

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, January 18, 2017 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Dr. Linda P. Van Buskirk, Chair
Ms. Melina Carnicelli, Secretary
Mr. John Camardo
Ms. Angela Daddabbo
Ms. Stephanie Hutchinson
Mr. John J. Klink
Mr. Patrick Mahunik
Dr. Richard Stankus
Ms. Duanna Johnson, Student Trustee

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, Provost and VP of Academic Affairs
Dr. Dan DoBell VP of Administration and Treasurer
Jeff Rosenthal, VP of Student Affairs
Tom Corcoran, Director of Human Resources
Dia Carabajal, Professor
Bob Frame, Director of Theater Operations, APG Pres.
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Financial Aid, Co-President ESP
Deborah Purcell, Senior Typist/CEWD
Patti Hamberger, Registrar's Office
Guy Cosentino, Executive Director, CCCC Foundation

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 6:01 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

Dr. Van Buskirk asked for a motion to amend the agenda - adding resolution 3.3.1 and handling "Old Business - Report from the Nominating Committee" right after the Consent Agenda. Mr. Camardo made the motion which was seconded by Mr. Mahunik and carried following a unanimous voice vote.

2.0 CONSENT AGENDA

Dr. Van Buskirk asked for a motion to approve the Consent Agenda including the December 21, 2016 Regular Board Meeting minutes, the December 2016 Monthly Bills totaling \$1,575,385.24, and the 2017 Stipend List #8 and #9 totaling \$6,581.80.

Motion was made by Ms. Daddabbo, seconded by Mr. Klink and carried after a unanimous voice vote.

5.0 OLD BUSINESS

Special Election of Vice Chair through June 2018

Ms. Carnicelli chaired the nominating committee and brought forth the following motion to accept Mr. Camardo as Vice Chair.

Motion seconded by Ms. Daddabbo and hearing no other nominations from the floor, the motion carried by unanimous voice vote.

Dr. Van Buskirk thanked the nominating committee for their efforts.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1.1 Buildings & Grounds

Mr. Klink reported that the B&G Committee met today, had no resolutions, and received an update on the athletic field. Configurations and the associated costs should be available at our February committee meeting.

Dr. Van Buskirk noted that the Trustees should review the Student Housing Report that was sent out in December for review. She thanked the Housing Committee for their thorough work on the report.

3.2 Finance & Audit

Ms. Hutchinson stated that there were no actionable items to present. She reported that Dr. DoBell presented a budget development calendar.

3.3 Personnel

Dr. Stankus stated that the Personnel Changes Report had been submitted and proceeded to read the following resolution as a motion to approve:

3.3.1 Administrative Professional Retirement:

RESOLVED, that the retirement of Susan Witmer, Director of Fulton Operations, be accepted effective November 30, 2016. The Board of Trustees expresses its recognition of more than 33 years of service to the institution by Ms. Witmer and wishes her a happy, prosperous, and fulfilling retirement.

The motion was seconded by Mr. Klink.

3.4 Governance and Planning

Ms. Carnicelli stated that the committee had no new business and did not meet this month.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant stated that the spring semester is just underway and highlighted the following items:

- Dr. Durant gave an update on the Governor's Excelsior Scholarship Program. The program focuses on affordability and will be meant to bridge the gap between TAP/PELL and other scholarship programs. We are still gathering information. We will do an impact study for our own CCC demographic.
- The Executive budget included \$0 increase in state aid. SUNY Community College Presidents will be advocating for the same funding as last year - level funding regardless of enrollment. We are hoping to present an important advocacy message in February. Dr. Van Buskirk will be asking the Trustees to advocate, as well.
- The Facilities Master Plan is being evaluated to determine if professional assistance is needed to take it to the next stage of implementation, given all the improvements and changes that have been made to the campus since its original writing. We need to take a longer range view of what the College needs and what it will look like.

4.1.2 Provost and Vice-President for Academic Affairs:

- The fall newsletter from Steve Keeler was distributed. It was sent to high schools and guidance counselors.
- Discussion took place about program development. Dental hygienist, dental assistant, cartographers, wind turbine maintenance, graphic design, cyber security, and chemical dependency counseling were all mentioned as possible options. Dr. Durant stated that we need to go down both paths and balance what programs create employable students and which programs are attractive to students. We'll be looking at all the data with the division chairs.

4.1.3 Vice-President for Administration: Dr. DoBell highlighted his report and noted that:

- We are finalizing the audit and the auditors will be in on February 9th for an exit conference.
- The budget development process has begun
- Dr. Van Buskirk asked if there have been any noticeable benefits from the SmartEdge contract yet. Dr. DoBell will look into it.

4.1.4 Vice-President for Student Affairs: VP Rosenthal highlighted the following items:

- Feeling fairly good about spring FTE numbers. We're also looking for an increase in spring Cayuga Advantage numbers.
- When comparing year-to-year, applications from Cayuga County are up 21%, 18% from Oswego County, and double from Seneca County. We'll be looking next to see if these increases provide comparable increases in our yield rate.
- Dr. Durant stated that we will provide data about how often we get out to promote CCC. Further discussion took place.
- Trustees were shown the new commercials.

4.1.5 Student Trustee: Ms. Johnson provided the following summary:

- 45 students attended orientation
- SGO Treasurer's position is vacant.
- Blood drive is scheduled for mid-February

4.1.6 CCCC Foundation: Mr. Cosentino provided the following updates:

- Attended the Chief Advancement Officer event last week in Albany to discuss fundraising and capital campaigns.
- The Presidential Scholars luncheon is February 10; invitations will go out next week.

7.0 COMMUNICATIONS

None

8.0 INFORMATION

Reviewed information contained in the packet.

9.0 EXECUTIVE SESSION

At 6:53 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, personnel and collective bargaining matters. The motion to adjourn into Executive Session was made by Ms. Carnicelli, seconded by Ms. Daddabbo, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:42 p.m. following a motion by Mr. Camardo, seconded by Mr. Mahunik and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 7:42 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Camardo
Vice Chair, Board of Trustees