

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, October 25, 2017 in the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Dr. Linda P. Van Buskirk, Chair                      Excused: Mr. John Camardo  
Ms. Marian Brown  
Ms. Melina Carnicelli  
Ms. Angela Daddabbo  
Ms. Stephanie Hutchinson  
Mr. John J. Klink  
Mr. Patrick Mahunik  
Ms. Stefanie Mitchell, Student Trustee  
Dr. Richard Stankus

Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, VP of Academic Affairs and Provost  
Dr. Dan DoBell, VP of Administration, Treasurer  
Jeff Rosenthal, VP of Student Affairs  
Guy Cosentino, Executive Director, CCC Foundation  
Cathy Dotterer, Dean of Students/Chief Diversity Officer  
Keiko Kimura, Assoc. Vice President/Dean of the Fulton Campus  
Pete Liddell, Faculty Assoc. Rep.  
Patti Hamberger, Senior Typist, Registrar's Office  
Debbie Purcell, Senior Typist/CEWD

Kelly Rochleau, Auburn Citizen

Christina Kochan, Administrative Assistant, Academic Affairs Office (for Pam Heleen)

Dr. Van Buskirk called the meeting to order at 6:00 p.m.

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the September 20, 2017 Regular Board Meeting minutes, the September, 2017 Monthly Bills totaling \$1,512,723.98, and Stipend Lists #1 - #3 totaling \$\$1,026,126.23.

Motion to accept the Consent Agenda was seconded by Ms. Brown and carried following a unanimous voice vote.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Finance & Audit Committee**

Mr. Klink summarized the committee meeting notes from October 12, 2017 and walked through the Audit process. Everything is in order for the Audit. Mr. Klink also announced that approx. \$1.4 million will be added to the fund balance.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.1 Finance & Audit Committee (continued)**

Mr. Klink presented the following resolutions as motions to approve:

**3.1.1 START-UP NY Affiliation Agreement - CCIDA**

WHEREAS, in September, 2014 Cayuga Community College's START-UP NY Designation Plan was submitted to and approved by Empire State Development, and

WHEREAS, that plan allows Cayuga Community College to participate in the START-UP NY program, which was enacted by the New York State Legislature in June, 2013 with the aim of creating public-private partnerships on college campuses across the State to spur economic development and job creation through the use of extensive tax incentives within designated areas, and

WHEREAS, at their August, 2017 meeting, the Cayuga County Industrial Development Agency approved an Affiliation Agreement with Cayuga Community College whereby the Agency will make certain properties available for inclusion in the Start-Up NY Program.

WHEREAS, any Start-Up NY Affiliation Agreement requires approval of the Cayuga Community College Board of Trustees; and

WHEREAS, the Agreement has been shared with the Board; now

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Cayuga Community College approves the START-UP NY Affiliation Agreement with Cayuga County Industrial Development Agency; and

FURTHER RESOLVE THAT, Dr. Brian M. Durant execute said Affiliation Agreement on behalf of Cayuga Community College.

The motion was seconded by Ms. Brown and carried following a unanimous voice vote.

Dr. Durant stated that this is a wonderful opportunity to expand the properties that are eligible to participate in Start-up NY. Ms. Carnicelli asked about the management of these partnerships. Dr. Durant stated that the Office of the President is managing the partnerships and our local CCIDA is streamlining the process for participation. If local employers want to expand or to come to the area, they would start in the Office of the President and be joined by the appropriate Student and Academic liaison to discuss the necessary requirements of the Start-up NY Program.

**3.1.2 START-UP NY Affiliation Agreement - AIDA**

WHEREAS, in September, 2014 Cayuga Community College's START-UP NY Designation Plan was submitted to and approved by Empire State Development, and

WHEREAS, that plan allows Cayuga Community College to participate in the START-UP NY program, which was enacted by the New York State Legislature in June 2013 with the aim of creating public-private partnerships on college campuses across the State to spur economic development and job creation through the use of extensive tax incentives within designated areas, and

WHEREAS, on May 17, 2017 meeting, the Auburn Industrial Development Authority approved an Affiliation Agreement with Cayuga Community College whereby the Authority will make certain properties available for inclusion in the Start-Up NY Program.

WHEREAS, any Start-Up NY Affiliation Agreement requires approval of the Cayuga Community College Board of Trustees; and

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.1 Finance & Audit Committee (continued)**

**3.1.2 Start-UP NY Affiliation Agreement - AIDA (continued)**

WHEREAS, the Agreement has been shared with the Board; now

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Cayuga Community College approves the START-UP NY Affiliation Agreement with Auburn Industrial Development Authority;

AND, FURTHER RESOLVE THAT, Dr. Brian M. Durant execute said Affiliation Agreement on behalf of Cayuga Community College.

The motion was seconded by Ms. Brown and carried following a unanimous voice vote.

**3.1.3 Medicare Health Insurance Plan Option for Retirees**

**RESOLVED** that the College offer eligible retirees age 65 and older the option to select a Medicare Blue PPO, or comparable plan, as adopted by the County of Cayuga Health Insurance Consortium, as part of retiree benefits defined by contract or policy, effective January 1, 2018.

The motion was seconded by Pat Mahunik. Dr. Durant stated that this is a great opportunity to offer health benefits for retirees past age 65. It is employee-friendly, and it is the right thing to do as an employer. The motion carried following a unanimous voice vote.

**3.1.4 Service Animals Policy**

**RESOLVED**, that the College adopt the Service Animals Policy effective November 1, 2017.

The motion was seconded by Marian Brown. Dr. Durant stated that the policy has gone through a year of extensive and thorough internal review. This policy underlines good practice standards for both the employee and the students. The motion carried following a unanimous voice vote.

