

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

Minutes of the regular meeting of the Board of Trustees held **Thursday, February 27, 2025.**

Fulton Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Vice Chair Ms. Hannah Iozzio, Trustee Ms. Agnes Crothers Ms. Marian Brown	Mr. Jeffrey Pirozzolo, Secretary Ms. Heidi Nightengale, Trustee Dr. Linda Van Buskirk, Trustee Ms. Angela Winfield, Trustee
	Dr. Brian M. Durant, President Dr. Cathy Dotterer, VPSA Ms. Emily Cameron Mr. Guy Cosentino	Dr. Keiko Kimura, Provost/VPAA Ms. Kelly Albrecht, CFO/Treasurer Ms. Lindsey Suppes, Director of HR Ms. Annette LeFever
Via Zoom:	Ms. Stephanie Hutchinson, Trustee Mr. Eric Zizza Ms. Rebecca Devendorf Mr. Andrew Poole	Mr. Dan O'Neil Ms. Misty Digaetano Mr. Bruce Walter
Absent:	Dr. Ron Cantor, VP Special Projects	

Chairperson Franceschelli called the meeting to order at 8:01 AM

1.0 OATH OF OFFICE, Agnes Crothers

Chair Tony Franceschelli welcomed newly appointed Trustee Agnes Crothers to the meeting. President Durant administered the oath of office.

2.0 PUBLIC COMMENTS

None

3.0 BOARD EDUCATION: COMMUNITY EDUCATION

Ms. Emily Cameron, Director of Community Education and Workforce Development shared a PowerPoint presentation highlighting the work of her department. Highlights included:

- There were 535 (duplicated) registrations and 304 unduplicated individuals who participated in community education offerings. This includes leisure learning classes, credential and licensing courses, microcredential courses and public speakers series lectures.
- Ms. Cameron described programs offered by the Institute of Living and Learning, which is a partnership program with Unity House that provides skills based and enrichment programming for adults with disabilities.
- SUNY Apprentice Funding was discussed, including a partnership with MACNY focused on microcredential in electromechanical technology for non-degree seeking students wishing to advance in their current employment. She discussed a corporate training partnership with the Fulton Department of Public Works partnership as an example. Seven employees are enrolled in workforce training programs. Auburn Hospital medical coding was another example.

- Finally, Ms. Cameron spoke about creating a “job hive” program in the County jail focused on pre-employment job training in the manufacturing sector.

4.0 **CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the January 2025 meeting and the monthly Invoice and Stipend Reports. Ms. Nightengale made a motion to approve and Dr. Van Buskirk seconded. The motion carried by unanimous voice vote.

5.0 **FINANCE & AUDIT COMMITTEE MEETING NOTES**

Ms. Hutchinson stated that the meeting notes, Personnel and Finance Reports were all included in the agenda pack. She noted that the Bonadio Group attended the meeting to give a detailed report on the Audit. There were no material findings and the college remains in good financial standing. Since all but one trustee was in attendance for that report, she has not asked the auditors to present at today’s meeting. She stated the committee has two resolutions to present this month.

5.1 **Resolution to Accept the 2023-24 Audit**

Ms. Hutchinson read the resolution and made a motion to approve. Ms. Brown seconded the motion, which carried by a roll call vote of 10:0.

5.2 **Resolution to Appoint 2025 Health Care Consortium Representatives**

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

6.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the committee notes were included in the agenda pack. There are no resolutions to put forth this month, however Dr. Van Buskirk noted there was one informational resolution included. This was discussed at the January meeting and tabled pending clarification of financial commitment of the college. Information was shared with trustees and based on full support of trustees, the two-signature provision was used to approve this resolution due to timing required to join the NYCCT action.

Dr. Van Buskirk also noted that both she and Hannah Iozzio were able to attend the ACCT National Legislative Summit in Washington DC earlier this month. Ms. Iozzio was able to meet with Senator Mannion and shared our campus materials with him. Finally, she shared that the NYCCT Annual meeting is scheduled for Friday, April 25th at Mohawk Valley CC, she encouraged trustees to attend.

7.0 COLLEGE REPORTS

7.1 President's Report

Dr. Durant reminded trustees that we will be hosting the MSCHE Self Study Visiting Team from March 30th – April 2nd. He reviewed the schedule for this visit. He expressed appreciation for all the college faculty and staff working diligently to prepare for this important visit. He announced that Chancellor King will be on campus tomorrow for a very brief visit. He will tour the workforce Development Center and the Auburn campus Wellness Center where he will meet with adult learners and students participating in workforce development programs. Both areas are aligned with the current state budget proposal.

Dr. Durant discussed the college advocacy efforts over the next few weeks. He reviewed the work that the Community College President's group has been doing to advocate for CC issues including continuation and expansion of floor-funding for state aid so that funding is not completely tied to FTE. He discussed the SUNY proposal for expanded adult learning programs.

Finally, Dr. Durant stated that Cayuga was one of just twenty-two community colleges to receive a SUNY College For All grant for \$50k to explore innovative recruitment strategies to attract more adult learners.

7.2 Provost Report

Dr. Kimura reported on the MSCHE Self Study visit preparations. She stated that 713 pieces of evidence were uploaded to the MSCHE portal on 2/14/25. She reviewed preparation methods that have been employed to get our campus ready for this visit, including: Middle States Moment presentations at monthly College Forum Meetings; managers meetings; Assessment Day and Professional Planning and Development Day topics on MSCHE readiness topic; and SUNY Council on Assessment Mock Visit held earlier this month.

Dr. Kimura stated she has recently completed several reviews for faculty who are eligible for Fall Promotions. Those recommendations will come to the Board at the May meeting. She stated what a joy the process was to meet with faculty and learn about their activities outside the college. She shared an example from a Nursing faculty member who is involved in the Special Olympics and how current nursing students had the opportunity to volunteer at last summer's events and what a meaningful experience it was for them. She also spoke about the merits of two additional faculty members who are eligible and being recommended for Full Professor Service Awards.

7.3 VP of Student Affairs

Dr. Dotterer shared that we have hit our Spring enrollment targets already and will likely surpass this year's overall enrolment goal. She acknowledged the hard work of her staff including admissions, academic coaches and athletic staff who have all worked hard on Spring open house events and the revised student onboarding experience. Dr. Dotterer spoke about continued funding for the AASAP program which is now focused on expanding the number of students and programs eligible for ASAP supports. Finally, she mentioned that Cayuga was recently notified of an award for enhanced mental health offerings via a telehealth program. She thanked Dr. Jerimy Blowers for his leadership on this project.

7.4 CFO/Treasurer Report

Ms. Albrecht spoke about recent efforts of the facilities staff to get the building looking nice for the MSCHE team visit. Crews will spend extra time over spring break painting and polishing interior and exterior spaces. She stated that the Wellness Center HVAC project funding was approved by the College Foundation and is expected to be complete in the summer months.

With the audit work complete, her accounting team is now working on the college budget. The 3+1 Investment company that was engaged to develop an investment plan begins on Monday. And finally, she reported that the new Bursar and account clerk are ahead of schedule with sending account statement letters. She is hopeful this will result in an improved position on the doubtful account balances.

7.5 Student Trustee Report

Ms. Iozzio left the meeting prior to her report. She needed to get to a 9:00 AM class.

7.6 Foundation Director Report

Mr. Cosentino shared that the Foundation has elected three new members: Dr. Cathleen McColgin '86; Sharon Detzer '86; and David Mamuschia '64. Trustee Stephanie Hutchinson will be transitioning off the board and Trustee Jeff Pirozzolo will be replacing her for a one-year term. Dr. Dennis Golladay also rotated off the Board after more than a decade of service.

The Foundation is sponsoring a second College Book Club that features Angie Thomas's "The Hate U Give" that will be capped with the author's lecture in Syracuse on April 8th. The Foundation is also sponsoring a Falcone Lecture featuring Dr. Mary Jumbelic, who has written "Here, Where Death Delights" the evening of April 23rd on the Auburn Campus. The Foundation will be sponsoring a Cayuga Culinary Battle that same day at the Culinary Institute. Both of these events are to help with student recruitment.

Finally, Mr. Cosentino reported that the Foundation Board has approved a \$50,000 contribution to be matched by SUNY for the HVAC system for the Wellness Center.

8.0 INFORMATIONAL FORMS INCLUDED

- 6.1 2024 - 2025 Trustee Attendance at County Legislature Meetings
- 6.2 2024-25 Board of Trustees Roster
- 6.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 6.4 2024 – 2025 Board and Committee Meeting Dates
- 6.5 Acronyms and Their Meanings
- 6.6 Open Meeting Executive Session Law

7.0 EXECUTIVE SESSION

Chair Franceschelli stated there was a need to enter executive session for the purpose of real estate and contractual matters. He stated there would be no further business conducted after executive session. Ms. Brown made the motion to enter executive session, Mr. Pirozzolo seconded the motion. With all in favor, executive session began at 9:10 AM.

With all executive items discussed, Mr. Franceschelli motioned to exit executive session. Mr. Coleman seconded the motion which carried by unanimous voice vote. Executive session ended at 9:53 AM.

9.0 ADJOURNMENT

With all business complete, Mr. Pirozzolo made a motion to end Executive session, Dr. Van Buskirk seconded the motion which carried by unanimous voice vote. The meeting adjourned at 9:53 AM.

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

Respectfully submitted:
Jeffrey Pirozzolo, Board Secretary

Regular session: Quorum Calls February 27, 2025	Present	<i>Consent Agenda</i>	5.2.1 Accept 2023-24 Audit	5.2.2 Approve Health Care Consortium Reps.
Recorded by: Annette LeFever, Secretary to the Board of Trustees		<i>Nightengale</i>	Hutchinson	Hutchinson
		Van Buskirk	Brown	Pirozzolo
Ms. Brown (Marian)	P	All In Favor	Yes	All in Favor
Mr. Coleman (Mark)	P		Yes	
Mr. Franceschelli (Tony)	P		Yes	
Ms. Hutchinson (Stephanie)	Z		Yes	
Ms. Hannah Iozzio	P		Yes	
Ms. Nightengale (Heidi)	P		Yes	
Mr. Pirozzolo (Jeffrey)	P		Yes	
Dr. Van Buskirk (Linda)	P		Yes	
Ms. Winfield (Angela)	P		Yes	

P= Present in person Z= Present by Zoom A= Absent