

Cayuga County Community College  
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Thursday, July 28, 2022.

Auburn Campus: Mr. Tony Franceschelli, Chair  
Mr. John Klink, Trustee  
Dr. Linda Van Buskirk, Trustee  
Ms. Tricia Kerr, Secretary  
Ms. Grace Wiseman, Trustee  
Dr. Brian M. Durant, President  
Ms. Lindsey Suppes  
Mr. Thomas Corcoran, Director of Human Resources  
Ms. Kelly Albrecht, CFO & Treasurer  
Mr. Andrew Poole  
Mr. Guy Cosentino, Executive Director CCC Foundation  
Ms. Annette LeFever

Via Zoom: Ms. Marian Brown, Vice Chair  
Mr. Mark Coleman, Trustee  
Ms. Angela Winfield, Trustee  
Ms. Stephanie Hutchinson Trustee  
Ms. Dawn Matijas-Czolowski  
**Mr. Dan O'Neil**  
Ms. Misty Digaetano  
Ms. Jackie Caputa  
Ms. Rebecca Devendorf  
Ms. Karen Wheat  
Mr. Terry Quill  
Mr. Eric Zizza

Regrets Mr. John Camardo, Trustee  
Dr. Ronald Cantor, Provost/ VP Academic Affairs  
Dr. Cathleen Dotterer, VP Student Affairs

Chairperson Franceschelli called the Regular Session Meeting to order at 8:02 AM

1.0 COMMENTS FROM THE PUBLIC

Ms. Dawn Matijas-Czolowski thanked the college community for their support of the **2022 United Way of Cayuga County's CA\$H** Tax Program which was located on the Auburn campus. Eight volunteers helped 221 residents complete their tax returns and another 50 residents made use of the CA\$H free online tax system. The program expects to realize **nearly \$500,000 in tax refunds to local residents through this year's** program.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the June 30, 2022 Annual and Regular session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Mr. Klink, seconded by Ms. Hutchinson, and carried by unanimous voice vote.

### 3.0 COMMITTEE MEETING NOTES

#### 3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from July 14, 2022 were included in the agenda pack. She stated the committee has discussed and endorsed the following;

##### 3.1.1. Resolution Faculty Appointments

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a roll call vote of 8:0.

##### 3.1.2 Resolution to Approve the Non-Bargaining Employee Handbook

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion. The motion carried with a unanimous voice vote.

##### 3.1.3 Resolution to Approve the Administrative Professionals Group (APG) Labor Agreement

Dr. Durant stated his support for this agreement, stating the APG requires a supermajority member vote and that the vote has passed.

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion which carried with a roll call vote of 8:0.

##### 3.1.4 Resolution to Approve Management/Confidential Salary Increases

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion which carried with a roll call vote of 8:0.

##### 3.1.5 Resolution to Approve PT Variable Hour Rates

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion which carried with a roll call vote of 8:0.

##### 3.1.6 Resolution to Approve Banking Relationship with Bank of America

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion. The motion carried with a unanimous voice vote.

##### 3.1.7 Resolution to Appoint Health Care Consortium Members

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. The motion carried with a unanimous voice vote.

### 3.1.8 Resolution to Appoint Insurance Broker

Ms. Hutchinson noted that she and Ms. Winfield served on the RFP Review Committee and thanked Ms. Nellenback and Ms. Albrecht for the smooth and speedy process, as it was noted timing of the appointment of a broker is important for continuity of services. Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. The motion carried with a unanimous voice vote.

### 3.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee notes were included in the Agenda and stated there are no resolutions to put forth this month. She thanked Julie Aldrich for a through Grants Process presentation and discussed the work of the KPI subcommittee. **A deeper dive into institutional KPI's will take place at the Annual Board Retreat.**

### 4.0 REPORTS

#### 4.1 College Reports

##### 4.1.1 **President's Report**

Dr. Durant reported that the Cayuga County Legislature had met earlier in the week and approved the College Operating Budget, including the requested 1.5% local sponsor increase. He noted that while the increase is modest, it becomes the new funding floor for the annual sponsor contribution. He expressed his thanks to the legislature. He also noted two other college items passed through the legislature this month: the ESP contract was ratified and the Culinary Center Parking agreement was approved. The parking agreement allows students/staff to park in the County parking lots in lieu of street parking.

Dr. Durant noted one legislature stated displeasure at the College COVID-19 Vaccination policy. He recognized there are a variety of opinions on the matter, but reiterated to the Board that the college has an obligation to uphold SUNY and NYS policies.

**Dr. Durant offered an update on the College's Strategic Plan. He stated a sub-committee of the President's Council is working to incorporate the final feedback into the plan.** Another subgroup is working on incorporating high level instructional Key Performance Indicators (KPI) into the Strategic Plan. The Board will receive a high level update at the Annual Board Retreat and he hopes the completed plan will be ready for Board Approval at our September meeting.

#### 4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor was not able to attend the meeting however his area updates were included in the written college report.

#### 4.1.3 Vice President of Student Affairs

Dr. Dotterer was not able to attend the meeting, however her area updates were included in the written college report.

#### 4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura stated that Senator Barclay visited the Fulton AMI earlier this week. She and the STEM Chair Jennifer Nichols offered him a tour, as he had been unable to attend the Open House in May. They had a productive conversation on the challenges of recruiting and engaging young people and the importance of increase in wages and benefits increased in the Oswego County manufacturing market.

Dr. Kimura **spoke about the Cornell Prison Education Program's recent graduation** ceremony, which was held outside of the facility on the Cornell camps for the first time this year. 15 graduates attended the ceremony and several gave very impactful speeches about what the program mean to them. Trustees asked several questions about the history of the program. It was noted that more information about the program was covered in the Orientation to Workforce Development video, which is posted in the BoardEffect video repository.

#### 4.1.5 CFO/Treasurer

Ms. Albrecht, CFO & Treasurer presented the June 2022 Financial Report. Highlights of the report included:

- The Balance sheet shows cash is down nearly \$1M, primarily due to the timing of health insurance premiums. Other factors include payments towards facility projects (Roof, elevator, HVAC units). Chargebacks are up from last year, they were processed earlier this year. Accounts payable are down slightly due to the Health insurance payment, and accrued liabilities are up due to ongoing capital work, notably the Workforce Development Center (CCE building) work in process.
- The Income Statement is showing a \$430K positive trend due mainly to underspending in salary. There are several temporarily vacant positions, there are less student workers employed this year as students are finding higher pay jobs off campus, and health insurance is down as a result of these vacancies. It was noted that several people who took **advantage of last year's retirement incentive after** the budget was created, and while they retired in December, their full salaries had been accounted for in the budget.
- Another budget positive trend was the increase in Chargeback rate. NYS increased the **chargeback rate after last year's budget was built, resulting in substantially** more than originally expected.

#### 4.1.6 Human Resources & Public Safety

Mr. Corcoran thanked both the ESP and APG leadership for productive negotiations this year, noting how important it is for continuity of operations to come to on-time labor agreement renewals.

Ms. Suppes offered an update on the HR Associate search, noting four finalist candidates would be interviewing later in the week.

#### 4.1.7 Student Trustee

No report

#### 4.1.8 CCCC Foundation

Mr. Cosentino welcomed Student Trustee Grace Wiseman to the Board. He also thanked Marie Nellenback for all of her work and support of the Foundation as she retires.

Mr. Cosentino announced that the Foundation has received a \$25,000 donation from the D. E. French Foundation and a \$35,000 donation from the Stanley W. Metcalf foundations to be directed to support nursing students. He also announced a \$2,500 gift from Huhtamaki for scholarships for students from Oswego based schools to take courses at the Advanced Manufacturing Institute.

The Foundation Board has approved a Disbursement Rate for 2023-2024 that increases funding for Scholarships and Commencement Awards, and is looking at expanding Presidential Scholarships to support an increase enrollment that might also see the coverage of some College fees and book stipends.

Mr. Cosentino thanked the of members of the Board of Trustees who attended the **Presidents' Circle Dinner**, which recognized local philanthropic donors and a sample of scholarship winners. More than 110 attend this **year's** event.

The Foundation is planning to bring food trucks to both the Auburn and Fulton campuses in mid-September to welcome back students, faculty and staff. Members of the Board of Trustees will be invited as well.

5.0 OLD BUSINESS  
None

6.0 NEW BUSINESS  
None

7.0 COMMUNICATIONS  
None

8.0 INFORMATION

- 8.1 2021 - 2022 Trustee Attendance at County Legislature Meetings
- 8.2 Board of Trustees Contact List
- 8.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 8.4 2021 - 2022 Board and Committee Meeting Dates
- 8.5 Acronyms and Their Meanings
- 8.6 Open Meeting Executive Session Law

9.0 EXECUTIVE SESSION

Mr. Franceschelli announced there was a need to enter executive session for the purpose of discussing real estate matters. He stated no further business would be conducted at the conclusion of the executive session. Dr. Van Buskirk made a motion to exit regular session and enter executive session. Mr. Klink seconded the motion which carried with all in favor. Executive session began at 9:03 AM.

10.0 ADJOURNMENT

With all business complete, Mr. Franceschelli asked if there was a motion to exit executive session and adjourn the meeting. Dr. Van Buskirk made the motion, Ms. Kerr seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:28 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever  
Secretary to the Board

Tricia Kerr,  
Secretary, Board of Trustees

**Quorum Calls**

**Board of Trustees Meeting**

**July 28, 2022**

Name	Present		3.1.1		3.1.2		3.1.3		3.1.4		3.1.5		3.1.6		3.1.7		3.1.8					
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No				
Ms. Brown (Marian)	Z		X		<b>All in Favor</b>			X		X		X		<b>All in Favor</b>			<b>All in Favor</b>					
Mr. Camardo (John)		X																				
Mr. Coleman (Mark)	Z		X					X		X		X										
Mr. Franceschelli (Tony)	X		X					X		X		X										
Ms. Hutchinson (Stephanie)	Z		X					X		X		X										
Ms. Kerr (Tricia)	X		X					X		X		X										
Mr. Klink (John)	X		X					X		X		X										
Dr. Van Buskirk (Linda)	X		X					X		X		X										
Ms. Winfield (Angela)	Z		X					X		X		X										
Ms. Wiseman (Grace)	X		X					X		X		X										

**Z= virtual attendance via Zoom**

**Recorded by Annette LeFever  
July 28, 2022**