

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

Minutes of the regular meeting of the Board of Trustees held Thursday, December 20, 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  
Hon. Pat Mahunik (via Zoom)  
Mr. Dan Charles, Student Trustee

Also Present: Dr. Brian M. Durant, President  
Jeff Rosenthal, Vice President of Student Affairs (from Fulton)  
Dr. Dan DoBell, Vice President of Administration and Treasurer  
Dr. Keiko Kimura, Dean of Fulton Campus (from Fulton)  
Dr. Cathy Dotterer, Dean of Students (from Fulton)  
Tom Corcoran, Director of Human Resources  
Eric Zizza, President, Faculty Association  
Dia Carabajal, Faculty Rep.  
Rebecca Devendorf, Assistant Registrar, APG Rep (from Fulton)  
Sue Orman, Admin. Asst., Buildings and Grounds  
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  
Kelly Rocheleau, Auburn Citizen

Members of the Public: Joe Bennett, Cayuga County Legislator, District 10  
Charlie Ripley, Cayuga County Legislator, District 9

Dr. Van Buskirk called the meeting to order at 8:00 a.m.

**1.0 COMMENTS FROM THE PUBLIC**

- Legislator Joe Bennett noted the typographical error on the first page of the agenda and the possible confusion caused by such errors. The error was noted and corrected.

**9.0 EXECUTIVE SESSION**

At 8:02 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel issues. 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 8:22 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Klink and carried following a unanimous voice vote.

Dr. Van Buskirk made a motion to add two resolutions to the agenda under “New Business:”

- 6.1 Dr. Durant’s Contract
- 6.2 Presidential Authority to Negotiate and Execute a Lease for a Culinary Arts Program

The motion was seconded by Ms. Brown 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 November 15, 2018 Regular Board Meeting minutes, the November 2018 Monthly Bills totaling \$886,508.24, and Stipend Lists #5, #6 and #7 totaling \$184,719.65.

Ms. Brown seconded the motion to accept the Consent Agenda. 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 December 6 committee meeting and the Personnel Changes Report were included in the Trustee packet. Ms. Hutchinson presented the following four (4) resolutions as motions to approve:

#### 3.1.1 Voluntary Vision Plan:

**RESOLVED**, that Cayuga Community College provide an employee-paid group vision plan to represented full-time employees effective January 1, 2019. Plan coverages commence the first day of the month following enrollment and terminate on the last day of the month in which employment ends. The College reserves the right to alter or discontinue this benefit at will.

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

3.1.2 **RESOLVED**, that Sheila Myers, Associate Professor and Coordinator of Applied Learnings be promoted to the rank of Professor at a revised annual salary of \$84,646 effective with the Spring, 2019 term. (Faculty Association contract).

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

3.1.3 **RESOLVED**, that Sarah L. Yaw, Director of K-12 Partnerships & Academic Pathways be promoted to the rank of Professor at a revised annual salary of \$84,646 effective with the Spring, 2019 term. (Faculty Association contract).

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

#### 3.1.4 APPROVAL TO APPOINT INSURANCE BROKER FOR PROPERTY AND CASUALTY COVERAGE FOR CAYUGA COMMUNITY COLLEGE

**WHEREAS**, the College Board of Trustees convened a committee (herein referred to as ‘the COMMITTEE’) to undertake the process of seeking requests for proposals (RFP) for insurance brokerage services as a business best practice; and

**WHEREAS**, the COMMITTEE was tasked with bringing forth a recommendation to the President of Cayuga Community College for referral to the College Board of Trustees of an insurance brokerage firm to best meet the needs of the College. The firm would be assigned as the broker of record for property and casualty insurance coverage for the College; and

### **3.1.4 APPROVAL TO APPOINT INSURANCE BROKER FOR PROPERTY AND CASUALTY COVERAGE FOR CAYUGA COMMUNITY COLLEGE (continued)**

**WHEREAS**, the COMMITTEE undertook a process that included an RFP scoring matrix to evaluate the proposals based on the criteria determined to be in the best interest of the College as decided by the COMMITTEE; and

**WHEREAS**, the COMMITTEE conducted structured, on-campus interviews with finalist companies following the same predetermined format; and

**WHEREAS**, the COMMITTEE determined that, based on the results of the processes outlined above, USI Insurance Services provides the best value for the College and made such recommendation to the President for referral to the Board; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the recommendation of the COMMITTEE to appoint USI Insurance Services as the broker of record for property and casualty insurance coverage and authorizes College administration to negotiate an agreement with said company.

Ms. Brown seconded the motion. Mr. Camardo asked about the timeline and how cost savings will be calculated. Dr. Durant and Dr. DoBell explained that the broker will go out to the market to price out products. Typically these contracts are awarded for three year periods. In March or April, a cost savings and gap analysis will be presented to the Board. The committee was thanked for the open and thorough process. The motion carried following a unanimous voice vote.

## **3.2 Governance & Planning Committee**

Ms. Carnicelli noted that the summary of the December 6 committee meeting was included in the Trustee packet. She presented two (2) resolutions as motions to approve:

### **3.2.1 APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES**

**RESOLVED**, that the Vice President of Administration and Treasurer, Dr. Daniel DoBell and Division Chair 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, 2019 and terminating on December 31, 2019.

Ms. Hutchinson seconded the motion which was carried after a unanimous voice vote.

### **3.2.2 WORKPLACE VIOLENCE POLICY**

**RESOLVED**, that the College adopt the Workplace Violence Policy effective January 1, 2019.

Mr. Klink seconded the motion following a unanimous voice vote. It was noted that Doug Kinney's work on updating policies has been outstanding.

#### 4.0 REPORTS

#### 4.1 President's Report

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

- A \$1 million CFA grant has been awarded to the College as part of the Workforce Development Center project. Thanks to REDC for prioritizing the project and to County leadership for their letters of support.
- We have made the decision to stay in the Auburn DRI for the culinary project. We are refining our internal vision for the \$800,000 ask.
- Working on the detail vision for the capital projects and we appreciate the support of the Board and County Legislature. Plans will include maximizing resources and re-purposing space.
- Enrollment is slightly under budget; however, we are comfortable knowing what the numbers are, where we are financially, and that we have identified savings to ensure a balanced budget. Community colleges across the state are down in enrollment - some down double-digits.
- Provost search - Applications are coming in. Interviews will be conducted in February and March, with finalists on campus in late March.

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

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

- Our SUNY Capital Budget requests have been forwarded to the Division of Budget and then will go to the State Legislature.
- Required training continues.
- The remaining library column work should be complete next month.

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

- The College missed the fall enrollment targets. The Rochester Democrat & Chronicle had an interesting article outlining the population declines.
- Men's soccer team and the cross-country team had a great celebration at the end of the semester.
- The new Registrar's Office is open. The new office to centralize career planning, transfer, and internship functions should be complete by mid-January.
- A discussion took place concerning the direction the College is taking to overcome the enrollment trends. Staying student-focused, taking advantage of partnership opportunities, and preparing for the best possible outcomes will keep us focused. Career preparation, the quality of our programs, and the success of our students will be our leverage for success.
- The Enrollment Plan needs to be resent to the Board. It outlines steps and strategies to support our enrollment goals.

##### 4.1.5 Student Trustee: Mr. Charles highlighted the following information:

- All clubs are being very active.
- GIS held an informational week. More than 30 people expressed interest in the program.
- Participation in the Craft Fair was at an all-time high for clubs.

**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 65<sup>th</sup> anniversary on Giving Tuesday.
- Craft Fair was held on December 1 and 2.
- Alumni trips will be announced in January and February.

**5.0 OLD BUSINESS**

None

**6.0 NEW BUSINESS**

Dr. Van Buskirk presented the following two (2) resolutions as motions to approve:

**6.1 Dr. Durant's Contract**

**RESOLVED**, that President Brian M. Durant's contract be extended through August 31, 2024. A salary increase of 1.9% of 2017-2018 total compensation and a \$5,000 merit payment is authorized retroactive to September 1, 2018. In addition, a 1.9% salary increase will be provided on September 1 of each succeeding year through September 1, 2023.

Mr. Klink seconded the motion which carried following a unanimous roll call vote.

**6.2 Presidential Authority to Negotiate and Execute a Lease for a Culinary Arts Program**

**RESOLVED THAT** the Board of Trustees explicitly grants the President of the College express authority to negotiate and execute a lease with the WST33, LLC (Plaza for the Arts and Dan Soules) for the Culinary Arts Program pending County Attorney approval of lease agreements.

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

**7.0 COMMUNICATIONS**

7.1 Note from the Brower Family

**8.0 INFORMATION**

As listed.

**9.0 EXECUTIVE SESSION**

At 8:51 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. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:56 a.m. following a motion by Ms. Brown, seconded by Mr. Camardo and carried following a unanimous voice vote.

**10.0 ADJOURNMENT**

Dr. Van Buskirk moved to adjourn the meeting, seconded by Ms. Brown and carried by unanimous voice vote. The meeting adjourned at 9:56 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees