

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

Minutes of the regular meeting of the Board of Trustees held Thursday, November 21, 2019 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present:	Ms. Marian Brown, Chair Dr. Linda Van Buskirk Mr. John Camardo Ms. Stephanie Hutchinson Mr. John Klink Mr. Tony Franceschelli Mr. Dan Charles	Excused:	Ms. Melina Carnicelli Hon. Pat Mahunik
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Present from Auburn:

Dr. Brian M. Durant, President
Dr. Ron Cantor, Vice President of Academic Affairs and Provost
Jeff Rosenthal, Vice President of Student Affairs
Marie Nellenback, Comptroller
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Dr. Cathy Dotterer, Dean of Students
Pam Heleen, Executive Assistant to the President, Secretary to the Board
Andrew Poole, Media and Public Relations Associate
Kelly Albrecht, Assistant Chief Financial Officer
Jackie Caputa, Assistant Chief Financial Officer
Theresa Rogalski, Co-President ESP
JoAnn Harris, Co-President ESP
Meg Osborne, Faculty Association Rep
Guy Cosentino, CCCC Foundation Executive Director
Bruce Walter, Manager, IT User Services
Dan O'Neil, President, Local 932-C AFL-CIO

Present from Fulton:

Rebecca Devendorf, Assistant Registrar, APG Rep
Jeff Shea, Professor

Also Present: Kelly Rocheleau, Auburn Citizen

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

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA
Ms. Brown presented the Consent Agenda which consisted of the September 19, 2019 Regular Board Meeting minutes, the signed review by the Chair of the Finance & Audit Committee of the September 2019 Monthly Bills totaling \$1,745,152.52 and the October 2019 Monthly Bills totaling \$1,910,621.39, and Stipend Lists #1, #2, #3 and #4 totaling \$1,167,860.22

Mr. Camardo requested that the monthly bill reports be forwarded to him and that a change in the Board Packet requires a resolution approved by the Board. Ms. Hutchinson made a motion to accept the consent agenda. Mr. Klink seconded the motion to accept the Consent Agenda which was carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson reported that meeting notes were in the Board packet. She presented the following resolutions as motions to approve:

3.1.1 APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES

RESOLVED, that the Acting Chief Financial Officer and Treasurer, Marie Nellenback and Division Chair and President of the CCC Faculty Association, Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that Thomas J. Corcoran, Director of Human Resources be appointed as an alternate to said Board.

Further **RESOLVED** that these appointments carry a term beginning September 27, 2019 and terminating on December 31, 2019.

Mr. Klink seconded the motion that carried following a unanimous roll call vote.

3.1.2 FACULTY PROMOTION

RESOLVED, that Jeffrey A. Shea, Associate Professor of Mathematics be promoted to the rank of full Professor effective with the spring 2020 semester at an annualized salary of \$86,255.

Mr. Camardo seconded the motion that carried following a unanimous roll call vote.

3.1.3 EMERITUS PROFESSOR

WHEREAS, Dr. Ron Cantor has submitted a letter of recommendation to Dr. Brian Durant in support of retired Professor of Psychology Donald Sanzotta's nomination to Emeritus Professor; and

WHEREAS, Dr. Brian Durant enthusiastically recommends to the Board of Trustees the appointment of Donald Sanzotta as Emeritus Professor; and

BE IT RESOLVED, that Donald Sanzotta be appointed Emeritus Professor with all rights, privileges, and honors pertaining thereto, effective November 21, 2019.

Mr. Camardo seconded the motion and noted that Professor Sanzotta has served the College well. The motion carried following a unanimous voice vote.

3.1.4 APPROVAL OF ANNUAL SUNY CAPITAL REQUEST/PLAN

WHEREAS, Cayuga Community College submits an annual listing of Capital Projects to SUNY for consideration in their annual budget appropriation; and

WHEREAS, the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum dollar-for-dollar match based on a local contribution; and

WHEREAS, the following projects have been identified by College Executive leadership as priority initiatives for workforce development and childcare phase two enhancements:

- \$430,000 to renovate an existing storefront to create an Advanced Manufacturing Institute on the Fulton campus to be supported by the transfer of \$215,000 from the Cayuga Community College Foundation; and
- \$350,000 for a phase two project to support enhancements and increase parking at the College childcare program located at 81 Wall Street, Auburn, NY to be supported by the transfer of \$175,000 from the Faculty Student Association;

WHEREAS, all appraisals, letters of commitment, and supporting resolutions have been secured for said projects; and

WHEREAS, the submission of the Community College Capital Request Plan to SUNY does not bind the administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore, let it be

RESOLVED, the Cayuga Community College Board of Trustees acknowledges submission of the 2020 - 2021 Capital Request/Plan to SUNY.