**3.2 Governance & Planning Committee**

Ms. Carnicelli highlighted the October 12<sup>th</sup> meeting and reported that the Committee was impressed with the course offerings in the Information Technology and the Humanities and Social Studies programs outlined during the program review presentations.

A date for the next Board Retreat has not been established. Watch for another poll on monthly meeting times.

#### 4.0 REPORTS

#### 4.1 President's Report

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

- A wonderful example of the positive results that occur when institutions come together for the community, the faculty, the students, and the County is the Cayuga/Wells Presidential Scholarship signing event. Dr. Durant thanked the Foundation Board for their support of the Presidential Scholarship program that has snowballed into this new program. Any Cayuga County student who qualifies academically has the ability to transfer to Wells College as a President's Scholar, regardless of whether they received funds through Cayuga's Presidential Scholarship program. This year, 55 Cayuga students meet the Presidential Scholar criteria and qualify for up to \$22,000 per year at Wells when they graduate from Cayuga. Our vision includes not only workforce development, but the support for students who want to pursue a baccalaureate degree. Wells is the first of these important partnerships. Thanks to all in the Academic and Enrollment areas who made this happen.
- Audit fieldwork has been done. The College is in a position to add approx. \$1.5 million to the fund balance, approaching the Middle States recommendation. Leadership has built predictive modeling tools and has improved internal controls to react to enrollment changes and make responsible decisions to balance the budget. We can now leverage this key information to make decisions about investments in marketing, facilities, and staff (i.e., the nursing facilities remodeling). There is a great deal more to do.

##### 4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron highlighted her report.

- New programs are being developed, reviews are being conducted for existing programs, and facility renovations are being evaluated and planned.
- Volume 3 of the Creative Arts Journal was distributed - student and faculty work.

##### 4.1.3 Vice-President for Administration: Dr. DoBell highlighted his report:

- Auditors are working; they will be here for two weeks of fieldwork before a full Board report is available in February.

##### 4.1.4 Vice-President for Student Affairs:

- Auburn campus has a fully stocked food pantry for students who have a need for food. Many of our students, especially those who live in Lattimore Hall, have food insecurities while they wait for their aid distributions. Thanks to all who organized the recent event that raised over \$2600 for the food pantry. Next semester, similar efforts will be made on the Fulton campus. Ms. Carnicelli asked how students access the pantry. Mr. Rosenthal responded that as long as they present a valid student ID, they will be able to benefit. A number of volunteers have come forward to work at the pantry. Dr. Durant stated that the passion to create the pantry led to a quick turnaround on the project.
- Recruitment for the soccer team is led by the head coach. It takes someone with connections to know how to attract international students; they are very good and represent the College well.
- Fall "K-12 Partnership" FTE continue to grow. It is expected that we will meet the fall target.
- January London Program cancellation was discussed. Meetings will be held later this fall to discuss how better to market the program and to perhaps work with outside firms to handle the administrative aspects. Cayuga should be talking to other schools (i.e., Wells, Cornell, Ithaca) to see if their students might be interested in our study abroad option or to partner for more options for Cayuga students. Intersession courses may not be aidable, plus the cost of travel puts the price tag at \$3,000 - \$4,000 which may be problematic for students. The study abroad program will be reviewed.

**4.0 REPORTS (continued)**

**4.1.5 Student Trustee:** Stefanie Mitchell reported that one of the main concerns of the students is that there are conflicts between the activity hour (11:00 - 12:00) and when classes are scheduled. Also, students don't seem to be interested in the activities that are booked. Dr. Durant stated that making sure that students feel engaged, enriched, and supported will ultimately affect their persistence and their overall experience. We'll be getting together with student leaders to gather additional feedback and perhaps make some programmatic changes. Mr. Rosenthal volunteered to meet with Ms. Mitchell to discuss the issues and plan for the future.

**4.1.6 CCC Foundation:**

- Presidential Scholarship applications are beginning to come in. The Presidential Scholars luncheon will be put off until the spring.
- A fundraising event will take place in memory of Bob Wojnar on November 16 at the Springside Inn. An announcement will be sent out to the College.

**5.0 OLD BUSINESS**

- Dr. Van Buskirk attended the NYCCT Conference in Syracuse. By comparison, Cayuga's President, Board, and administrative structure are "pretty gosh darn good."
  - Presentations were made about the Excelsior Scholarship program, legal issues, and advocacy.
  - Trustees should use their access to political connections to advocate for the College and its programs.
  - Our Board and President evaluation processes are in good shape.
  - Dr. Durant has been instrumental in developing the new approach to funding formulas for community colleges. Funding should be predictable and not based on enrollment - consistency will allow schools to plan for the future, both for the students and the workforce.

**6.0 NEW BUSINESS**

None.

**7.0 COMMUNICATIONS**

None.

**8.0 INFORMATION**

8.3 Dr. Van Buskirk stated that voting via Video/Phone Conferencing is allowed if it happens in a public place and that place has been advertised as part of the press release announcing the meeting. Dr. Durant stated that he would look into accommodations.

**9.0 EXECUTIVE SESSION**

At 7:03 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate issues. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Ms. Brown, seconded by Mr. Mahunik, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:28 p.m. following a motion by Ms. Brown, seconded by Mr. Mahunik and carried following a unanimous voice vote.

**10.0 ADJOURNMENT**

Ms. Brown moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 7:29 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

Melina Carnicelli  
Secretary, Board of Trustees