

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

Minutes of the regular meeting of the Board of Trustees held Thursday, December 19, 2019 from F201 on the Fulton Campus and the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present: Ms. Marian Brown, Chair
Dr. Linda Van Buskirk
Mr. John Camardo
Ms. Stephanie Hutchinson
Mr. John Klink (via Zoom)
Mr. Tony Franceschelli
Ms. Melina Carnicelli

Excused: Mr. Dan Charles

Present from Auburn:

Dr. Brian M. Durant, President
Dr. Ron Cantor, Vice President of Academic Affairs and Provost
Jeff Rosenthal, Vice President of Student Affairs
Marie Nellenback, Acting Chief Financial Officer
Tom Corcoran, Director of Human Resources
Pam Heleen, Executive Assistant to the President, Secretary to the Board
Andrew Poole, Media and Public Relations Associate
Kelly Albrecht, Assistant Chief Financial Officer
Jackie Caputa, Assistant Chief Financial Officer
Theresa Rogalski, Co-President ESP
JoAnn Harris, Co-President ESP
Pete Liddell, Faculty Association Rep
Guy Cosentino, CCCC Foundation Executive Director
Bruce Walter, Manager, IT User Services
Dan O'Neil, President, Local 932-C AFL-CIO

Present from Fulton:

Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus
Rebecca Devendorf, Assistant Registrar, APG Rep
Misty DiGaetano, ESP Rep

Also Present: Kelly Rocheleau, Auburn Citizen
Hon. Charlie Ripley, Cayuga County Trustee Appointee

Ms. Brown called the meeting to order at 8:00 a.m.

1.0 COMMENTS FROM THE PUBLIC

Theresa Rogalski, 11 Wegman Street, Auburn, NY 13021, announced JoAnn Harris' retirement from the College and that today would be her last Board meeting. She thanked Ms. Harris for her partnership and friendship and noted that she will be greatly missed. Ms. Rogalski also introduced Ms. Misty DiGaetano as the new Co-President of the ESP group.

Dr. Durant administered the official oath of office to new Trustee, Hon. Charlie Ripley.

Ms. Brown also announced the official retirement and last meeting for Ms. Carnicelli. Speaking for all Trustees, Ms. Brown has valued her sage counsel and guidance. She will be missed.

2.0 CONSENT AGENDA

Ms. Brown presented the Consent Agenda which consisted of the November 21, 2019 Regular Board Meeting minutes, the signed review by the Chair of the Finance & Audit Committee of the November 2019 Monthly Bills totaling \$1,041,537.87, and Stipend Lists #5, #6, and #7 totaling \$24,096.37.

Ms. Carnicelli made a motion to accept the consent agenda. Mr. Franceschelli seconded the motion to accept the Consent Agenda which was carried following a unanimous voice vote. It was noted that the details of the monthly invoices was sent to Trustees via email.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Finance & Audit Committee

Ms. Hutchinson reported that meeting notes were in the Board packet. She presented the following resolutions as motions to approve:

3.1.1 **MERIT PAYMENT**

RESOLVED, that based on his 2018 - 2019 Performance Evaluation and in accordance with the employment contract for Dr. Brian M. Durant, the Board of Trustees hereby exercises the option to award a performance based merit payment in the net amount of \$5,000.

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

3.1.2 **CREATION OF CIVIL SERVICE SLOTS**

RESOLVED, that the College request Cayuga County Civil Service Commission approval to create 2 part-time variable hour Office Machine Operator positions and 1 variable hour part-time Building Maintenance Helper position.

Mr. Klink seconded the motion that carried following a unanimous voice vote.

3.2 Governance & Planning Committee

Dr. Van Buskirk reported that meeting notes were in the Board packet. Two functional area reviews were presented at the committee meeting and no resolutions were put forward.

4.0 REPORTS

4.1 President's Report

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

- The Cayuga County Legislature has formally approved the gift of the Cornell Cooperative Extension property, as well as our 2020 Capital Projects request.
- Our Capital Projects request has been submitted to SUNY for formal inclusion in the Governor's Executive Budget.
- January begins our advocacy process. A resolution outlining our coordinated advocacy efforts will be presented to the Board in January. Dr. Van Buskirk will chair the NYCCT Advocacy Committee.
- OCC hosted a legislative breakfast which focused on the achievements of area community colleges, our future efforts and how CNY legislators could help.
- Dr. Durant stated that he is grateful that Mr. Ripley joins us as a Trustee and that our connectivity to the Legislature remains strong.
- The budget and design for the Culinary Center are becoming final.

4.1 President's Report (continued)

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Cantor's report was included in the packet. He discussed the completion of his first semester here as an exercise in observing people, curriculum, structure, and culture.

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

- Enrollment is tracking as it should be.
- He also acknowledged JoAnn Harris' contributions.
- Mr. Camardo asked about outreach to sophomores. Mr. Rosenthal provided information about the link to Cayuga Advantage and the entrée to enrollment at Cayuga.
- Ms. Carnicelli asked about Mr. Rosenthal's attendance at SUNY's Chief Enrollment Officer Conference. Mr. Rosenthal shared that based on information presented at the Conference, enrollment trends are likely to continue. Efforts in Guided Pathways and SUNY Online are the focus now. Dr. Durant noted that those schools that are up in headcount have found unique niches to attract and retain enrollment.

4.1.4 Acting Chief Financial Officer Report: Marie Nellenback indicated:

- Information from the Community College Business Officers Association indicates that 40,000 NYers get their online degrees out-of-state.
- Auditors have noted that our rent expense will need to be recognized differently on our financial statements.
- Misc. revenue has been broken out on this month's financial statements.
- Kevin Drayer has retired. We appreciate his service. A search for a replacement is underway.
- The new Bursar has accepted an offer and will begin in mid-January.

4.1.5 Human Resources Director Report: Tom Corcoran's report was included in the packet.

- Thanks to Doug Kinney for leading the active shooter training. A campus drill is on the horizon.
- The meet and greet for employees with the candidates for the Director of Facilities and Capital Projects has been appreciated.
- Mr. Corcoran also recognized Ms. Harris' valued partnership on the many HR issues they've dealt with.

4.1.6 Student Trustee: Mr. Charles was excused.

4.1.7 CCC Foundation: Mr. Cosentino highlighted the following information:

- Thanks to all the College staff for assisting with the event.
- Thanks to all who attended the annual Holiday Party.
- Thanks to JoAnn Harris for her work with the Veterans Group.
- Thanks to all who gave to the 88 Keys Campaign.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None

7.0 COMMUNICATIONS

None

8.0 INFORMATION

In the Board Packet

9.0 EXECUTIVE SESSION

At 8:32 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel, real estate, and collective bargaining issues. The Board will take no action after Executive Session. The motion to adjourn into Executive Session was made by Ms. Brown, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:17 a.m. following a motion by Ms. Hutchinson, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Ms. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 9:17 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Dr. Linda Van Buskirk
Vice Chair, Board of Trustees