
Dr. Keiko Kimura, VP of Workforce Development & Partnerships
Mr. Thomas Corcoran, Director of Human Resources
Ms. Marie Nellenback, Acting CFO/Treasurer
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Andrew Poole
Mr. Eric Zizza
Mr. Terry Quill
Ms. Rebecca Devendorf
Mr. Bruce Walter
Ms. Karen Wheat
Ms. Kelly Albrecht
Ms. Debbie Purcell
Ms. Misty Digaetano
Ms. Annette LeFever

Absent: Mr. Kyle Weisman
Dr. Cathy Dotterer, VP of Student Affairs

Chairperson Brown called the Meeting to order at 8:00 AM

Ms. Brown stated there was a need to enter executive session to discuss collective bargaining issues and asked for a motion. Ms. Kerr made the motion, seconded by Mr. Camardo. With all in favor, executive session began at 8:03 AM.

Mr. Klink motioned to end the executive session and resume regular session. The motioned was seconded by Mr. Franceschelli. With all in favor, the executive session ended and the regular session resumed at 8:13 AM.

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the November 23, 2021 Regular Board meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Mr. Klink, seconded by Ms. Kerr, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from the December 9, 2021 meeting were included in the agenda pack. She noted two resolutions were discussed and endorsed at the committee meeting. She stated two new resolutions for routine personnel appointments have been requested to be added to the agenda.

Ms. Hutchinson moved to add agenda item 3.1.3 Resolution Faculty Appointment Chris Motto to the agenda. The motion was seconded by Dr. Van Buskirk and carried with unanimous voice vote.

Ms. Hutchinson moved to add agenda item 3.1.4 Resolution to Appoint Managerial & Confidential, Lindsey Suppes to the agenda. The motion was seconded by Dr. Van Buskirk and carried with a unanimous voice vote.

Mr. Camardo supported adding these agenda items at this meeting but wished the record to reflect his desire to minimize the practice of adding agenda items that Trustees have not had advanced opportunity to review.

3.1.1. Resolution to Participate in the SUNY Sponsored International Student Health Insurance Program

Ms. Hutchinson read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Ms. Kerr seconded the motion. The motion carried with a roll call vote of 8:0.

3.1.2 Resolution Faculty Appointment of David Bevivino

Ms. Hutchinson read the resolution and asked if there was any discussion. Dr. Durant briefly described the search process for the Athletic Director and his qualifications. He **noted Mr. Bevivino's credentials and enthusiasm for this role and stated his support for** the candidate. Hutchinson made a motion to approve, Mr. Klink seconded the motion. The motion carried with a roll call vote of 8:0.

3.1.3 Resolution Faculty Appointment Christine Motto

Ms. Hutchinson read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Ms. Kerr seconded the motion. The motion carried with a roll call vote of 8:0.

3.1.4 Resolution Managerial & Confidential Appointment, Lindsey Suppes

Ms. Hutchinson read the resolution and asked if there was any discussion. Hearing none, Ms. Hutchinson made a motion to approve, Dr. Van Buskirk seconded the motion. The motion carried with a roll call vote of 8:0.

3.2 Governance & Planning Committee

Dr. Van Buskirk stated the meeting notes were included in the agenda pack. She thanked Dr. Kimura for an informative presentation on how **the college's** workforce development programs align with academic program priorities.

Dr. Van Buskirk reported that she plans to attend the ACCT National Legislative Summit in February as part of her work to advance community college advocacy at state and national levels. She, along with Chairperson Brown and President Durant will be meeting in early January to discuss how to better engage support from our local elected officials.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant expressed appreciation to faculty and staff on the successful conclusion of the Fall semester and wished everyone joyful holiday break. He also thanked three recent search committees for their work and time, noting the challenge of recruiting and selecting employees in a fluctuating labor market.

Dr. **Durant echoed Dr. Van Buskirk's** sentiments on the need for more regular contact with our local elected officials. He stated January is ideal timing to discuss State budget advocacy issues. He also **spoke about his desire to engage the President's** Council in the college budget process and his hope to find a way to keep tuition requests flat for the coming fiscal year planning. This will be a challenge given current enrollment and economic conditions.

