

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 15, 2017 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Dr. Linda P. Van Buskirk, Chair
Mr. John Camardo, Vice Chair
Ms. Angela Daddabbo
Mr. John J. Klink (via phone)
Mr. Patrick Mahunik
Dr. Richard Stankus
Ms. Duanna Johnson, Student Trustee

Excused: Ms. Melina Carnicelli, Secretary
Ms. Stephanie Hutchinson

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, Provost and VP of Academic Affairs
Dr. Dan DoBell VP of Administration and Treasurer
Jeff Rosenthal, VP of Student Affairs
Tom Corcoran, Director of Human Resources
Marie Nellenback, Comptroller
Bob Frame, Director of Theater Operations, APG Pres.
Richard Bower, Professor, Faculty Assoc. Rep
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Financial Aid, Co-President ESP
Deborah Purcell, Senior Typist/CEWD
Patti Hamberger, Registrar's Office
Lorelee Lardear, Fulton Typist
Guy Cosentino, Executive Director, CCCC Foundation

Pamela Heleen, Secretary to the Board
Jonathan Miller, Bonadio Group (Audit presentation only)
Gwendolyn Craig, The Auburn Citizen

Dr. Van Buskirk called the meeting to order at 6:02 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

Dr. Van Buskirk asked for a motion to amend the agenda - moving the Audit Report to the first item after the Consent Agenda. Mr. Camardo made the motion which was seconded by Mr. Mahunik and carried following a unanimous voice vote.

2.0 CONSENT AGENDA

Dr. Van Buskirk asked for a motion to approve the Consent Agenda including the January 18, 2017 Regular Board Meeting minutes, the January 2017 Monthly Bills totaling \$1,429,554.69, and the 2017 Stipend List #10 and #11 totaling \$91,649.38.

Motion was made by Mr. Camardo, seconded by Mr. Mahunik and carried following a unanimous voice vote.

3.2 Finance & Audit - AUDIT REPORT

Jonathan Miller of the Bonadio Group presented an Executive Summary of the 2015 - 2016 Audit of Cayuga Community College. Bonadio will issue an unmodified opinion on the basic financial statements of the College. No material weaknesses in internal controls were found. No audit adjustments identified. One finding was identified during the audit of federal funds which is being addressed by College management. Mr. Miller proceeded to provide a status update and conducted a brief discussion/analysis of key financial indicators and trend/benchmark data.

Mr. Miller thanked the management staff and Marie Nellenback and her staff for their efforts during the Audit.

A motion was made by Dr. Stankus to approve the Audit as presented, seconded by Ms. Daddabbo, and carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1.1 Buildings & Grounds

Mr. Klink reported that the B&G Committee had no resolutions, and received an update from Kevin Drayer. The Master Plan does not need to be revised. The next step is to get an architect to do drawings of each project. An RFP will then be generated to get costs.

Dr. Durant will be meeting with the Superintendent of the Auburn School District to discuss athletic field partnerships.

3.3 Personnel

Dr. Stankus stated that the Personnel Changes Report had been submitted and proceeded to read the following resolutions as motions to approve:

3.3.1 Public Relations Associate - Job Description and Classification

RESOLVED, that the new title of Public Relations Associate be created effective February 16, 2017. This grade 4 position will be part of the Administrative Professionals unit.

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

3.3.2 Assistant Director of Public Safety - Job Description and Classification

RESOLVED, that the new title of Assistant Director of Public Safety be created effective February 16, 2017. This Grade 4 position will be part of the Administrative Professionals unit.

The motion was seconded by Ms. Daddabbo. Dr. Durant stated that both the PR Associate and the Asst. Director of Public Safety are in this year's approved budget and a search will be beginning within the month. The motion carried following a unanimous voice vote.

3.3.3 Manager of Fulton Operation - Job Description and Classification

RESOLVED, that the new title of Manager of Fulton Operation be created effective February 16, 2017. This Grade 5 position will be part of the Administrative Professionals unit.

The motion was seconded by Mr. Mahunik. Dr. Durant stated that this resolution was related to the temporary appointment of Amanda Reed. The motion carried following a unanimous voice vote.

3.3.4 Additional Duties and Compensation for the Executive Assistant to the President

RESOLVED, effective February 16, 2017, that the job responsibilities for the Executive Assistant to the President be amended for the remainder of the College fiscal year to include executive confidential administrative support for the Executive Director of the Cayuga County Community College Foundation. Additional compensation for incumbent Pamela Heleen will be provided by the Foundation at an adjusted annual salary from \$54,207 to \$60,207.

The motion was seconded by Mr. Mahunik and carried following a unanimous roll call vote.

3.4 Governance and Planning

Mr. Camardo presented the following resolution as a motion to approve:

3.4.1 Cayuga Community College Service Recognition Policy

The Board of Trustees wishes to honor employees who have made lasting contributions through their service to Cayuga Community College. The following policy is intended to recognize employees who enhance the College's academic standing and support for students.

Criteria for Selection of Honorees

Honorees for Service Recognition will be those persons who have been employed by the College for a period of not fewer than twenty years. This service need not be consecutive years. Recognition may be considered on a case-by-case basis for service of less than twenty years, for work of exceptional distinction, at the recommendation of the President. Honorees may be current employees, former employees or retirees.

The names of all employees receiving this recognition shall be added to a display at such place or places, and of such size, as determined by the Board of Trustees. Additionally, employees who have been approved to be recognized will be electronically catalogued to capture a biography of their service to Cayuga Community College. Unless otherwise directed by Board of Trustees, all persons shall be recognized in perpetuity.

Implementation Procedure

1. A list of current and former employees who meet the above criteria as of December 31 shall be prepared by the Office of Human Resources for review by the President.
2. The President will recommend the list of honorees to the Board of Trustees at its March meeting for their approval.
3. Honorees will be recognized at annual event.

Dr. Stankus seconded the motion which carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant highlighted the following items:

- We are in the infancy stage of reviewing the Facilities Master Plan. IN the coming weeks, we will identify next steps and engage the College community.
- Thanks to the Foundation for hosting our first Presidential Scholars luncheon.
- We want to recognize all the efforts of Linda Alfieri and her staff during the ACEN accreditation process. It was a great opportunity to showcase our program.
- Dr. Durant will provide an update to the College on Assessment Day

4.0 **REPORTS**

4.1 **President's Report**

4.1.1 **President (continued)**

- Admissions applications are on pace. The more intentional we are, the more we see the fruits of our efforts in marketing and retention.
- Dr. Van Buskirk thanked Steve Keeler for his SOMA Program Review presentation (during the Governance and Planning committee meeting) and the advancements he has made in a highly technical field. Dr. Durant mentioned that Program Reviews are a part of a maturing system of assessment here at Cayuga.

4.1.2 **Provost and Vice-President for Academic Affairs:**

- Dr. Herron congratulated Cayuga's two PTK NY All-Academic Team members.
- The ACEN/NYSED accreditation process was exhausting and very rigorous. Dr. Herron saluted Linda Alfieri and her staff.
- Professor Christie Waters has been selected by WCNY as a "Woman Who Makes A Difference" for her contributions to STEM education. She will be recognized at an event in Seneca Falls in early March.

Mr. Camardo asked if we should be expanding the Nursing Program. Dr. Durant stated that all factors must be aligned - qualified students, faculty, clinical space, and other investments - before expansion can take place. The College monitors these opportunities regularly.

4.1.3 **Vice-President for Administration:** Dr. DoBell highlighted his report and noted that:

- We have begun 2017 - 2018 budget development and we are working to project 2016 - 2017 year-end. We should have a draft budget in April - contingent on the passing of the State budget in March.
- Thanks to everyone for their assistance during the Audit.

4.1.4 **Vice-President for Student Affairs:** VP Rosenthal highlighted the following items:

- Enrollment targets are being met.
- Our new Director of Institutional Research, Ginny Rudnick, has started.
- Open Houses will be held on both campuses in March.
- New publications are being worked on.

4.1.5 **Student Trustee:** Ms. Johnson provided the following summary:

- Andrew Bounds is the new SGO Treasurer.
- 15 students, faculty, and staff participated in the blood drive.
- Harmony month activities are being scheduled to celebrate diversity.

4.1.6 **CCCC Foundation:** Mr. Cosentino provided the following updates on the Presidential Scholarship:

- 77 scholars
- \$330,000 have been awarded.

5.0 **OLD BUSINESS**

None

6.0 **NEW BUSINESS** - Dr. Van Buskirk read the following resolution as a motion to approve:

6.1 **APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES**

RESOLVED, that the Vice President of Administration and Treasurer, Dan DoBell and Transfer Counselor 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 Marie Nellenback, Director of Business Services and Comptroller be appointed as an alternate to said Board.

Further **RESOLVED** that these appointments carry a term beginning January 1, 2017 and terminating on December 31, 2017.

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

7.0 **COMMUNICATIONS**

7.1 Thank you note from Cathy and Jeff Edwards

8.0 **INFORMATION**

Reviewed information contained in the packet.

9.0 **EXECUTIVE SESSION**

At 6:50 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, personnel and collective bargaining matters. The motion to adjourn into Executive Session was made by Dr. Van Buskirk, seconded by Mr. Mahunik, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:32 p.m. following a motion by Mr. Camardo, seconded by Dr. Stankus and carried following a unanimous voice vote.

10.0 **ADJOURNMENT**

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 7:34 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees