

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held **Thursday, August 26, 2021.**

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

 Dr. Brian M. Durant, President
 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
 Ms. Marie Nellenback, Acting CFO/Treasurer
 Guy Cosentino, Executive Director CCC Foundation
 Eric Zizza
 Terry Quill
 Bruce Walter
 Kelly Albrecht
 Karen Wheat
 Dan Oneil
 Misty DiGaetano
 Rebecca Devendorf
 Annette LeFever

Absent: Ms. Alaina Bates, Trustee

Chairperson Brown, while present, was experiencing audio difficulties. Vice Chairperson Franceschelli called the Meeting to order at 8:01 a.m.

Note: Ms. Brown’s audio connection was restored at approximately 8:25 a.m. and she resumed leadership of the meeting agenda.

1.0 COMMENTS FROM THE PUBLIC
 None

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the July 22, 2021 Annual Board meeting. He 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. He 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. Hutchinson, and carried with a unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee - Ms. Hutchinson stated the meeting notes from the August 12, 2021 meeting were included in the agenda pack. She noted three Resolutions were discussed and endorsed at the committee meeting and presented them for Board discussion and approval.

3.1.1 Resolution Faculty Appointment of Elizabeth Hartigan
A motion to approve was made by Ms. Hutchinson, seconded by Mr. Klink. The motion carried by a roll call vote of 7:0.

3.1.2 Resolution Executive, Managerial & Confidential Salary Increase
A motion to approve was made by Ms. Hutchinson, seconded by Mr. Klink. The motion carried by a roll call vote of 7:0.

3.1.3 Resolution Institutional Rates for Part-Time & Variable Hour Positions
A motion to approve was made by Ms. Hutchinson, seconded by Ms. Kerr. The motion carried by a unanimous voice vote.

3.2 Governance & Planning Committee - No meeting was held in August.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant stated it has been a very busy summer and expressed appreciation to staff for their hard work preparing to welcome both returning and new students back to campus next week. A great deal of planning and contingency planning has gone into creating a safe and welcoming environment.

Dr. Durant discussed the FDA's expected approval of the Pfizer COVID-19 vaccination and what we can expect from SUNY, which has already firmly stated they will mandate the vaccine for all students upon FDA approval. Dr. Durant spoke about the challenges and stresses this will place on staff and students alike, but stressed as leaders of the college we have an obligation to implement SUNY and NYS public health policy to the best of our ability and without reservation. Continuity of operations and remaining open for in-person instruction are our chief focus as we work through rapidly changing policy. Dr. Durant stated he appreciates and respects individuals personal beliefs but again stated it is imperative we comply with SUNY and NYS mandates.

Dr. Durant noted changes that have already been made to campus COVID policy, including requiring all students and staff to wear a mask, regardless of their vaccination status. Testing is now required weekly for non-vaccinated individuals and bi-weekly for vaccinated. Events outside classrooms (which enforce 3 ft. distancing) are limited to groups under 10. A request process for events of 10 or more has been designed, events will be approved on a case by case basis.

Trustees asked several questions about COVID-19 vaccination processes; including questions about known (self disclosed) vaccination rates among students and staff and if a vaccination mandate is issued by SUNY how our staff policy may be impacted. Discussion highlights noted out vaccination rates for summer staff and students was quite high - around 70% (exact percentage was not immediately available), which is significantly higher than the County overall rate. Fall student and staff composition is not yet known. Several trustees encouraged the president to consider creative ways of encouraging faculty and staff members to be vaccinated, noting the incongruity of a vaccine mandate for students but not staff.

Switching gears, Dr Durant expressed appreciation to the Cayuga County Legislature for their support of two resolutions. First, the acquisition of the Wall Street property adjacent to the Childcare Center. The second, was for the return of funding received from a Shared Services Award, which will be used for the Workforce Development Center Project. Dr. Durant reminded the group that this State incentive money in the amount of \$320K was realized from our partnership with the City of Auburn on the revitalization and shared use of Falcon Park which resulted in very significant savings to both the City and the College. With these funds now secured, we can move forward with the Workforce Development Center bid process.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor noted his written report was included in the agenda pack. He further commented that the world of higher education is rapidly changing and the college is benefiting from the new thinking of staff who were recently appointed to new roles, specifically, Dr. Dotterer, Dr. Kimura and Dr. Davis-Shannon, whose recent contributions have transformed how we are discussing the future of the college.

