Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Thursday, September 23, 2021.

Present via Zoom:
Dr. Linda Van Buskirk, Trustee
Mr. Tony Franceschelli, Vice Chair
Mr. John Klink, Trustee
Ms. Marian Brown, Chair
Ms. Stephanie Hutchinson Trustee
Ms. Tricia Kerr, Secretary
Ms. Angela Winfield, Trustee
Mr. John Camardo, Trustee

Dr. Brian M. Durant, President
Mr. Kyle Weisman, Student Trustee Elect
Dr. Ron Cantor, Provost/VP of Academic Affairs
Mr. Thomas Corcoran, Director of Human Resources
Dr. Keiko Kimura, VP of Workforce Development & Partnerships
Mr. Andrew Poole, Media and Public Relations Associate
Dr. Cathy Dotterer, VP of Student Affairs
Guy Cosentino, Executive Director CCC Foundation
Eric Zizza
Kelly Albrecht
Terry Quill
Dan Oneil
Jackie Darquea
Rebecca Devendorf
Stan Swizdor
Kelly Rocheleau
Screen name: Zoom One
Annette LeFever

Chairperson 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 Board Minutes from the August 26, 2021 Board meeting. She stated the Invoice and Stipends Reports had been provided in advance of the meeting and included a signed review from Ms. Hutchinson, Chair of the Finance Committee. She asked if there were corrections or discussion to be noted, hearing none, asked for a motion to accept the Consent Agenda as presented. A motion to accept was made by Mr. Klink, 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 September 9, 2021 meeting were included in the agenda pack. She noted five Resolutions were discussed and endorsed at the committee meeting and presented them for Board discussion and approval.

3.1.1. Resolution to Create Eight New Job Titles

Ms. Hutchinson noted the job descriptions had been sent to all Trustees in advance of the committee meeting and were reviewed at the meeting. After reading the resolution, she asked if there were any comments or questions, hearing none, Ms. Hutchinson made a motion to approve the resolution. Mr. Klink seconded the motion, which carried with all in favor

3.1.2 Resolution to Create Civil Service Slots for PT Variable Hours Health Screening Assistants

After reading the resolution, Ms. Hutchinson asked if there were any questions or discussion, hearing none, she made a motion to approve the resolution. Mr. Franceschelli seconded the motion which carried with all in favor.

3.1.3 Resolution to Create Civil Service Slots for PT Variable Hours Recreation Attendants

After reading the resolution, Ms. Hutchinson asked if there were questions or comments. Mr. Weisman asked where these positions were located on campus. The answer being in the fitness center. Ms. Hutchinson made a motion to approve the resolution, Mr. Klink seconded the motion, which carried with all in favor.

3.1.4 Resolution to Temporarily Increase Executive Assistant from Part Time to Full Time

After reading the resolution, Ms. Hutchinson asked if there were any questions or comments, hearing none, she made a motion to approve the resolution. Ms. Kerr seconded the motion which carried by a roll call vote of 6:0.
* Mr. Camardo was not present for this vote, but arrived just after.

3.1.5 Resolution to Temporarily Increase COVID-19 Administrator from Part Time to Full Time

After reading the resolution, Ms. Hutchinson asked if there were any questions or comments, hearing none, she made a motion to approve the resolution. Mr. Klink seconded the motion which carried by a roll call vote of 7:0.

3.2 Governance & Planning Committee -

Dr. Van Buskirk stated the meeting notes were included in the agenda pack. She commended Dr. Davis-Shannon on his informative presentation to the committee on the SUNY Distance Learning Self-Assessment process. She also spoke about the upcoming NYCCT conference and encouraged trustees to attend if their schedules allow, noting the benefits of participating in this statewide forum. Ms. Brown noted that Dr. Van Buskirk has been an active and instrumental member of the NYCCT Advocacy committee whose work is currently focused on helping the Presidents Group craft their platform for consistent funding to Community Colleges throughout NYS.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant reiterated support for Trustees wishing to attend the NYCCT conference pointing out its value to both new and seasoned Trustees. He stated it has been a very busy start to the fall semester and noted staff have had to be very nimble as they work though increasing in-person courses and services while maintaining a strong online and hyflex presence to accommodate all student circumstances. He thanked the Trustees for approving the transition of two part time to full time positions, noting the increase workloads everyone is facing to get through the day to day changes brought on by the pandemic, and how these roles will support those efforts.

He spoke about the SUNY Chancellor's recent visit to campus. Although there was not much advanced notice or time to prepare, it was a good opportunity to celebrate some Cayuga student stories. It was also a good opportunity to discuss the unique workforce development strategies our campus is engaged with.

Dr. Durant noted Assessment day is scheduled for October 12. The day will include an employee recognition video tribute. The COVID-19 pandemic has prevented us from gathering to recognize employees achievements and milestones. The video is a small way to let employees know their achievements have not gone unnoticed. Trustees are invited to join the video session.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor noted his written report was included in the agenda pack. He also offered an update on the AS Music program proposal which the Board approved submitting the to SUNY earlier this year. There is a two-step approval process, the Program announcement phase is complete and the application is now moving into the full proposal stage within SUNY.

Ms. Brown asked if Cayuga was participating in the SUNY Synergy Virtual HS program? Dr. Cantor stated we were and though he did not yet have the enrollment numbers, he stated it is a decent number compared to what we expected.

4.1.3 Vice President of Student Affairs

Dr. Dotterer noted her written report was included in the agenda pack. She welcomed Kyle Weisman Weisman as the new Student Trustee who was just elected two days prior. Mr. Weisman was in attendance to observe and said he looked forward to participating. He spoke briefly about being a student, his major and future goals. Mr. Weisman will be sworn in as a Trustee at our October meeting.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura noted her written report was included in the agenda pack. She highlighted the Marine Engine Repair program as a unique partnership with Cayuga-Onondaga BOCES which addresses a local employment need as well as serves as a model of how our two organizations can work together.

Ms. Brown asked about the CASAC 350 program as it was unfamiliar to her. Dr. Kimura described the Certified Alcohol and Substance Abuse Counselor, an OASIS Certification program. The first cohort began this fall on the four module program. There is a strong local interest and support for the program. A local substance abuse charity, HEALING Communities is sponsoring several student scholarships.

Ms. Kerr asked of the Cayuga County Manufacturing group was gaining any traction. Dr. Kimura reported there are several positive signs that Cayuga County businesses are eager to work with our manufacturing program grads. She is still in the information collection stages but reception from all she has met with has been favorable.

4.1.5 Human Resources & Public Safety

Mr. Corcoran noted his written report was included in the agenda pack. He noted we are approaching the annual benefits enrollment period. He expects to see a modest decrease to the Medicare Advantage Retiree plan and other rate structures also looked favorable, noting utilization has been down since the pandemic. He also added some details about the Employee recognition for retirees, and employees with twenty years of service will be receiving a special recognition medallion.

Mr. Camardo asked if the college still maintains the Wall of Recognition? Mr. Corcoran stated they did but he would have to check when it was last updated, as our normal annual processes have been on hold due to the pandemic.

4.1.6 Acting CFO/Treasurer

Ms. Nellenback was not able to attend the meeting, but Dr. Durant noted that her written report was included in the agenda pack and that Kelly Albrecht was available to answer any questions about the report. Ms. Albrecht noted the annual Audit is scheduled to begin November 1st and will be completed largely by remote technology again this year. Representatives from the Bonadio Group will be attending the October Finance and Audit Committee meeting to discuss the process and answer any specific questions Trustees may have.

Mr. Camardo asked what the ~~College's adopted budget~~ Cayuga County contribution was for this fiscal year. Ms. Albrecht offered the number was $3,076,197.
(Minutes Correction 10/28/2021 AL)

4.1.7 Student Trustee

Ms. Brown welcomed newly elected Kyle Weisman as the new Student Trustee. Mr. Weisman having only been elected two days prior, was in attendance to observe the meeting. He said he looked forward to participating and spoke briefly about his major and future goals. Mr. Weisman will receive orientation materials in the coming weeks and will be sworn in at the October meeting.

4.1.8 CCCC Foundation

Mr. Cosentino reported the 88 Keys Piano Campaign concluded and the piano has been ordered. Due to shipping delays, he hopes but cannot guarantee the piano will arrive by calendar year end. Naming opportunities, starting at $250, still exist if anyone still wants to donate.

The Foundation has sent a Scholarship Disbursement List to the Financial Aid Staff for packaging 2022-2023 Scholarships, that includes the 25% increase in scholarship amounts.

Craft Vendors have been notified that the December 4th and 5th Craft Fair has been cancelled and the Executive Director read a note from a vendor who wrote: *"I applaud your decision to postpone the CCC Craft sale until 2022. Putting the health and welfare above of profits is the right choice. I want to sell my items, I love this sale, it is always our best. But I knew I would not risk my health to make sales. Thank you for your decisions. It properly prioritizes the wellness of the community and vendor over profits."*

The Foundation is making steady progress on its Annual Campaign of a $20,000 Challenge Grant with a 1 for 1 match to raise funds for the Student Emergency Fund. The Executive Director thanked the many Trustees who already contributed to the campaign.

The Foundation is paying the Leadership Cayuga tuition for a College employee and the program started on September 17th.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None.

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 8:46 a.m. Ms. Brown announce 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 Board business would be conducted after executive session, and asked for a motion. A motion to enter Executive Session was made by Dr. Van Buskirk and seconded by Mr. Camardo.

10.0 ADJOURNMENT

Ms. Brown asked a motion to exit the executive session and adjourn the meeting at approximately 9:03 a.m. Mr. Franceschelli made the motion, Ms. Hutchinson 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 **September 23, 2021**

Name	Present		3.1.1		3.1.2		3.1.3		3.1.4		3.1.5	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Ms. Brown (Marian)	X		Voice vote all in favor		Voice vote all in favor		Voice vote all in favor		X		X	
Mr. Camardo (John) Arrived 8:10 AM. Vote recorded for item 3.1.5 only.	X								----		X	
Ms. Hutchinson (Stephanie)	X								X		X	
Ms. Kerr (Tricia)	X								X		X	
Mr. Klink (John)	X								X		X	
Mr. Franceschelli (Tony)	X								X		X	
Dr. Van Buskirk (Linda)	X								X		X	
Ms. Winfield (Angela)	X								X		X	

Recorded by Annette LeFever
9/23/2021