

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

Minutes of the regular meeting of the Board of Trustees held Thursday, April 25, 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 Excused: Ms. Melina Carnicelli
Ms. Marian Brown
Ms. Stephanie Hutchinson
Mr. John Klink
Mr. John Camardo
Ms. Angela Daddabbo
Mr. Tony Franceschelli
Hon. Pat Mahunik (via Zoom)
Mr. Dan Charles, Student Trustee

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, Vice President of Academic Affairs and Provost (from Fulton)
Jeff Rosenthal, Vice President of Student Affairs
Dr. Dan DoBell, Vice President of Administration and Treasurer
Dr. Cathy Dotterer, Dean of Students
Tom Corcoran, Director of Human Resources
Carla DeShaw, Executive Dean, CEWD
Jenn Nichols, Faculty Rep and Division Chair (from Fulton)
Andrew Poole, Media and Public Relations Associate
Emily Cameron, Assistant Director of CEWD
JoAnn Harris, Co-President ESP
Bruce Walter, Manager of IT User Services
Deb Purcell, Senior Typist, Community Education
Guy Cosentino, CCCC Foundation, Executive Director

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

Kelly Rocheleau, Auburn Citizen
Hon. Charlie Ripley, Cayuga County Legislator

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

1.0 COMMENTS FROM THE PUBLIC

None

Dr. Van Buskirk made a motion to amend the agenda to have the Poverty Task Force in Oswego and the Literacy Van presentation from Dean Carla DeShaw moved to the front of the agenda. Mr. Camardo seconded the motion that was carried following a unanimous voice vote.

6.1 POVERTY TASK FORCE IN OSWEGO AND THE LITERACY VAN - Carla DeShaw



Poverty Task Force
in Oswego and the

9.0 EXECUTIVE SESSION

At 8:26 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel issues. The Board will take 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 8:49 a.m. following a motion by Ms. Brown, seconded by Ms. Hutchinson 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 March 14, 2019 Regular Board Meeting minutes, the March 2019 Monthly Bills totaling \$1,480,842.03, and Stipend Lists #14 and #15 totaling \$469,216.36

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 made a motion to add formally resolution 3.1.5 2019 - 2020 Tuition and Fee Schedule to the agenda. Ms. Brown seconded the motion; it was carried following a unanimous voice vote.

Ms. Hutchinson reported that meeting notes were in the Board packet and that the following five (5) resolutions are presented as motions:

3.1.1 2019 - 2020 FACULTY PROMOTIONS TO ASSOCIATE PROFESSOR

In compliance with Article XI, Section 7, of the 2016 - 2020 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Dr. Karen Grella, Assistant Professor and Accessibility Specialist
Vita Marie Racko, Assistant Professor and Student Engagement Counselor

RESOLVED, that effective September 1, 2019, Dr. Karen Grella and Vita Marie Racko be promoted to the rank of ASSOCIATE PROFESSOR at a revised annual salary of \$72,719.

Ms. Brown seconded the motion. Dr. Herron noted that both faculty members generously serve on both campuses. The motion carried following a unanimous roll call vote.

3.1.2 2019 - 2020 FACULTY PROMOTIONS TO PROFESSOR

In compliance with Article XI, Section 7, of the 2016 - 2020 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Dr. NgocAnna Huynh Annorino, Associate Professor of Psychology
Jennifer Nichols, MSN, RN, FNP-C, Associate Professor of Nursing and Chair of the
Division of College Studies (Fulton Campus)

RESOLVED, that effective September 1, 2019, Dr. NgocAnna Huynh and Jennifer Nichols be promoted to the rank of PROFESSOR at a revised annual salary of \$86,255.

Ms. Brown seconded the motion. Dr. Herron noted that this milestone comes at an incredibly important time in their profession. They are both highly engaged with students and their colleagues. The motion carried following a unanimous roll call vote.

3.1.3 PROFESSOR EMERITA _ CROTHERS

WHEREAS, Dr. Anne Herron has submitted a letter of recommendation to Dr. Brian Durant in support of retired Professor of English Agnes Crothers' nomination to Professor Emerita; and

WHEREAS, Dr. Brian Durant enthusiastically recommends to the Board of Trustees the appointment of Agnes Crothers as Professors Emerita; and

BE IT RESOLVED, that Agnes Crothers be appointed Professor Emerita with all rights, privileges, and honors pertaining thereto, effective April 25, 2019.

