

**Cayuga County Community College
Auburn, New York**

Minutes of the annual and regular meeting of the Board of Trustees held **June 11, 2024**.

Auburn Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Secretary Dr. Linda Van Buskirk, Trustee Ms. Heidi Nightengale, Trustee	Ms. Marian Brown, Vice Chair Ms. Angela Winfield, Trustee Mr. Jeffrey Pirozzolo, Trustee
	Dr. Brian M. Durant, President Ms. Kelly Albrecht, CFO & Treasure Mr. Guy Cosentino, Foundation Dir. Ms. Lindsey Suppes, HR Director	Dr. Keiko Kimura, VP for Workforce Ms. Joelle McLaughlin Dr. Cathy Dotterer, VP Student Affairs Ms. Annette LeFever
Via Zoom:	Ms. Stephanie Hutchinson, Trustee Ms. Rebecca Devendorf Mr. Bruce Walter	Mr. Eric Zizza Mr. Dan O'Neil Mr. Andrew Poole
Absent:	Ms. Madeline Lentini, Trustee	Dr. Ron Cantor, Provost

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

1.0 ANNUAL MEETING

1. Officer Elections & Committee Assignments

The nominating committee put forth a slate of officers and committee assignments for 2024-25 beginning July 1, 2024 through June 30, 2025. Ms. Brown made a motion to approve the slate as presented, Mr. Pirozzolo seconded the motion. The motion carried by unanimous voice vote.

2024-25 Officers

Board Chair: Tony Franceschelli (starting 2nd 2-year term)

Vice Chair: Mark Coleman

Secretary: Jeff Pirozzolo

Finance & Audit Committee

Chair: Stephanie Hutchinson

Vice Chair: Angela Winfield

Members: Tony Franceschelli; Mark Coleman; Jeff Pirozzolo

Governance & Planning Committee

Chair: Linda Van Buskirk

Vice Chair: Heidi Nightengale

Members: Marian Brown; Student Trustee

Nominating Committee

Members; Tony Franceschelli; Stephanie Hutchinson; Marian Brown.

2. Annual Meeting Schedule

The annual Board meeting schedule was presented and shared. The final version will be uploaded to BoardEffect and included in Board Agendas under Informational Items.

3. Annual Compliance Documents

Trustees reviewed and signed their annual compliance documents.

With the Annual Meeting agenda complete, Mr. Franceschelli made a motion to exit the Annual Meeting and enter Regular Session. Ms. Brown seconded the motion. The motion carried by unanimous voice vote. Regular session began at 8:07 AM.

1.0 PUBLIC COMMENTS

None.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the April 2024 meeting and the monthly Invoice and Stipend Reports. Ms. Brown made a motion to approve and Mr. Coleman seconded. The motion carried by unanimous voice vote.

3.0 BUDGET PRESENTATION

Dr. Durant presented the Proposed 2024-25 College Operating Budget. He offered a detailed review of the revenue and expense assumptions. Ms. Albrecht explained the tuition estimate methodology. Trustees asked questions about the Fund Balance in terms of what is being used and what is a healthy amount to have in FB.

4.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Hutchinson stated meeting notes from the May 2024 committee meeting were included in the agenda pack. She stated there are two resolutions to consider this month.

4.1 Resolution to Approve the 2024-25 College Operating Budget

Ms. Hutchinson made a motion to approve, Mr. Franceschelli seconded. The motion carried by a roll call vote of 8:0.

4.2 Resolution to Approve the 2022-23 Audit Report

Ms. Hutchinson stated the final 2022-23 Audit Report was provided in advance of the meeting and asked if everyone had time to review it or had questions. Hearing none, Ms. Hutchinson made a motion to approve the audit as presented. Mr. Coleman seconded the motion. The motion carried by a roll call vote of 8:0.

5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the meeting notes from the April 2024 committee meeting were included in the agenda pack. She announced there are two resolution to consider this month and put them forth for a block vote.

5.1 **Resolution to Deactivate and Discontinuation of CJ Police & Corrections A.A.S.**

5.2 **Resolution to Approve a Presidential and Executive Succession Plan Statement**

Dr. Van Buskirk made the motion to approve both resolutions. Ms. Brown seconded the motion. The motion carried by a roll call vote of 8:0.

6.0 **COLLEGE REPORTS**

6.1 **President's Report**

Dr. Durant stated that his team has been working on an update to the college strategic goals and that he hoped to provide a comprehensive report by the July Board meeting. He reviewed the college Integrated Planning Process and distributed a document which was recently created to outline the process and share with the campus community. The hope is that this document will provide additional clarity and transparency to the annual planning process and demonstrate how goals and resources align with the college strategic plan. Dr. Durant stated that the 2024-25 Strategic Priorities have been determined and white papers are being finalized now. They will be presented at the July meeting.

Finally, Dr. Durant took a moment to reflect on the 2024 Commencement. Despite some tenuous weather, the evening was a success. He thanked staff and trustees for their participation.

6.2 **Provost & Vice President of Academic Affairs**

Dr. Cantor was not in attendance

6.3 **Vice President of Student Affairs**

Dr. Dotterer thanked staff for their work to make this year's Commencement a success. She noted the amount of planning and work that goes into the day is significant and appreciated. Students stayed long after the ceremony to take pictures and celebrate with their friends and loved ones.

Dr. Dotterer reported that there have been two in-person High School visit days this month and both were a great success. The Admissions team has also attended several in-person registration events in local high schools. Over 90 students completed registration forms at these events. Early registration is helpful to both campus planning and helping students feel more prepared to start in the fall.

Dr. Dotterer noted that Financial Aid packages have gone out. It was a huge effort to make the necessary technology updates to adjust for the new FASFA forms, She thanked staff for their hard work to get this done in a timely manner.

6.4 Vice President of Workforce Development & Partnerships

Dr. Kimura reported that the MSCHE Team Chair has been selected and the dates of the accreditation visits have been set. Dr. Zoe Irving, Executive Director Planning, Research, and Organizational Development at Howard Community College in Maryland has been named Team Chair. Her initial visit will be held October 22nd and the Team Visit will be March 30-April 2 2025.

Dr. Kimura, Emily Cameron and Kelly Albrecht attended the Cornell Prison Education Graduation Ceremony at Cayuga Correctional Facility. The ceremony was very moving and it was evident that graduates had worked very hard to complete their course work despite personal barriers. Dr. Kimura stated 10 students have completed the electromechanical degree representing four local employment partners. She reported that the workforce development team attended an Oswego County Youth Summit where they engaged 150 eighth grade students in manufacturing skills lessons. Finally, Dr. Kimura stated the Culinary event in partnership with Wells College Office of Sustainability hosted a successful Foraged Foods dinner in May. The event was well attended and well received.

6.5 CFO/Treasurer

Ms. Albrecht stated the financial report was included with the agenda. There have been no changes since committee. She thanked trustees for approving the 2022-23 audit and noted that the 2023-24 audit will begin in early July. Ms. Albrecht offered an update on facility and capital projects stating that both the Fulton Police Academy and Auburn Workforce Development Center are progressing according to plan.

6.6 Student Trustee

Ms. Lentini was not in attendance.

6.7 College Foundation

Mr. Cosentino stated that the Foundation Board has approved a K-12 1+1+2 Pathways Scholarship which will support high school students who have earned college credit and plan to complete a degree at Cayuga before transferring to a four-year institution. Other scholarship letters are going out now, the timing of which was tied to the FASFA work which Dr. Dotterer's team has recently completed.

Mr. Cosentino reported that 65 students and faculty attended the Gifford Lecture Series speaker event by cartoonist Art Spiegelman. His graphic novel Maus is used in several courses. He stated that the spring Food Truck event was well attended on both campuses. Finally, he announced two upcoming events to be held. The Alumni Awards Ceremony will be held June 18th and the President's Circle Dinner will be held on July 17th.

7.0 OLD BUSINESS

None

8.0 NEW BUSINESS

Dr. Van Buskirk announced the date of the NYCCT annual conference will be October 3rd in Saratoga Springs. Award nominations are due soon and she has recommended submitting a Business and Industry Partnership Award. Fellow trustees supported this suggestion.

9.0 INFORMATIONAL FORMS INCLUDED

- 9.1 2022 - 2023 Trustee Attendance at County Legislature Meetings
- 9.2 Board of Trustees Contact List
- 9.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 9.4 2022 – 2023 Board and Committee Meeting Dates
- 9.5 Acronyms and Their Meanings
- 9.6 Open Meeting Executive Session Law

10.0 EXECUTIVE SESSION

The President requested a brief Executive Session for the purpose of personnel and real estate matters. Chair Franceschelli stated there would be no further business conducted at the conclusion of executive session. He made a motion to enter executive session, Ms. Brown seconded the motion which carried by unanimous voice vote. Executive Session began at 9:11 AM.

Mr. Coleman made a motion to end Executive Session and adjourn the meeting. Ms. Winfield seconded the motion which carried by unanimous voice vote. Executive Session ended at 10:00 AM.

11.0 ADJOURNMENT

The meeting adjourned at 10:00 AM

Recorded & transcribed by:
Annette LeFever, Secretary to the Board

Respectfully submitted:
Mark Coleman, Board Secretary

Regular session: Quorum Calls June 11, 2024	Present	Consent Agenda	4.1 Resolution Approve 2024-25 Budget	4.2 Resolution Approve 2022- 23 Audit	5.1 & 5.2 Block Resolution G&P	
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Brown	Hutchinson	Hutchinson	Hutchinson	
		Coleman	Franceschelli	Coleman	Franceschelli	
Ms. Brown (Marian)	P	All In Favor	Y	Y	Y	
Mr. Coleman (Mark)	P		Y	Y	Y	
Mr. Franceschelli (Tony)	P		Y	Y	Y	
Ms. Hutchinson (Stephanie)	Z		Y	Y	Y	
Ms. Lentini (Madeline)	A		-	-	-	
Ms. Nightengale (Heidi)	P		Y	Y	Y	
Mr. Pirozzolo (Jeffrey)	P		Y	Y	Y	
Dr. Van Buskirk (Linda)	P		Y	Y	Y	
Ms. Winfield (Angela)	P		Y	Y	Y	