

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held February 21, 2023.

Auburn Campus: Mr. Tony Franceschelli, Chair
Mr. Mark Coleman, Trustee
Ms. Angela Winfield, Trustee
Ms. Madeline Lentini, Trustee
Ms. Stephanie Hutchinson Trustee
Dr. Linda Van Buskirk, Trustee
Dr. Brian M. Durant, President
Dr. Ronald Cantor, Provost/ VP Academic Affairs
Dr. Cathleen Dotterer, VP Student Affairs
Dr. Keiko Kimura, VP of Workforce Development and Partnerships
Ms. Lindsey Suppes, Director of Human Resources
Dr. Brandon Davis-Shannon, Interim Associate VP of Academic Affairs
Mr. Guy Cosentino, Executive Director CCC Foundation
Mr. Bruce Walter
Ms. Haley Vitale

Via Zoom: Ms. Marian Brown, Vice Chair
Mr. John Klink, Trustee
Ms. Kelly Albrecht, CFO & Treasurer
Mr. Eric Zizza
Ms. Karen Wheat
Mr. Terry Quill
Ms. Misty Digaetano

Absent: Ms. Tricia Kerr, Secretary
Ms. Annette LeFever

Chairperson Franceschelli called the Regular Session Meeting to order at 8:00 AM

1.0 WELCOME COMMENTS FROM THE BPUBLIC

There were no requests for public comment.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the January 26, 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 Mr. Coleman, and carried by unanimous voice vote.

Mr. Franceschelli informed the Board that Trustee John Camardo has resigned from the Board effective January 28, 2023. He has accepted an appointment to the Cayuga County Board of Elections, which precludes him from simultaneously serving on other public Boards. The Board wishes to thank and recognize Mr. Camardo for his service to the College Board since 2005 and wish him well in his new role.

3.0 COMMITTEE MEETING NOTES

1.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from February 9, 2023 committee meeting were included in the agenda pack. She stated the committee meeting included an Audit Presentation from the Bonadio Group. Since all Trustees were present for the presentation, we have not asked them present here again. She noted the audit findings are favorable and the auditors have issued an unmodified opinion. Committee notes provided in agenda pack include a detailed description of the audit presentation.

Finally, she stated the Committee has discussed and endorsed the following resolutions;

3.1.1. Resolution to Create and Classify the Coordinator of IT User Services Job Description

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

3.1.2. Resolution to Approve (2) Ten-Month Faculty Appointments, Ashley Case, MS, RN and Susan Squadrito, MSN, RN.

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 9:0.

3.1.3. Resolution to Approve 2023-24 Faculty Term Appointments, Andrew Beliniski and Alyssa Cooney

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

3.1.4. Resolution to Appoint annual Health Care Consortium Representatives

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

3.1.5. Resolution to Approve Bid Awards for the Workforce Development Center

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 9:0.

3.1.6. Resolution to Accept the 2021-22 Cayuga Community College Audit

Dr. Durant thanked the finance team for their work **on this year's audit, and noted his** gratitude for their diligence throughout this intense but necessary process.

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

3.2 Governance & Planning Committee

Dr. Van Buskirk offered highlights from the March Committee meeting. She stated the meeting consisted of a presentation and detailed Grant Status Report. She thanked Grant Manager Julie Aldrich for the work she has done in a relatively short period of **time. State budget advocacy was discussed and the SUNY Presidents' and NYCCT Group** green-sheets were included with committee notes. The committee has no business items needing a vote this month.

Dr. Van Buskirk made a motion to accept the February Committee notes, Mr. Coleman seconded the motion, which carried with all in favor.

5.0 REPORTS

5.1 College Reports

5.1.1 **President's Report**

Dr. Durant thanked the Board for supporting the Workforce Development Bid Award resolution. He said this feels like a long time coming and a welcomed move forward. He spoke of the great potential and community partnerships already in place for when **the facility is complete. Dr. Durant reiterated Dr. Van Buskirk's sentiments about the** budget advocacy work underway. He stated he has been involved with the SUNY Presidents advocacy meetings and noted there is good support among state and local representatives. He is drafting letters to our regional elected officials to echo the discussions having taken place.

5.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor expanded on his written report, he stated this is a time of transition, as we move into implementation phase of the college strategic plan. He spoke of the depth of work being done around pathways and the importance of being able to clearly communicate with various audiences about the opportunities that exist for them through Cayuga from high school to the workforce or transfer paths. He offered some **specific examples of 1+2 pathways and discussed the work of the Colleges' K-12** Partnership Coordinator. Strengthening messaging and marketing are a priority.

5.1.3 Vice President of Student Affairs

Dr. Dotterer spoke about enrollment. We are exceeding our targets in nearly all areas. Work around the deregistration process is a contributing factor, first time enrollment is also up. Dr. Dotterer spoke about the Strategic Enrollment Management (SEM) Plan progress, noting the full report will be presented to the Board in the near future.

5.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura spoke about a grant application the college is developing that would support readiness programs for in-demand occupations and target students with an interest, but who may not yet be ready to enroll due to academic eligibility. She reported that the college's **Director of Community Education has led an industry** roundtable discussion with manufacturers and reports there is interest in adding microcredentials in manufacturing, machining and tooling. Finally, she reported that P-Tech students participated in an Advanced Manufacturing Expo in February. The event featured hands on demonstrations of manufacturing work processes and human resource personnel from many manufacturers were there to market their job openings and show students what skills employers are seeking. The program received excellent feedback from students and employers alike.

5.1.5 CFO/Treasurer

Ms. Albrecht thanked the Board for supporting the Audit and Workforce Development Center Bid resolutions. She offered a brief report of facilities, including the progress being made on the Police Academy Design work and expects a construction bid will be ready by June 2023. She stated the Workforce Development Center work is in progress and completion is expected around December. She reported that maintenance plans for the Nature Trail are in place and just awaiting a break in weather to get started on seasonal tree and brush removal. Ms. Albrecht stated the financial report was included in the agenda pack, and stated that she has no new information or updated to report from the extended committee presentation.

5.1.6 Student Trustee

Trustee Lentini reported that the SGO and SAB have been actively meeting. They held a Health Fair last week. She noted there has been a good showing of students at the Diversity Series. There is a music act planned for March 8th and the Harlequin **Production of "Odd Jobs" will be** performed March 10, 11, 17 & 18 in the Bisgrove Theater. Articles for the Collegian Student Newspaper were due this week and the next issue will be published in early March.

5.1.7 CCCC Foundation

Mr. Cosentino announced the Bob Frame Black Box Theatre Naming Ribbon Cutting Ceremony will be by March 18th prior to **the play "Odd Jobs"**. He announced the Foundation Audit received an unmodified opinion and has been adopted by the Foundation Board. He reported the Presidential Scholarship deadline has been extended. The foundation will host a Food Truck lunch event for students and staff on May 1st on the Auburn Campus and May 2nd on the Fulton Campus. Finally, Mr. Cosentino reported on several Foundation Board transitions. He thanked outgoing members for their service; John Klink, Kelly Gridley, Ted Herrling and Pam Kirkwood. Stephanie Hutchinson will be the new College Trustee to serve on the Foundation Board.

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 made a motion to exit regular session and enter executive session. Dr. Van Buskirk seconded the motion which carried with all in favor. Executive session began at 8:44 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. Brown seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:13 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	3.1.1 job descript. IT User Service	3.1.2 Faculty Appointment	3.1.3 Faculty Term Appointments	3.1.4 Health Care Consortium Reps	3.1.5 Workforce Ctr. Bid Awards	3.1.6 Accept 2021-22 Audit
Recorded by: Haley Vitale, Confidential Assistant to the Provost		Hutchinson	Hutchinson	Hutchinson	Hutchinson	Hutchinson	Hutchinson	Hutchinson
		Coleman	Klink	Brown	Coleman	Van Buskirk	Van Buskirk	Franceschelli
		Voice	Voice	Roll Call	Voice	Voice	Roll Call	Voice
Ms. Brown (Marian)	P/Z	Y	Y	Y	Y	Y	Y	Y
Mr. Coleman (Mark)	P	Y	Y	Y	Y	Y	Y	Y
Mr. Franceschelli (Tony)	P	Y	Y	Y	Y	Y	Y	Y
Ms. Hutchinson (Stephanie)	P	Y	Y	Y	Y	Y	Y	Y
Ms. Kerr (Tricia)	A	-	-	-	-	-	-	-
Mr. Klink (John)	P/Z	Y	Y	Y	Y	Y	Y	Y
Ms. Lentini (Madeline)	P	Y	Y	Y	Y	Y	Y	Y
Dr. Van Buskirk (Linda)	P	Y	Y	Y	Y	Y	Y	Y
Ms. Winfield (Angela)	P	Y	Y	Y	y	Y	Y	Y

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