

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

Minutes of the regular meeting of the Board of Trustees held **December 20, 2023.**

Fulton Campus: Mr. Tony Franceschelli, Chair  
Ms. Marian Brown, Vice Chair  
Mr. Mark Coleman, Secretary  
Ms. Angela Winfield, Trustee  
Ms. Tricia Kerr, Trustee  
Mr. Jeffrey Pirozzolo, Trustee  
Dr. Brian M. Durant, President  
Dr. Ron Cantor, Provost & VP for Academic Affairs  
Dr. Keiko Kimura, VP for Workforce Development/Partnerships  
Ms. Kelly Albrecht, CFO & Treasurer  
Mr. Guy Cosentino, Executive Director CCC Foundation  
Ms. Virginia Rudnick  
Ms. Annette LeFever

Via Zoom: Ms. Madeline Lentini, Trustee  
Mr. Eric Zizza  
Mr. Andrew Poole  
Mr. Dan O'Neil  
Mr. Terry Quill  
Mr. Bruce Walter  
Ms. Rebecca Devendorf  
Ms. Misty Digaetano

Absent: Ms. Stephanie Hutchinson Trustee  
Dr. Linda Van Buskirk, Trustee  
Ms. Lindsey Suppes, Human Resource Director  
Dr. Cathleen Dotterer, VP for Student Affairs

Chairperson Franceschelli called the Regular Session Meeting to order at 8:01 AM

**1.0 PUBLIC COMMENTS**

None.

**2.0 OATH OF OFFICE AND EXECUTIVE SESSION**

Mr. Jeffrey Pirozzolo was sworn in as a new Trustee. Mr. Pirozzolo fills the Cayuga County appointed seat vacated by Mr. John Camardo, with a current term end date of 6/30/2026. Trustees welcomed Mr. Pirozzolo.

Chair Franceschelli made motion to enter a brief Executive Session for the purpose of discussing a personnel matter of a particular individual. Marian Brown seconded the motion, which carried by unanimous voice vote. Executive Session began at 8:07 AM.

Mr. Franceschelli motioned to end Executive Session and return to the Regular Session. Ms. Winfield seconded. With all in favor, Executive Session ended at 8:19 AM and Regular session resumed.

### 3.0 **BOARD EDUCATION**

**Key Performance Indicators (KPI) Update**, Virginia Rudnick, Director Institutional Research provided a slideshow and description of Board level KPI data sets. Highlights from their report included:

- Dr. Durant introduced the topic and described how the KPI's were designed with Board input and to assist them in monitoring college outcomes and progress in areas aligned to the strategic plan. Today's presentation is a snapshot of relevant data-sets which comes from a much larger tracking document. He explained that Ms. Rudnick presents similar data sets to the college leadership team on a monthly basis and at President's Council meetings as needed per topic.
- Ms. Rudnick described the work of her department, Institutional Research, which involves tracking college data on enrollment, student demographics, course level data and grant or other performance level data. IR is responsible for most SUNY, State and Federal data reporting requirements, as well as assisting on many grant or college data projects and organizational publications, such as the Fact Book and Student Profile document.
- Enrollment over a 5-year period was shown and compared to peer institutions. Enrollment numbers have stabilized over the past two years and our overall trend data is on pace with our regional counterparts.
- Persistence and Retention data shows some gains being made in the recent term with Full Time cohorts, a good indication that academic coaching investments are working. However, Part Time students have not realized similar gains. Retention is a critical metric that correlates to graduation rates, which has remained stable. Graduation rate is a key focus area of the new ASAP program.
- Capture rates were discussed by county and by school level. Both have seen declines in recent years. Dr. Durant added that the strategic work around K-12 pathways is aimed at moving the dial on this metric.
- A budget slide showed factors such as the % of budget from tuition vs. other sources. Tuition being the lowest percent and county chargebacks the highest.
- Trustees engaged in a robust discussion on the data presented. Mr. Pirozzolo noted that college-bound high schoolers can graduate with 30 credits or more and credits from Cayuga are almost always accepted at transfer institutions, noting the amazing value this is to a family.

### 4.0 **CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the November 2023 meeting and the monthly Invoice and Stipend Reports. He noted there were no resolution to consider this month and asked for a motion to approve. Ms. Kerr made a motion to approve and Mr. Coleman Seconded. The motion carried by unanimous voice vote.

## 5.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Winfield stated meeting notes from December 2023 committee meeting were included in the agenda pack. She stated there was a Grant Update presentation at the meeting as described in the notes. Ms. Winfield made a motion to approve, Ms. Brown Seconded the motion which carried by unanimous voice vote.

## 6.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES

Ms. Kerr stated meeting notes from December 2023 committee meeting were included in the agenda pack. She stated there was a Student Wellness Center presentation at the meeting as described in the notes. Ms. Kerr made a motion to approve the notes, Mr. Franceschelli seconded the motion which carried by unanimous voice vote.

## 7.0 COLLEGE REPORTS

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

Dr. Durant stated there was no written report provided this month and that he and the leadership team are revising the report format to align with the strategic plan and annual goals. He stated that we are building out an annual schedule of Board education topics and presentations and that document would be shared at the February Board meeting. He stated that a sub group of Trustees had met earlier this month for the annual Board Bylaws and Procedure review. There are only a few minor changes related to our decision to begin bundling resolutions. He expects that document will be ready to present in February. Finally, he reminded Trustees of relevant campus closure dates and wished everyone a happy and safe holiday season.

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

Dr. Cantor shared that Artificial Intelligence (AI) is a hot topic in higher education. Faculty have discussed how this relates to our Plagiarism Policy, but they are still debating if we should revise our current policy or create a new AI policy.

Dr. Cantor reported the Master Schedule Reform goal is progressing nicely and they are now bringing in other campus areas such as the Registrar and Student Services to discuss various aspects of implementation and readiness for the next steps such as marketing and room utilization study. He reported that the Middle States Standards Committees have been highly engaged and working to meet their end of semester benchmarks.

### **6.3 Vice President of Student Affairs**

Dr. Dotterer was not able to attend today's meeting. President Durant offered a brief update on enrollment, noting Fall numbers were strong and Spring numbers also appear to be continuing on a positive trend.

### **6.4 Vice President of Workforce Development & Partnerships**

Dr. Kimura reported that the Community Education events had a strong finish with a sold-out event featuring local Chef Julie Tabouli. Next semester offerings are being finalized now and will be shared with Trustees shortly. Dr. Kimura offered an Update on the Middle States Accreditation Report. Based on our declining enrollment percentages, MSCHE is requiring we complete a budget and planning report. Cayuga is not alone in this request, nearly all peer institutions have experienced similar trends triggering this added report requirement. And finally, Dr. Kimura described the Strategic Plan Implementation Process and current status to document the work done and how it is being shared across constituencies such as the Board, faculty and student groups.

### **6.5 CFO/Treasurer**

Ms. Albrecht stated that the Audit field work was completed in November and she is not expecting any major deviations on the final report which is expected in late January, and presented in full at the February Finance & Audit Committee. The most recent Financial Statements were provided in the Board pack and discussed at committee. The preliminary 2024-25 Budget planning work is beginning with her staff now and will ramp up when we return from break in January.

Ms. Albrecht stated the Auburn Workforce Development Center and Fulton Police Academy continue to move ahead as scheduled. She offered her thanks to our internal facilities crews who have been working diligently on a punch list of items identified as needs in the recent Civil Rights Compliance Review. Most notable, work on restrooms countertop and door push-bar heights are being brought into compliance.

### **6.6 Student Trustee**

Ms. Lentini commented that the semester is complete and no further student activities are planned until after break. She felt the semester was a successful one, noting an increase in club participation at events. She said there is excitement among students about returning for the Spring Semester.

### **6.7 College Foundation**

Mr. Cosentino welcomed Mr. Pirozzolo to the Board. He reported that both the Spartan Extra and the Annual Report for 2022-23 would be complete in the next few days.

He reported that the Holiday Craft Fair was a booming success, with 144 vendors and great community turnout. He thanked the Cayuga staff and students who volunteered to make the event run so smooth. Finally, Mr. Cosentino thanked those who attended the Foundation's holiday celebration earlier this week. It was held in the newly completed Auburn Student Wellness Center and catered by Culinary students.

#### **8.0 OLD BUSINESS**

None

#### **9.0 NEW BUSINESS**

Chair Franceschelli stated that the Board has recently completed the President's annual evaluation. At this time, the Board wishes to exercise their option to award the President a merit pay bonus. The Board has also reviewed the President's contract with the college attorney and they have agreed to enter into a new five-year employment contract.

Mr. Franceschelli read a resolution to award merit pay and enter into a new five-year employment contract with the President. He made a motion to approve. Vice Chair Brown seconded the motion. The motion carried by a roll count vote of 7:0.

#### **10.0 INFORMATIONAL FORMS INCLUDED**

- 10.1 2022 - 2023 Trustee Attendance at County Legislature Meetings
- 10.2 Board of Trustees Contact List
- 10.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 10.4 2022 - 2023 Board and Committee Meeting Dates
- 10.5 Acronyms and Their Meanings
- 10.6 Open Meeting Executive Session Law

#### **11.0 EXECUTIVE SESSION**

The President requested a brief Executive Session to discuss real estate matters. Chair Franceschelli stated there would be no further business conducted at the conclusion. Ms. Brown made a motion to enter executive session, Mr. Coleman seconded the motion which carried by unanimous voice vote. Executive Session began at 9:23 AM.

Mr. Franceschelli made a motion to end Executive Session and adjourn the meeting. Mr. Pirozzolo seconded the motion which carried by unanimous voice vote. Executive Session ended at 9:52 AM.

#### **12.0 ADJOURNMENT**

The meeting adjourned at 9:52 AM

Recorded & transcribed by:  
Annette LeFever  
Secretary to the Board

Respectfully submitted:  
Mark Coleman,  
Secretary, Board of Trustees

Regular session: Quorum Calls December 20, 2023	Present	Consent Agenda	9.0 New Business
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Ms. Kerr	Franceschelli
		Mr. Coleman	Brown
Ms. Brown (Marian)	P	All In Favor	Y
Mr. Coleman (Mark)	P		Y
Mr. Franceschelli (Tony)	P		Y
Ms. Hutchinson (Stephanie)	A		-
Ms. Kerr (Tricia)	P		Y
Ms. Lentini (Madeline)	P/Z		Y
Dr. Van Buskirk (Linda)	A		-
Ms. Winfield (Angela)	P		Y

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