

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

Minutes of the regular meeting of the Board of Trustees held Thursday, May 7, 2020 via Zoom and teleconference.

Present via Zoom:      Ms. Marian Brown, Chair              Excused:              Hon. Charlie Ripley  
                                  Dr. Linda Van Buskirk  
                                  Mr. John Camardo  
                                  Ms. Stephanie Hutchinson  
                                  Mr. John Klink  
                                  Mr. Tony Franceschelli  
                                  Mr. Dan Charles

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  
 Dr. Keiko Kimura, Asst. Vice President of Academic Affairs, Dean of Fulton Campus  
 Tom Corcoran, Director of Human Resources  
 Pam Heleen, Executive Assistant to the President, Secretary to the Board  
 Guy Cosentino, Exec. Director of Cayuga Community College Foundation  
 Bruce Walter, Manager, IT User Services

Present via Teleconference:      Eric Zizza, Pres. Faculty Association  
                                  Linda Frank, Assistant Professor, Hstory  
                                  Theresa Rogalski, Co-President ESP  
                                  Andrew Poole, Media and Public Relations Associate  
                                  Doug Hart, IT User Services  
                                  Stan Swizdor, Computer Lab Instructional Assistant  
                                  Debbi Purcell Senior Typist, Community Education  
                                  Lorelee Lardear, Typist, Fulton Welcome Desk  
                                  Misty DiGaetano, Co-President ESP  
                                  Emily Cameron, Assistant Director of CEWD  
                                  Chuck Romer, Human Resources Associate  
                                  Dr. Cathy Dotterer, Dean of Students  
                                  Michael Schillace, Instructional Assistant, Auburn Library

Marian Brown called the meeting to order at 8:01 a.m.

**1.0      COMMENTS FROM THE PUBLIC**

None

**2.0      CONSENT AGENDA**

Ms. Brown presented the Consent Agenda which consisted of the February 27, 2020 Regular Board Meeting minutes, the signed review by the Chair of the Finance & Audit Committee of the February 2020 (\$1,043,061.82) and March 2020 Monthly Bills (\$1,559,012.53), and Stipend Lists #12, #13, #14 and #15 totaling \$1,211,164.58.

Ms. Hutchinson 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.

### 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 three (3) resolutions as motions to approve:

##### 3.1.1 ACCEPTANCE OF THE 2018 - 2019 CAYUGA COMMUNITY COLLEGE AUDIT

**RESOLVED**, that the 2018 - 2019 Cayuga Community College Audit be accepted as presented by the Bonadio Group on March 12, 2020.

Dr. Van Buskirk seconded the motion that carried following a unanimous roll call vote. Mr. Camardo asked if the absence of Bonadio at a full Board meeting was COVID-19 related. Ms. Brown and Ms. Hutchinson assured him that it was and that, if allowed, standard procedure for annual audit presentations will continue next year. The motion carried following a unanimous voice vote.

##### 3.1.2 FACULTY PROMOTIONS

**RESOLVED**, that the following faculty members be promoted to the rank of full Professor effective with the fall 2020 semester at an annualized salary of \$86,255:

Terry L. Kupp, Associate Professor and Director of the Center for Academic Success  
Christopher G. D'Arcy, Associate Professor of Biology  
Theresa L. Misiaszek, Associate Professor of Criminal Justice  
Michael A. Cortese, Associate Professor of Music and Recording Arts

Mr. Camardo seconded the motion. Dr. Durant stated that it was an honor to move each of these candidates forward for promotion. Dr. Cantor shared many positive contributions these professors have made to our College, students, and community. The motion carried following a unanimous roll call vote.

##### 3.1.3 APPOINTMENT OF FIRM FOR AUDIT OF FY2019 - 2020 FINANCIAL STATEMENTS

**RESOLVED**, that the Cayuga County Community College Board of Trustees does hereby extend the existing agreement between Cayuga Community College and The Bonadio Group for another 12 month period to enable an audit of the FY2019 - 2020 financial statements.

This contract extension expires August 31, 2021 and will require an increase in fee from \$20,000 annually to \$21,000.

Dr. Van Buskirk seconded the motion and stated this an experienced approach to our next Audit is warranted during this busy time. The motion carried following a unanimous voice vote.

#### 3.2 Governance & Planning Committee

- Dr. Van Buskirk reported that meeting notes were in the Board packet.
- Discussion took place about the student-led project to install new water bottle-water fountains and the importance of implementing the plan throughout campus. Dr. Durant noted that one was already installed and two more were in process.
- Dr. Van Buskirk will draft congratulatory letters to the winners of the Chancellor Awards for Student Excellence.
- NYCCT Government Relations Committee is working on advocacy issues.
- Ms. Brown and Dr. Van Buskirk will work to redesign the Trustee Scholarship.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Governance & Planning Committee (continued)

- We are awaiting Middle States Commission on Higher Education response to COVID and its impact on the accreditation process.
- Dr. Van Buskirk put forth the following two (2) resolutions as motions to approve:

3.2.1 **APPROVAL OF CAYUGA COMMUNITY COLLEGE'S FALL 2021 -SUMMER 2026 ACADEMIC CALENDAR**

**WHEREAS**, it is fundamental to the operation of Cayuga Community College to maintain a five-year Academic Calendar; and

**WHEREAS**, the current five-year Academic Calendar ends in Summer 2021; and

**WHEREAS**, an Academic Calendar Committee with representatives from all constituent groups at the College worked together to ensure the accuracy and verification of dates required in all parts of term while meeting SUNY's policy on credit/contact hours; and

**WHEREAS**, the faculty approved the academic calendar as required by the Faculty Contract (2016-2020) Faculty Contract, Article XVIII, Section One); and

**WHEREAS**, the President has recommended that the Board of Trustees approve the new five (5)-year Academic Calendar; now therefore, be it

**RESOLVED**, the Board of Trustees of Cayuga Community College hereby approves the Fall 2021 - Summer 2026 Academic Calendar.

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

3.2.2 **APPROVAL OF AMENDMENT TO CAYUGA COMMUNITY COLLEGE'S FALL 2020 -SUMMER 2021 ACADEMIC CALENDAR**

**WHEREAS**, it is fundamental to the operation of Cayuga Community College to maintain a five-year Academic Calendar; and

**WHEREAS**, the Board of Trustees approved the five (5)-year Fall 2016-Summer 2021 Academic Calendar at the November 18, 2015 meeting, amended the Calendar at the March 16, 2016 Board meeting to eliminate several parts of term, and again amended it at the March 22, 2018 Board of Trustees meeting to add the College Program and Professional Development Day for a two-year trial period;

**WHEREAS**, the President recommends that the Board of Trustees approves the addition of the Cayuga College Assessment Day and Program & Professional Development Day to the 2020-2021 Academic Calendar. Assessment Day is scheduled for October 23, 2020 and Program & Professional Development Day is scheduled for March 10, 2021. Now therefore, be it

**RESOLVED**, the Board of Trustees of Cayuga Community College hereby approves the amendment to the Fall 2016-Summer 2021 Academic Calendar.

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

#### 4.0 REPORTS

#### 4.1 President's Report

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

- He hopes that everyone is well. COVID-19 has really tested us and has changed much of what we do. We are all impressed and grateful for everyone's dedication and focus on students. Students have shown such commitment to their studies towards their goal of the successful completion of the semester. We will be looking for ways to celebrate their successes.
- We have moved all summer courses to distance learning. We will rely on our long, successful history of providing online learning opportunities by expanding our catalog and course offerings.
- For the fall, it is our intent to be back on campus and will work with all officials to implement best practices and safe environments. A task force has been created to work on plans to re-open the College while ensuring compliance with all agencies. Dr. Durant is confident we can put systems and measures in place and we'll be ready when it's time. Continuity of service will be in place.
- The Culinary project is on hold with state restrictions on construction. As soon as the region is open again, we will be ready. We are exploring other ways to deliver the program as planned in the fall. We are in 'pause' mode for all other capital projects.
- Everyone is feeling the concern of financial ramifications for state and local funding. We were already planning for a \$0 increase in state funding which would be a \$300K loss of revenue in a pre-COVID environment. Revenues are down at the state level which could affect our 2020 July payment and 2020 - 2021 funding. We will be planning for a potential cut to our funding; the amount is just unknown. If there is a loss of any more aid, we will need to make tough choices in personnel and programming. It is not what we want to do, but we must be prepared. Cayuga is positioned to be part of the solution and we will do our best through advocacy to communicate our needs and hopes. All this will take and patience.

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

- He is very proud of the faculty and staff for their work during our emergency transition to distance learning. Our "academic continuity" is business as usual in new ways. Those working in student engagement and persistence have overlooked nothing.
- During the next phase of long-term uncertainty, we all will rise to the occasion and show our skills of innovation and improvisation. There are still lots of questions. There is lots to be proud of even without COVID.

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

- The assumptions for summer and fall enrollment are still appropriate. We are looking at an uptick in summer enrollment as we are tracking up against last year's data. We do not anticipate an uptick in fall enrollment. Competition is growing. We are taking steps to make the application process easier for international students.
- The "Return to Campus" task force has 4 subgroups - Human Resources, Sanitization, Social Distancing, and Communications & Training.
- Virtual Open House is scheduled for Wednesday, May 27<sup>th</sup>.
- Retention coaches continue to reach out to students to see if they need anything and to encourage fall enrollment.
- SUNY has provided 100 brand new laptops for students.
- Dr. Van Buskirk asked that the retention coaches make sure that students are not facing issues of isolation.

**4.1.4 Acting Chief Financial Officer Report:** Marie Nellenback indicated:

- Thanked the Board for accepting the Audit. The 2019 - 2020 audit begins in July.
- Ms. Nellenback reviewed the financial statements highlighting the notes that appear.
- We are enacting a spending freeze immediately.
- 80 gallons of hand sanitizer will be arriving shortly as we gear up for our return to campus.
- Budgets are due from budget managers on March 2. Vice Presidents will then begin to meet with them. Their line item budgets are built from scratch each year and there will be lots of meetings over the next month.
- Auditors will be at the March 12 Finance & Audit committee meeting and then the full Board on March 26.

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

- All training events have been postponed.
- Only one inquire has been received concerning the Family First CARES Act that went into effect on April 1st. More are anticipated when plans to reopen are announced.

**4.1.6 Student Trustee:** Mr. Charles reported:

- SGO has been meeting weekly to discuss ways to keep students motivated through to the end of the semester. Some are struggling with a totally online learning environment. Motivational Mondays and Thursday Trivia are opportunities to see students virtually.

**4.1.7 CCC Foundation:** Mr. Cosentino reported:

- Dr. Joe Karpinski passed away in April.
- The Alumni Award event has been postponed.
- All alumni trips are being reviewed.
- The President's Circle dinner in July is under review.
- Commencement award letters are going out a little later than normal.
- All 6 Emerson Scholars have accepted. 50% of the Presidential Scholars have accepted.
- Endowment has taken a hit and donations may also be impacted.

**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 9:01 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss personnel and collective bargaining 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. Hutchinson, and carried following a unanimous voice vote. The Board returned from Executive Session at 10:13 a.m. following a motion by Mr. Klink, seconded by Mr. Camardo and carried following a unanimous voice vote.

**10.0 ADJOURNMENT**

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 10:13 a.m.

Recorded & transcribed by:

Pamela Heleen  
Secretary to the Board

Respectfully submitted:

John Klink  
Secretary, Board of Trustees