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

3.1.4 To Authorize Awarding Bid for Architectural and Engineering Services Related to the Renovation and Construction of Cayuga's new Childcare Facility and Workforce Development Center

RESOLVED that, upon the evaluation of all bids and their supporting documents and contractor's qualifications, the Board of Trustees of Cayuga Community College hereby approves that the bid be awarded as listed below; and, further, be it

RESOLVED, that the Board of Trustees of Cayuga Community College does hereby authorize and direct the College administration to proceed with the architectural and engineering services associated the renovation and construction of Cayuga's new Childcare Facility and Workforce Development Center as outlined in the Request for Proposal (RFP) in the amount of one hundred and fifty-five thousand dollars (\$155,000) to:

THOMAS R. PRATT ARCHITECT, PC
117 Highbridge Street, Suite L8A
Fayetteville, New York 13066

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

3.1.5 2019-2020 TUITION AND FEES

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 2019-2020:

TUITION

Full-Time Enrollment (12-19 credit hours) \$4844

Part-Time Enrollment (1-11 credit hours) \$202 per credit hour

Concurrent Enrollment \$67 per credit hour

3.1.5 2019-2020 TUITION AND FEES (CONTINUED)

FEES

Health Program fee \$62.50 per credit hour

Student Activity fee \$12 per credit hour (excludes intersession)

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 \$15 per credit hour

Online and hybrid course fee (formerly SUNY Learning Network fee) \$15 per credit hour

Ms. Brown seconded the motion. A summary and discussion of the 4% increase in tuition and its impact on the student followed. The motion carried after a roll call vote - 8 yes, 1 no (Camardo).

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet and that there were no resolutions to present this month.

4.0 REPORTS

4.1 President's Report

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

- There are many celebrations coming up for our student's achievements.
- Dr. Durant thanked the Board for the approval of the Tuition and Fee Schedule. It will allow the College to finish its budget work and present a full budget next month. We may need a 2nd Finance & Audit Committee meeting to address the final budget. We are all working tirelessly to maximize revenue. The budget will be flat or slightly down.
- Falcon Park project is almost ready. Our teams may get a chance to play there this season. We commend the work that the City of Auburn has been doing. It has been a great partnership.
- The new Culinary Center is a priority project in the Auburn DRI. No work will be done until we find out if the project will be funded.

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

- Jenn Nichols reported in Dr. Herron's absence that our OTA Accreditation report has been received. We were granted the maximum rating for an initial review for a new program. We will now have a seven-year review cycle.

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

- Budget development continues.
- USI insurance risk assessment is ongoing. A presentation will be made to the May Finance & Audit Committee meeting.
- Our Childcare Center and Workforce Development Center projects are underway.

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

- Questions from previous Board meetings have been addressed in this month's report. Detail comparisons to our peer institutions is helpful.

4.1.5 Student Trustee:

- Mr. Charles reported that there are blood drives on both campuses today.
- There will be a ceremony for faculty and club awards next week.

4.1.6 CCC Foundation: Mr. Cosentino reported the following:

- Commencement awards are being processed now.
- Presidential and Emerson scholarship letters are out and acceptances are coming in.
- Alumni Recognition event is on May 14.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

Dr. Van Buskirk put forth the following resolution as a motion:

6.2 Hiring Offer to Provost Candidate

RESOLVE that the Cayuga Community College Board of Trustees gives Dr. Brian M. Durant, President the authority to make a hiring offer for the position of Vice President of Academic Affairs and Provost within the hiring range as advertised.

Ms. Hutchinson seconded the motion. The motion carried following a unanimous voice vote.

6.3 A listing of the May 2019 recognition events was distributed to the Trustees.

7.0 COMMUNICATIONS

7.1 Klink Family Note

8.0 INFORMATION

In the Board Packet

9.0 EXECUTIVE SESSION

At 9:31 a.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate and personnel issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by Mr. Klink, seconded by Ms. Brown, and carried following a unanimous voice vote. The Board returned from Executive Session at 10:09 a.m. following a motion by Ms. Brown, seconded by Mr. Franceschelli and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Brown moved to adjourn the meeting, seconded by Mr. Franceschelli and carried by unanimous voice vote. The meeting adjourned at 10:09 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees