

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

Minutes of the regular meeting of the Board of Trustees held Thursday, February 14, 2019 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 (via Zoom)  
Mr. John Camardo  
Ms. Angela Daddabbo  
Mr. Tony Franceschelli  
Ms. Melina Carnicelli  
Mr. Dan Charles, Student Trustee

Excused: Hon. Pat Mahunik

Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, Vice President of Academic Affairs and Provost  
Jeff Rosenthal, Vice President of Student Affairs  
Dr. Dan DoBell, Vice President of Administration and Treasurer  
Tom Corcoran, Director of Human Resources  
Marie Nellenback, Comptroller  
JoAnn Harris, Co-President ESP  
Theresa Rogalski, Co-President ESP  
Bruce Walter, Manager of IT User Services  
Guy Cosentino, CCCC Foundation, Executive Director  
Carla DeShaw, Executive Dean, Community Education and Workforce Development  
Emily Cameron, Assistant Director, Community Education and Workforce Development

Dr. Rob Scott, Executive Director, Cornell Prison Education Program  
Jonathan Miller, The Bonadio Group

Pam Heleen, Exec. Asst. to the President, Sec'y to the Board  
Kelly Rocheleau, Auburn Citizen

Dr. Van Buskirk called the meeting to order at 8:03 a.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 December 20, 2018 Regular Board Meeting minutes, the January 17, 2019 Regular Board Meeting minutes, the December 2018 Monthly Bills totaling \$1,289,673.68, and Stipend Lists #8, #9, #10, and #11 totaling \$110,871.75.

Ms. Brown seconded the motion to accept the Consent Agenda. The motion carried following a unanimous voice vote.

Dr. Van Buskirk asked for a motion to amend the agenda to have presentations from Dr. Rob Scott, Executive Director of the Cornell Prison Education Program and Jonathan Miller of The Bonadio Group moved to the front of the agenda. Ms. Brown made the motion that was seconded by Ms. Daddabbo. The motion carried following a unanimous voice vote.

## 6.0 NEW BUSINESS

Dr. Rob Scott, Executive Director of the Cornell Prison Education Program provided an informational presentation on the program. In 2017 - 2018, the program yielded 55 FTE.



CPEP Presentation  
2.14.19.pptx

## 3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

### 3.1 Finance & Audit Committee

Mr. Jonathan Miller of The Bonadio Group presented the findings for the College Audit. Bonadio will issue an unmodified opinion on the basic financial statements of the College. No material weaknesses in internal controls were found. No audit adjustments identified. He reviewed the Executive Summary, the Condensed Statements of Net Position, and GASB75 Post-employment Benefits. In addition, the Fund Balance and Operating Costs per FTE were also highlighted. Dr. DoBell thanked Marie Nellenback and her staff for their work on the Audit.

Dr. Durant stated that our ability to use models to predict our end-of-year FTE by the second month of a fiscal year ensures a sufficient time to ensure a balanced budget. Creating 5-year predictive models with flexible assumptions will help plan for future operating budgets.

Ms. Hutchinson presented the following three (3) resolutions as motions to approve:

#### 3.1.1 **Faculty 2019 - 2020 Continuing Appointment and Promotion**

At the recommendation of President Brian M. Durant and in compliance with Article XI, Section 3, of the 2016 - 2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and promotion to Associate Professor for the 2019 - 2020 academic year at a revised annual salary of \$72,719 effective with the Fall, 2019 term:

**Dr. Jerimy Blowers, Coordinator of Wellness and Intervention Services and Assistant Professor**

Mr. Klink seconded the motion that was carried following a unanimous roll call vote. Dr. Herron highlighted Dr. Blowers' partnerships with community organizations.

#### 3.1.2 **Faculty 2019 - 2020 Continuing Appointment and Promotion**

At the recommendation of President Brian M. Durant and in compliance with Article XI, Section 3, of the 2016 - 2020 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and promotion to Associate Professor for the 2019 - 2020 academic year at a revised annual salary of \$72,719 effective with the Fall, 2019 term:

**Edith Smith, MSN, RN, Assistant Professor of Nursing**

Ms. Brown seconded the motion that was carried following a unanimous roll call vote. Dr. Herron commented that Ms. Smith is a highly effective nurse educator.

**3.1.3 Approve the Purchase and Sales Agreement for 81 Wall Street, Auburn, NY to Be Held In Trust by the County Of Cayuga**

**WHEREAS**, Cayuga Community College has included in its 2019 - 2020 Capital Plan, the acquisition of property for the expansion of its childcare offerings; and,

**WHEREAS**, the College has negotiated with Five Star Bank for the purchase of property located at 81 Wall Street in Auburn, NY for said expansion, subject to the approval of the Cayuga County Legislature; and,

**WHEREAS**, the College Faculty Student Association has committed sufficient funds to close the transaction as set forth in the purchase and sales contract; and,

**WHEREAS**, the Cayuga County Legislature approved the College's SUNY Capital Plan submission in December 2018; and on January 22, 2019, approved the Purchase and Sales Contract between the College and Five Star Bank for 81 Wall Street, Auburn, NY; now therefore be it

**RESOLVED**, that the Cayuga Community College Board of Trustees approve the Purchase and Sales Agreement for 81 Wall Street, Auburn, NY and

**RESOLVED**, that the property and building located at 81 Wall Street, Auburn, New York be held by the County of Cayuga in trust for the Cayuga Community College pursuant to the New York State Education Law.

Ms. Brown seconded the motion that was carried following a unanimous roll call vote. Dr. Durant commented that childcare is important for our community. We are at capacity here on campus and we will be better able to serve students and families with a state-of-the-art facility. The new facility is expected to serve 30 -40 more children. With the FSA's commitment and the state's matching funds, we should be ready to open in the fall. Dr. Van Buskirk stated that many colleges have closed their childcare facilities.

Dr. Van Buskirk asked for a motion to amend the agenda to add a resolution to accept the Audit as presented. Ms. Hutchinson made the motion that was seconded by Mr. Camardo. The motion carried following a unanimous voice vote.

**3.1.4 ACCEPTANCE OF THE 2017 - 2018 CAYUGA COMMUNITY COLLEGE AUDIT**

**RESOLVED**, that the 2017 - 2018 Cayuga Community College Audit be accepted as presented by the Bonadio Group on February 14, 2019.

Ms. Hutchinson made a motion to accept resolution that was seconded by Mr. Klink. It carried following a unanimous voice vote.

#### 4.0 REPORTS

##### 4.1 President's Report

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

- We are working through our advocacy strategy for a change in the way we are funding in the State budget. A regional legislative breakfast has already occurred. Though our FTE is dropping, our headcount continues to grow. We serve individuals who need the same level of service, not their prorated FTE service. In order to provide this service and to be as nimble as we need to be, we need a base in the level of funding. We are grateful for our taxpayer support (county and out-of-county). Dr. Van Buskirk indicated that NYCCT has aligned their advocacy with the college presidents.

###### 4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron's report was included in the packet. She thanked Dr. Scott and Emily Cameron for their mission-driven program.

###### 4.1.3 Vice President of Administration and Treasurer: Dr. DoBell's report was included in the packet. He state that we are beginning the annual budget development cycle.

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

- He thanked Karen Thomas-Lille for her work on the new window graphics for Admissions and the Registrar's Office.
- The new Career Placement space is complete thanks to the PIF grant. 40% of our graduates want to go to work after graduation. This center will be a tremendous resource to them.

###### 4.1.5 Student Trustee: Mr. Charles left early to attend his class; no report was given.

###### 4.1.6 CCC Foundation: Mr. Cosentino reported the following:

- Notified the Trustees of the passing of Scott Barnes, professor of economics at Cayuga for 30 years.
- A scholarship meeting will be held tomorrow, February 15.
- Craft Fair will be held on December 7 and 8, 2019.
- Alumni trip to Gettysburg will be held in September.

#### 5.0 OLD BUSINESS

None

#### 6.0 NEW BUSINESS

None

#### 9.0 EXECUTIVE SESSION

At 9:37 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, personnel, and collective bargaining issues. The Board will take no action 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 10:13 a.m. following a motion by Dr. Van Buskirk, seconded by Ms. Brown and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 10:14 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees