

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

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

Present: Dr. Linda P. Van Buskirk, Chair
Ms. Marian Brown
Ms. Stephanie Hutchinson
Mr. John Klink
Mr. John Camardo
Ms. Angela Daddabbo
Mr. Tony Franceschelli
Ms. Melina Carnicelli
Mr. Dan Charles, Student Trustee

Not Present: Hon. Pat Mahunik

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, Provost and Vice President of Academic Affairs
Jeff Rosenthal, Vice President of Student Affairs
Dr. Keiko Kimura, Dean of Fulton Campus (from Fulton)
Dr. Cathy Dotterer, Dean of Students
Tom Corcoran, Director of Human Resources
Sharon Coolican, Faculty Rep.
Rob Humphrey, Faculty Rep. (from Fulton)
Rebecca Devendorf, Assistant Registrar, APG Rep
JoAnn Harris, Co-President ESP
Theresa Rogalski, Co-President ESP
Andrew Poole, PR and Media Associate
Bruce Walter, Manager of IT User Services
Guy Cosentino, CCCC Foundation, Executive Director

Pam Heleen, Exec. Asst. to the President, Sec'y to the Board
Fred Westphal, Cayuga County Attorney
Kelly Rocheleau, Auburn Citizen

Members of the Public: Joe Bennett, Cayuga County Legislator, District 10
Duanna Johnson, Student Trustee Alum

Dr. Van Buskirk called the meeting to order at 8:01 a.m.

Dr. Brian Durant administered the oath of office to Dan Charles, Student Trustee.

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 October 18, 2018 Regular Board Meeting minutes, the October 2018 Monthly Bills totaling \$1,788,403.24, and Stipend Lists #3 and #4 totaling \$1,346,553.25.

Ms. Brown seconded the motion to accept the Consent Agenda. A request was made for more information concerning the College's bidding and procurement procedures. Dr. DoBell will follow up. The motion carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson noted that the summary of the November 1 committee meeting and the Personnel Changes Report were included in the Trustee packet. The Library columns project will be completed thanks to a \$10,000 Directors Grant from the Emerson Foundation. There were no resolutions.

3.2 Governance & Planning Committee

Mr. Camardo noted that the summary of the November 1 committee meeting was included in the Trustee packet. There were no resolutions.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant provided the following highlights:

- Auditors are in working on 2017 - 2018 year-end reports. Updates will be given next month.
- Fall enrollment targets were not met. Projected shortfall has been matched with commensurate savings. Meetings will occur right after Thanksgiving. Colleges are struggling with enrollment issues across the state, especially community colleges.
- Student success stories - Men's soccer team played their hearts out and represented Cayuga so well. Sports teams who qualified for post-season play, as well as TANYS award winners will be recognized at the February Board meeting.
- Assessment Day was held on the Fulton campus. Great opportunities for professional development. Congratulations to Dr. Kimura and Mignacca.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron's report was included in the packet. She commented that it is wonderful to be celebrating our students.

- Dr. Herron acknowledged receipt of a donation from Triad Foundation, Inc. for the development and expansion of drone curriculum in the College's Telecommunication Department.
- Dr. Herron recognized Dr. Sharon Coolican's efforts to reach out to local pre-schools to explore fun chemistry activities.

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

- The Registrar's Suite will be complete in mid-November. A tour of the new space will be available for Trustees after the December Board meeting.

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

- Mr. Rosenthal welcomed Dan Charles as Student Trustee.
- The recent Auburn Open House had the highest total number of attendees and the highest number of perspective students. The Fulton Open House has been moved to a larger venue. A discussion took place focusing on the possible reasons for the increases, including deepening relationships with guidance counselors, our reputation as a great choice, health sciences options, and articulation agreements.

4.1.5 Student Trustee: Mr. Charles will provide a report next month.

4.1.6 CCC Foundation: Mr. Cosentino reported the following:

- The mailing is out for the annual campaign. We have 100% participation from senior staff.
- The Foundation will participate in Amazon Smiles on Cyber Monday and will promote the College's 65th anniversary on Giving Tuesday.
- Tickets for the TANYYS Festival are available for the Trustees.
- Craft Fair will be held on December 1 and 2.
- The Foundation will be recognizing the recent passing of Jack Bisgrove and his service to the College.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

- Planning will begin for the January Board of Trustees Educational/Planning Retreat.

7.0 COMMUNICATIONS

None

8.0 INFORMATION

- Mr. Klink will need a Zoom connection for the January, February, and March Board Meetings.

9.0 EXECUTIVE SESSION

At 8:33 a.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 Dr. Van Buskirk, seconded by Ms. Daddabbo, and carried following a unanimous voice vote. The Board returned from Executive Session at 10:01 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Camardo and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 10:01 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees