

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held May 11, 2023.

Auburn Campus: Mr. Tony Franceschelli, Chair
Ms. Madeline Lentini, Trustee
Ms. Marian Brown, Vice Chair
Dr. Linda Van Buskirk, Trustee
Dr. Brian M. Durant, President
Ms. Lindsey Suppes, Director of Human Resources
Mr. Guy Cosentino, Executive Director CCC Foundation
Dr. Ron Cantor, Provost & VP for Academic Affairs
Mr. Andrew Poole
Ms. Carolyn Stevenson
Mr. Bob Ringwood
Ms. Annette LeFever

Via Zoom: Ms. Stephanie Hutchinson Trustee
Ms. Tricia Kerr, Secretary
Ms. Angela Winfield, Trustee
Mr. Mark Coleman, Trustee
Dr. Brandon Davis-Shannon
Mr. Eric Zizza
Mr. Dan O'Neil
Ms. Rebecca Devendorf
Ms. Sarah Yaw
Dr. Nicole Adsitt
Mr. Bruce Walter

Absent: Mr. John Klink, Trustee
Ms. Kelly Albrecht, CFO & Treasurer
Dr. Cathleen Dotterer, VP for Student Affairs

Chairperson Franceschelli called the Regular Session Meeting to order at 8:02 AM

1.0 WELCOME COMMENTS FROM THE BPUBLIC

Professor Carolyn Stevenson expressed her gratitude to the Board of Trustees for approving the Part-Time Faculty Agreement at their March meeting.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the March 23, 2023 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Brown, seconded by Ms. Winfield, and carried by unanimous voice vote.

3.0 BOARD EDUCATION

Dr. Keiko Kimura, Ms. Sarah Yaw and Dr. Nicole Adsitt presented an update on the College Mission, Vision and Values statement. Presentation highlights included:

- Why now? The middle states accreditation process requires that colleges periodically review their MVV statements. As the Strategic Plan was recently finalized, now was a good time to ensure our MVV statement was aligned to our Strategic Plan and instructional priorities. The team presented empirical elements of a good mission, vision and values (MVV) statement.
- The review process began last fall during a campus wide meeting on Assessment Day and follow up survey was conducted. The outcome suggested a majority view was that a new statement was not needed at this time, but that small language updates would be appropriate. The President's Council formed a committee to analyze the feedback and draft a revised MVV statement.
- That Draft MVV statement has been presented at two college-wide open forums, six student focus groups and at today's Board meeting. One final survey will be emailed to the campus community and Trustees later today.
- The committee will meet again to consider all feedback and come up with a final version of the statement to present to the Presidents Council. A final version will be endorsed by the Council and by Board Resolution later this Fall.
- Trustee comments were all positive. They expressed appreciation for the thoroughness of the process and look forward to seeing the final version.

4.0 COMMITTEE MEETING NOTES

4.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from April 27, 2023 committee meeting were included in the agenda pack. She noted two resolutions discussed at committee were signed under the emergency resolution provision (two signatures) due to timing needs only. Those resolutions were provided in the agenda pack. She stated the Committee has discussed and endorsed the following resolutions;

4.1.1. Resolution to Approve the management Confidential Appointment, B. Davis Shannon

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion. The motion carried by a roll call vote of 8:0.

4.1.2. Resolution to Recognize Juneteenth as a College Holiday

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 8:0.

4.1.3. Resolution to Approve the 2023-24 Tuition & Fee Schedule

Dr. Durant described the changes including: A Tuition increase of 3%. There has been no tuition increase in the past two years. Cayuga's tuition is still among the lowest of community colleges and a modest increase every few years is preferred over a large increase. The increase tuition for a FT student amounts to \$168 per year. A Technology Fee \$5 increase is modest and necessary to maintain technology standards. A new Bookstore service fee of \$27 per credit is proposed. Similar programs have been adopted at other colleges and is often referred to as "box of books." He described the analysis the college has done to determine this as the best option. The fee becomes a fixed cost (rather than unknown or "optional" costs per semester) and students receive books on time. As a fixed cost, the amount is added to a student's bill and is eligible for aid, with a few restrictions. As a non-fixed cost, student often wait to purchase their books for various reasons, however research shows that learners who have access to textbooks a from the start of class do better than those who delay purchasing a textbook. The fee for a FT student amounts to \$400 per semester, while the actual semester cost of books could be higher or lower, with some variation per discipline, over the course of two years, the cost does not differ much from what the average student would spend on books.

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 8:0.

4.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee Notes were included in the agenda pack. She noted that the NYCCT would be offering an online debriefing of the State Budget later today. She also stated that NYCCT would be hosting a thank you reception for State Reps and discussed the importance of maintaining good communication points with governing bodies and this reception is an indicator that NYCCT is becoming more organized around planned advocacy efforts.

There were no Governance Resolution to put forth this month.

5.0 COLLEGE REPORTS

5.1 President's Report

Dr. Durant noted the passing of Assemblyman Gary Finch, a longtime supporter of the college. The Assemblyman served as trustee and was an alumnus of the college. Our deepest expression of sympathy go out to the Assemblyman's family and colleagues.

Dr. Durant thanked the Board for supporting the resolution on today's agenda. He offered an update on this year's Commencement Plans and Nursing pinning Ceremony, including rain provisions. The NYS Budget has passed with flat funding floor for CC's.

The proposed 20% holdback was eliminated. Some competitive funding is included. He thanked Trustee Brown, Dr. Kimura and their teams for the innovative partnership with Wells College to bring the internationally renowned chef from Brooklyn Bugs to a highly talked about program focused on sustainability.

Dr. Durant announced that Cayuga will host the 2024 & 25 NCJAA Baseball conference. 10-12 teams from across the country will converge for a two-week tournament. This will be an economic boon for Auburn businesses and represents the fruit of Cayuga's partnership with the City of Auburn shared revitalization plan for falcon Park.

Finally, Dr. Durant offered an update on the progress made on several capital projects including the Workforce Development Center, Auburn Campus Roof repairs (over CUBE and Fitness Center) and the Fulton Campus Law Enforcement Academy.

Trustees asked several questions about the Law Enforcement Academy timelines, partnerships and curriculum.

5.2 Provost & Vice President of Academic Affairs

Dr. Cantor spoke to the SUNY curriculum approval process. This was noted during the Chancellor's visit, and since that time, our pending program approvals have moved at a much faster pace. A good sign to how responsive the new Chancellor is. Dr. Cantor also addressed a question about the Studio Art and Design Program. He noted Professor Melissa Johnson is a very active faculty member who has attended several seminars with a particular interest in culture. Together, they are exploring several innovations in the Studio Art program including visiting artists and residencies. More information will be shared as plans develop.

5.3 Vice President of Student Affairs

Dr. Dotterer was not able to attend today's meeting. Dr. Durant offered a brief update on enrollment, noting the daily enrollment report shows us just 35 FTE below our target. With registrations still coming in over the next few weeks, all signs indicate we will hit our annual goal.

5.4 Vice President of Workforce Development & Partnerships

Dr. Kimura thanked Marian Brown for her leadership and partnership on the Sustainability (Sustainable Protein sources) project bringing a dynamic experience to both the Cayuga and wells campuses. She noted Chef Joseph from Brooklyn Bugs has traveled around the world to offer this program and he stated how impressed he was with our students and culinary facility. Ms. Brown echoed this and stated the that the food was delicious and that it you could open your mind to it, you hardly notice it was made with insects. Overall this was an amazing partnership that benefitted both campuses and is a model that will be welcomed as future opportunities present.

Dr. Kimura reported that she is working with the Oswego County Manufacturing Consortium later this month and hopes the event will help identify gaps in workforce needs and strategies to pursue. Later this month, she will attend an event on the Oswego County Fairgrounds for 800 8th graders that hopes to introduce them to the idea of modern manufacturing as a career choice.

5.5 CFO/Treasurer

Ms. Albrecht was not able to attend this meeting. Dr. Durant noted the financial report was included in the agenda pack and a summary was included the Finance Committee notes.

5.6 Student Trustee

Trustee Lentini reported that the Foundation sponsored Food Truck Lunch was well attended on both campuses. She thanked the Foundation for providing this fun event. Ms. Lentini reported that the Student Government Organization (SGO) hosted their annual Club Banquets earlier this month. The event honored staff and a special recognition for retirees Prof. Bob Frame and Prof. Steve Keeler who have both been very active with student throughout their careers at Cayuga. Finally, the SGO hosted a Block party on each campus. Both had great attendance, even though it did rain on the Auburn Event date and moved inside.

5.6 College Foundation

Mr. Cosentino offered an update on Foundation activities including the following items;

- The Food Truck events was attended by 300 students, faculty and staff from the Auburn and Fulton campuses. The Foundation Board plans to host the event again in the Fall.
- This year's Alumni of the Year event will be held at Prison City North on Tuesday, June 20th at 6 PM. This year's award winners are Daryl Clark '01, Patrick Crawford, '96 and James Van Arsdale '06.
- Invitations to 48 Presidential Scholars have gone out to students eligible for Fall of 2023.
- The Presidents' Circle event will be on July 19th.
- The TeleCom Department was finally able to do their New York City trip funded by the Foundation with 20+ students and staff going to New York on May 7th and being able to go to B & H Video and also the Paley Center for Media.
- The Foundation is working on awards to be able to given out at Commencement

6.0 OLD BUSINESS
None

7.0 NEW BUSINESS
None

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 EXECUTIVE SESSION

Mr. Franceschelli announced there was a need to enter executive session for the purpose of discussing contractual matters. He stated no further business would be conducted at the conclusion of the executive session, and asked if there was a motion to exit regular session and enter executive session. Ms. Brown made the motion, Dr. Van Buskirk seconded the motion which carried with all in favor. Executive session began at 9:17 AM.

11.0 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, Mr. Franceschelli seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:33 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Regular session: Quorum Calls May 11, 2023	Present	Consent Agenda	4.1.3 Mgt Conf. Appointment	4.1.4 Juneteenth Holiday	4.2.5 2023-24 Tuition & fees		
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Brown	Hutchinson	Hutchinson	Hutchinson		
		Winfield	Van Buskirk	Brown	Van Buskirk		
		Voice	Roll Call	Roll Call	Roll Call		
Ms. Brown (Marian)	P	Y	Y	Y	Y		
Mr. Coleman (Mark)	P/Z	Y					
Mr. Franceschelli (Tony)	P	Y	Y	Y	Y		
Ms. Hutchinson (Stephanie)	P/Z	Y	Y	Y	Y		
Ms. Kerr (Tricia)	P/Z	Y	Y	Y	Y		
Mr. Klink (John)	A	-	-	-	-		
Ms. Lentini (Madeline)	P	Y	Y	Y	Y		
Dr. Van Buskirk (Linda)	P	Y	Y	Y	Y		
Ms. Winfield (Angela)	P/Z	Y	Y	Y	Y		

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