

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

Minutes of the regular meeting of the Board of Trustees held Thursday, August 16, 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. Melina Carnicelli Ms. Angela Daddabbo	Not Present:	Hon. Pat Mahunik Ms. Stephanie Hutchinson
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Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, Vice President of Academic Affairs and Provost  
Dr. Dan DoBell, Vice President of Administration and Treasurer  
Tom Corcoran, Director of Human Resources  
Dr. Keiko Kimura, Dean of Fulton Campus  
Dr. Cathy Dotterer, Dean of Students  
Pete Liddell, Professor and Faculty Association Rep  
JoAnn Harris, Co-President ESP  
Theresa Rogalski, Co-President ESP  
Bruce Walter, Manager of IT User Services  
Debbie Purcell, Senior Typist/CEWD

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

Members of the Public: Charlie Ripley, Cayuga County Legislator, District 9  
Joe Bennett, Cayuga County Legislator, District 10  
Kelly Rochleau, Auburn Citizen (arrived late)

Dr. Van Buskirk called the meeting to order at 5:00 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 July 19, 2018 Regular Board Meeting minutes, the July 2018 Monthly Bills totaling \$1,298,430.24, and Stipend Lists #23 and #24 totaling \$171,434.08.

Ms. Brown seconded the motion to accept the Consent Agenda. Mr. Camardo asked that we analyze any possible cost savings associated with printing costs; Dr. Durant asked Dr. DoBell to follow-up on this suggestion. Dr. Van Buskirk suggested that we automate the Board packet. Dr. DoBell noted that new copy machines being installed have functions that we would have outsourced.

The motion carried following a unanimous voice vote.

### **3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

#### **3.1 Finance & Audit Committee**

Mr. Klink noted that the summary of the August 2 committee meeting was included in the Trustee packet. Mr. Klink presented the following four (4) resolutions as motions to approve:

##### **3.1.1 Faculty Appointment: (Revision to July 2018 Resolution)**

RESOLVED, that Sandra Davis, MS, RN, be appointed to a temporary, one-year, 10-month Faculty position of Assistant Professor of Nursing effective with the 2018-2019 academic year at an annual base salary of \$64,570. (2016-2020 Faculty Association Contract).

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

##### **3.1.2 Faculty Appointment:**

RESOLVED, that Kassie McGrath, MS, BS, RN, be appointed to a tenure-track, 10-month Faculty position of Assistant Professor of Nursing effective with the 2018-2019 academic year at an annual base salary of \$64,570. (2016-2020 Faculty Association Contract).

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

##### **3.1.3 Executive Salary Increase**

WHEREAS, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.  
RESOLVED that the salaries for Executive Staff be increased by 1.9% to an employee's base salary effective September 1, 2018 to be allocated on a biweekly payroll basis.

Ms. Brown seconded the motion. Mr. Camardo asked for the impact the increase would have to the budget. Dr. DoBell will follow up with Mr. Camardo. The motion carried following a unanimous voice vote.

##### **3.1.4 Managerial and Confidential Salary Increase**

WHEREAS, in compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.  
RESOLVED that the salaries for Managerial and Confidential Staff be increased by 1.9% to an employee's base salary effective September 1, 2018 to be allocated on a biweekly payroll basis.

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

#### **3.2 Governance & Planning Committee**

Mr. Camardo noted that the summary of the August 2 committee meeting was included in the Trustee packet. The Board meeting was being recorded as a pilot for quality and turnaround time for closed-captioning.

#### 4.0 REPORTS

#### 4.1 President's Report

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

- Strategic Planning - Efforts are underway with the Senior Leadership Group to identify goals and objectives for 2018 - 2019. Their work will be presented at the Board Retreat.
- Dr. Durant will present an all-campus address on Friday, August 31. Updates on a variety of projects will be given.
- On-going discussions are taking place with the City of Auburn and Falcon Park. In the next weeks, we should have something for the Trustees to approve.
- Cayuga was part of the City of Auburn DRI grant that the Governor announced. The Culinary & Ag Center are part of the preliminary approval. The agricultural initiatives program is going through the SUNY process for approvals now. We will be working with the City to identify the next steps to flesh out our proposals. Though the grant has not been finalized, it is nice to have the possibilities of funding to support our mission and vision.
- Thanks to all the faculty and staff who have worked so hard during August to get ready for students to arrive on August 27.
- Professional development day was held for supervisors last week. The day was developed and led by all internal resources; it is a wonderful example of how we can think outside the box. It was noted by some attendees that it was the first gathering of supervisors off-campus since 1984. Dr. Van Buskirk attended the lunch and was impressed with the great positive energy. Dr. Herron who said it was a great day for managers echoed this sentiment.

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

- The new Speaker Series is promoted in the new Continuing Education Catalog (distributed to all Trustees).
- Dr. Van Buskirk stated that Cayuga is one of the few community colleges with offerings in Studio Art and we are lucky to have Professor Melissa Johnson.

##### 4.1.3 Vice President of Administration and Treasurer: Dr. DoBell's report was included in the packet.

- Year-end reports are being prepared.
- Auditors are on-site.
- Grounds are being tended to.
- Maintenance mechanic interviews are today.
- Piggybacking on contracts for the Falcon Park project saved \$10,000.
- Mr. Camardo has requested a tour of facilities. Dr. DoBell will follow-up.

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

- Dr. Durant gave the following update on enrollment:
  - Fall 2018 enrollment is flat to slightly up.
  - We are on pace to hit our enrollment marks, but it is a little unknown right now.
  - In early October, we will be able to make an enrollment presentation by degree and programs.
  - We will be researching our capture rate and analyzing what our early numbers mean.
  - Students are applying to more schools and being encouraged to shop for financial aid.
  - We will continue to craft articulation agreements as a way to create a smooth four-year track.

4.1.6 **CCC Foundation**: Mr. Cosentino was excused.

5.0 **OLD BUSINESS**

The mentoring program for the new Student Trustee must be finalized.

6.0 **NEW BUSINESS** - Dr. Van Buskirk presented the following resolution as a motion to approve:

6.1 **RESOLVED**, that the Board adopt a change in meeting time from 5:00 p.m. to \_\_\_\_ a.m. for its regular monthly meetings held on the third Thursday of each month.

The exact time was left for the decision of the Board. Ms. Brown seconded the motion. Dr. Van Buskirk noted that the 5:00 p.m. start time had become onerous for several Trustees. Mr. Camardo and Ms. Carnicelli expressed concerns about accessibility of the meetings for both staff and the public. Pete Liddell, Faculty Union Rep, stated that there should be no problem with ensuring representation at a morning meeting. ESP co-President JoAnn Harris stated that the union would feel like they were being shut out.

Mr. Camardo made a motion to table the resolution. No second was made.

Discussion continued. Ms. Daddabbo cited that the dinner hour was no longer an opportune time for a Board meetings; patriarchal systems must change as boards become more gender-balanced.

The time entered on the resolution was 8:00 a.m. A roll call vote was taken - five yea and one nay vote by Mr. Camardo citing concern for staff and public attendance. The resolution carried.

7.0 **COMMUNICATIONS**

None.

8.0 **INFORMATION**

None.

9.0 **EXECUTIVE SESSION**

At 5:53 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 Dr. Van Buskirk, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:33 p.m. following a motion by Mr. Camardo, seconded by Ms. Brown and carried following a unanimous voice vote.

10.0 **ADJOURNMENT**

Mr. Camardo moved to adjourn the meeting, seconded by Ms. Brown and carried by unanimous voice vote. The meeting adjourned at 6:33 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees