Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Thursday, October 28, 2021.

Present via Zoom:
Ms. Marian Brown, Chair
Mr. John Camardo, Trustee
Ms. Stephanie Hutchinson Trustee
Dr. Linda Van Buskirk, Trustee
Ms. Tricia Kerr, Secretary
Ms. Angela Winfield, Trustee
Mr. Kyle Weisman, Trustee
Mr. John Klink, Trustee (8:40 AM)

Dr. Brian M. Durant, President
Mr. Thomas Corcoran, Director of Human Resources
Dr. Ron Cantor, Provost/VP of Academic Affairs
Dr. Keiko Kimura, VP of Workforce Development & Partnerships
Dr. Cathy Dotterer, VP of Student Affairs
Ms. Marie Nellenback, Acting CFO/Treasurer
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Andrew Poole
Mr. Eric Zizza
Ms. Kelly Albrecht
Mr. Terry Quill
Mr. Dan Oneil
Dr. Elizabeth Seton-Mignacca
Dr. Terry Kupp
Dr. Richard Bower
Ms. Misty Digaetano
Ms. Ginny Rudnick
Ms. Rebecca Devendorf
Ms. Karen Wheat
Annette LeFever

Regrets: Mr. Tony Franceschelli

Chairperson Brown called the Meeting to order at 8:02 a.m.

1.0 OATH OF OFFICE – Kyle Weisman was sworn in as Student Trustee

COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Ms. Brown presented the Board Minutes from the September 23 Regular Board meeting. A correction to page 4 financial report was noted. The question was what the Cayuga County contribution to the College's annual budget. The amount is correctly listed as $3,076,197. The Stipends Reports had been provided in advance of the meeting and included a signed review from Ms. Hutchinson, Chair of the Finance Committee. A motion to accept the consent agenda with minutes correction was made by Mr. Weisman, seconded by Ms. Kerr, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from the October 14, 2021 meeting were included in the agenda pack. She noted two Resolutions were discussed and endorsed at the committee meeting and presented them for Board discussion and approval.

3.1.1. Resolution to Participate in the Medicare Advantage Plan Carrier for 2022

Ms. Hutchinson read the resolution and asked if there was any discussion. Mr. Camardo asked how long this resolution would commit the college to participate in this plan. The answer was that there is an option to renew annually. Ms. Hutchinson made a motion to approve the resolution. Ms. Kerr seconded the motion, which carried with a voice vote of 7:0

Dr. Durant thanked Trustees for passing this resolution and pointed out that this was the work of a shared services RFP which they had previously approved and should be seen as an example of best-practice in how multiple municipalities can work together to achieve cost savings. He further notes the wide support of this endeavor from the County legislature.

3.1.2 Resolution to Approve the Annual SUNY Capital Request Plan

Dr. Durant explained the SUNY process to request capital funds requires projects demonstrate a 50% local match. The request plan must move through the Board of Trustees and the Cayuga County Legislature before being submitted to SUNY for inclusion in the subsequent year's budget.
Ms. Hutchinson made a motion to approve the resolution, Ms. Kerr seconded the motion, which carried with a voice vote of 7:0

Dr. Durant thanked Trustees for supporting this plan. He also thanked the College Foundation for their support of the Auburn campus HVAC work to be done and the FSA for their support of the Phase 2 Childcare upgrades.

3.2 Governance & Planning Committee -

Dr. Van Buskirk stated the meeting notes were included in the agenda pack.

Dr. Van Buskirk thanked the team members for the informative AS Math and AS Math-Science presentation. She noted that ongoing program assessment is a vital part of what the college does to maintain quality and prepare for the re-accreditation process. She encouraged Trustees to actively participate in monitoring these program reviews.

4.0 REPORTS
4.1 College Reports

4.1.1 President's Report
Dr. Durant noted Assessment day was held October 12th and included a kick-off to the College Strategic Plan development process. Time on the agenda was allotted to staff reflections on three broad strategic areas. This was the first of several opportunities faculty and staff will have to contribute to the Strategic Planning process. A follow up communication will be sent out later today which outlined the next steps in the process. Trustees will be copied on that communication.

A Key Performance Indicators (KPI) work-group will begin meeting over the next several weeks. Dr. Van Buskirk and a few other Trustees will meet with key leadership staff to flesh out institutional and Board level KPI's. KPI's include measurable goals that will form the basis for Board reports and monitoring goals.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor noted his written report was included in the agenda pack. He elaborated on the strategic Planning process, noting the process includes bringing multiple academic constituencies together for big-picture discussions. A particularly relevant area he shared is how academic affairs is now beginning to see how they can fit together within workforce development areas, especially related to healthcare, manufacturing and drone technology.
Ms. Brown asked about the number of k-12 students enrolled this year, noting the reports showed the number was 2,000, she thought that must be a mistake. Dr. Cantor affirmed the number is correct but noted this is a headcount of students from all county schools enrolled in one or more courses. (It is not an FTE count, which would be equivalent to somewhere around 300 FTE.) It was agreed that more detailed information on the college K-12 programs would be presented at the November Governance & Planning Committee meeting.

4.1.3 Vice President of Student Affairs

Dr. Dotterer noted her written report was included in the agenda pack. She noted that Spring Enrollment begins next week. Both virtual and in-person Open Houses are being offered in the Auburn and Fulton Campus. There is a larger interest in the in-person events and they think this is a good sign. Mr. Weisman asked how many people were currently enrolled in on-campus classes, Dr. Dotterer stated the number is around 700. Mr. Weisman encouraged the open house planners include a visit to the Student Government Office and offered to collaborate on the efforts to encourage participation in campus clubs and activities.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura noted her written report was included in the agenda pack. She discussed two grant proposals in development are focused on collaboration and position CCC as a regional partner in workforce development training. The concept of collaboration over competition is gaining momentum and CCC is well positioned to be a partner in regional efforts. She discussed two areas of alignment; First a CFA

initiative with OCC to establish short-term trainings that lead to in-demand jobs in the are of agribusiness, science and tech businesses. The second, is participation with an American Rescue Plan Build Back Better led by CenterState CEO, and included partners such as Mohawk Valley CC, SUNY EOC and OCM BOCES. Phase one of this collaboration includes strengthening area offerings around growth cluster industries and address supply chain reliability issues.

Ms. Kerr asked about Dr. Kimura's participation in the Oswego County "Next Great Idea" program. Dr. Kimura explained she has been a member of the Operation Oswego County planning group for some time, but that this will be her first time serving as juror in the entrepreneurial competition.

4.1.5 Human Resources & Public Safety

Mr. Corcoran noted his written report was included in the agenda pack. He thanked the Board for passing the Medicare Plan resolution. He stated he would be offering two informational meetings for retirees in November as part of the transition to this new product. Mr. Corcoran spoke about the progress made to the search for a new Athletic Director. The final candidates for the position are scheduled for interviews in the next two weeks. There is a strong pool of candidates. Finally, he noted Assistant Director of HR, Charles Romer has submitted his resignation, he will be moving out of the area and we wish him well. A search for his replacement is underway.

4.1.6 Acting CFO/Treasurer

Ms. Nellenback's full report was in the Agenda pack. She noted the audit begins next week and is expected to last three weeks. Most of the work will be done virtually. She is also busy working on finalizing Capital project budget details for the Fulton AMI and Workforce Development center and reported that a facilities planning meeting will soon take place to help prioritize work to be complete over the next year.

4.1.7 Student Trustee

Mr. Weisman reported that campus activities are slowly beginning again. It is nice to see a bit more on campus activity this semester. The first Student Senate meeting was held last week, with 5 clubs in attendance. Outreach to students is a focus. Getting students to read their campus email and alternative forms of outreach were discussed. Looking for creative campus food solutions was a major theme of the recent meetings.

4.1.8 CCCC Foundation

Mr. Cosentino reiterated the Foundations support for Auburn campus HVAC upgrades. He also noted the Foundation has increased the Presidential Scholarship Program by 50% for the 2022-2023 Academic Year for students from Cayuga and Oswego counties who graduate in the top 20 percent of their high school class. Students from Tyburn Academy, Union Springs Academy, and the Jordan-Elbridge, Red Creek and Skaneateles school districts are also eligible to apply for the scholarship. An announcement on this will go out next week.

The Foundation has been getting a steady flow of donations since The Spartan went out earlier this month with a great response to the Student Emergency Fund Challenge Grant. The Foundation is very appreciative of the Alumni, Faculty and Staff who have been very supportive. And finally, the Steinway piano will be delivered next week as part of the 88 Keys Campaign ahead of schedule.

5.0 OLD BUSINESS
None

6.0 NEW BUSINESS

6.1 Middle Sates Moment Presentation

A presentation was offered to inform the Board of the re-accreditation process the college will embark on over the next few years. Dr. Kimura introduced the team who will oversee the process; Elizabeth Seton-Mignacca, Director of Institutional Assessment and Virginia Rudnick, Director of Institutional Research and Planning will play a key role in collecting institutional data and compiling reports to prepare for and document the process. Richard Bower, Assistant Chair, Humanities Division and School of Media and the Arts and Terry Kupp, Director, Center for Academic Success will serve as Steering Committee Co-chairs to oversee process.

The presentation included a review of the past accreditation process and work that has been complete since that time. The upcoming process has changed slightly since our last accreditation visit in 2016. There are now seven standards and fifteen affiliation requirements that are assessed as part of the process. A PowerPoint presentation was shared to demonstrate those requirements and a timeline for activities including a self-assessment, peer review, document submission and commission review in 2025 was shared.

6.2 Condolences

Mr. Camardo asked the Board of Trustees to reflect on the passing of Anthony Franceschelli Sr., father of Trustee Tony Franceschelli and Frank Reginalli, former Cayuga County Legislator and Adjunct instructor. Our sympathies go out to the families of these community members.

7.0 COMMUNICATIONS
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

At 9:28 AM Ms. Brown announced there was a need to enter executive session to discuss collective bargaining matters and asked for a motion to exit regular session. She stated no business would be conducted after executive session, and asked for a motion. A motion to enter Executive Session was made by Mr. Klink and seconded by Ms. Hutchinson.

10.0 ADJOURNMENT

Ms. Brown asked a motion to exit the executive session and adjourn the meeting at approximately 9:48 a.m. Ms. Hutchinson made the motion, Ms. Kerr seconded the motion which carried by unanimous voice vote.

Recorded & transcribed by:

Annette LeFever
Secretary to the Board

Respectfully submitted:

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls

Board of Trustees Meeting **October 28, 2021**

Name	Present		3.1.1		3.1.2							
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Ms. Brown (Marian)	X		X		X							
Mr. Camardo (John)	X		X		X							
Ms. Hutchinson (Stephanie)	X		X		X							
Ms. Kerr (Tricia)	X		X		X							
Mr. Klink (John) *arrived 8:40 AM no vote recorded	X											
Mr. Franceschelli (Tony)		X										
Dr. Van Buskirk (Linda)	X		X		X							
Ms. Winfield (Angela)	X		X		X							
Mr. Weisman (Kyle)	X		X		X							

Recorded by Annette LeFever
10/28/2021