

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

Minutes of the regular meeting of the Board of Trustees held Thursday, December 22, 2020 via Zoom and teleconference.

Present via Zoom: Ms. Marian Brown, Chair
 Dr. Linda Van Buskirk, Vice Chair
 Mr. John Camardo, Trustee
 Ms. Stephanie Hutchinson, 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
 Marie Nellenback, Interim Chief Financial Officer
 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

Present via Teleconference: None

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

1.0 COMMENTS FROM THE PUBLIC

None

2.0 OATH OF OFFICE - Student Trustee Alaina Bates was sworn in.

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the October 22, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the October, 2020 (\$1,290,295.44), and November 2020 (\$947,959.74) and Stipend Lists #1 through #5 totaling \$1,046,496.20.

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

Ms. Hutchinson reported that meeting notes were in the Board packet. There were no further matters or resolutions to be discussed.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet. She added that the annual By-law review was nearly complete and the Procedural Rules review will begin soon. Dr. Van Buskirk also noted that she will be sending out congratulations and welcome letters to new elected officials as way of introduction and establishing future working relationships with these Representatives.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant reflected on this year of challenges and frustration, but expressed that difficult times have brought about great innovation and collaborations among various college departments, and demonstrated the true resiliency of our college community. Dr. Durant expressed hope that a new Stimulus package may provide some relief for higher education institutions and that briefings over the next few weeks would be central to next year's budget process. Dr. Durant sent good wishes to all for a happy and safe holiday break.

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

- He added that an Enrollment Taskforce has brought together a very insightful and professional group to focus on meeting operational goals while maintaining flexibility to meet our students needs throughout these difficult times.
- There were questions and discussion about the new Micro Credentialing program pertaining to whether these were academic credits, non-credit or certificate programs. Dr. Cantor explained it is a hybrid of all of these things, but the main value of micro-credentials is a demonstration of marketable work readiness skills that employers are searching for. A more in-depth presentation of the Micro Credential Program will be offered at a future Governance and Planning Committee.

4.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the Board packet. He referenced the data shown in his report reflects a challenging year for Cayuga and across the SUNY system. Mr. Rosenthal thanked the CCC Foundation for their contribution of \$28,500 to meet student personal hardship needs and stated all funds have been distributed.

4.1.4 **Acting Chief Financial & Facilities Officer Report:** Marie Nellenback's report was included in the Board packet.

- She offered highlights of the report, notably how the current environment is affecting revenue projection. She further noted that spending is being monitored very closely. Instructional and General spending has been conservative and is helping our overall position.
- Ms. Nellenback stated that despite a rapidly changing budget environment, we ended last fiscal year in a good position, and with a healthy fund balance. This will help us weather what she anticipates will be challenging years ahead.
- She spoke about her work with our audit firm to closely monitor our CARES Act expenditures and meeting the GASBY government accounting standards.
- Ms. Nellenback thanked Facilities Manager Doug Kinney and his team for their extraordinary efforts to meet COVID controls and facility cleaning standards.

4.1.5 **Human Resources Director Report:** Tom Corcoran's report was included in the packet.

- Mr. Corcoran noted that open enrollment season is underway. The college has a new Dental Plan through Met Life. The plan boasts improved coverage for a nominal fee increase. His office is working on migrating employees from the old plan to the new plan effective January 1, 2021.
- Mr. Corcoran reported the migration of 130 Retirees over age 65 to a new Medicare Advantage Plan went very well and will result in a savings to the college, with no loss of benefits to retirees.

4.1.6 **Student Trustee:** Alaina Bates reported that participation in SGO meetings, which are being held virtually, has declined. They had no candidate for the Secretary position during elections. The group is trying to offer virtual events to engage with students and has included Virtual Bingo, presentations and sending positive messages.

4.1.7 CCC Foundation:

- Mr. Cosentino welcomed incoming Student Trustee, Aliana Bates. He noted she has earned several prestigious scholarships including, The Fox-Curran Scholarship, The Cayuga Alumni Scholarship and the Foresman Family Scholarship. He noted her impressive academic achievements and proclaimed her to be among our best and brightest students.
- The Foundation mailed out their Annual Report and noted they are working with Andrew Pool on the next issue of The Spartan News publication.
- Mr. Cosentino recognized the passing of long time Board member Dr. Foresman. He announced two new members have joined the Foundation Board; Elmer Cherry, comptroller at NUCOR and Judge Timothy Rice, Federal Magistrate in Pittsburgh, who is also a Cayuga Alumni Award winner.
- Mr. Cosentino acknowledged the good work of all that went into the Student Special Needs Fund and thanked everyone who donated. He wished everyone a happy holiday.

5.0 OLD BUSINESS

Ms. Brown noted there is a procedural need to revote on four resolutions presented at the October 2020 meeting. A Quorum Call Vote is necessary to properly document these resolutions

A motion to revote by quorum roll call votes on items 5.1, 5.2, 5.3 and 5.4 was made by John Klink, seconded by Alaina Bates and carried by unanimous consent.

5.1 Revote- Executive Salary Increase

WHEREAS, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Executive Staff be increased by 2.0% to an employee's base salary effective September 1, 2020 to be allocated on a biweekly payroll basis.

A roll call vote was taken on Resolution 5.1 and carried by unanimous approval.
7 yes, 0 no votes.

5.2 Revote - Managerial and Confidential Salary Increase

WHEREAS, in compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Managerial and Confidential Staff be increased by 2.0% to an employee's base salary effective September 1, 2020 to be allocated on a biweekly payroll basis.

A roll call vote was taken on Resolution 5.2 and carried by unanimous approval.
7 yes, 0 no votes.

5.3 Revote- Tuition and Fees Resolution 2020-2021

WHEREAS, the Board of Trustees of Cayuga County Community College has endeavored to maintain tuition and fee rates at the lowest possible levels, and,

WHEREAS, the Board of Trustees of Cayuga Community College must establish tuition and fee rates which will insure the fiscal stability of the College, and,

WHEREAS, the tuition and fee rates must be established at this time to allow students and the families the opportunity to plan accordingly, now, therefore be it

5.3 Revote- Tuition and Fees Resolution 2020-2021 [Continued from Page 3]

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby set the following tuition and fee rates for 2019-2020:

TUITION

Full-Time Enrollment (12-19 credit hours) \$4,992

Part-Time Enrollment (1-11 credit hours) \$208 per credit hour

FEES

Health Program fee \$62.50 per credit hour

Student Activity fee \$15.50 per credit hour (excludes intersession)

Wellness fee \$20 per semester (excludes intersession)

Matriculation fee \$40 for new, degree-seeking students

Science Lab fee \$12 per credit hour

General Lab fee \$12 per credit hour

Culinary Fee \$35 per credit hour

OTA National Board Prep Course Fee \$140

Nursing Exam fee \$75

Nursing Pin fee \$45

Technology fee \$20 per credit hour

Online and hybrid course fee \$20 per credit hour

A roll call vote was taken on Resolution 5.3 and carried.

6 yes, 1 no vote was cast by Mr. Camardo.

5.4 Revote - FY2020-2021 Operating Budget

RESOLUTION To adopt the operating budget for FY2020 - 2021

RESOLVED, that the operating budget, September 1, 2020 - August 31, 2021, of Cayuga County Community College in the amount of \$28,570,000 with a County of Cayuga Sponsor's share of \$3,076,197 be adopted.

A roll call vote was taken on Resolution 5.4 and carried.

6 yes, 1 no vote was cast by Mr. Camardo.

A motion to accept revote quorum roll call votes on items 5.1, 5.2, 5.3 and 5.4 was made by John Klink, seconded by Alaina Bates and carried by unanimous consent.

6.0 NEW BUSINESS

None

7.0 COMMUNICATIONS

None

8.0 INFORMATION

Included in the Board Packet

9.0 EXECUTIVE SESSION

At 8:46 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 Stephanie Hutchinson, seconded by Marian Brown, and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the regular meeting, seconded by Stephanie Hutchinson and carried by unanimous voice vote. The meeting adjourned at 9:00 a.m.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

John Klink
Secretary, Board of Trustees