

Cayuga County Community College  
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held November 16, 2023.

Fulton Campus: Mr. Tony Franceschelli, Chair  
Ms. Stephanie Hutchinson Trustee  
Dr. Linda Van Buskirk, Trustee  
Ms. Marian Brown, Vice Chair  
Ms. Tricia Kerr, Secretary  
Dr. Brian M. Durant, President  
Dr. Ron Cantor, Provost & VP for Academic Affairs  
Ms. Kelly Albrecht, CFO & Treasurer  
Dr. Keiko Kimura, VP for Workforce Development/Partnerships  
Dr. Cathleen Dotterer, VP for Student Affairs  
Ms. Joelle McLaughlin, Comptroller  
Ms. Lindsey Suppes, Human Resource Director  
Mr. Guy Cosentino, Executive Director CCC Foundation  
Ms. Sarah Yaw  
Ms. Emily Cameron  
Ms. Annette LeFever

Via Zoom: Mr. Mark Coleman, Trustee  
Mr. Andrew Poole  
Mr. Eric Zizza  
Mr. Terry Quill  
Mr. Bruce Walter  
Ms. Rebecca Devendorf

Regrets: Ms. Angela Winfield, Trustee  
Ms. Madeline Lentini, Trustee

Chairperson Franceschelli called the Regular Session Meeting to order at 8:04 AM

1.0 PUBLIC COMMENTS

None.

2.0 BOARD EDUCATION

**Micron Update**, Keiko Kimura, Sarah Yaw and Emily Cameron offered a comprehensive update on the Micron Planning Committees they attend as CCC representatives.

Highlights from their report included:

- Construction on the Micron factory is currently in the permitting stage. First local jobs are expected in December 2025.
- Micron Executive staff have been very intentional about their planning meetings. They have attended a number of community listening sessions, public meetings and have released a community investment survey to a broad swath of stakeholders.

- Cayuga CC participates in both the Cayuga and Oswego County planning groups and subcommittees, including: Community Colleges & Apprenticeships; Career Exploration; Adult Certifications; K-12 CTE and Construction.
- Committee work involves collaboration to build regional capacity, not just micron focused activities. Workforce readiness includes multiple sectors that would be impacted by growth of the regions, including housing, quality of life and services & support.
- Apprenticeships through Micron are not NTYS registered, but an independent program. They include paid salary, benefits, relocation and housing assistance, and guarantee relocation to the Syracuse plant once opened. Minimum qualifications include a minimum of 2 semesters in a technical field. Micron is actively recruiting immigrant populations for this opportunity. With an influx of migrants from around the globe, there is an opportunity to offer more ESL programs.

**SUNY General Education Updates**, Ron Cantor offered the background and an update on this topic, highlights from his presentation included:

- The first SUNY General Education requirements were launched in 1998 and revised in 2010 with the purpose of ensuring consistent knowledge and skills were being taught at each institution. A new framework was proposed in 2021 that sought to add competency testing to each subject area, which includes a local approval process. In our case, the Professional Standards Committee (led by Richard Bower and Steve Keeler) assumed this work. An added criteria of DEISJ is also included in the new requirements.
- Revisions for AA & AS programs were due in Fall 2023 and AAS programs due in Fall 2024.
- AA and AS programs are designed to transfer, whereas, AAS programs are more geared for workforce readiness.
- The process involves reviewing every course for the SUNY requirements, additionally, MSCHE requires evidence of technical competency. A great deal of assessment is involved in this.

### 3.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the September 28<sup>th</sup>, 2023 Regular Session meeting and the monthly Invoice and Stipend Reports. Ms. Hutchinson left the meeting at 8:44 AM, therefore, there was no quorum. No vote was taken.

### 4.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Mr. Franceschelli stated meeting notes from November 2023 committee meeting were included in the agenda pack. He stated there are no resolutions to consider, however, there were three resolutions that had been signed under the emergency resolution process (two signatures) due to timing needs. All were expected and discussed in a prior meeting. All were included as informational items:

- 4.1. Resolution to for Snow Plowing Services Fulton Campus 2023-24 Season
- 4.2. Resolution to Accept Police Academy Funding from the College Foundation
- 4.3. Resolution to Approve the Police Academy Bid Awards

#### 5.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES

Dr. Van Buskirk stated meeting notes from the November 2023 committee meeting were included in the agenda pack. There are no resolutions to put forth this month. Dr. Van Buskirk noted there was also a NYCCT Advocacy Flier included in the agenda. She described the annual conference she recently attended in Saratoga which focused on information sharing and advocacy issues for Community Colleges.

#### 6.0 COLLEGE REPORTS

##### 6.1 **President's Report**

Dr. Durant spoke about the NYCCAP advocacy strategy. The Presidents group shares similar and collaborative goals with the Trustee group, to focus on alignment of their language. Their discussions have focused on maximizing support for workforce training that allows for program flexibility based on regional and local needs and State budget alignment to these goals.

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

Dr. Cantor offered a brief update on the Master Scheduling Architecture revisions, noting the Chairs and faculty groups have been having intense yet productive discussions on changes and complexities to meet current student demands.

##### 6.3 Vice President of Student Affairs

Dr. Dotterer stated there had been an Open House on both campuses and acknowledged the work of Admissions, Student and Financial Services staff who gave their time and energy to make the event a success.

Dr. Dotterer offered an update on the ASAP program which is intended to increase student outcomes and retention by providing a more intrusive support structure. She described a new SUNY grant opportunity for ASAP programs that would pay for the parent portion of childcare costs for ASAP enrolled students who are receiving a childcare subsidy.

Finally, Dr. Dotterer reported that Cayuga is eligible for a Childcare Workforce Retention Grant and described the details. A portion of the grant would provide direct

payments to long-term employees (based on a formula of years of service) and a second portion to assist with recruitment and retention efforts.

6.4 Vice President of Workforce Development & Partnerships

Dr. Kimura reported that Cayuga hosted two Manufacturing Expos in October, one in Auburn and one in Fulton. Fourteen employers participated. She thanked Admissions staff for their participation. Dr. Kimura also spoke about her participation in a SUNY led Future of HealthCare Taskforce, with the goal of increasing training pipeline and retention of healthcare workers through innovation. They discuss how to recruit and retain experienced faculty with both academic and clinical experience. There has been much discussion and recommendations to invest in clinical simulation equipment and facilities.

6.5 CFO/Treasurer

Ms. Albrecht introduced Joelle McLaughlin as our new Comptroller. She updated the Board on the Banking Services transition, stated the process has been smooth so far. For the next four months we will have accounts open with both the old and new banks as the closing out and transition of all business accounts is complete.

Ms. Albrecht stated that the Audit field work will be finishing up tomorrow and has gone fairly smooth and appears to be on track for a full report presentation in February. The FSA and Foundation Audits are expected to be complete in January.

Ms. Albrecht offered an update on two capital projects, the Auburn Workforce Development Center and Fulton Police Academy. Both projects are moving ahead as scheduled.

6.6 Student Trustee

Ms. Lentini **was not able to attend today's meeting.**

6.7 College Foundation

Mr. Cosentino reported that the Foundation was pleased to be able to offer financial support necessary to close the funding gap to move the Police Academy project forward. He offered an update on the \$70 for 70 Years Anniversary Campaign and announces a special issue of the Spartan is in the works for a December Release.

Mr. Cosentino stated the Annual Craft Fair will be held the first weekend in December and vendor registration is strong. The Foundation is also hosting an Holiday Celebration event in the Auburn wellness Center on December 12<sup>th</sup>, look for invitations to come through the mail for that. Finally, Mr. Cosentino spoke about the visiting artist program including a presentation for campus that will take place next week. He also stated the 2024-25 Scholarship planning process had begun.

7.0 OLD BUSINESS  
None

8.0 NEW BUSINESS  
None

9.0 INFORMATIONAL FORMS INCLUDED

- 9.1 2022 - 2023 Trustee Attendance at County Legislature Meetings
- 9.2 Board of Trustees Contact List
- 9.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 9.4 2022 - 2023 Board and Committee Meeting Dates
- 9.5 Acronyms and Their Meanings
- 9.6 Open Meeting Executive Session Law

10.0 EXECUTIVE SESSION  
None

11.0 ADJOURNMENT

The meeting adjourned at 9:43 AM

Recorded & transcribed by:  
Annette LeFever  
Secretary to the Board

Respectfully submitted:  
Mark Coleman,  
Secretary, Board of Trustees

Regular session: Quorum Calls <b>September 28 2023</b>	Present	Consent Agenda
Recoded by: Annette LeFever, Secretary to the Board of Trustees		
Ms. Brown (Marian)	P	No quorum, no vote was taken.
Mr. Coleman (Mark)	P/Z	
Mr. Franceschelli (Tony)	P	
Ms. Hutchinson (Stephanie)	P (left 8:44 AM)	
Ms. Kerr (Tricia)	P	
Ms. Lentini (Madeline)	E	
Dr. Van Buskirk (Linda)	P	
Ms. Winfield (Angela)	E	

P = Present    P/Z = Present via Zoom    E = Excused    A = Absent