

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

Minutes of the regular meeting of the Board of Trustees held Thursday, September 24, 2020 in the Business Industry Center on the Auburn campus and via Zoom and teleconference.

Present in the BIC: Ms. Marian Brown, Chair  
Dr. Linda Van Buskirk, Vice Chair  
Mr. John Camardo, Trustee  
Dr. Cathy Dotterer, Dean for College Advancement  
Mr. Jeff Rosenthal, Vice President of Student Affairs  
Marie Nellenback, Acting Chief Financial Officer  
Pam Heleen, Executive Assistant to the President, Secretary to the Board  
Andrew Poole, Media and Public Relations Associate

Excused: Hon. Charlie Ripley

Present via Zoom: Ms. Stephanie Hutchinson, Trustee  
Mr. John Klink, Secretary  
Mr. Tony Franceschelli, Trustee  
Dr. Brian M. Durant, President  
Dr. Ron Cantor, Vice President of Academic Affairs and Provost  
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus  
Tom Corcoran, Director of Human Resources  
Guy Cosentino, Exec. Director of Cayuga Community College Foundation  
Rebecca Devendorf, Asst. Registrar, Co-President APG  
Eric Zizza, Faculty Association President

Present via Teleconference: None

Ms. Brown called the regular meeting of the Board of Trustees to order at 8:01 a.m.

**1.0 COMMENTS FROM THE PUBLIC**

None

**2.0 CONSENT AGENDA**

Ms. Brown presented the Consent Agenda which consisted of the August 27, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the August, 2020 (\$1,178,111.30), and Stipend Lists #23 and #24 totaling \$317,975.91.

Ms. Hutchinson made a motion to accept the Consent Agenda. Dr. Van Buskirk 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. She presented the following two (2) resolutions as motions to approve:

**3.1.1 JOB DESCRIPTION - Assistant Director of Human Resources and Title IX Coordinator**

**RESOLVED**, that the Managerial and Confidential job description for Assistant Director of Human Resources and Title IX Coordinator be adopted effective August 31, 2020.

Dr. Van Buskirk seconded the motion. The motion carried following a unanimous roll call vote.

### 3.1.2 **MANAGERIAL AND CONFIDENTIAL APPOINTMENT - Charles Romer**

**RESOLVED** that Charles R. Romer be appointed to a 12-month position as Assistant Director of Human Resources and Title IX Coordinator effective September 1, 2020 at an annual salary of \$65,000.

Dr. Van Buskirk seconded the motion. Dr. Durant noted that this was part of an institutional restructuring of the Management/Confidential staff and HR staff responsibilities. He was confident of a smooth transition. The motion carried following a unanimous roll call vote.

### 3.2 **Governance & Planning Committee**

Dr. Van Buskirk reported Chair Brown will be circulating a list of potential Trustee candidates for feedback. Also, that the Annual Board Retreat has been tentatively scheduled for October 15 with more details to come.

### 4.0 **REPORTS**

#### 4.1 **President's Report**

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

- COVID-19 is still a significant focus of the College and he praised leadership for their efforts to ensure continuity of both academic and support services. The faculty has shown great resiliency in their delivery of high quality education. The persistence of the student body is to be commended in that they have chosen to learn in a way not intended or wanted for their college experience, yet they continue to reach for their academic goals. We will be conducting student forums to learn about their experiences, get their feedback, and inform our future choices.
- We are drafting our next Strategic Plan which will incorporate modifications to position us best in a virtual world. It will include methods to hold us accountable for our progress and multiple activities to support our direction and recalibrate ourselves to support the modern student demographic. The new plan will be unveiled in the spring.
- We are examining the fall enrollment and its impact on spring numbers. More detail will be presented at the Board Retreat.

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

- All activities on the academic side are tied to the President's remarks. We must recreate ourselves, reinforcing some things and looking for ways to improve the student experience.
- Chair Brown asked for more detail concerning the integration of student support services into electronic platforms. Dr. Cantor stated that the course shells in BlackBoard may be used to deliver front-facing services once a student signs on to their course. Brandon Davis Shannon and Nicole Adsitt are leading the project.

4.1.3 **Acting Chief Financial Officer Report:** Marie Nellenback's report was included in the packet.

- Year-end statements are being finalized. The use of CARES fund and state cuts will be reflected. A more detailed report will be made in October.

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

- We will miss Fall 2020 enrollment targets by about 3%. Considering everything going on in the world and what is happening at our peer institutions, this is a small success.
- We're working on Spring 2021 and Fall 2021 recruitment.

4.0 **REPORTS (continued)**

4.1 **President's Report (continued)**

4.1.4 **Vice President of Student Affairs (continued)**

- Dr. Van Buskirk asked about the size of the wait list for student laptops which is about 10 students. She continued stress the importance of providing support for students who are technophobes and for students who have no internet access. Dr. Durant pointed out that retention groups will be reaching out to students and technology will be assessed. In addition, the faculty will be able to see the students who are having trouble working with the platform. The disengaged population is always difficult to reach. Referrals of all types will be a top priority for follow-up.
- Chair Brown asked if we can look for satellite sites to support student access and delivery. Dr. Durant will follow up.
- Cayuga Advantage numbers are still coming in. More data will be available in October.
- Mr. Rosenthal indicated that communication plans are still in place for the Admissions staff to reach out to high schools. Virtual Open Houses are being scheduled.

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

- We are ramping up for benefits enrollment and retiree meetings. All will be done virtually.
- We are waiting for our health insurance rate for next year.
- Wellness offerings will be available soon.

4.1.6 **Student Trustee:** Cath Dotterer confirmed that a new Student Trustee has been elected. Swearing in will be in October.

4.1.7 **CCC Foundation:** Mr. Cosentino reported:

- Letters have gone out for the annual campaign.
- Loraine Miller has joined the Foundation Board.
- Support for PTK membership will be continued.
- Meetings are ongoing with Auditors and financial planners.
- The 2020 census data collection ends September 30.

5.0 **OLD BUSINESS**

None

6.0 **NEW BUSINESS**

None

7.0 **COMMUNICATIONS**

7.1 Letter of Appreciation - Lara Kinney awarded the 2020 Trustee Scholarship

8.0 **INFORMATION**

In the Board Packet

- 8.1 Trustee attendance at County Legislature meetings will be updated to reflect the resignation of Charlie Ripley from the Board of Trustees.

9.0 **EXECUTIVE SESSION**

At 8:39 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 Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:02 a.m. following a motion by Mr. Klink, seconded by Dr. Van Buskirk and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the regular meeting, seconded by Mr. Franceschelli and carried by unanimous voice vote. The meeting adjourned at 9:03 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees