

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

Minutes of the regular meeting of the Board of Trustees held **February 20, 2024.**

Auburn Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Secretary Dr. Linda Van Buskirk, Trustee	Ms. Marian Brown, Vice Chair Ms. Angela Winfield, Trustee Ms. Madeline Lentini, Trustee
	Dr. Brian M. Durant, President Dr. Ron Cantor, Provost & VPAA Ms. Kelly Albrecht, CFO & Treasure Ms. Annette LeFever	Ms. Lindsey Suppes, HR Director Dr. Keiko Kimura, VP for Workforce Mr. Andrew Poole
Via Zoom:	Ms. Stephanie Hutchinson, Trustee	
	Dr. Brandon Davis-Shannon Dr. Terry Kupp Mr. Eric Zizza Mr. Bruce Walter Ms. Misty Digaetano	Mr. Wade Lambert Dr. Richard Bower Mr. Dan O'Neil Ms. Rebecca Devendorf
Excused:	Mr. Jeffrey Pirozzolo, Trustee	
Absent:	None	

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

**1.0 PUBLIC COMMENTS**

None.

**2.0 BOARD EDUCATION**

**2.1 IT Security Update**, Brandon Davis-Shannon, Dean of IT; Wade Lambert, Information Security Specialist.

Dr. Durant introduced the topic and speakers. Mr. Lambert's presentation included a PowerPoint. Highlights of the presentation included:

- A review of Federal and State laws, SUNY policies & procedures, and cyber liability insurance requirements for academic institutions to protect student and employee information that is collected, processed, or stored. Specifically, GLBA is a Federal Financial Aid program that requires specific measures to protect data. There were several updates made in 2023. A table was provided that showed the requirements and how Cayuga complies with each. Cyber Liability Insurance also sets forth specific requirements the college must meet to maintain this insurance.

- There was a discussion of the 8 known SUNY campuses that have experienced cyber attacks in the past six months and the system weaknesses that failed to prevent the hacks.
- Cayuga uses various security systems. Those systems are blocking an average of 3,400 threats per week, mainly phishing emails, and having blocked 130 attacks against specific users.
- Trustees asked several questions pertaining to the types of attacks and methods to prevent them. They also asked about training programs for employees and if the IT department has enough resources for IT security. Dr. Davis-Shannon stated Cayuga has a strong system and exceeds all state and federal system requirements. The nature of these systems are always changing and require constant reviews. He is working on an IT Infrastructure plan to address the continual changes and noted some internal staff cross-training was a goal to insure overlapping knowledge base.

2.2 **Middle States Self Study Update**, Co-Chairs Dr. Richard Bower and Dr. Terry Kupp's presentation included:

- The Steering Committee has developed the Self Study Design (SSD) and Evidence System. The Standard Chairs (2 per standard) have drafted their narratives and collected related evidence samples. They are now presenting their work to the Steering committee for feedback and revisions. Final drafts are due in March.
- Dr. Bower spoke about the evidence collection process. Cayuga created our own databases for documents, which will ultimately get uploaded into the MSCHE storage portal, which the visiting team will have access to.
- Dr. Kupp reviewed the MSCHE process. She noted our original liaison, Paul Starkey has been replaced with Dr. Anne Wahl. Dr. Wahl facilitates the MSCHE Team visit process. The Team Chair visit will be scheduled for Fall 2024, with the Team Visit to follow in Spring 2025 (prior to April 15<sup>th</sup>). The Board will be invited to meet with the Team Chair during the Fall visit.

3.0 **CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the December 2023 meeting and the monthly Invoice and Stipend Reports. Ms. Brown made a motion to approve and Dr. Van Buskirk Seconded. The motion carried by unanimous voice vote.

4.0 **FINANCE & AUDIT COMMITTEE MEETING NOTES**

Ms. Hutchinson stated meeting notes from February 2024 committee meeting were included in the agenda pack. She stated there are two informational resolutions included in the agenda pack. Both were signed with the two-signature provision to allow for timely signing of business resolutions. They include:

- 4.1 Resolution to Award the Fulton Police Academy Plumbing Bid
- 4.2 Resolution to Approve Fulton Bank Building Roof Replacement

Ms. Hutchinson stated there are two additional resolutions requiring Board approval, both were provided in the agenda pack and details were discussed within the committee notes.

- 4.3 Personnel Resolution Block  
Ms. Hutchinson read the resolution and made a motion to approve. Ms. Brown seconded the motion. The motion carried by a roll call vote of 7:0.
- 4.4 Resolution to Affirm the Reinstatement of PEFF for Incarcerated Students  
Ms. Hutchinson read the resolution and made a motion to approve. Mr. Franceschelli seconded the motion. The motion carried by a roll call vote of 7:0.

## 5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the meeting notes from February 2024 committee meeting were included in the agenda pack. She offered a brief report of her participation in the ACCT National Legislative Summit and noted the Advocacy green sheet was included in the agenda pack. There are no business resolutions to consider this month.

## 6.0 **COLLEGE REPORTS**

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

Dr. Durant provided a comprehensive Mid-Year Annual Goal Update. He walked trustees through the report format, which consists of the full campus view of goals and how they relate to the Strategic Plan. The document he shared demonstrates the depth of the planning and campus involvement in SP goals. This document will be rolled out to the campus and discussed during the March Professional Planning and Development Day.

Dr. Durant offered a brief review of the steps we have taken to get to this point in campus-wide goal identification. He stated that Annual goals for 2024-25 are in development now, and as this may seem early, the goals are tied to our budget development process. The Year End Goals report is expected to be complete by late summer 2024. Dr. Durant thanked Dr. Kimura for her leadership and vision to integrate planning into the campus culture.

Dr. Durant offered some updates on two capital projects. The Workforce Development Center is making excellent progress. There is some internal work being done now and IT systems are still waiting for some supplies to complete their installation work. The project is expected to be complete by late Spring. The DOL staff move may be slow over several months in the summer, due to their summer work program constraints. The Police Academy capital project is on track with the construction plan.

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

Dr. Cantor reflected on the Annual Goal Update and offered a glimpse of future academic goals. He spoke about expanding on the work of K-12 pathways into adult learner pathways. He also spoke about how the holistic advisement model merges with faculty and academic scheduling work he has been engaged in.

## **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 the Spring semester goal has been met.

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

Dr. Kimura reported that the first cohort of Medical Coding Specialists celebrated their graduation two weeks ago. She offered an update on the SUNY Imagine Grant and previewed a Culinary Center joint sustainability event with Well College. Foraged foods will take place on April 22<sup>nd</sup>. More information will be shared as the Community Education Spring Schedule is finalized.

## **6.5 CFO/Treasurer**

Ms. Albrecht stated that the financial statements were provided along with the agenda and they had been discussed in detail at committee. She said her department is in full budget preparation mode now. She has two new staff members going through this process for the first time, but she is confident they will adapt well to our internal processes. The Audit is complete and will be presented at the next Board meeting.

## **6.6 Student Trustee**

Ms. Lentini offered an update on a variety of clubs and SGO activities. Of note, the SGO is sponsoring a trip to Washington DC in March. She noted an increase in club and event participation on both the Auburn and Fulton campus. Finally, she noted student elections would take place in March.

## **6.7 College Foundation**

Mr. Cosentino was not able to attend today's meeting.

**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**

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. Dr. Van Buskirk made a motion to enter executive session, Ms. Lentini seconded the motion which carried by unanimous voice vote. Executive Session began at 9:10 AM.

Ms. Brown made a motion to end Executive Session and adjourn the meeting. Mr. Coleman seconded the motion which carried by unanimous voice vote. Executive Session ended at 9:44 AM.

**11.0 ADJOURNMENT**

The meeting adjourned at 9:44 AM

Recorded & transcribed by:  
Annette LeFever  
Secretary to the Board

Respectfully submitted:  
Mark Coleman,  
Secretary, Board of Trustees

Regular session: Quorum Calls February 20, 2024	Present	Consent Agenda	4.3 Personnel Resolution Block	4.4 Federal Pell for Incarcerated Students
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Ms. Brown	Hutchinson	Hutchinson
		Dr. Van Buskirk	Brown	Franceschelli
Ms. Brown (Marian)	P	All In Favor	Y	Y
Mr. Coleman (Mark)	P		Y	Y
Mr. Franceschelli (Tony)	P		Y	Y
Ms. Hutchinson (Stephanie)	P/Z		Y	Y
Ms. Lentini (Madeline)	P/Z		Y	Y
Mr. Pirozzolo (Jeffrey)	A		-	-
Dr. Van Buskirk (Linda)	P		Y	Y
Ms. Winfield (Angela)	P		Y	Y

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