

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

Minutes of the regular meeting of the Board of Trustees held Thursday, March 22, 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  
Ms. Marian Brown  
Mr. John Camardo  
Ms. Melina Carnicelli  
Ms. Angela Daddabbo  
Ms. Stephanie Hutchinson  
Mr. John Klink (via Zoom)  
Mr. Pat Mahunik (late arrival 5:15)  
Ms. Corin Prystal  
Dr. Richard Stankus

Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, VP of Academic Affairs and Provost  
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  
Doug Kinney, Director of Public Safety  
Sue Gilmore, Professor and Faculty Association Rep  
Patti Hamberger, Senior Typist, Registrar's Office  
Debbie Purcell, Senior Typist/CEWD  
JoAnn Harris, Co-President ESP  
Theresa Rogalski, Co-President ESP  
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

Kelly Rochleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 4:59 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 February 15, 2018 Regular Board Meeting minutes, the February, 2018 Monthly Bills totaling \$1,230,705.13, and Stipend Lists #12 - #13 totaling \$861,389.75

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

Ms. Hutchinson noted that summary of the March 8 committee meeting was included in the Trustee packet. She reviewed the Personnel Changes Report. She presented the following two (2) resolutions as motions to approve:

##### 3.1.1 **FACULTY RETIREMENT:**

**RESOLVED**, that the retirement of Associate Professor Christie Waters, Chair, Division of Natural and Health Sciences, Mathematics and Technology be accepted effective June 5, 2018. The Board of Trustees expresses its recognition of more than 29 years of service to the College and wishes Ms. Waters a happy, prosperous, and fulfilling retirement.

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

##### 3.1.2 **FACULTY PROMOTION:**

**RESOLVED**, that Joan M. Meyers be promoted to the rank of Associate Professor and Director of the Occupational Therapy Assistant Program effective with the 2018 - 2019 academic year. (Faculty Association contract)

Ms. Brown seconded the motion that carried after a unanimous voice vote. Dr. Herron noted that receiving tenure and this promotion are very well deserved.

#### 3.2 Governance & Planning Committee

Ms. Carnicelli noted that Resolution 3.2.2 Policy - Investigation of Violent Felony Offenses and Reports of Missing Students is being pulled from the agenda. In addition, she reported that a review of the Board Policies and Procedures has begun. She presented the following seven (7) resolutions as motions to approve:

##### 3.2.1 **ACCEPTANCE OF THE CAYUGA COMMUNITY COLLEGE EMERGENCY MANAGEMENT PLAN**

**WHEREAS** Cayuga Community College is committed to protecting the welfare of its community members and its property by minimizing the impact of natural and manmade emergencies and maximizing the effectiveness of the campus community's response to and recovery from their inevitable occurrence;

**WHEREAS** the Cayuga Community College Emergency Management Plan includes a management structure for responding to emergencies that includes National Incident Management System (NIMS) concepts, requirements, and policies, as well as those outlined in the Action Guide for Emergency Management at Institutions of Higher Education, published by the US Department of Education, 2010;

**WHEREAS** the College's Plan fully embraces the Incident Command System (ICS) so that any response fully integrates with responding community agencies. Further, the plan includes procedures for addressing all known hazards that present a reasonable risk to the campus as well as a communication plan for the College that will promote an efficient response to any event;

**WHEREAS** the Emergency Management Plan is a tool designed to help college personnel respond appropriately when emergency conditions exist. Individual plans exist for the Auburn and Fulton campuses. Although, by definition, emergency situations are unpredictable, this plan allows for a coordinated and trained response to known hazards thereby minimizing danger to our campus community; now therefore, let it be

**3.2 Governance & Planning Committee (continued)**

**3.2.1 ACCEPTANCE OF THE CAYUGA COMMUNITY COLLEGE EMERGENCY MANAGEMENT PLAN (continued)**

**RESOLVED** that the Cayuga Community College Board of Trustees does hereby accept the Cayuga Community College Emergency Management Plan as reviewed and approved for implementation effective immediately.

Ms. Brown seconded the motion. Doug Kinney stated that this policy brings us into compliance. The resolution carried following a unanimous voice vote.

**3.2.3 VIDEO SURVEILLANCE POLICY**

**RESOLVED**, that the College adopt the Video Surveillance Policy effective April 1, 2018.

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

**3.2.4 APPROVAL TO DEACTIVATE ACCOUNTING CERTIFICATE - AUBURN AND FULTON CAMPUSES**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

**WHEREAS**, the deactivation of the Accounting Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses has been approved by the faculty of the College; and

**WHEREAS**, the Accounting Certificate Program offered at the College's Auburn and Fulton campuses has continued to experience diminished enrollments and student interest over the last ten years; and

**WHEREAS**, deactivation will allow the College to determine whether to discontinue the certificate in the future or to modify its curriculum or financing; and

**WHEREAS**, the College must be a good steward of its finances and reallocate its resources to programs experiencing increased enrollments; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the deactivation of the Accounting Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses.

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

**3.2.5 APPROVAL TO DISCONTINUE CORRECTION ADMINISTRATION CERTIFICATE - AUBURN AND FULTON CAMPUSES**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

**WHEREAS**, discontinuing the Correction Administration Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses has been approved by the faculty of the College; and

**WHEREAS**, the Correction Administration Certificate Program offered at the College's Auburn and Fulton campuses has continued to experience diminished enrollments and student interest over the last ten years; and

**3.2 Governance & Planning Committee (continued)**

**3.2.5 APPROVAL TO DISCONTINUE CORRECTION ADMINISTRATION CERTIFICATE - AUBURN AND FULTON CAMPUSES (continued)**

**WHEREAS**, new students entering Criminal Justice programs choose the A.A.S. degree programs rather than certificate programs; and

**WHEREAS**, the College must be a good steward of its finances and reallocate its resources to programs experiencing increased enrollments; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves discontinuing the Correction Administration Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses.

Ms. Brown seconded the motion that was approved following a unanimous voice vote. Dr. Herron stated that 10-year trends have been analyzed. Statewide trends are to go for micro-credentials. Students are more employable with a full A.A.S. degree.

**3.2.6 APPROVAL TO DISCONTINUE CRIMINAL JUSTICE CERTIFICATE - AUBURN AND FULTON CAMPUSES**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

**WHEREAS**, discontinuing the Criminal Justice Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses has been approved by the faculty of the College; and

**WHEREAS**, the Criminal Justice Certificate Program offered at the College's Auburn and Fulton campuses has continued to experience diminished enrollments and student interest over the last ten years; and

**WHEREAS**, new students entering Criminal Justice programs choose the A.A.S. degree programs rather than certificate programs; and

**WHEREAS**, the College must be a good steward of its finances and reallocate its resources to programs experiencing increased enrollments; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves discontinuing the Criminal Justice Certificate Program offered at Cayuga Community College's Auburn and Fulton campuses.

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

**3.2.7 APPROVAL OF AMENDMENT TO CAYUGA COMMUNITY COLLEGE'S FALL 2016 -SUMMER 2021 ACADEMIC CALENDAR**

**WHEREAS**, it is fundamental to the operation of Cayuga Community College to maintain a five-year Academic Calendar; and

**WHEREAS**, the Board of Trustees approved the new five (5)-year Fall 2016-Summer 2021 Academic Calendar at the November 18, 2015 meeting and an amendment to the Fall 2016-Summer 2021 Academic Calendar to eliminate several parts of term at the March 16, 2016 meeting; and

**3.2 Governance & Planning Committee (continued)**

**3.2.7 APPROVAL OF AMENDMENT TO CAYUGA COMMUNITY COLLEGE'S FALL 2016 -SUMMER 2021 ACADEMIC CALENDAR (continued)**

**WHEREAS**, a proposal to consider a College Program and Professional Development Day was presented to the Faculty Issues & Resolutions Committee, a forum for the discussion of matters which affect or have the potential to affect the faculty that include the President, Provost, and Vice President for Student Affairs, Faculty Association President and two Faculty Executive Team members; and

**WHEREAS**, the President supported piloting the proposal for two years—2018-2019 and 2019-2020; and

**WHEREAS**, the faculty approved an amendment to the academic calendar adding the College Program and Professional Development Day for the trial period as follows:

- 2018-19 Program and Professional Development Day will take the place of the current Assessment Day on Wednesday, March 6, 2019 with Assessment Day moving to Friday, Oct. 26, 2018
- 2019-20 Program and Professional Development Day will take the place of the current Assessment Day on Wednesday, March 11, 2020 and Assessment Day will move to Friday, Oct. 25, 2019; and

**WHEREAS**, the President recommends that the Board of Trustees approve the amendment to the five (5)-year Academic Calendar: now therefore, be it

**RESOLVED**, the Board of Trustees of Cayuga Community College hereby approves the amendment to the Fall 2016-Summer 2021 Academic Calendar.

Ms. Brown seconded the motion that was approved following a unanimous voice vote. Dr. Durant state that this will be a tremendous opportunity to have professional development. Assessment Day in the fall will close the cycle on a year's worth of assessment activities.

**3.2.8 APPROVAL OF CULINARY ARTS A.A.S. PROGRAM - AUBURN CAMPUS**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

**WHEREAS**, the proposed certificate program has been approved by the faculty of the College; and

**WHEREAS**, the proposed Culinary Arts A.A.S. Program will prepare students for a career in the evolving local food industry with projected job growth to have average to above-average growth through 2020; and

**WHEREAS**, the largest employers in Cayuga County are restaurants and hotels, and according to the U. S. Bureau of Labor Statistics, "overall employment of cooks is projected to grow 10 percent from 2012 to 2022, about as fast as the average for all occupations. ... Cooks with training and related work experience will have the best job prospects"  
<http://www.bls.gov/ooh/food-preparation-and-serving/cooks.htm#tab-6>; and

**WHEREAS**, the proposed Culinary Arts A.A.S. Program will allow students to be workplace ready upon graduation; and

### 3.2 Governance & Planning Committee (continued)

#### 3.2. 8 APPROVAL OF CULINARY ARTS A.A.S. PROGRAM - AUBURN CAMPUS (continued)

**WHEREAS**, the program has been developed through collaborative planning between Cayuga Community College's Office of Academic Programs and Cayuga-Onondaga BOCES Culinary Arts Program; and

**WHEREAS**, Cayuga-Onondaga BOCES has committed to allow the College use of its culinary training facilities for a reasonable rental fee and the BOCES culinary instructor has agreed to serve as the College instructor of the core culinary courses; and

**WHEREAS**, the proposed certificate would provide alignment and coordination of high school and college career pathways; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an A.A.S. in Culinary Arts Program on the Auburn Campus.

Ms. Brown seconded the motion that was approved following a unanimous voice vote. Dr. Herron stated that an integration with the Tourism Certificate is being investigated; there may be some overlap. Ms. Brown stated that there is tremendous synergy with BOCES.

## 4.0 REPORTS

### 4.1 President's Report

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

- State budget and advocacy - Initial one-house bills indicate that there will be an increase of \$100 in base aid, but no change to the funding model. Budget development is in its early stages with these assumptions. We are targeting the April Finance & Audit Committee meeting to bring the 2018 - 2019 Tuition and Fee Schedule.
- Assessment Day was a great opportunity to focus on students and learning outcomes. Thanks to Dr. Herron, Dr. Kimura, and Dr. Mignacca.
- Dr. Van Buskirk stated that the Higher Education Reauthorization Act is looming. The current bill privileges for-profit colleges. Dr. Durant indicated that no action has been taken as of today.
- Dr. Durant introduced the Fact Book which will be used to identify baseline indicators and to make data-driven decisions. It will be put on the College intranet.

#### 4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron's report was included in the packet.

- PBL competition for New York state will be here on campus this weekend (March 24 - 25).

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

- Budget development is in full swing.

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

- 2017 - 2018 enrollment is on track to reach 2,550 FTE. Applications are up by 3.5% for the fall. Targeted marketing strategies have helped achieve these levels. Dr. Durant stated that Auburn High School's graduation rate went up over the same period. Their success leads to our success.

- Student Emergency Fund Update: 33 applications have been received for ~\$11,000. We will have the opportunity to apply for additional funds for next year.

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

- Student ambassadors attended the Open Houses.
- SGO election process has begun. Candidate debates will be scheduled.
- 2<sup>nd</sup> blood drive of the year is coming up, as well as Appreciation Day and the NYC trip.

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

- Emerson scholarship luncheon was a success.
- Presidential Scholar luncheon is scheduled for April 20.
- Alumni Awards event will be in early May.
- An email to promote the Trustee Scholarship will be out soon.
- Publicity for a NYC trip will begin shortly.

**5.0 OLD BUSINESS**  
None

**6.0 NEW BUSINESS**

**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