

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

Minutes of the regular meeting of the Board of Trustees held **Thursday, June 24, 2021** via Zoom.

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

Dr. Brian M. Durant, President  
Dr. Ron Cantor, Provost/VP of Academic Affairs  
Mr. Jeffrey Rosenthal, VP of Student Affairs  
Mr. Thomas Corcoran, Director of Human Resources  
Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus  
Mr. Andrew Poole, Media and Public Relations Associate  
Dr. Cathy Dotterer, Dean of Students  
Mr. Guy Cosentino, Exec. Director of CC College Foundation  
Mr. Eric Zizza, Faculty Association President  
Ms. Marie Nellenback, Acting CFO  
Ms. Kelly Albrecht  
Ms. Karen Wheat  
Ms. Jennifer Nichols  
Ms. Rebecca Devendorf  
Screen names: doneil; Misty  
Ms. Annette LeFever

Regrets: Ms. Stephanie Hutchinson, Trustee

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

Ms. Brown announced there was a need to enter Executive Session to do discuss contract negotiation matters prior to the meeting discussions. She made a motion to enter executive session at 8:02 a.m. Mr. Klink seconded the motion.

A motion to end executive session was made at 8:10 a.m. by John Camardo and seconded by Tony Franceschelli. Regular session resumed at 8:10 a.m.

1.0 COMMENTS FROM THE PUBLIC  
None

2.0 CONSENT AGENDA  
Ms. Brown presented the Consent Agenda which consisted of the May 6, 2021 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the March, 2021 Monthly bills totaling \$1,575,698.15, and March 2021 Stipend Lists #14 and #15 totaling \$422,968.89. One correction was made to the Board Minutes. On page three of the minutes, under the Student Affairs Report, the number of applicants to the Human Service program was incorrectly recorded as 99, and shall be changed to the correct number of 29.

Mr. Brown made a motion to accept the Consent Agenda with this change noted. Mr. Camardo seconded the motion. The motion carried following a unanimous voice vote.

3.0 COMMITTEE NOTES AND RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Mr. Klink stated the June 10, 2021 Committee Meeting Notes were included with the agenda and asked if there was any discussion. Hearing none, Mr. Klink made a motion to accept the notes. Dr. Van Buskirk seconded the motion, which carried by unanimous voice vote.

Mr. Klink announced three resolutions have been discussed and endorsed by the Finance and Audit Committee. All were included in the Board pack. Each Resolution was briefly discussed and roll call votes taken on the following items.

- 3.1.1 Resolution to Adopt the Executive, Managerial and Confidential Employee Handbook  
Dr. Durant spoke about the need to merge and update what was previously separate handbooks for a more efficient operations.

Motion to approve was made by Dr. Van Buskirk, seconded by Mr. Klink and carried by a unanimous voice vote.

- 3.1.2 Resolution to Appoint an Audit Firm

Ms. Nellenback reviewed the RFP process and stated three responses were received and evaluated according to national CPA recommended standards. She stated the review committee was unanimous on their endorsement of the high scoring firm, the Bonadio Group.

A motion to approve was made by Mr. Klink, seconded by Ms. Brown, it carried with eight affirmative roll call votes. One trustee was absent.

- 3.1.3 Resolution to Adopt the FY 2021-22 Operating Budget

Dr. Durant thanked the budget team for the smooth process this year, despite the challenges they faced. Dr. Durant explained in detail the challenges that exist in order to create a balanced budget, and noted that the proposed budget does not include an increase in tuition nor an increase to the County Sponsor budget. He noted that it does rely on 1.7M in CARES Act funds as well as 500K in fund balance. He noted some critical steps being planned now such as offering a voluntary early retirement incentives and renegotiating property leases will help bring down future costs when CARES funds are no longer available.

Mr. Brown made a motion to approve the resolution by roll call vote. The motion to approve carried with eight affirmative roll call votes. One trustee was absent.

3.2 Governance & Planning Committee

Dr. Van Buskirk stated the May 6, 2021 Committee Meeting Notes were included in the Board pack and asked if there was any corrections or discussion. Hearing none, Mr. Klink made a motion to accept the notes. Ms. Brown seconded the motion, which carried by unanimous voice vote.

3.2.1 Resolution to Submit A.A.S. Electrical Technology Degree

A motion to approve was made by Dr. Van Buskirk, seconded by Mr. Klink and carried with a unanimous voice vote.

3.2.2 Resolution to Amend Board Bylaws

A motion to approve was made by Dr. Van Buskirk, seconded by Ms. Kerr and carried with a unanimous voice vote.

4.0 **REPORTS**

**4.1 President's Report**

1.1.1 **President:** Dr. Durant thank trustees for approving the budget and extended that thanks to the accounting team Marie Nellenback, Kelly Albrecht and Jackie Caputa for their hard work.

- The Culinary Facility Ribbon Cutting Ceremony date has been changed to Wednesday, July 14<sup>th</sup> at 11:30 a.m. This change was made to accommodate some state representatives who would like to be in attendance. Invitations will be sent next week with more details.
- He stated that the AMI Fulton bids that came in did not fit within our budget plan. Not wanting to delay the project, the scope of the project was reviewed and some items are able to be completed with in-house staff. The remaining items have been put back out to bid, which are expected to be opened in the next few weeks.
- Dr. Durant said staff are gearing up for Fall in regards to COVID guidelines, we are still waiting for some final SUNY specific guidelines on a few items such as handling vaccinations, social distancing, masking rules. And update from SUNY should be forthcoming. However, starting in July, the Board can begin meeting in person for meetings. We will continue to offer the Zoom in option for those who would like it. He ask for some patience and flexibility as we work through how run the meetings efficiently in a hybrid meeting environment.

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

- Dr. Cantor stated that interest in the Culinary program has been strong, as are the Fulton AMI project partnerships. He noted he and his team have been in communication with several new prospective business partners.
- Dr. Cantor and his team are also immersed in fall planning and awaiting SUNY detailed guidance to finalize some plans.
- A brief discussion on student Telcom awards took place. Two students won national awards for their work. A press release is in the works and will be sent to trustees when it goes out and if possible we will include links to see the student work online.

5.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the Board packet.

- Mr. Rosenthal reported on highlights from a national report on Higher Education, that reported enrollment at two-year institutions is down by an average of 12%.
- He thanked the Admissions, Register's, Financial Services, Student Services and IT departments for stepping up to support our students throughout the challenges the COVID pandemic brought on.
- He acknowledged this as his last Trustee meeting before his retirement and thanked the Senior leadership team, especially President Durant for their collegiality and friendship.
- Ms. Winfield relayed an article she had read about for-profit colleges in CA are seeing a bump in enrollment and asked if we see that trend locally? A thoughtful discussion ensued about the role national online degree programs trends.

- 5.1.4 Human Resources Director Report:** Mr. Corcoran's report was included in the Board packet.
- Mr. Corcoran stated the annual mandatory training cycle is underway and a final push to reach compliance is in process. He thanked Annette LeFever for her assistance with the project.
  - HR staff attended an Active Shooter Refresher training session and noted that now that we are back on campus, that training will be pushed out to small groups as a refresher and capture any new staff as well.
  - HR is working in a voluntary vaccination reporting system. They are working through how to store and access the information in a manner that maintains confidentiality standards.

- 5.1.5 Acting CFO/Treasurer Report:** Marie Nellenback's report was included in the Board packet.
- Ms. Nellenback thanked the board for passing the budget.
  - She spoke about the use of CARES Act funds strategically to alleviate long-term impacts the pandemic is expected to have on enrollment/revenue. She expressed not all institutional counterparts are applying their funds in this manner, but she is confident that decisions made now will help us make future year cuts less dramatic.
  - May projections are detailed in the report and much by the end of the year.
  - Working on several Capital initiatives including DRI funds for the Culinary center, Fulton AMI re-bid, and phase 2 of childcare.

- 5.1.6 Student Trustee:** Ms. Bates stated that spring classes have wrapped up and most summer students are attending online, therefore there is not much student activity to report.
- Nursing orientation took place Monday and Tuesday this week and it was nice to see many students waking on campus.
  - Ms. Bates reported she will not be the Student Trustee next year. She will serve as student body treasurer. She will be attending class part time and is, therefore, not eligible to be the Student Trustee.

- 5.1.7 CCC Foundation:**
- Mr. Cosentino stated that Trustees should have received copies of The Commencement Book the Foundation produced for students and families, as well as donors for this year's awards.
  - The Foundation has almost all of its scholarship notices out to students and donors for the 2021-2022 Academic Year and the Executive Director thanked the College's faculty and staff for their help in choosing recipients. He also updated the Trustees on the Fred L. Emerson Academic Scholarships and the Presidential Scholars for 2021-2020 and answered a question from Dr. Van Buskirk on the support from other area foundations.
  - The Executive Director thanked Dr. Keiko Kimura for her help in identifying new scholarship opportunities in Oswego County.
  - The Foundation is supporting three upcoming events:
    - The Harlequin Alumni Reunion in July with Bob Frame
    - The Wreath's Across America Event with Alumni Dr. Linda Townsend on August 9<sup>th</sup>
    - Sponsorship of the upcoming Film Festival at the Auburn Public Theatre being put on by the College's TeleCom Department under the direction of Professor Steve Keeler.
  - There is a tentative plan to recognize the 2020 and 2021 Alumni of the Year recipients at the Culinary Institute Downtown on Thursday, September 9<sup>th</sup> - invitations to trustees will be forthcoming.
  - Mr. Cosentino also noted that Foundation's Associate Director of Development and Alumni Director Ginny Kent was recognized by Leadership Cayuga with their Community Leadership Award and he thanked Chair Brown, Trustee Franceschelli, Provost Cantor and Public Safety Director Doug Kinney for attending her recognition.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

Ms. Brown announced there were several items of new business to discuss including three resolutions.

6.1 Resolution Maintenance and Custodial Labor Agreement

A motion to take a roll call vote was made by Ms. Brown, carried with eight affirmative roll call votes. One trustee was absent.

6.2 Resolution Executive and Management Confidential Personnel Appointments

Dr. Durant stated that much thought went into these new position statements, which represents a streamlining of our organizational structure without taking on new staff, and he noted we are now hiring two executive staff and a Dean who have retired in the past year. While it is never ideal reduce positions, it is the responsible thing to do in this financial climate, and we are fortunate to have the talent to manage this new structure. He stated his full endorsement of the candidate in this resolution.

A motion to take a roll call vote was made by Ms. Brown, carried with eight affirmative roll call votes. One trustee was absent.

6.3 Resolution 83-87 Wall Street Property Acquisition

Dr. Durant stated there is an opportunity to acquire an adjacent parcel of land to our childcare center that will allow for long range flexibility of the site, which may include new structure or parking improvements. Funding has been secured from the FSA and matched by NYS and results in a commitment in excess of the cost. Ms. Kerr asked how that balance of funds can be used. Dr. Durant indicated the funding was flexible as long as it was used on the site. Dr. Van Buskirk noted that community colleges across the state have been unable to sustain their childcare facilities and that our program is strong is a credit to the college and the community.

A motion to take a roll call vote was made by Ms. Brown, seconded by Ms. Van Buskirk, and carried with eight affirmative roll call votes. One trustee was absent.

8.0 COMMUNICATIONS

None

8.0 INFORMATION

Board schedules and standard information documents were included in the Board Packet.

9.0 EXECUTIVE SESSION

At 8:55 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss collective bargaining issues. A motion to adjourn into Executive Session was made by Ms. Brown, seconded by Mr. Franceschelli, and carried following a unanimous voice vote.

10.0 ADJOURNMENT

The Board will take no further action after Executive Session. Dr. Van Buskirk moved to adjourn the regular meeting, seconded by Ms. Hutchinson and carried by unanimous voice vote. The meeting adjourned at 9:39 a.m.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever  
Secretary to the Board

John Klink  
Secretary, Board of Trustees