

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

Minutes of the regular meeting of the Board of Trustees held Thursday, October 22, 2020 via Zoom and teleconference.

Present via Zoom: Ms. Marian Brown, Chair
Dr. Linda Van Buskirk, Vice Chair
Mr. John Camardo, Trustee
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
Mr. Jeff Rosenthal, Vice President of Student Affairs
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Dr. Cathy Dotterer, Dean of for College Advancement
Tom Corcoran, Director of Human Resources
Marie Nellenback, Acting Chief Financial Officer
Andrew Poole, Media and Public Relations Associate
Guy Cosentino, Exec. Director of Cayuga Community College Foundation

Present via Teleconference: None

Chair Brown called the meeting to order at 8:02 a.m.

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA
Ms. Brown presented the Consent Agenda which consisted of the September 24, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the September, 2020 Monthly Bills (\$997,207.45), and Stipend Lists #25 and #26 totaling \$8,048.89.

Mr. Klink 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 resolution as a motion to approve:

3.1.1 FULTON AMI

WHEREAS Cayuga Community College submitted 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 Cayuga Community College Board approved a project for the Fulton Advanced Manufacturing Institute and general improvements to the campus in the last capital plan; 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; and

WHEREAS the Cayuga Community College Foundation has agreed to provide an additional \$90,000 towards the project; and

WHEREAS SUNY has agreed to provide a match based upon the Foundation funding and an available flexible appropriation which increases the project allocation to \$610,000; now therefore let it be

RESOLVED that the Cayuga Community College Board of Trustees acknowledges the submission of the additional funding for the Fulton Advanced Manufacturing Institute and improvements through an addendum to SUNY.

Dr. Durant commented that the Advanced Manufacturing Institute on the Fulton campus has been years in the making. Many industry partners have been engaged in the curriculum process and advisory board functions. Cayuga has offered no-credit courses and has built credit certificate programs to support the endeavor. It is an exciting time when possibilities are solidified on designs and estimates for costs. The support if the Foundation to secure these funds, to move the resolution through the Board, through the County, and then on for consideration by SUNY and the State is exciting. It is hoped that we will hear an approval in early 2021 from the State. This resolution secures most of the funds necessary for a shovel-ready 2021 capital project. Mr. Klink seconded the motion.

The motion carried following a unanimous voice vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that the Committee met on October 8. Meeting notes are in the Board packet.

- Dr. Van Buskirk asked where she might find data on the College's diversity, equity, and inclusion demographics. Dr. Durant indicated that the College Fact Book contains the information and he will ensure that she has an updated copy.
- Ms. Brown indicated that she would like to have an update on diversity initiatives. Dr. Durant indicated that one would be provided in December.
- Dr. Van Buskirk requested that all Trustees complete the self-assessment prior to the Retreat.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant expressed his appreciation for the Board's support of the Fulton AMI resolution. In addition, he provided the following highlights:

- College administration continues to be focused on fall enrollment and projections and financial modeling for Spring 2021.
- We have not reached our fall enrollment goal, but this phenomenon is not unusual and is not taken lightly. With the implications of the global pandemic, demographics and family uncertainties, this was an expected reality.
- Over the past several years, management has shown that in October, we can readjust and make the financial decisions necessary to be on pace for a balanced budget. We still need to be focused on the looming State financial impacts - the withholding of aid and the likely cuts. We are anticipating further legislative action and clarity in mid-November to determine the impacts to Cayuga. Scenario building is being done weekly so that at a moment's notice, administration is ready to handle any situation we face.
- The work of the Strategic Enrollment Taskforce continues. They are developing a 1 - 2 year vision to address enrollment given the current condition of higher education. Meetings will take place with key stakeholders and recommendations will be made in the late spring semester for actions and activities. This is in addition to our existing plans and enrollment and marketing strategies. This will ensure our intentional use of resources, efforts are properly focused, and we remain as nimble as possible.

- 4.1.2 Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the packet.
- For spring semester course offerings, division chairs and faculty are successfully working to consolidate courses to effect considerable financial savings.
 - We are working to ensure that all classes are maximally flexible. We want to be ready to "turn on a dime" and change course modality as necessary. Faculty have been front-loading in-person (hands-on) components of their courses to better ensure completion and academic continuity if there is a pandemic-related change required.
 - 2021 is the year for Cayuga's Middle States Accreditation Midpoint Review. Dr. Kimura will lead efforts to prepare.
- 4.1.3 Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:
- Admissions and IT staffs (especially Bruce Walter) have worked together to coordinate virtual open houses - Nov. 5 and 14 - which will be separated by academic schools to make it easier to select which open house to attend.
 - Weekly meetings are taking place with IT to ensure that staff is prepared if we must transition to remote operations. Ten additional laptops have been purchased this fall for faculty and staff. Virtually all 100 SUNY-provided laptops have been distributed to students.
 - Cayuga as implemented COVID surveillance testing. By all measures, implementation of testing efforts has been very successful. Thanks to Cathy Dotterer and Doug Kinney.
 - Ms. Brown noted that she was amazed that the enrollment numbers for K12 partnerships are as high as they are given the fact that the schools are in such disarray. Mr. Rosenthal responded that much of the decline is the decision schools have made to re-allocate Cayuga 101 faculty to other teaching assignments.
 - Dr. Durant noted that every enrolled student, regardless of campus, course modality, high school, or prison program is important for our institutional viability. Intentional program design and enrollment strategies that have positive budgetary impact are still vulnerable to other factors.
- 4.1.4 Acting Chief Financial Officer Report:** Marie Nellenback's report was included in the packet.
- Finance & Audit Committee meeting was held and detailed financial statement comments are provided in those meeting notes.
 - An updated August 31, 2020 year-end projection has been provided in the Board packet. Audit entries continue to be processed and many are hitting us in a positive manner. For example, on the Income Statement, the excess of revenue over expenses rose to approximately \$500K due to significant expense control.
 - Patterns for FY19-20 are not going to be like anything we've seen before. It will make projections for FY20-21 based on past performance very difficult.
 - Right now, we are in a positive place for FY20-21.
 - We're almost ready for the Audit in terms of the Operating Fund; it is expected to go up.
 - September 2020 numbers were presented with no projections for the year. We are preparing for a 20% cut/deferral in state aid.
- 4.1.5 Human Resources Director Report:** Tom Corcoran's report was included in the packet.
- Employee COVID testing is greatly appreciated.
 - A new dental plan has been put out to bid and will represent a plan change for one product. We provide an employee allowance for dental coverage which will not be affected. Quotes are due October 23.
 - For Open Enrollment, we are expecting a 7% rate increase for the classic BC/BS plan. We have negotiated better rates on the Retiree Medical product. It was going to go up a couple of percent on the initial quote, but now we expect a 23 - 25% reduction in those rates. Financial savings for the College and employees is expected.
 - PT Exec. Asst. to the President has been posted. Pre-screening candidates is taking place.

4.1.6 **Student Trustee:** Student Trustee will start in November.

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

- Loraine Miller has joined the Foundation Board.
- Amanda Stankus has been elected President of the Alumni Assoc.
- Foundation is working with College administration on a diversity scholarship.
- Foundation continues to work on capital campaign and annual campaign.
- Continued assistance has been committed to the Fulton AMI project.

5.0 **OLD BUSINESS**
None

6.0 **NEW BUSINESS**

Motion was made by John Klink and seconded by Stephanie Hutchinson to add 6.1 Resolution to Add Civil Service Slots for Health Screening Assistant. The motion was carried after a unanimous voice vote. Ms. Brown made a motion to approve the following resolution:

6.1 **RESOLVED**, that the College request Cayuga County Civil Service approval to create the title of Health Screening Assistant and create 6 part-time, variable hours, Screening Assistant positions.

Dr. Van Buskirk seconded the motion. Ms. Brown asked if the positions were staffed, would the salaries be eligible for CARES Act funds. Dr. Durant responded that they would be. The motion carried following a unanimous voice vote.

6.2 Mr. Camardo recognized the passing of Bob Gallow who served the College for many years and was brother-in-law to Trustee John Klink. We send our condolences to Mr. Klink and Mr. Gallow's family.

7.0 **COMMUNICATIONS**
None

8.0 **INFORMATION**
In the Board Packet

9.0 **EXECUTIVE SESSION**

Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss collective bargaining issues. The Board will take no action after Executive Session and will adjourn immediately 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.

10.0 **ADJOURNMENT**

Adjournment followed immediately after Executive Session.

Transcribed by:

Pamela Heleen

Respectfully submitted:

John Klink
Secretary, Board of Trustees