4.1.3 Vice President of Student Affairs

Dr. Dotterer noted her written report was included in the agenda pack. She commented that enrollment activity is still high and will continue to be through the first week of class. She noted K-12 enrollment numbers will come in mid-September. Dr. Dotterer discussed the Choose Community College marketing campaign, which is a shared campaign with OCC, and consists of web, social media and television commercials that will begin to be rolled out over the next several weeks. Dr. Dotterer will give a more detailed presentation on the college marketing strategy at a future Board work session. Ms. Brown expressed pleasure to see we are as far along with reaching enrollment goals as we are, give the challenges of COVID.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura noted her written report was included in the agenda pack. She discussed very positive feedback from the first community education event held at the Culinary Facility and noted another session is scheduled next week and will feature Cayuga Milk Ingredients CEO Kevin Ellis and Chef Luke Szabo from Scratch Farmhouse Catering. Dr. Kimura also noted the Fulton AMI construction is in process. C&S Companies will serve as Project Managers and will be meeting with selected contractors McGinnis Nelson next week to lay out project plans.

Ms. Kerr asked Dr. Kimura about our participation with the Oswego County

Manufacturers Association. Dr. Kimura reported that we are active members and she sits on various subcommittees, and the relationship with association members agencies is a great benefit to the college as a whole, and especially so for our workforce development program.

4.1.5 Human Resources & Public Safety

Mr. Corcoran noted his written report was included in the agenda pack. He thanked Annette LeFever for her assistance with the annually mandated safety training programs, and noted our compliance rate is higher than it's been in years. One final push to reach stragglers is being conducted now. Many adjuncts receive training elsewhere and lag behind in providing the documentation to us until the start of the academic year.

4.1.6 Acting CFO/Treasurer

Ms. Nellenback's report was included in the agenda pack. She discussed the current projection of adding to the fund balance and the various factors which led to this being temporary operational measures taken in response to COVID-19 and role CARES funding had on the balance sheets. Dr. Durant elaborated on the discussion noting the temporary nature of adding to the fund balance, pointing out the institution recorded significant lost revenues in the past two fiscal years and without the CARES funding we would be in a much different position. He cautioned that going forward there is still a need for prudent management of funds and strategic reliance on the use of the fund balance to reduce long term fixed costs to the greatest extent feasible.

Ms. Nellenback also reported that State Capital reimbursement funds for the Culinary center completion have been approved in the expected amount of \$800K and will soon be reflected on our books. She noted the Childcare property acquisition Capital funds request can now move forwards with previously mentioned County Resolution. Finally, she noted State Capital Request applications are due August 31st and she will be submitting a request related to the Auburn campus HVAC needs.

4.1.7 Student Trustee

No report. Ms. Brown noted there is a need to contact the Student Government to start the process of filling the Student Trustee term for 21-22. Dr. Dotterer confirmed the process has been initiated but elections may not take place well into September.

4.1.8 CCCC Foundation

Mr. Cosentino reported the Wreath's Across America Event on August 9th was very successful and thanked Legislator Kerr for joining us at the evening ceremony. In conversation with the exhibitors, they were very happy with the attendance, saying that over 100 people went through the exhibit.

Mr. Cosentino stated the Foundation understands and supports the College's decisions to cancel the Scholarship Reception, the Alumni Awards Event on September 9th, the

Annual Presidents' Circle Dinner on September 23rd and the Craft Fair due to restrictions imposed by COVID-19 safety protocols.

He discussed several actions the Foundation Board took at their July Board meeting, including:

- Increasing by 25% the Scholarship disbursement rate for the 2022-2023 Academic Year
- Created a \$20,000 Challenge Grant with a 1 for 1 match to raise funds for the Student Emergency Fund

Finally, he announced that the letters had gone out earlier in the week kicking off the Foundation's Annual Campaign.

5.0 OLD BUSINESS

none

6.0 NEW BUSINESS

6.1 Resolution to Nominate Dr. Linda P. Van Buskirk for the NYCCT Donald M. Mawhinney, Jr. Trustee Leadership Award

Ms. Brown spoke most sincerely of Dr. Van Buskirk's leadership and training role with the New York State Community College Trustees Association (NYSCCT), noting her passion and tireless efforts to advocate for not just Cayuga, but all Community Colleges across NY. In recognition of those valiant efforts, Ms. Brown made a motion to nominate Dr. Van Buskirk for a prestigious NYCCT Award. Mr. Klink seconded the motion, which carried with unanimous voice vote.

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 9:02 a.m. Ms. Brown announce there was a need to enter executive session to discuss contract negotiation matters and asked for a motion to exit regular session. That motion was made by Dr. Van Buskirk and seconded by Ms. Kerr.

10.0 ADJOURNMENT

With no further business to discuss, Ms. Brown made a motion to exit the executive session and adjourn the meeting at approximately 9:25 a.m. Mr. Kink seconded the motion which carried by unanimous voice vote.

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Quorum Calls										
Board of Trustees Meeting 						August 26, 2021				
Name			3.1.1		3.1.2		3.1.3		6.1	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Ms. Bates (Alina)		X					Voice vote all in favor	Voice vote All in favor		
Ms. Brown (Marian) <small>*present by Zoom, audio function not operable for first 25 min. of meeting. Vote NOT recorded.</small>	X									
Mr. Camardo (John)	X		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					