

Cayuga County Community College  
Auburn, New York

Minutes of the Annual & Regular meeting of the Board of Trustees held June 22, 2023.

Auburn Campus: Mr. Tony Franceschelli, Chair  
Ms. Marian Brown, Vice Chair  
Dr. Linda Van Buskirk, Trustee  
Ms. Stephanie Hutchinson Trustee  
Ms. Tricia Kerr, Secretary  
Mr. Mark Coleman, Trustee  
Mr. John Klink, Trustee  
Dr. Brian M. Durant, President  
Ms. Lindsey Suppes, Director of Human Resources  
Ms. Kelly Albrecht, CFO & Treasurer  
Dr. Ron Cantor, Provost & VP for Academic Affairs  
Mr. Guy Cosentino, Executive Director CCC Foundation  
Mr. Andrew Poole  
Ms. Annette LeFever

Via Zoom: Mr. Eric Zizza  
Ms. Karen Wheat  
Ms. Misty Gaetano  
Ms. Rebecca Devendorf

Absent: Ms. Madeline Lentini, Trustee  
Ms. Angela Winfield, Trustee  
Dr. Cathleen Dotterer, VP for Student Affairs

Chairperson Franceschelli called the Annual Meeting to order at 8:03 AM

#### 1.0 Annual Meeting

Chairman Franceschelli presented the Nominating **Committee's proposed 2023-24** slate of offices and committee lists.

Ms. Brown made a motion to approve the recommendations as presented. Ms. Kerr seconded the motion, which carried with all in favor.

2023-24 Officers will be as follows: Anthony Franceschelli, Chair  
Marian Brown, Vice Chair  
Mark Coleman, Secretary

Committee lists and annual meeting schedules will be added to the BoardEffect files and updated on the monthly agenda.

**Mr. John Klink's term expires at the end of this** month, and he will not be seeking a new term. Trustees thanked Mr. Klink for his service and wished him well.

The Annual Meeting concluded at 8:07 AM

Chairperson Franceschelli called a Regular Session Meeting to order at 8:08 AM

1.0 EXECUTIVE SESSION

Mr. Franceschelli announced there was a need to enter executive session for the purpose of discussing contractual matters and asked if there was a motion to enter executive session. Ms. Brown made the motion, Mr. Klink seconded the motion which carried with all in favor. Executive session began at 8:09 AM.

Dr. Van Buskirk made a motion to exit Executive Session, Ms. Brown seconded the motion which carried with all in favor. Executive session ended and the regular session resumed at 8:39 AM.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the May 11, 2023 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Hutchinson, seconded by Dr. Van Buskirk, and carried by unanimous voice vote.

3.0 2023-24 College Operating Budget Presentation

Dr. Durant and Ms. Albrecht offered a detailed presentation on the college operations budget. Presentation highlights included: Revenue assumptions are based on 1585 FTE, FT tuition of \$5,142 and a 3% increase in sponsor contribution, projects Fund Balance use of \$730K, for a total budget of \$26.25M. The president described line by line changes, detailing the rationale for each change. No services were cut in order to balance the budget. While we are in a healthy financial place now, it will be critical to look at each cost center to evaluate their spending alignment and current needs and the strategic vision of the college. Finally, President Durant thanked Ms. Albrecht and her team for their work, noting the task, while difficult, was a smooth process this year.

4.0 COMMITTEE MEETING NOTES

4.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from their June 8, 2023 committee meeting were included in the agenda pack. She stated the Committee has discussed and endorsed the following resolutions;

4.1.1. Resolution to approve the 2023-24 College Operating Budget

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Klink seconded the motion. The motion carried by a roll call vote of 7:0.

4.1.2. Resolution to Approve Faculty Term Appointments

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried by unanimous voice vote.

4.1.3. Resolution to Approve Part Time Cleaner Title and Civil Service Slots

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion, which carried with all in favor.

4.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee Notes were included in the agenda pack and the Committee has discussed and endorsed the following resolutions;

4.2.1 **Resolution to Affirm the College's Revised Mission, Vision & Values Statement**

Dr. kimura described the academic-year long **process that the President's Council** undertook to conduct a comprehensive review and feedback process to come up with the new Mission, Vision & Values Statement. Based on feedback from several open forums, it was determined that only minor language updates were needed. Several focus groups with faculty, staff and students helped the process of coming up with the new statement provided today. Dr. Van Buskirk expressed appreciation for Dr. Kimura and all who participated in, noting the importance of being intentional about the language that represents the college.

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

4.2.2 Resolution to Affirm the Name Cayuga Community College

Ms. Albrecht stated there is a need to update the college entity form on the federal grantmaking platforms. Their current files still list both Auburn CC and Cayuga County CC. The purpose of this resolution is to submit documentation of the college's recognized business name: Cayuga Community College.

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

5.0 COLLEGE REPORTS

5.1 **President's Report**

Dr. Durant thanked the Board for supporting the **resolution on today's agenda**. He offered a construction update on the Workforce Development Center and noted that last week he met with the boards of both the Cayuga County Workforce Development Center and Cornell Cooperative Extension. Dr. Durant also offered an update on plans to host the Auburn Enlarged City School District summer school starting on July 5<sup>th</sup>.

Dr. Durant spoke about his participation in the Aspen Leadership Institute. Several meetings were held last Fall with the college leadership team and focused on identifying college success outcomes. This spring meetings included Trustees Van Buskirk and Brown, and were focused on maximizing Board interactions that get at deeper connection to college goals and outcomes. The Governance and planning committee will be considering small changes that allow Board meetings to focus more on strategic plan progress, data and outcome planning and condense some of the routine business matters that take up valuable board time.

5.2 Provost & Vice President of Academic Affairs

Dr. Cantor congratulated Professor Eric Zizza on being inducted as a SUNY Distinguished Service Professor. He had the pleasure of attending the meeting and ceremony earlier this week and noted this is among the highest honors SUNY bestowed. Dr. Cantor also spoke about several key faculty and staff searches in progress and discussed his work with Division Chairs to align their work with the college Strategic Plan.

5.3 Vice President of Student Affairs

Dr. Dotterer **was not able to attend today's meeting.**

5.4 Vice President of Workforce Development & Partnerships

Dr. Kimura spoke about a recent opportunity to engage a group of 450 8<sup>th</sup> grade students in Oswego County on careers in manufacturing, which was followed by a Manufacturing Expo in May that including several of our manufacturing employer partners, presentations and hands on activities were offered.

Dr. Kimura offered an update on sponsored projects in the pipeline, notably; the Perkins grant was recently submitted. This application includes an academic coach and retention specialist for nursing. We have also received a SUNY High Needs for Localities Grant in the amount of \$75,000 intended to support pre-nursing students. The intention is to work with students who have identified an interest in nursing but who have not yet been accepted to a program, to boost their readiness to enter a nursing or health science related program. And finally, she describes revisions being made to resubmit an Empire State Development grant and a Critical Job Sector grant. This planning grant includes numerous Cayuga County partners working towards a collective and systematic approach to local workforce needs.

5.5 CFO/Treasurer

Ms. Albrecht provided the April 2023 Financial statements and noted highlights were **included in the Finance committee report. She stated three key business RFP's** have recently been released; banking, web design and copier leases. Our new staff accountant has been instrumental in identifying area the college can realize cost

savings and improve compliance. She thanked the board for supporting recent restructuring of finance staff positions and noted the changes are realizing both actual cost savings and improved department efficiencies.

5.6 Student Trustee

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

5.6 College Foundation

Mr. Cosentino congratulated **Professor Eric Zizza on joining the SUNY Distinguished Academy. He reported that this year's Alumni of the Year event was held at Prison City North on Tuesday, June 20<sup>th</sup>. This year's award winners are Daryl Clark '01, Patrick Crawford, '96 and James Van Arsdale '06. Alisha Dymond Burnett '09. He noted the annual Presidents' Circle dinner to recognize donors to the College Foundation, will be on July 19<sup>th</sup> and invites will be forthcoming**

Mr. Cosentino offered an update on Foundation scholarships. The Presidential Scholarship Program has been expanded to include a \$500 per semester stipend for those who have their tuition fully funded by TAP and/or Pell. Up to \$130,000 will be awarded to incoming 2023-24 Presidential Scholars. The Foundation has created a new \$500 per semester, up to two semesters, "GED Celebration Award" for AESD students who enroll at Cayuga for 12 credit hours per semester. And finally, the Foundation has approved \$10,000 for the Summer of 2023 and another \$10,000 for Summer of 2024 for "The Summer Bridge Program" for the Employment Opportunity Program.

6.0 OLD BUSINESS  
None

7.0 NEW BUSINESS

Mr. Franceschelli introduced two item and opened the floor for questions and discussion.

7.1 Resolution to Approve Fulton Paving Project Bid

A bid for parking lot paving on the Fulton campus was made possible from remaining **funds in this year's operating budget**. The project was described by CFO Albrecht, who is recommending the low bidder, Seneca Stone Corp be awarded this project in the amount of \$145,000.

Mr. Franceschelli read the resolution made the motion to approve. Mr. Coleman seconded the motion, which carried by unanimous voice vote.

7.2 Resolution to Approve the Faculty Successor Agreement 2023-2027

Dr. Durant described the process of negotiating the faculty collective bargaining agreement, which would be effective September 1, 2023 thru August 31, 2027. He stated his support for the agreement and thanked Professor Eric Zizza for his leadership throughout the process.

Mr. Franceschelli read the resolution and made a motion to approve. Mr. Klink **seconded the motion and added his remarks on Dr. Durant's leadership** ability for bringing an on-time renewal. The resolution carried with a roll call vote of 6:0.

8.0 COMMUNICATIONS  
None

9.0 INFORMATIONAL FORMS INCLUDED

- 8.1 2022 - 2023 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 2022 - 2023 Board and Committee Meeting Dates
- 8.5 Acronyms and Their Meanings
- 8.6 Open Meeting Executive Session Law

10.0 ADJOURNMENT

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

The meeting adjourned at 9:53 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever  
Secretary to the Board

Tricia Kerr,  
Secretary, Board of Trustees

Regular session: Quorum Calls <b>June 22 2023</b>	Present	Consent Agenda	FA 1 Operating Budget	FA 2 Faculty Term Appointments	FA 3 PT Cleaner description and Civil Service slots	GP 1 Recognize College Business Name	GP 2 Approve Updated College Mission, Vision Vales Statement
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Hutchinson	Hutchinson	Hutchinson	Hutchinson	Van Buskirk	Van Buskirk
		Van Buskirk	Klink	Franceschelli	Franceschelli	Brown	Kerr
		Voice	Roll Call	Voice	Voice	Voice	Voice
Ms. Brown (Marian)	P	Y	Y	All in favor	All in favor	Al in favor	All in favor
Mr. Coleman (Mark)	P	Y	Y				
Mr. Franceschelli (Tony)	P	Y	Y				
Ms. Hutchinson (Stephanie)	P	Y	Y				
Ms. Kerr (Tricia)	P	Y	Y				
Mr. Klink (John)	P	Y	-				
Ms. Lentini (Madeline)	E	-	Y				
Dr. Van Buskirk (Linda)	P	Y	Y				
Ms. Winfield (Angela)	E	-	-				

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