# Cayuga County Community College
## Auburn, New York

Minutes of the Board of Trustees Annual Meeting held Thursday, June 30, 2022.
Minutes of the regular meeting of the Board of Trustees held Thursday, June 30, 2022.

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| Auburn Campus: | Mr. Tony Franceschelli, Chair |
| | Ms. Marian Brown, Vice Chair |
| | Dr. Linda Van Buskirk, Trustee |
| | Mr. John Klink, Trustee |
| | Dr. Ronald Cantor, Provost/ VP Academic Affairs |
| | Dr. Cathleen Dotterer, VP Student Affairs |
| | Mr. Thomas Corcoran, Director of Human Resources |
| | Ms. Marie Nellenback, Acting CFO/Treasurer |
| | Ms. Kelly Albrecht |
| | Ms. Lindsey Suppes |
| | Mr. Guy Cosentino, Executive Director CCC Foundation |
| | Ms. Annette LeFever |
| Via Zoom: | Ms. Tricia Kerr, Secretary |
| | Ms. Stephanie Hutchinson Trustee |
| | Mr. John Camardo, Trustee |
| | Mr. Mark Coleman, Trustee |
| | Ms. Angela Winfield, Trustee |
| | Dr. Brian M. Durant, President |
| | Mr. Andrew Poole |
| | Mr. Dan O'Neil |
| | Mr. Steve Keeler |
| | Ms. Misty Digaetano |
| | Ms. Jackie Caputa |
| | Ms. Rebecca Devendorf |
| | Ms. Karen Wheat |
| | Mr. Doug Kinney |

Chairperson Brown called the Annual Meeting to order at 8:01 AM

### 1.0 2022-23 Slate of Officers

Ms. Brown reported that the Nominating Committee had met to prepare the 2022-23 slate of Board Officers. The following Trustees names were put forth for a vote:

Mr. Anthony Franceschelli, Chair
Ms. Marian Brown, Vice Chair
Ms. Tricia Kerr, Secretary

A motion to accept this slate was made by Dr. Van Buskirk and seconded by Mr. Klink. The motion carried with all in favor.

## 2.0 2022-23 Committee List

The Nominating Committee put forth the following list of committee membership for the coming year.

**GOVERNANCE & PLANNING**
Linda Van Buskirk, Chair
John Camardo, Vice Chair
Marian Brown
Tricia Kerr
Grace Wiseman

**FINANCE & AUDIT**
Stephanie Hutchinson, Chair
Angela Winfield, Vice Chair
John Klink
Tony Franceschelli
Mark Coleman

**NOMINATING COMMITTEE**
John Camardo, Chair
Stephanie Hutchinson
Marian Brown

**CCC FOUNDATION REPRESENTATIVE**
John Klink

A motion to accept the Committee Assignments was made by Dr. Van Buskirk and seconded by Mr. Klink. The motion carried with all in favor.

## 3.0 2022-23 Board Calendars

A list of 2022-23 Board meeting dates and a calendar for attendance at Cayuga County Legislative meeting was reviewed. It was noted that the dates have been vetted against the holiday and academic calendar, but there may be an occasional need to change a date. If changes become necessary, ample notice will be given. Calendars will be included in future Board meeting packs in the Informational section.

A motion to accept the calendars was made by Dr. Van Buskirk and seconded by Mr. Klink. The motion carried with all in favor.

## 4.0 Adjournment

Dr. Durant and Chair elect, Mr. Franceschelli thanked Ms. Brown for her service noting her leadership and continuity through the pandemic have been extraordinary. Ms. Brown was presented with a plaque and gavel as a token of appreciation.

A motion to adjourn the Annual Meeting was made by Ms. Brown and seconded by Mr. Franceschelli, and carried with all in favor.

The meeting Adjourned at 8:08 AM.

Chairperson Franceschelli called the Regular Board of Trustees Meeting to order at 8:08 AM

1.0 COMMENTS FROM THE PUBLIC
None

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the May 5, 2022 Regular session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Dr. Van Buskirk, seconded by Ms. Brown, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from June 9, 2022 were included in the agenda pack. She stated the committee has discussed and endorsed the following;

3.1.1. Resolution to Appoint CFO, Kelly Albrecht

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. The motion carried with a roll call vote of 9:0.

Ms. Albrecht thanks the Board for their vote and thanked Marie Nellenback for her support through the transition into this new role.

3.1.2 Resolution to Appoint Director of Human Resources, Lindsey Suppes

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Klink seconded the motion. The motion carried with a roll call vote of 9:0.

Ms. Suppes thanked the Board for their vote and thanked Tom Corcoran for his support through the transition into this new role.

3.1.3 Resolution to Grant Professor Emeritus Status to Edward Wagner

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

3.1.4 Resolution to Approve the Educational Support Professionals (ESP) Collective Bargaining Agreement.

Dr. Durant noted that the current APG agreement was set to expire on August 31st. He stated the group had a very good negotiation process this year. Both he and the ESP group are satisfied with the agreement.

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion which carried with a roll call vote of 9:0.

3.2 Governance & Planning Committee

Dr. Van Buskirk reviewed the June Committee meeting and stated there are no resolutions to put forth this month. It was noted that iPads for the BoardEffect platform are now available. Anyone attending remotely today should make arrangements to pick their iPad up from Ms. LeFever prior to the next Board meeting. Future Board and Committee meeting agenda packs will accessed through the BoardEffect Application. Login instructions will be emailed to Trustees shortly.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant thanked the Board for passing the College Operating Budget. He discussed the intentional process this year to include more campus leaders in the process, including budget managers, department chairs and the President's Council. He noted that more information about the process is always good, however he hopes they see that the budget goes through many changes from the start to end of the process and relies heavily on accurate budget assumptions which are not static.

Dr. Durant reported the Roof Repair project has begun. He thanked the Director of Buildings and Grounds, Doug Kinney, for identifying a creative cost-saving for the college. Gravel that needed to be removed from the campus roof is being recycled on the Nature Trail for filling pathways and in some draining areas.

Dr. Durant noted that at the June 21st County Legislature meeting, Ms. Brown's term was extended to 2024 as a correction to a prior clerical error that shorted her term by two years. Mr. Franceschelli was also appointed to serve a new seven-year term. Dr. Durant thanked Ms. Brown and Ms. LeFever for researching term histories and providing information for the legislature to rectify term dates.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor noted that we have been in contact with Upstate Medical University regarding their intentions to expand nursing education and training opportunities. There has been one positive meeting so far and we will continue to meet with the Upstate Nursing expansion team to collaborate on increased training and employment opportunities for Cayuga students.

Dr. Cantor stated that the college academic leadership has been in deep discussion about the master schedule and scheduling format in a post-pandemic environment. They are taking great care to assess the student perspective as they build out the Fall and Spring schedule.

Finally, Dr. Cantor conveyed that Dr. Kimura was not able to attend todays' meeting but wanted to share an update on the college grants process is moving along nicely. We now have an organized and systematic approach to identifying and vetting new funding opportunities that will not only allow us to bring in more resources, but better align our resources to our strategic priorities. Regular updates on grants and sponsored projects will be offered through the Governance & Planning Committee.

4.1.3 Vice President of Student Affairs

Dr. Dotterer reviewed the Enrollment Snapshot that was provided in the written college report. She noted that we are anticipating an enrollment decrease of approximately 10% next year. She explained the enrollment report tracks both enrollment year to date from prior years and enrollment numbers per our budget projected FTE counts. She further explained trends in timing of when those reported numbers change the most, noting July and August are critical months as Fall students (new and returning) build their schedules and officially enroll.

Dr. Dotterer reported that the new Educational Opportunities Program (EOP) staffing is moving along. The search for a Director is near complete and the search for a Counselor is underway. Hiring staff for both positions is important to be ready for a successful Fall start up. EOP traditionally begins in August with a Summer Bridge/immersion program. This being our first year, SUNY is being flexible in how we are able to offer an abbreviated summer program.

Finally, Dr. Dotterer reported that the search for a Director of Financial Aid was unsuccessful. Cathy Patella's retirement is effective tomorrow, however she has agreed to continue on a part-time flexible basis until a replacement staffing plan is identified. Dr. Dotterer and the Trustees acknowledged they are grateful for her willingness to support the department while the search for her replacement continues.

4.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura was not in attendance, bur provided a written report in the agenda pack.

4.1.5 Acting CFO/Treasurer

Ms. Nellenback referenced the financial report in the Committee notes as a summary of her monthly report. She noted that the budget year is finishing up in a good position, better than expected. Much of the beneficial results are due to the availability of HERF funds.

Ms. Nellenback reported on the Insurance Broker RFP process. The responses were due yesterday and there appears to be a good response of 7-8 responses. The committee will begin the review late next week. She hopes to have a resolution in time for the July meeting. Ms. Nellenback further reported that Ms. Albrecht has met with the Auditors for a pre-audit discussion. Of note, this year GASB 87 will go into effect,

requiring all leases and contracts to be reviewed to determine if they need to be reflected on our balance sheets. This will be calculated by our auditors in the 21-22 audit and included on our financial statements.

4.1.6 Human Resources & Public Safety

Mr. Corcoran welcomed and introduced Lindsey Suppes as the new Director of Human Resources. He expressed Ms. Suppes is a fast learner and he is confident her time as Assistant Director of HR has prepared her to assume the role. He also noted the RFP for retiree supplemental health insurance is out now and a final recommendation should be ready by August.

4.1.7 Student Trustee

Grace Wiseman is the Student Trustee elect. Ms. Weisman's summer work schedule did not allow her attendance at today's meeting. She hopes to attend the August meeting.

4.1.8 CCCC Foundation

Mr. Cosentino reported that the Finance Department has sent out all the Commencement Awards, making sure awardees do not owe the College any funds. He noted that letters have been sent to the 2022-2023 Scholarship awardees and donors of scholarship funds have also been notified of the award selections.

Mr. Cosentino noted that the Presidents' Circle Dinner invites have been mailed to area foundations and $1,000+ donors and it is hoped that members of the Board of Trustees will attend the dinner as the Foundation's guests.

Mr. Cosentino thanked trustees who attended the Alumni Awards event held at Prison City North on June 7th. It was a very successful event and included powerful presentations by awardees. Finally, Mr. Cosentino stated that letters will be going out this week to 160 prospective vendors for the December 2023 Craft Fair.

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. Ms. Brown 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 9:30 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. Brown seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:56 AM

Recorded & transcribed by:

Annette LeFever
Secretary to the Board

Respectfully submitted:

Tricia Kerr,
Secretary, Board of Trustees

**Quorum Calls**

**Board of Trustees Meeting** **June 30, 2022**

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

**Z= virtual attendance via Zoom**

**Recorded by Annette LeFever**
**June 30, 2022**