

Onondaga Community College Board of Trustees
Board Meeting
Tuesday, June 23, 2020
8:00 a.m. – 9:30 a.m.
Via Zoom Meeting
Presiding: Trustee Melanie Littlejohn, Vice-chair

Trustees: Jaime Alicea; Dr. Donna DeSiato; Melanie Littlejohn; Tara Owens; Dawn Penson; Neil Strodel

Staff: Stephanie Aldrich; Todd Baker; Anne Marie Bernardoni; Kim Blanchet; Dr. Casey Crabill; Nancy Carr; Frank Cetera; Richelle Ciotta; Kathleen D'Aprix; Anne DeLand; Sarah Gaffney; Dr. Christina Granato; Jay Harrison; Julie Hart; Dr. Bridgette Jacob; Linda Kelley; Dr. Patrick Kenny; Amy Kremenek; Kelly Larrivey; Mark Manning; Dr. Patricia Martin; Roger Mirabito; Carol Obernessor; Meghan Peryea; Dr. Katharine Rumrill-Teece; Kathy Schaefer; Bridget Scholl; Nicole Schlater; Dr. Scott Schuhert; Timothy Stedman; Naomi Stewart-Kerlin; Nina Tamrowski; Anastasia Urtz

Call to Order

At 8:01 a.m., Trustee Littlejohn called the board meeting to order.

Consent Agenda

***May 12, 2020 Board Meeting Minutes**

Trustee Littlejohn requested a motion to approve the May 12, 2020 Board Meeting Minutes. **On motion by Dr. DeSiato and seconded by Trustee Alicea, the May 12, 2020 Board Meeting Minutes were unanimously approved.**

Chair's Report

***Resolution to approve the 2020-21 Slate of Officers**

On motion by Dr. DeSiato and seconded by Trustee Strodel, the resolution approving the 2020-21 Slate of Officers of John Sindoni – Chair; Melanie Littlejohn – Vice-chair; and Tara Owens – Secretary; was unanimously approved.

Conflict of Interest

Trustee Littlejohn reminded Trustees that at the Annual Meeting in June they are required to complete the conflict of interest forms and return them to Julie Hart by July 1, 2020.

***Resolution to Approve May 22, 2021 as the date of the 58th Commencement Ceremony**

On motion by Trustee Penson and seconded by Trustee Alicea, the resolution to approve May 22, 2021 as the date of the 58th Commencement Ceremony was unanimously approved.

President's Report

***Resolution to Endorse a Feasibility Study for New Academic Programs**

On motion by Trustee Owens and seconded by Trustee Alicea, the resolution to endorse a feasibility study for new academic programs was unanimously approved.

Cyber-risk Assessment

Dr. Casey Crabill, President, introduced Dwight Fischer, Vice President, Information Technology Systems, to provide an update on cyber-risk assessments. Mr. Fischer explained that the assessment is being completed because the Graham-Leach-Bliley Act requires that the College complete a cyber-risk assessment annually. The College had all of the components in place, but there was no comprehensive standardized assessment in 2019. This was cited as a Management Concern in the annual audit completed by The Bonadio Group. The College conducted an RFP for cyber-risk industry experts in February of 2020 and received 6 responses with GreyCastle being chosen. This is their core business and they have significant industry and SUNY campus experience. GreyCastle representatives were on campus May 12-14, 2020 and worked with ITS staff, campus service units, and conducted a risk assessment workshop with Executive Council which identified their top ten concerns or risks. Those top ten risks become projects for the ITS team at the College. Mr. Fischer reviewed the list of risks with the Trustees and identified work that has been done to-date.

Finance Report

Compliance Update

Dr. Crabill introduced Mark Manning, Senior Vice President and Chief Financial Officer who in turn introduced Anne DeLand, Director, Compliance and Auxiliary Services, to provide an update on compliance. Ms. DeLand noted that recent compliance activities include Say Yes reporting; NYSED Nursing Department annual report; DOD/MOU renewal application; and OCC's College Credit Now program reaccreditation. Upcoming compliance activities include NYS TAP closeout and reporting; 990 filings to the IRS; and the Commission on Accreditation of Allied Health Education programs – Surgical Technology Annual Report. Ms. DeLand continued with a review of new and existing College policies as part of the annual policy review process. Policy J13 – Electronic and Information Technology Accessibility – is a new policy that has been developed in accordance with the SUNY Accessibility Policy; existing policy N5 – Student Conduct and Disciplinary Procedures “The Code” – was revised with additional definitions to assist with student understanding and updated transcript notation language.

*Resolution to approve updates to the College Policy Manual

On motion by Trustee Penson and seconded by Trustee Owens, the resolution approving updates to the College Policy Manual was unanimously approved.

Year-to-date Financials

Mr. Manning continued his report with an update on the year-to-date financials. He began with May 2020 revenue noting that the downward trend in enrollment continues with fall down \$1.2 million year over year and winter, spring, and summer down \$800,000 year over year. Tuition non-aidable is also down as are fees, grants, and state aid. Chargebacks remain relatively flat and we have received all the sponsor payments for the academic year. Year over year the total revenue is down by \$4.8 million but our budget is also \$6 million lower than 2019-2020 so we are in line with budget. Mr. Manning continued with expenses. Salaries and benefits are down \$2.4 million year over year, and supplies, maintenance of plant and site are also down year over year. Decreases are evident in most areas except for insurance which is seeing a slight increase which is due to an increase in the annual renewal premium. Currently expenses are down \$4.4 million year over year. Mr. Manning then reviewed the revised tuition and fee schedule and explained the rationale to eliminate the technology fees we were previously charging for summer and winter and for 2020-2021 to charge the same full-time and part-time rates for those terms

that we charge for fall and spring. We also added a new Test Proctoring Fee – Health Programs to cover the costs we will be paying an outside service provider.

*Resolution to Approve a Revised 2020-21 Tuition and Fee Schedule

On motion by Trustee Owens and seconded by Trustee Alicea, the resolution approving a revised 2020-21 Tuition and Fee Schedule was unanimously approved.

CARES Act

Mr. Manning introduced Sarah Gaffney, Vice President, Finance, to provide an update on CARES Act funding. Ms. Gaffney reported that the CARES Act (Coronavirus Aid, Relief, and Economic Security Act) provided the College with emergency relief in the amount of \$5.2 million where one-half was allocated for student emergency funding. The formula to determine distribution to students was based on estimated family contribution and dependency status. To-date, we have released \$1.18 million to over 2,833 students. There is an application available on the College's website for submission for funding if a student did not receive any from the initial funding round. There are 116 applications that have been submitted for a total of \$158,000.

*Resolutions of Appreciation for Retirees and Distinguished Retirees

On motion by Trustee Alicea and seconded by Trustee Owens, the resolutions of appreciation for Retirees and Distinguished Retirees was unanimously approved.

*Resolution to Determine Professional Service: Professional Administrator Position Titles

On motion by Trustee Owens and seconded by Trustee Strodel, the resolution to determine professional service: Professional Administrator Position Titles, was unanimously approved.

*Resolution to Determine Professional Service: Management Confidential Position Titles

On motion by Trustee Owens and seconded by Trustee Strodel, the resolution to determine professional service: Management Confidential Position Titles, was unanimously approved.

*Resolution to Determine Professional Service: Unrepresented Position Titles

On motion by Trustee Owens and seconded by Trustee Strodel, the resolution to determine professional service: Unrepresented Position Titles, was unanimously approved.

*Onondaga Community College Foundation MOU

Dr. Crabill introduced Amy Kremenek, Vice President, Enrollment, Development and Communications, to provide an overview of the updates made to the MOU between the College and the OCC Foundation. **On motion by Trustee Owens and seconded by Trustee Strodel, the updated MOU between the Onondaga Community College Foundation and Onondaga Community College was unanimously approved.**

Phi Theta Kappa

Dr. Crabill provided an update the College's PTK Chapter. She congratulated them for being recognized as the 5th best chapter in the world, and for receiving additional recognitions including Beta Alpha Continued Excellence Award; Distinguished College Project; Distinguished Honors in Action Project; and Distinguished Advisor Team.

Racial Equity Statements

Dr. Crabill explained that SUNY, the Faculty Council of Community Colleges, and the NY Community College Association of Presidents have all developed racial equity statements. She shared them with the Trustees and was hoping they would be interested in developing a statement of their own. She explained she would work with the officers to develop such a statement and share it with the Trustees at the first meeting of the academic year.

Presential Evaluation

Dr. Crabill reminded Trustees that she would be completing her Presidential Evaluation and sharing it with them in the near future.

There being no further business, Trustee Littlejohn adjourned the board meeting at 9:10 a.m.

Prepared by:

Julie Hart
Secretary, Board of Trustees

Submitted by:

Melanie Littlejohn
Vice-chair, Board of Trustees