

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Thursday, July 23, 2020 via Zoom and teleconference.

Present via Zoom: Ms. Marian Brown

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 two (2) resolutions as motions to approve:

3.1.1 **JOB DESCRIPTION - ADMINISTRATIVE SERVICE GENERALIST**

RESOLVED, that the College adopt a job description for Administrative Services Generalist effective August 1, 2020. (Educational Support Professionals Group - Salary \$43,069)

Dr. Van Buskirk seconded the motion. Mr. Camardo asked why the job descriptions were needed and whether the positions would be filled. Dr. Durant noted that the Administrative Service Generalist position would not be filled right away, but would be sent to Civil Service for evaluation. We must continue our due diligence in the pursuit of the most effective and efficient use of all staff. The motion carried following a unanimous voice vote.

3.1.2 **JOB DESCRIPTION - DIRECTOR OF FACILITIES SERVICES AND PUBLIC SAFETY**

RESOLVED, that the College adopt a job description for Director of Facilities Services and Public Safety effective August 1, 2020. (Administrative Professional Group - Grade 8)

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4.0 REPORTS (CONTINUED)

4.1 President's Report (Continued)

4.1.1 President (Continued)

Our fall academic plan will be mostly online.

We have suspended fall sports. We are hopeful that the NJCAA will allow spring sports and that perhaps fall sports can be offered in the spring. We will be making decisions in 30 - 60 - 90 day increments. Ms. Brown noted that Wells College suspended fall sports, but athletes will continue their training and academic support will continue. Dr. Durant stated that we still need to keep students engaged even when they are online.

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

Our new Human Services program has been approved by SUNY for both campuses.

We need to minimize the confusion that students may feel/face concerning the varying delivery modes for fall classes. Support will be provided for them, especially around the technology requirements

We are beginning a comprehensive review of all academic programs, both qualitative and quantitative.

Our faculty is fully invested in an evolving curriculum that strives to reflect all of humanity, exploring from many angles the stubborn inequities that have long been with us.

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

We have exceeded 2019 - 2020 enrollment by 35 FTE. Thanks to everyone for their hard work.

Everyone is working very hard to meet 2020 - 2021 FTE targets. At this point, we appear to be within range.

Some four-year schools are seeing significant declines in deposits and registrations for new and returning students.

Our protocols for employee return to campus are working.

Screeners will be in place soon for returning students. Dr. Dotterer, Dr. Cantor, and Andrew Poole are working on a comprehensive communication plan. Students need to communicate with the College if they have technology needs so we can get them what they need to be successful.

4.1.4 Acting Chief Financial Officer Report: Marie Nellenback was excused. Dr. Durant indicated:

Ms. Nellenback presented a budget update to the Finance & Audit Committee.

In anticipation of the loss of state revenue, budget scenarios are in place. It is still projected that no fund balance will be used to balance the 2019 - 2020 budget.

Plans are also being developed for the use of Institutional CARES Act funds.

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

The student screener process is working well.

We anticipate childcare problems if schools reopen in a virtual format. We will work each situation on a case-by-case basis. We will watch conditions closely.

