

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

Minutes of the regular meeting of the Board of Trustees held **Wednesday, May 7, 2025.**

Fulton Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Vice Chair Ms. Agnes Crothers	Ms. Marian Brown Dr. Linda Van Buskirk, Trustee
	Dr. Brian M. Durant, President Ms. Kelly Albrecht, CFO/Treasurer Mr. Guy Cosentino	Ms. Jennifer Nichols Mr. Andrew Poole Ms. Annette LeFever
Via Zoom:	Ms. Stephanie Hutchinson, Trustee Dr. Keiko Kimura, Provost/VPAA Mr. Bruce Walters Ms. Breanna Gulbe	Ms. Angela Winfield, Trustee Ms. Rebecca Devendorf Ms. Misty Digaetano
Absent/Excused:	Mr. Jeffrey Pirozzolo, Secretary Ms. Hannah Iozzio, Trustee	Ms. Heidi Nightengale, Trustee Dr. Ron Cantor, VP Special Projects

Chairperson Franceschelli called the meeting to order at 9:03 AM

**1.0 PUBLIC COMMENTS**

None

**2.0 CONSENT AGENDA**

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

**3.0 FINANCE & AUDIT COMMITTEE MEETING NOTES**

Ms. Hutchinson stated that the meeting notes, Personnel and Finance Reports were all included in the agenda pack. She stated the committee has three resolutions to present this month, as well as two informational resolutions to enter into record.

**3.1 Resolution to Approve Fall 2025 Faculty Promotions**

Ms. Hutchinson read the resolution and made a motion to approve. Ms. Winfield seconded the motion, which carried by a roll call vote of 6:0.

**3.2 Resolution to Accept Funding for Auburn Wellness Center HVAC**

President Durant thanked the Foundation for their contribution. He described the SUNY Capital match available to this project. With all funding now secured, the HVAC project is expected to be complete during the summer months. The project will improve air quality and circulation as well as add cooling to a space.

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

**3.3 Resolution to Approve FY 2025-26 Tuition & Fees**

Ms. Hutchinson read the resolution and made a motion to approve. Ms. Brown seconded the motion, which carried by a roll call vote of 7:0.

**3.4 Informational Resolution: Approve Cleaning Bid for the Workforce Development Ctr.**

Ms. Hutchinson stated this resolution was discussed at committee and signed as a routine business item, using the two-signature provision. She read the resolution to enter it into board records.

**3.5 Informational Resolution: Approve a Mowing/Landscaping Bid for FY 2024-26**

Ms. Hutchinson stated this resolution was discussed at committee and signed as a routine business item, using the two-signature provision. She read the resolution to enter it into board records

**4.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the committee notes were included in the agenda pack. There is one resolution requiring a vote this month.

Dr. Van Buskirk reported on her attendance at the NYCCT Annual Meeting in April. She stated her respect for the current NYCCT Chair and detailed significant advancements made in the area of advocacy during his term. NYCCT now shares a governmental advocacy specialist with the NYCCAP ad that has led to a more organized and efficient budget advocacy process. She reiterated the value in attending NYCCT meetings and encourages fellow trustees to attend the Fall convening.

**5.0 COLLEGE REPORTS**

**5.1 President's Report**

Dr. Durant thanked the Foundation for supporting an end of semester Food Truck lunch on both the Auburn and Fulton Campus. It was a nice way to support students during finals week. He spoke about wanting to have a faculty staff celebration to conclude the busy and challenging year and cap off the reaccreditation process in June. Dr. Durant recognized the challenge of finding a time and location that works for everyone. The Employee Engagement committee is exploring a survey on this, as well as interest in other employee engagement ideas. He took this opportunity to express his gratitude to faculty and staff for making it through this extremely busy and challenging year.

He stated that although there seems to be bipartisan support for the community college agenda, with no State budget vote yet, he does not have a budget update to offer today. Finally, Dr. Durant reported that due to recent events with our partner agencies, the Prison Education Program courses are on a pause. It is unknown when classes can resume, but he is hopeful that the pause will be lifted by the start of the fall semester.

5.2 **Provost Report**

Dr. Kimura thanked trustees for supporting the Faculty Promotion resolution. She reported on two events intended to support post high school enrollment at Cayuga. The K-12 program hosted an in-person information session for HS students enrolled in distance learning courses. The session allowed students to tour the campus and meet their professors in person. 36 Oswego Advantage students and 45 Cayuga/Onondaga BOCES students attended. Dr. Kimura also reported that two workforce development apprenticeship roundtables are planned in June. One will focus on Culinary opportunities and include community partners in the Auburn/Cayuga county area, the other will focus on Childcare opportunities and engage partners from Oswego County.

5.3 **VP of Student Affairs**

Dr. Dotterer was not able to attend today's meeting, she is attending a SUNY meeting. Dr. Durant stated that Dr. Dotterer and her Student Affairs staff have been working on student communication plans for the anticipated SUNY Adult Learner program. They have also been working on end of year compliance reports for the EOP and ASAP grant programs. And finally, this area is largely responsible for Commencement planning.

5.4 **CFO/Treasurer Report**

Ms. Albrecht stated that the end of year fiscal work is starting now, and much of their focus is being ready for the next audit cycle to begin in June. She noted that this will be the last year on our current auditors contract. Her office will prepare an new Audit Service FRP to be released in early fall. Ms. Albrecht reported that the Bursar is ahead of schedule on summer billing and has been working diligently to clean up old accounts.

Trustees asked questions about the Investment Fund contract work. Ms. Albrecht answered that the contractor 3+1 has been met with her and her staff to collect information and is working on a draft investment policy. They are also working with our banking service provider, Tompkins bank, to improve our money-market rates.

Trustees also asked if the college is prepared for a market fluctuation? Ms. Albrecht stated they are watching market rates daily to monitor and that last month ended better than anticipated. Dr. Durant stated that NY Education Law dictates much of our financial decision-making regarding risk. Mr. Cosentino added that the Foundation finances have more flexibility than the College and he and his board are watching the market closely and meeting with their advisors frequently. Their greater concern is regarding proposed changes to endowment tax law. He stated the foundation plans to host a joint board education session in June focused on scholarship programs which will touch on endowment management.

5.5 **Student Trustee Report**

Ms. Iozzio was not able to attend today's meeting. She is attending a pre-planned SGO event on the Auburn Campus.

5.6 **Foundation Director Report**

Mr. Cosentino reported that at over 100 students and faculty attended the day and evening sessions of Syracuse author Mary Jumblic and that the Foundation distributed

over 50 of her books. 35 students attended “The Hate You Give” book lecture at the Civic Center. The foundation supported an annual Telcom Trip to NYC and by all accounts that was a great success. Commencement Awards are being finalized now and Next Year’s Presidential Scholarships for Fall are out and already at a 70% commitment rate.

Finally, Mr. Cosentino stated that he and Dr. Durant toured the NET and Die space in the old Fulton Campus Kmart building. Renovations to the space are complete and the company is moving in the final equipment now. Staff will soon be moving into the space, bringing this project full circle.

#### **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 collective bargaining and contractual matters. He stated there would be no further board business conducted after executive session. Ms. Brown made the motion to enter executive session, Dr. Van Buskirk seconded the motion. With all in favor, executive session began at 9:59 AM.

With all matters discussed, Mr. Coleman motioned to exit executive session. Ms. Crothers seconded the motion which carried by unanimous voice vote. Executive session ended at 10:34 AM.

#### **9.0 ADJOURNMENT**

With all business complete, Mr. Coleman made a motion to end Executive session, Dr. Van Buskirk seconded the motion which carried by unanimous voice vote. The meeting adjourned at 10:34 AM.

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

Respectfully submitted:  
Jeffrey Pirozzolo, Board Secretary

Regular session: Quorum Calls May 7, 2025	Present	Consent Agenda	3.1 Approve Fall 2025 Faculty Promotions	3.2 Approve Wellness Ctr. HVAC Funds	3.3 Approve FY 25-26 Tuition & Fees	4.1 Approve 5 Yr. Academic Calendar
Recoded by: Annette LeFever, Secretary to the Board of Trustees		Brown	Hutchinson	Hutchinson	Hutchinson	Van Buskirk
		Van Buskirk	Winfield	Brown	Brown	Brown
Ms. Brown (Marian)	P	All In Favor	Yes	All in Favor	Yes	All in Favor
Mr. Coleman (Mark)	P		(arrived just after vote)		Yes	
Mr. Franceschelli (Tony)	P		Yes		Yes	
Ms. Hutchinson (Stephanie)	Z		Yes		Yes	
Ms. Hannah Iozzio	A/E		-		-	
Ms. Nightengale (Heidi)	A/E		-		-	
Mr. Pirozzolo (Jeffrey)	A/E		-		-	
Dr. Van Buskirk (Linda)	P		Yes		Yes	
Ms. Winfield (Angela)	Z		Yes		Yes	

P= Present in person

Z= Present by Zoom

A= Absent

E= Excused