Mr. Camardo seconded the motion and the motion carried following a unanimous voice vote.

Ms. Hutchinson introduced the following resolution from the floor as a motion to approve:

3.1.5 CHANGE IN PROCEDURE AND BOARD PACKET FOR MONTHLY COLLEGE INVOICES

RESOLVED that the Chairperson of the Finance & Audit Committee stipulate in writing that a review has been completed of the monthly College invoices and that they are deemed reasonable and appropriate to the business of the College; and let it further be

RESOLVED that only the Chairperson's attestation to said review of the expenses be included monthly in the Board packet.

Dr. Van Buskirk seconded the motion which was carried by a vote of 6 yes and 1 no (Mr. Camardo).
Ms. Hutchinson indicated that the report of all invoices will be available for Trustee review.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet. She presented the following resolutions as motions to approve:

3.2.1 CHILD PROTECTION POLICY

RESOLVED, that the Cayuga Community College Board of Trustees adopt the Child Protection Policy which demonstrates the College's commitment to protecting the safety and well-being of children who participate in college-related programs and activities. The policy also complies with SUNY's Policy on Mandatory Reporting and Prevention of Child Sexual Abuse, Document No. 6504. The effective date of the updated policy is December 1, 2019.

Also, let it further be **RESOLVED**, that Cayuga Community College Board of Trustees charge College Administration with ensuring that said policy be incorporated into the College's annual policy review and certification process.

The motion was seconded by Mr. Camardo, and carried following a unanimous voice vote.

3.2.2 APPROVAL TO DEACTIVATE AND DISCONTINUE PROGRAMS

WHEREAS, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

WHEREAS, the following programs have not enrolled a student since 2008:

- Secretarial Studies - Certificate
- Administrative Assistant - Certificate
- Data Processing - Microcomputers - Certificate
- Computer Technician - A.A.S. Degree
- Computer Technician - Certificate
- Retail Business Management - A.A.S. Degree

WHEREAS, the deactivation and discontinuation of these Programs has been fully endorsed through Cayuga's administrative and governance process; and

WHEREAS, deactivation and discontinuation will allow the College to focus on other offerings to better meet transfer and workforce needs; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the deactivation and discontinuation of the six programs listed above.

Ms. Hutchinson seconded the motion which was carried after a unanimous voice vote.

3.2.3 RESOLUTION APPROVING THE EXPLORATION OF SHARED SERVICES BETWEEN AND AMONG CAYUGA COMMUNITY COLLEGE, JEFFERSON COMMUNITY COLLEGE, ONONDAGA COMMUNITY COLLEGE, AND TOMPKINS CORTLAND COMMUNITY COLLEGE

WHEREAS, the leadership of Cayuga Community College is working to balance budgets and effectively serve our students and community despite rising operating costs, increasing fixed costs, and ongoing funding challenges; and

WHEREAS, community colleges in New York State and across the nation are facing declining enrollments, shrinking populations of feeder high school students, and fierce competition from both private and public institutions; and

3.2 Governance & Planning Committee (continued)

3.2.3 RESOLUTION APPROVING THE EXPLORATION OF SHARED SERVICES (continued)

WHEREAS, enrollment pressure and resulting budget challenges are projected to continue for the foreseeable future; and

WHEREAS, the State University of New York has actively encouraged collaboration and sharing of services among colleges within its 64-campus system to realize cost savings and streamline operations; and

WHEREAS, the respective leadership of Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College, all located in close proximity to one another in Central/Northern New York, is committed to exploring shared services as a means to improve services and free resources to better serve students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Cayuga Community College endorses the exploration of shared services among Cayuga Community College, Jefferson Community College, Onondaga Community College, and Tompkins Cortland Community College, that will benefit and strengthen each campus individually and the SUNY community college system as a whole; and

BE IT FURTHER RESOLVED, that the President of Cayuga Community College is requested to provide a report to the Board of Trustees on the status of said exploration of shared services within six (6) months.

Mr. Klink seconded the motion. Dr. Durant emphasized the importance of continuing these SUNY discussions to support each other and explore partnerships that make sense. We want to make sure that College leadership has the support of the Board of Trustees. The motion carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant provided the following highlights:

- The Capital Projects resolution that was just passed by the Board is moving in tandem with approval requested from the Cayuga County Legislature. The County Government Operations Committee passed it unanimously and has been forwarded to the full Legislature. This process ensures that we will get the projects submitted to SUNY one month earlier than in previous years.
- In addition, the Legislature will be accepting the Cornell Cooperative property on behalf of the College. We are working on plans for funding and will provide an update next month.
- An RFP for the design of the Fulton AMI is out. Bids will be opened in December.
- Participating with the Albany on the Fulton DRI Planning process team.
- Culinary Center RFP for equipment and fixtures is out. We expect a design and budget early to mid-December.

4.1 President's Report (continued)

- 4.1.2 Provost and Vice-President for Academic Affairs: Dr. Cantor's report was included in the packet. In a recent email and article concerning micro-credentials, Dr. Cantor received the following reply which captures an approach worth pursuing:

"Cayuga has always been a place that isn't afraid to change and try to get an edge on other colleges. It's how the college survives. Sarah Yaw once said that Cayuga is a wily little college that punches above its weight. Maybe it's time we formed an "experimentation team" to see what we can offer to students that will help the college meet the new challenges to higher education and keep it ahead of the game."

- 4.1.3 Vice-President for Student Affairs: Mr. Rosenthal's report was included in the packet. He highlighted the following information:

- Financial Services Center has created an advisory team to review efficiencies and opportunities.
- Work on Admit Hub continues. This texting service product will be implemented this fall and will focus on recruitment and admissions-related activities and tasks.
- Mr. Camardo asked about projections for spring 2020. Mr. Rosenthal and Dr. Durant responded that early numbers are in line with projections and unless there is an anomaly, we should be up about 1%.

- 4.1.4 Acting Chief Financial Officer Report: Marie Nellenback indicated:

- Auditors have finished their on-site work. Thanks to the team for their hard work.
- Year-end data was presented in the Board packet.
- The monthly financial report is being re-vamped. Enrollment adjustments and health insurance estimates may change projections.
- Meetings to estimate 2020 - 2021 revenue begin next month.

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

- 4.1.6 Student Trustee: Mr. Charles highlighted the following information:

- Voter registration activities occurred in late September. 50 students were registered.
- Food drives, chili cook-offs, and miniature flag sales highlighted Veteran's Week activities.
- Mr. Charles attended a Leadership Retreat and the SUNY Student Assembly Conference. Both were great opportunities to meet with the Student Senate and share ideas.

- 4.1.7 CCC Foundation: Mr. Cosentino highlighted the following information:

- In an 18-month pilot, membership fees for PTK will be covered by the Foundation to encourage participation.
- Working with the Bob Frame, we will be accessing the Foundation's Cultural Enrichment Fund to sponsor two different events with former Cayuga student Melody Brooks, the Artistic Director of the New Perspectives Theatre Company located in New York City. The funds generated by ticket sales will go to Harlequin Productions.
- Craft Fair is booming.
- Holiday Party invitations are going out next week.

5.0 OLD BUSINESS

- 5.1 At Mr. Camardo's request, it was determined that the NYCCT membership dues was in the budget and as was in previous years, included for informational purposes only. The bill was paid on time. Dr. Van Buskirk noted that NYCCT does not have sufficient budget to have a full-time lobbyist. Fees may go up.

6.0 NEW BUSINESS

Ms. Brown recognized the resignation of Trustee Carnicelli and noted that we will miss her and appreciate all the work she has done for the College. We are grateful for her service.

Dr. Van Buskirk and Mr. Camardo also recognized the passing of retired Trustee Jeff Edward's father.

7.0 COMMUNICATIONS

7.1 Note to the Registrar's Office - The note conveys the sentiment of many.

8.0 INFORMATION

In the Board Packet

9.0 EXECUTIVE SESSION

At 8:48 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 Ms. Brown, seconded by Ms. Hutchinson, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:21 a.m. following a motion by Ms. Hutchinson, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 9:21 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees