

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Tuesday, January 26, 2023.

Auburn Campus: Mr. Tony Franceschelli, Chair
Ms. Angela Winfield, Trustee
Ms. Madeline Lentini, Trustee
Ms. Stephanie Hutchinson Trustee
Ms. Tricia Kerr, Secretary
Dr. Linda Van Buskirk, Trustee
Dr. Brian M. Durant, President
Dr. Ronald Cantor, Provost/ VP Academic Affairs
Dr. Cathleen Dotterer, VP Student Affairs
Ms. Lindsey Suppes, Director of Human Resources
Ms. Kelly Albrecht, CFO & Treasurer
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Bruce Walter
Ms. Annette LeFever, Board Secretary

Via Zoom: Ms. Marian Brown, Vice Chair
Mr. John Klink, Trustee
Dr. Brandon Davis-Shannon
Mr. Andrew Poole
Ms. Mary Beth Leeson
Mr. Eric Zizza
Ms. Karen Wheat
Mr. Terry Quill
Ms. Jackie Caputa
Ms. Misty Digaetano
Unknown participant: iPhone/no video

Regrets: Mr. John Camardo, Trustee
Mr. Mark Coleman, Trustee

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

1.0 WELCOME COMMENTS FROM THE BPUBLIC

There were no requests for public comment. The Board welcomed new Student Trustee Madeline Lentini to the meeting. Dr. Durant administered the Oath of Office to Ms. Lentini.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the December 20, 2022 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Brown, seconded by Mr. Klink, and carried by unanimous voice vote.

3.0 BOARD EDUCATION

There was no Board Education session this month.

4.0 COMMITTEE MEETING NOTES

4.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from January 12, 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 Job Description and Position Classification for Director of Community Education & Workforce Development

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

4.1.2. Resolution to Approve Faculty Promotion, Elizabeth Seton Mignacca

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

4.1.3. Resolution to Approve Bid for Architectural Services for the Fulton Police Academy

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.

4.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee notes were included in the agenda pack and there would be two business items to put forth this month.

4.2.1 Resolution to Approve a new Criminal Justice AS Degree Program

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

4.2.2 Resolution Naming Opportunity, Bob Frame Black Box Theater

Dr. Van Buskirk noted this resolution is at the recommendation of the College **Foundation. There was a brief discussion on Professor Bob Frame's impact on the** Theater Department and his longstanding work as the director of student Harlequin Productions. Dr Van Buskirk read the resolution and made the motion to approve, Mr. Franceschelli seconded the motion which carried with all in favor.

5.0 REPORTS

5.1 College Reports

5.1.1 **President's Report**

Dr. Durant informed the Board that he would be asking the Chair to sign an emergency resolution to adopt the SUNY Tuition Assistance Program for student with Temporary Protected Status (TPS). Dr. Durant explained that SUNY has used this policy in the past for events like Hurricane Katrina when large numbers of students were displaced because of natural or wartime disasters. The program allows anyone with TPS status to attend SUNY schools at NYS resident tuition rates, and if eligible, allows them to apply for state and federal financial aid. The program is required for all SUNY four-year institutions but is optional for community colleges. SUNY reactivated this program by resolution in early January for the Spring 2023 and 2023-24 academic years. Cayuga currently has two students who will benefit from this resolution and the timing to align with the start of the semester and financial aid packages necessitates action before out next regular board session.

Dr. Durant thanked trustees for approving the Police Academy architectural bid and offered updates on several Capital Projects including the Workforce Development Center construction bid opening scheduled for later this day. The Spartan Hall HVAC project is moving along, with duct work for two units complete and the other two working around athletic schedules, but will hopefully be complete by the end of February. The Library portion of the project will begin when outside weather conditions allow. He noted that there are several ongoing projects that staff are balancing and extended his gratitude to them while acknowledging the increase workload from their already busy schedules.

Spring Semester started earlier this week, and Dr. Durant noted we met and slightly exceeded our enrollment numbers, which he reminded the group is a significant factor in meeting our annual budget goals. He is particularly pleased with the amount of returning students and new Spring applications that have come in. Finally, he spoke about the college Budget process, which will be starting in early February. He spoke about streamline the process and using the newly adopted Strategic Plan as a framework of priorities to evaluate budget request against.

5.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor thanked trustees for approving the Criminal Justice AS program, as well as **Professor's** Terri Misiaszek and Eric Zizza for their work to create the SUNY program request materials. He noted the Spring Semester got off to a smooth start this week, observing an increase in in-person attendance did see an uptick in issues with picking up books and finding classes and computer logins; all the things typical of pre-pandemic start of semesters.

5.1.3 Vice President of Student Affairs

Dr. Dotterer spoke about Spring Enrollment numbers, offering that Admissions staff have been working hard at this time of year, as they offer both in-person and online orientations and open houses on both campuses. Retention from Fall-Spring is up this year and new Spring application is a hopeful sign that some students may have just been waiting out the pandemic impacts before enrolling. Changes to the deregistration process may have helped us retain a greater number of students this semester. She attributes staff using more direct approach (many phone calls) to get students through the paperwork process.

Trustee Kerr asked if Nursing specifically has seen any increase in enrollment or retention. A brief discussion of specific enrollment process and supports in place for nursing students ensue.

5.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura **was not at today's meeting, as she was attending a workforce** development partnership meeting. Her written report was included in College Board Report.

5.1.5 CFO/Treasurer

Ms. Albrecht, CFO & Treasurer stated the December Finance Report was in the agenda pack. The audit is nearly complete and will be resented at the February Board meetings. She thanked her team for their diligent work as this requires extensive and detailed work in addition to their normal workloads. Ms. Albrecht offered a brief update on some facility projects including that the Tech building elevator project is complete and has passed inspection. She noted the workforce development center construction bid opening is later today and the response has been unprecedented with 24 bids received. There was a brief discussion on the bid process and construction timeline, which could be as much as twelve months.

5.1.6 Student Trustee

Trustee Lentini was inducted and welcomed by trustees. today. While she was just observing today, she expressed enthusiasm about becoming a Trustee.

5.1.7 CCCC Foundation

Mr. Cosentino thanked the Board for their support of the naming of the Bob Frame Black Box Theatre and that the ribbon cutting will be by March 18th with the play **"Panama"**.

Mr. Cosentino offered updates on several Foundation projects that are in the pipeline, including: the Foundation is planning a Spring Food Truck events for May 1st in Fulton and May 2nd in Auburn; scholarships packets for 2023-2024 are being prepared for distribution; Summer Faculty Fellowships are due on February 1st and need the approval of the Provost, Dr. Ronald Cantor; Nominations for the 2023 Alumni of the Year Awards are available on the website; the Foundation is working with the TeleCom Department to send their students, to New York on an experiential field trip; The Foundation has sent its draft Consolidated Financials to Kelly Albrecht and have received an **“unmodified opinion”** from Dermody Burke and Brown which is their highest classification. And finally, Loch Phillips, **the Director of “the Last Refuge” is this year’s Brunell Visiting Professor.**

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. Ms. Kerr made a motion to exit regular session and enter executive session. Ms. Winfield seconded the motion which carried with all in favor. Executive session began at 8:42 AM.

11.0 ADJOURNMENT

With all business complete, Mr. Franceschelli asked if there was a motion to exit executive session and adjourn the meeting. Ms. Hutchinson made the motion, Ms. Kerr seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:23 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

Regular session: Quorum Calls January 26, 2023	Present	Consent Agenda	4.1.1 job descript., CEWD	4.1.2 Promotion, Mignacca	4.1.3 Police Academy Bid	4.2.1 CJ AS Program	4.1.2 Naming Opp. Bob Frame
Recorded by: Annette LeFever, Board Secretary		Brown	Hutchinson	Hutchinson	Hutchinson	Van Buskirk	Brown
		Klink	Klink	Brown	Van Buskirk	Brown	Franceschelli
		Voice	Voice	Voice	Roll Call	Roll Call	Voice
Ms. Brown (Marian)	P/Z	Y	Y	Y	Y	Y	Y
Mr. Camardo (John)	A						
Mr. Coleman (Mark)	E						
Mr. Franceschelli (Tony)	P	Y	Y	Y	Y	Y	Y
Ms. Hutchinson (Stephanie)	P	Y	Y	Y	Y	Y	Y
Ms. Kerr (Tricia)	P	Y	Y	Y	Y	Y	Y
Mr. Klink (John)	P/Z	Y	Y	Y	Y	Y	Y
Ms. Lentini (Madeline)	P	Y	Y	Y	Y	Y	Y
Dr. Van Buskirk (Linda)	P	Y	Y	Y	Y	Y	Y
Ms. Winfield (Angela)	P	Y	Y	Y	y	Y	Y

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