Mr. Camardo asked if an update on buildings and grounds could be included in the next committee meeting. Dr. Durant agreed, reminding all that work on a new Facility Master Plan is tentatively scheduled to begin this summer.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor noted the fall semester is winding down and preparations for the Intersession and Spring semesters are well underway. He noted the challenges of balancing in person and online course schedules in a still fluctuating environment.

4.1.3 Vice President of Student Affairs

Dr. Dotterer **was not able to attend this month's meeting.** Dr. Durant noted the enrollment snapshot provided in the written report continued to show a positive trend for Spring enrollment. A discussion on enrollment trends noted much of the positive trend reflects high school enrollments, which are eligible for state aid, however no local tuition is charges for these programs.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura noted details on the continuing work towards the Middle States accreditation process, including that 14 staff recently attended a virtual conference on the topic.

Dr. Kimura discussed two recent grants that have been awarded. The SUNY stay Near, Go Far award of \$145K will offset tuition and fees for students enrolled in short term workforce training programs leading to employment in advanced manufacturing and health care jobs. She also reported the regional collaboration with CenterState CEO for a phase 1 American Rescue Plan was successful. Cayuga is a part of this regional project plan which is entering a planning and technical assistance phase. This is an impressive accomplishment for the region and its worth noting 529 applications were from across the national and only 60 finalists were selected. A newspaper article with project details will be emailed to trustees.

Several Trustees commented on the impressive alignment of this regional collaboration with our local workforce development goals. Dr. Durant added that partnerships and collaborative planning between educational institutions is an essential path forward.

4.1.5 Acting CFO/Treasurer

Ms. Nellenback offered highlights from the November financial report, noting Balance sheets are on trend with prior month, and cash position remains strong. Revenue and Tuition numbers met their Fall targets. Spring numbers are at about 74% of where we hope to be. There is a trend of K-12 programs becoming a bigger percent of our total budget. Some nuances of how that impacts our budget numbers and timing of payments was discussed. Expense sheet noted some small changes due to a return to more people on campus. Utilities are up due to increased campus activity, higher gas prices and the new Culinary Facility is now in use. Health Insurance noted that while rates are up nearly 6%, our savings still reflects a 3.5% decrease, mainly due to retirements.

4.1.6 Human Resources & Public Safety

Mr. Corcoran echoed the earlier discussion sentiments regarding how employment candidate pools have been shrinking and finding a diverse and qualified candidate pool is getting more difficult.

4.1.7 Student Trustee

Mr. Weisman was not in attendance.

4.1.8 CCCC Foundation

Mr. Cosentino thanked Andrew Poole for his assistance with the Spartan Extra publication which has been mailed. Donations from that publication continue to come in, especially for the Student Emergency Fund. An Annual Report will be in the mail very soon and reflects the accomplishments of the year. Finally, a holiday care using student artwork has been sent to friends of the Foundation and College. Mr. Cosentino wished a happy holiday and joyous New Year to all.

5.0 OLD BUSINESS
None

6.0 NEW BUSINESS
None

8.0 INFORMATION

- 8.1 2020 - 2021 Trustee Attendance at County Legislature Meetings
- 8.2 Board of Trustees Contact List
- 8.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 8.4 2020 - 2021 Board and Committee Meeting Dates
- 8.5 Acronyms and Their Meanings
- 8.6 Open Meeting Executive Session Law

9.0 EXECUTIVE SESSION

Executive session was held at the beginning of the meeting.

10.0 ADJOURNMENT

With all business complete, Ms. Brown made a motion to adjourn the meeting. Dr. Van Buskirk seconded the motion which carried with all in favor.
The meeting adjourned at 9:07 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls

Board of Trustees Meeting

December 21, 2021

Name	Present		3.1.1		3.1.2		3.1.3		3.1.4			
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Ms. Brown (Marian)	X		X		X		X		X			
Mr. Camardo (John)	X		X		X		X		X			
Ms. Hutchinson (Stephanie)	X		X		X		X		X			
Ms. Kerr (Tricia)	X		X		X		X		X			
Mr. Klink (John)	X		X		X		X		X			
Mr. Franceschelli (Tony)	X		X		X		X		X			
Dr. Van Buskirk (Linda)	X		X		X		X		X			
Ms. Winfield (Angela)	X		X		X		X		X			
Mr. Weisman (Kyle)		X										

**Recorded by Annette LeFever
12/21/2021**