

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

Minutes of the regular meeting of the Board of Trustees held Thursday, February 15, 2018 in the Business Industry Center on the Auburn Campus of Cayuga Community College and from F201 on the Fulton Campus.

Present: Dr. Linda P. Van Buskirk, Chair                      Excused: Mr. John J. Klink  
 Ms. Marian Brown  
 Mr. John Camardo  
 Ms. Melina Carnicelli  
 Ms. Angela Daddabbo  
 Ms. Stephanie Hutchinson  
 Mr. Patrick Mahunik (late arrival - 5:47 p.m.)  
 Ms. Corin Prystal  
 Dr. Richard Stankus

Also Present: Dr. Brian M. Durant, President  
 Dr. Dan DoBell, VP of Finance and Administration  
 Jeff Rosenthal, VP of Student Affairs  
 Dr. Keiko Kimura, Assoc. VP and Dean of Fulton Campus  
 Cathy Dotterer, Dean of Students/Chief Diversity Officer  
 Tom Corcoran, Director of Human Resources  
 Marie Nellenback, Comptroller  
 Richard Brower Faculty Association Rep (from Fulton campus)  
 Patti Hamberger, Senior Typist, Registrar's Office  
 Debbie Purcell, Senior Typist/CEWD  
 JoAnn Harris, Co-President ESP  
 Theresa Rogalski, Co-President ESP  
 Rebecca Devendorf, Assistant Registrar, APG Rep  
 Guy Cosentino, Executive Director of CCCC Foundation  
 Bruce Walter, Manager of IT User Services  
 Chuck Romer, Human Resources Associate  
 Andrew Poole, Public and Media Relations Associate

Pam Heleen, Exec. Asst. to the President, Sec'y to the Board

Jean Close, The Bonadio Group  
 John Miller, The Bonadio Group

Kelly Rochleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 4:59 p.m.

**1.0 COMMENTS FROM THE PUBLIC**  
 None.

Dr. Durant administered the official oath of office to new Student Trustee, Corin Prystal.

Dr. Van Buskirk requested a motion to move the Audit presentation to the first item on the agenda. The motion was made by Mr. Camardo, seconded by Marian Brown and carried following a unanimous voice vote.

**Finance & Audit - AUDIT REPORT**

Jonathan Miller of the Bonadio Group presented an Executive Summary of the 2016 - 2017 Audit of Cayuga Community College. Bonadio will issue an unmodified opinion on the basic financial statements of the College. No material weaknesses in internal controls were found. No audit adjustments identified. Mr. Miller thanked the management staff, Marie Nellenback and her staff for their efforts during the Audit.

**9.0 EXECUTIVE SESSION**

At 5:19 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss collective bargaining unit issues. The motion to adjourn into Executive Session was made by Mr. Camardo, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 5:25 p.m. following a motion by Ms. Brown, seconded by Mr. Camardo and carried following a unanimous voice vote.

**2.0 CONSENT AGENDA**

Dr. Van Buskirk presented the Consent Agenda as a motion to approve which consisted of the December 20, 2017 Regular Board Meeting minutes, the December, 2017 Monthly Bills totaling \$759,486.09, the January 2018 Monthly Bills totaling \$1,206,744.15 and Stipend Lists #8 - #11 totaling \$125,616.53

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

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Finance & Audit Committee**

Ms. Hutchinson noted that summary of the February 1 committee meeting was included in the Trustee packet and that significant time was spent reviewing the Audit. She reviewed the Personnel Changes Report. She presented the following eight (8) resolutions as motions to approve:

**3.1.1 FACULTY RETIREMENT:**

**RESOLVED**, that the retirement of Linda Alfieri, MSN, Professor of Nursing be accepted effective August 1, 2018. The Board of Trustees expresses its recognition of more than 37 years of full and part-time service to the institution and wishes Ms. Alfieri a happy, prosperous, and fulfilling retirement.

Ms. Carnicelli seconded the motion that carried after a unanimous voice vote.

**3.1.2 FACULTY RETIREMENT:**

**RESOLVED**, that the retirement of Dr. Maryanne Felter, Ph.D.; Professor of English and Art History be accepted effective August 31, 2018. The Board of Trustees expresses its recognition of 30 years of full and part-time service to the institution and wishes Ms. Felter a happy, prosperous, and fulfilling retirement.

Ms. Brown seconded the motion that carried after a unanimous voice vote.

**3.1.3 EXECUTIVE RETIREMENT:**

**RESOLVED**, that the retirement of Dr. Anne J. Herron, Ed.D, Provost and Vice President for Academic Affairs, be accepted effective January 12, 2019. The Board of Trustees expresses its recognition of more than 7 years of service to the institution and wishes Dr. Herron a happy, prosperous, and fulfilling retirement.

Mr. Camardo seconded the motion that carried after a unanimous voice vote.

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

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

**3.1.4 POLICY: SALARY AND FRINGE BENEFITS - TEMPORARY EMPLOYEES**

**RESOLVED**, that the College adopt a Salary and Fringe Benefits - Temporary Employees policy effective March 1, 2018.

Ms. Brown seconded the motion that was carried after a unanimous voice vote.

**3.1.5 POLICY: TEACHING BY FULL-TIME OR PART-TIME NON-TEACHING STAFF AS AN ADDITIONAL PART-TIME JOB**

**RESOLVED**, that the College adopt a Teaching by Full-Time or Part-Time Non-Teaching Staff as an Additional Part-Time Job policy effective March 1, 2018.

Ms. Brown seconded the motion. The policy will be evaluated over the next year to determine if the approvals/documentation required pose an undue burden to supervisory staff. The motion carried after a unanimous voice vote.

**3.1.6 JOB DESCRIPTION**

**RESOLVED**, that the College adopt a job description for Data Analyst effective February 15, 2018. (Administrative Professional Group Grade 5)

Ms. Brown seconded the motion. Tom Corcoran stated that the comprehensive nature of the job description sets the College up for the proper placement of an individual in a job. Dr. Durant added that Board approval on job descriptions is required by SUNY. The motion carried following a unanimous voice vote.

**3.1.7 JOB DESCRIPTION**

**RESOLVED**, that the College adopt a job description for Public and Media Relations Associate effective February 15, 2018. (Administrative Professional Group Grade 4)

Ms. Brown seconded the motion that carried following a unanimous voice vote.

**3.1.8 MAINTENANCE UNION TENTATIVE AGREEMENT**

**RESOLVED**, that the Tentative Agreement between Council 66 of the American Federation of State, County, and Municipal Employees, Local 932-C, AFL-CIO and Cayuga Community College dated January 18, 2018 be approved and forwarded to the Cayuga County Legislature for its approval.

Ms. Brown seconded the motion that was carried after a unanimous roll call vote.

A motion was made by Dr. Van Buskirk to add Resolution 3.1.9 - Acceptance of the 2016 - 2017 Cayuga Community College Audit to the agenda. Mr. Camardo seconded the motion.

**3.1.9 ACCEPTANCE OF THE 2016 - 2017 CAYUGA COMMUNITY COLLEGE AUDIT**

**RESOLVED**, that the 2016 - 2017 Cayuga Community College Audit be accepted as presented by the Bonadio Group on February 15, 2018.

Ms. Hutchinson made a motion to accept resolution that was seconded by Ms. Brown. It carried following a unanimous voice vote.

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

**3.2 Governance & Planning Committee**

Ms. Carnicelli noted that the February 1<sup>st</sup> meeting notes were in the Trustee packet. She presented the following resolutions as motions to approve:

**3.2.1 WEAPONS ON CAMPUS POLICY**

**RESOLVED**, that the College adopt the Weapons on Campus Policy effective March 1, 2018.

The resolution was seconded by Mr. Camardo. Discussion occurred with Doug Kinney about the SAFE Act. Dr. Van Buskirk forwarded comments to Mr. Kinney concerning including ammunition as part of this policy. The resolution carried following a unanimous voice vote.

**3.2.2 PUBLIC SAFETY AUTHORITY AND PROCEDURES FOR REPORTING ALL CRIMES**

**RESOLVED**, that the College adopt the Public Safety Authority and Procedures for Reporting All Crimes effective March 1, 2018.

Mr. Camardo seconded the motion that was carried following a unanimous voice vote.

**3.2.3 APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES**

**RESOLVED**, that the Vice President of Administration and Treasurer, Dr. Daniel DoBell and Transfer Counselor and President of the CCC Faculty Association, Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that Marie Nellenback, Director of Business Services and Comptroller be appointed as an alternate to said Board.

Further **RESOLVED** that these appointments carry a term beginning January 1, 2018 and terminating on December 31, 2018.

Ms. Brown seconded the motion that was carried following a unanimous voice vote.

Ms. Carnicelli reported on the priorities for the Committee for the next 12 months:

- On-going CCC Recognition Program
- Enrollment Strategies
- Academic Program Review
- Board & College Policies and Procedures

**4.0 REPORTS**

**4.1 President's Report**

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

- Emergency Management Planning work continues to be a priority. We need to do whatever it takes to make our students safe.
- Advocacy strategy will be to change to “maintenance of effort” as a funding model. Materials and letters are being drafted. A loss of \$430,000 in revenue means that we may be making some tough choices. There is a clear conflict between investing in workforce development and the loss of revenue.
- Dr. Van Buskirk commented that she attended the ACCT New York State Breakfast and that there is a need for more local colleges to band together.

**4.1.2 Provost and Vice-President for Academic Affairs:** Dr. Herron was excused; her report was included in the packet.

**4.1.3 Vice-President for Administration:** Dr. DoBell's report was included.

- Budget development is in full swing.
- Leadership Cayuga updates will continue.

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

- Enrollment is on track and a little better than planned. Mr. Rosenthal thanked staff for getting students through the process.
- Student Emergency Fund Update: In the first two weeks, we have received ~\$15,000 in requests and awarded ~\$8,500 for items like car repair, moving expenses, food, gas, etc. These grants make the difference between leaving and persisting.

**4.1.5 Student Trustee:** Corin Prystal reported:

- Food pantries are well underway. They have received good responses for volunteers and for donations.
- A review of campus club budgets will be conducted to ensure that money spent is actually spent for what it was requested.

**4.1.6 CCC Foundation:** Mr. Cosentino provided the following information:

- Ginny Kent will continue to manage Leadership Cayuga.
- A September trip to Gettysburg and a November trip to NYC were announced.
- To date 45 applicants for the Presidential scholarship and 11 applicants for the Emerson scholarship were received.
- Emerson scholarship luncheon will take place on April 20.

**5.0 OLD BUSINESS**

Dr. Van Buskirk reported on her attendance at the ACCT National Legislative Summit. Advocacy training and meetings with Schumer's aide and Congressman Katko were highlighted.

**6.0 NEW BUSINESS**

None.

**7.0 COMMUNICATIONS**

- Thank you note from Dr. Anne Herron.

**8.0 INFORMATION**

None.

**9.0 EXECUTIVE SESSION**

At 6:16 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel 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 7:23 p.m. following a motion by Mr. Camardo, seconded by Ms. Brown and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 7:23 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

Melina Carnicelli  
Secretary, Board of Trustees