

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

Minutes of the regular meeting of the Board of Trustees held Thursday, May 17, 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 Klink Mr. John Camardo Ms. Stephanie Hutchinson Ms. Angela Daddabbo	Not Present:	Hon. Pat Mahunik Ms. Melina Carnicelli Ms. Corin Prystal Dr. Richard Stankus
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Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
Mr. Jeff Rosenthal, VP of Student Affairs
Dr. Dan DoBell, VP of Finance and Administration
Dr. Keiko Kimura, Assoc. VP and Dean of Fulton Campus
Cathy Dotterer, Dean of Students/Chief Diversity Officer
Tom Corcoran, Director of Human Resources
John Lamphere, Professor and Faculty Association Rep (from Fulton)
JoAnn Harris, Co-President ESP
Theresa Rogalski, Co-President ESP
Bruce Walter, Manager of IT User Services
Patti Hamberger, Senior Typist, Registrar's Office
Guy Cosentino, Exec. Director of CCCC Foundation
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 4:58 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 April 19, 2018 Regular Board Meeting minutes, the April 2018 Monthly Bills totaling \$951,000.89, and Stipend Lists #17 and #18 totaling \$64,217.50.

Ms. Brown seconded the motion to accept the Consent Agenda, which carried following a voice vote (4 yes, 2 abstentions).

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson asked Dr. Durant to summarize the Committee meeting. Dr. Durant noted that the summary of the May 3 committee meeting was included in the Trustee packet. The 2017 - 2018 enrollment targets will be exceeded. He reviewed the 2018 - 2019 revenue projections that were built on flat enrollment, a tuition increase of 2.5%, a 1.5% sponsor increase, and a \$1 per credit technology fee increase. Ms. Hutchinson presented the following three (3) resolutions as motions to approve:

3.1.1 CAYUGA COMMUNITY COLLEGE 2018-2019 TUITION AND FEES SCHEDULE

WHEREAS, the Board of Trustees of Cayuga County Community College has endeavored to maintain tuition and fee rates at the lowest possible levels, and,

WHEREAS, the Board of Trustees of Cayuga Community College must establish tuition and fee rates which will insure the fiscal stability of the College, and,

WHEREAS, the tuition and fee rates must be established at this time to allow students and the families the opportunity to plan accordingly, now, therefore be it

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby set the following tuition and fee rates for 2018-2019:

TUITION

Full-Time Enrollment (12-19 credit hours) \$4,658

Part-Time Enrollment (1-11 credit hours) \$194 per credit hour

Concurrent Enrollment \$65 per credit hour

FEES

Health Program fee \$62.50 per credit hour

Student Activity fee \$10 per credit hour (maximum \$120 per semester)

Wellness fee \$20 per semester (excludes intersession)

Matriculation fee \$40 for new, degree-seeking students

Science Lab fee \$25 per course

General Lab fee \$25 per course

Technology fee \$12 per credit hour

Online and hybrid course fee (formerly SUNY Learning Network fee) \$10 per credit hr.

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

3.1.2 ADOPT THE 2018 - 2019 CAYUGA COMMUNITY COLLEGE OPERATING BUDGET

RESOLVED, that the operating budget, September 1, 2018 - August 31, 2019, of Cayuga County Community College in the amount of \$29,721,956 with a County of Cayuga Sponsor's share of \$3,030,736 be adopted.

Ms. Brown seconded the motion that carried after a unanimous roll call vote. Dr. Durant noted that the budget would be brought forward to the County Legislature in June. Dr. DoBell thanked everyone for their efforts.

3.1.3 POLICY PLACED ON HOLD

RESOLVED that the policy titled "Teaching by Full-Time or Part-Time Non-Teaching Staff as an Additional Part-Time Job" approved by the Board of Trustees to be effective March 1, 2018 be placed on hold pending additional research on current practices for approval and documentation.

Mr. Klink seconded the motion. Changes and/or revisions will be brought back to the Board shortly. The resolution carried following a unanimous voice vote.

3.2 Governance & Planning Committee

Mr. Camardo presented the following resolution as a motion to approve:

3.2.1 CHARGE TO GOVERNANCE & PLANNING COMMITTEE WITH THE CREATION OF A BOARD OF TRUSTEES HANDBOOK

WHEREAS, the Cayuga Community College Board of Trustees (the Board) is responsible to govern well by effectively setting policies, direction and standards as a corporate body, and

WHEREAS, the Board is required in its Bylaws to hold an annual meeting which includes, in part, the review of annual compliance issues and certifications, and

WHEREAS, the Board is required in its Bylaws to conduct New Trustee Orientations as vacancies are filled, and

WHEREAS, the Board provides data for Standard VII, Governance, Leadership, and Administration as part of The Middle States Commission on Higher Education (MSCHE) Standards and Requirements for Affiliation, and

WHEREAS, the Board has no single repository for its Bylaws, Policies and Procedures, and reference documents to be used in each of the activities outlined above; now therefore be it,

RESOLVED, that the Board of Trustees of Cayuga Community College hereby charges the Board's Governance & Planning Committee with the creation of a Board of Trustees Handbook.

Mr. Camardo KLINK seconded the motion. The project will reasonably be completed by the end of summer. The resolution carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- Budget Update - Thanks to everyone for all the work done on the budget.
- Recognition Update - Week of celebrations
 - May 14th was the formal recognition event where SUNY Chancellor award winners, 20-Year Full-time service awardees, and years of service benchmarks were recognized.
 - Alumni Award Reception - Rebecca Reese received a Distinguished Service Award.
 - Nursing Pinning Ceremony is tomorrow.
 - Commencement is Sunday at 11:00 a.m.

4.0 **REPORTS (continued)**

4.1 **President's Report (continued)**

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron's report was included in the packet. She highlighted the following information:

- Signed 5 new 2+2 Programs leading to Baccalaureate Degree Programs with LeMoyne College:
 - Humanities and Social Sciences AA Literature Concentration to BA English Literature 2+2
 - Humanities and Social Sciences AA Writing Concentration to BA English Creative Writing 2+2
 - Humanities and Social Sciences Theatre Concentration AA to BA Theatre 2+2
 - Humanities and Social Sciences Theatre Concentration AA to BA Theatre with Arts Administration 2+2
 - Media Communications AS to Communication BA 2+2 Program
- Similar programming is being done with Utica College and SUNY Canton.

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

- Health Care Concierge has led to ~\$150,000 in savings.
- Leadership Cayuga was a great experience.

4.1.4 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet.

- Enrollment is on pace to exceed budgeted FTE slightly.
- Two new promotions will occur over the summer months - Advanced Manufacturing and evening and on0line courses to earn a business degree.
- Our Perkins allocation has increased and we will make slight changes in how the funds are allocated.
- Falcon Park outfield sign was shown.

4.1.5 **Student Trustee:** Excused

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

- Thanked the Trustees for attending the Alumni Reception and for their contributions to the Trustee Scholarship Fund.
- 66 Commencement Awards have been made totaling \$28,000.

5.0 **OLD BUSINESS**

None.

6.0 **NEW BUSINESS**

Dr. Van Buskirk gave instructions to the Nominating Committee (Ms. Carnicelli, Mr. Camardo, Ms. Hutchinson, Mr. Klink, and Mr. Mahunik) and specifically read from Article VI of the By-laws. She charged the Nominating Committee to meet within the month and bring forth to the full Board at their June meeting a slate of candidates for Officers of the Board. Ms. Carnicelli cannot be nominated for an office, as she will not be seeking re-appointment.

7.0 **COMMUNICATIONS**

None.

8.0 **INFORMATION**

None.

9.0 EXECUTIVE SESSION

At 5:24 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, and collective bargaining 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. Hutchinson, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:15 p.m. following a motion by Ms. Brown, seconded by Ms. Daddabbo and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Ms. Daddabbo and carried by unanimous voice vote. The meeting adjourned at 6:15 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees