

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

Minutes of the regular meeting of the Board of Trustees held Thursday, June 25, 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

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  
Guy Cosentino, Exec. Director of Cayuga Community College Foundation

Present via Teleconference: Eric Zizza, Pres. Faculty Association  
Theresa Rogalski, Co-President ESP  
Andrew Poole, Media and Public Relations Associate  
Debbi Purcell Senior Typist, Community Education  
Lorelee Lardear, Typist, Fulton Welcome Desk  
Misty DiGaetano, Co-President ESP  
Rebecca Devendorf, Asst. Registrar, Co-President APG  
Jackie Caputa, Assistant Chief Financial Officer  
  
Kelly Rocheleau, Auburn Citizen

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

**9.0 EXECUTIVE SESSION**

At 8:01 a.m., Ms. Brown announced that the Board needed to adjourn into Executive Session to discuss contract negotiations. The Board will take action after Executive Session. The motion to adjourn into Executive Session was made by Mr. Klink, seconded by Mr. Camardo, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:17 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Klink and carried following a unanimous voice vote.

**1.0 COMMENTS FROM THE PUBLIC**

None

A motion was made by Ms. Hutchinson to amend the Agenda to add resolution 3.1.4 - Approval of Successor Agreement to Faculty Association Contract. The motion to amend the Agenda was seconded by Dr. Van Buskirk and carried following a unanimous voice vote.

**2.0 CONSENT AGENDA**

Ms. Brown presented the Consent Agenda which consisted of the May 7, 2020 Regular Board Meeting minutes, the signed review by the Finance & Audit Committee Chair of the April, 2020 (\$98,137.83) and May, 2020 Monthly Bills (\$400,318.18), and Stipend Lists #16 and #17 totaling \$92,257.92.

Mr. Klink made a motion to accept the consent agenda. Dr. Van Buskirk 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 four (4) resolutions as motions to approve:

**3.1.1 PRESIDENTIAL AUTHORITY TO OFFER AND EXECUTE SPECIAL RETIREMENT INCENTIVE PROGRAM**

**RESOLVED THAT** the Board of Trustees explicitly grants the President of the College express authority to offer and execute a FY 2019 - 2020 special retirement incentive program to eligible employees in accordance with the programmatic and financial needs of the college. Eligible employees who accept the offer will retire by August 31, 2020.

Dr. Van Buskirk seconded the motion that carried following a unanimous voice vote.

**3.1.2 TUITION AND FEES RESOLUTION - 2020-2021**

**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 2020-2021:

**TUITION**

Full-Time Enrollment (12-19 credit hours) \$4,992

Part-Time Enrollment (1-11 credit hours) \$208 per credit hour

**FEES**

Health Program fee \$62.50 per credit hour

Student Activity fee \$15.50 per credit hour (excludes intersession)

Wellness fee \$20 per semester (excludes intersession)

Matriculation fee \$40 for new, degree-seeking students

Science Lab fee \$12 per credit hour

General Lab fee \$12 per credit hour

Culinary Fee \$35 per credit hour

OTA National Board Prep Course Fee \$140

Nursing Exam fee \$75

Nursing Pin fee \$45

Technology fee \$20 per credit hour

Online and hybrid course fee \$20 per credit hour

Dr. Van Buskirk seconded the motion. The motion carried following a 5-1 roll call vote. Mr. Camardo voted “no” stating that the tuition increase puts an additional burden on students and families in these difficult times.

### **3.1.3 ADOPT THE OPERATING BUDGET FOR FY2020 - 2021**

**RESOLVED**, that the operating budget, September 1, 2020 - August 31, 2021, of Cayuga County Community College in the amount of \$28,570,000 with a County of Cayuga Sponsor’s share of \$3,076,197 be adopted.

Dr. Van Buskirk seconded the motion. The motion carried following a 5-1 roll call vote. Mr. Camardo voted “no” as the budget includes a tuition increase.

### **3.1.4 RESOLVED**, that the Successor Agreement between The Cayuga Community College Faculty Association and Cayuga Community College dated June 25, 2020 be approved and forwarded to the Cayuga County Legislature for its approval.

Dr. Van Buskirk noted that this agreement represents the good work and collaboration of the faculty and administration to overcome hardships and she applauds everyone’s hard work in this difficult time. Dr. Durant stated that he appreciated all the hard work and he urged the Board to support the agreement. Mr. Klink seconded the motion which carried following a unanimous roll call vote.

## **3.2 Governance & Planning Committee**

- Dr. Van Buskirk reported that meeting notes were in the Board packet and highlighted the following items:
  - Planning is taking place for a virtual ceremony for graduates.
  - Registration for NYCCT panel discussion on diversity and inclusion is underway. She encouraged our participation.
  - The agricultural sector has been hard hit by COVID-19 with a significant Latino population in migrant workers. Need to make sure we address the ESL student population.
  - Thanks to Mr. Rosenthal, Dr. Dotterer and the entire team for their efforts in creating the Campus Restarting Plan.
  - There were no resolutions forwarded from the Governance & Planning Committee.

## **4.0 REPORTS**

### **4.1 President’s Report**

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

- COVID-19 and social justice must be part of the discussion as we work to support our community, students, and staff. It is part of our responsibility to listen and engage and to be part of the evolution.
- The leadership team has done a great job with the Restart Plan while ensuring that we build up our programs and services. Creative thought and innovation have been key in their due diligence of any redesign. He noted his great sense of gratitude for the talent and dedication of the team as we evolve and has great confidence in our team.
- The Operating Budget that was just approved by the Board may change as we review what our State Aid will look like. We are scenario-building daily to react to information as we receive it. The Board can be assured of our prudent fiscal management to ensure a balanced budget.
- A new schedule is being built for the Culinary project compliant with all State safety guidance.

- 4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Cantor's report was included in the packet.
- He and others are recording messages for the virtual graduation ceremony.
  - Comprehensive planning for the fall semester is ongoing, including academic plans, technology needs, lab structure, and staff training.
  - Budget planning is also ongoing for multiple location and format of service delivery.
  - We are creating opportunities for inter-institutional collaboration in new approaches to teaching. These opportunities may bring into focus some changes that have been long overdue.
  - The 2018 - 2019 Fact Book is ready. The link/pdf will be shared with the Board and will be included in the Board's online repository.
  - Dr. Van Buskirk suggested that we reimagine our outdoor spaces for meeting use.
- 4.1.3 **Vice-President for Student Affairs:** Mr. Rosenthal's report was included in the packet. He highlighted the following information:
- Staff continues to work very hard especially with a challenging, remote enrollment process. Their dedication is to be applauded.
  - The remarkable IT staff has taken lead on many aspects of operational continuity.
  - We are working through the details of our screening process for returning to work. We will stick to Phase IV guidance with no real date for when students can come back to campus.
  - Dr. Van Buskirk noted activities demonstrated great leadership.
- 4.1.4 **Acting Chief Financial Officer Report:** Marie Nellenback indicated:
- Enrollment targets have been met; tuition revenue will be adjusted. Decreases in expenses reflect the spending freeze put in place in May. It appears we will not need to use the projected fund balance.
  - Capital projects are on hold because SUNY matching funds have been withdrawn.
  - We are capturing all related COVID costs and reporting them weekly to SUNY. It is hoped that some will be reimbursed.
  - We are conducting cash flow tracking as a result of the anticipated July state aid reduction.
  - Plans are in progress to access the CARES Institutional Funding of approx. \$750K.
- 4.1.5 **Human Resources Director Report:** Tom Corcoran's report was included in the packet.
- Congratulations to Doug Kinney for his planning and leadership
  - Supervisors will be attending sessions to learn the interim guidance on return to work, including CARES Act, EFMLA, ADA Accommodations, and failed screening. Necessary forms will also be reviewed.
- 4.1.6 **Student Trustee:** No report as Mr. Charles has graduated and new student elections were held due to COVID. Ms. Brown noted that 3 water bottle filling stations have been installed; they are very important during COVID-19. Dr. Durant noted that we will investigate the use of CARES funds to install more stations.
- 4.1.7 **CCC Foundation:** Mr. Cosentino reported:
- The Emergency COVID Challenge Outreach has had a 26% response rate and has raised \$12,000 which will be matched. There has been no employee solicitation.
  - A new scholarship is being established for the Stapleton family.
  - Commencement award letters are out.
  - The Alumni Board has cancelled its trips.
  - Karen Tehan has joined the Foundation staff.
  - Columbine Foundation will be supplementing the Presidential Scholarship Fund and the French Metcalf Foundation will be supplementing the Nursing Program scholarships.

5.0 **OLD BUSINESS**  
None

6.0 **NEW BUSINESS**

6.1 **Nominating Committee Instructions**

Ms. Brown gave instructions to the Nominating Committee (Ms. Hutchinson, Mr. Klink, Ms. Brown). She charged the Nominating Committee to meet within the month and bring forth to the full Board at their July meeting a slate of candidates for Officers of the Board. Mr. Klink's term as Secretary expires this year.

It was also noted that Dr. Van Buskirk's gubernatorial appointment expires this year, as well. Ms. Brown will reach out to Teare VanDenburgh at SUNY to discuss appointments and reappointments.

6.2 **Draft of 2020 - 2021 Board and Committee Meeting Dates**

Ms. Heleen requested that Trustees review the draft which was included in the Board packet for any possible conflicts and inform of any. A vote on the calendar of meetings will take place at the Board's Annual Meeting.

7.0 **COMMUNICATIONS**  
None

8.0 **INFORMATION**  
In the Board Packet

9.0 **EXECUTIVE SESSION**

At 9:12 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. Hutchinson, seconded by Dr. Van Buskirk, and carried following a unanimous voice vote. The Board returned from Executive Session at 9:48 a.m. following a motion by Dr. Van Buskirk, seconded by Mr. Camardo and carried following a unanimous voice vote.

10.0 **ADJOURNMENT**

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 9:48 a.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees