

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

Minutes of the annual and regular meeting of the Board of Trustees held **June 26, 2025**.

Auburn Campus:	Mr. Tony Franceschelli, Chair Dr. Linda Van Buskirk, Trustee Ms. Agnes Crothers, Trustee Dr. Brian M. Durant, President Ms. Kelly Albrecht, CFO & Treasure Mr. Guy Cosentino, Foundation Dir. Ms. Dawn Matajas-Czolowski Ms. Annette LeFever	Ms. Angela Winfield, Trustee Mr. Jeffrey Pirozzolo, Trustee Dr. Cathy Dotterer, VPSA Ms. Lindsey Suppes, HR Director Ms. Janet Tamilio
Via Zoom:	Ms. Marian Brown, Trustee Mr. Mark Coleman, Trustee Dr. Keiko Kimura, Provost & VPAA Mr. Andrew Poole Ms. Rebecca Devendorf Ms. Breanna Gulbe	Ms. Hannah Iozzio, Trustee Mr. Eric Zizza Ms. Misty Gaetano Mr. Dan O'Neil
Absent:	Ms. Heidi Nightengale, Trustee	Ms. Stephanie Hutchinson, Trustee

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 2025-26 beginning July 1, 2025 through June 30, 2026. Mr. Pirozzolo made a motion to approve the slate as presented, Dr. Van Buskirk seconded the motion. The motion carried by unanimous voice vote.

2025-26 Officers

Board Chair: Tony Franceschelli (2nd year of term 2)

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: Marian Brown

Members: Aggie Crothers; Hannah Iozzio; Heidi Nightengale

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. Mr. Pirozzolo seconded the motion. The motion carried by unanimous voice vote. Regular session began at 8:06 AM.

2.0 PUBLIC COMMENTS

Professor Dawn Matajas-Czolowski thanked the college for their support of the Cayuga County United Way CA\$H Tax Prep program. The program started in 2004 and has been located on the Auburn Campus for the past several years. The location is ideal for both volunteers and clients. This year 17 volunteers prepared 311 tax returns, a 15% increase from last year. The average client income was just \$30,000. Returns to residents included: \$57K in Child Tax Credit; \$162K in Earned Income credit; \$3k in Education credits; \$92K State tax and \$419K Federal tax. The support of this program resulted in \$763,000 being returned to Cayuga County families.

3.0 CONSENT AGENDA

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

4.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Winfield stated meeting notes from the committee meeting were included in the agenda pack. She stated that all but one trustee attended the committee meeting where the annual operating budget was presented and reviewed in detail. The budget and notes were included in the agenda pack. Ms. Winfield asked if any trustee had further questions or discussion, hearing none, she stated there would be three resolutions to consider this month.

4.1 Resolution to Approve the 2025-26 College Operating Budget

Ms. Winfield made a motion to approve, Dr. Van Buskirk seconded. The motion carried by a roll call vote of 8:0.

4.2 Resolution to Adopt the College Investment Policy

Ms. Winfield made a motion to approve the Investment Policy as presented. Mr. Pirozzolo seconded the motion. The motion carried by a roll call vote of 8:0.

4.3 Resolution to Approve FSA Financial Administrative Processes

Ms. Winfield made a motion to approve the Investment Policy as presented. Mr. Pirozzolo seconded the motion. The motion carried by unanimous voice vote.

5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the meeting notes from the June 2025 committee meeting were included in the agenda pack. She stated there is one resolution to consider this month.

5.1 **Resolution to Extend the 2022-25 Strategic Plan through 2028**

Dr. Van Buskirk made the motion to approve the resolution. Ms. Brown seconded the motion. The motion carried by unanimous voice vote.

6.0 **COLLEGE REPORTS**

6.1 **President's Report**

Dr. Durant thanked trustees for their support of the annual budget. He expressed his gratitude to the staff involved in the NCJAA World Series event. The event was very successful this year, thanks to the efforts of so many staff members and volunteers who went above and beyond to support this event. He announced that he would be attending a City Council meeting tonight to talk about the college's workforce development programs as well as thank them for their partnership support of the World Series.

Dr. Durant spoke about the end of the academic semester and summer semester kick off. He expressed gratitude and pride in faculty and staff for their extraordinary work through the year. It has been an extremely busy but productive year despite the extra burdens created by several key vacancies. He offered an update on the CIO and Dean of AA and Dean of SA searches. Finally, he stated the college managers are working on their Annual Goal Year-End Outcome Reports. The final compilation report should be ready to share with trustees in August.

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

Dr. Kimora spoke about and thanked the K-12 Pathways and AMI team for their work on the annual Oswego County Middle School Youth Career Fair. The annual event brings out hundreds of teens for a full day career exploration and engages many of our industry partners in providing hands on activities to demonstrate the skills and opportunities in manufacturing and healthcare.

Dr. Kimura thanked trustees for supporting the term renewal of Assistant Professor Susan Squadrito and a Full Professor Service Award for Professor Jennifer Nichols. She shared a brief bio of each faculty member. Finally, she offered an update on a consultant project to build out an LPN Curriculum and an associated Mother Cabrini grant that will support expanded healthcare partnerships.

6.3 **Vice President of Student Affairs**

Dr. Dotterer announced that we have met our annual enrollment target this year, and we have exceeded our summer enrollment goals. Some of the summer result is attributed to 50+ ASAP students who have enrolled in summer programs. With Financial Aid and ASAP funding, students are able to take summer programs at no cost, which allow them to take developmental courses over the summer and be ready to take credit courses in the Fall. ASAP staff are supporting a large group of students in summer tutoring while simultaneously completing fall planning and recruitment activities.

Dr. Dotterer offered an update on the SUNY Adult Learner Initiative. Even before the NYS budget approved funding for the SUNY Reconnect (adult learner) Cayuga was working on an Adult Learner Action Plan, which includes reviewing program designs targeted to adult learner needs, and designing marketing materials and strategies and reviewing enrollment processes for better serving adult learners.

Finally, Dr. Dotterer spoke about the EOP Summer Academy which will kick off the first full week in July. The focus of the summer institute is math and writing skill development that sets students up for success in their fall courses. Target enrollment was 20 students, we are currently at 18 for this 4 week program.

6.4 CFO/Treasurer

Ms. Albrecht thanked the board for supporting the annual budget and Investment Policy. She stated that they have had productive meetings with the investment advisors and are finalizing a 30-60-90 day strategy for asset management. Ms. Albrecht stated the college credit cards have been changed to a card with cash-back benefits. Ms. Albrecht reported that the Annual pre-audit work will begin the first week in July. This is our fifth and final year of the Audit contract. Her team will need to prepare an RFP for Audit Services to be released this Fall.

6.6 Student Trustee

Ms. Iozzio brought up a potential timing issue that could impact the musical theater winter performance. The dates coincide with the annual craft fair and there are some concerns how both can happen simultaneously. Dr. Durant offered to look into the scheduling and resolve any conflicts that may arise.

6.7 College Foundation

Mr. Cosentino thanked trustees for attending the Scholarship presentation last week. By all accounts it was a very informative session. He thanked Dr. Dotterer, Dr. Rudnick and Ms. Huang for their excellent presentation. The Foundation will offer another joint educational session in October. Mr. Cosentino reminded the group that the Annual Alumni Awards ceremony is scheduled for tonight at Highland Golf Club. Please mark your calendars for the President's Circle dinner scheduled for July 23rd.

7.0 OLD BUSINESS

None

8.0 NEW BUSINESS

Dr. Van Buskirk announced the date of the NYCCT annual conference will be September 10-12 in Saratoga Springs. The ACCT Leadership Congress will be held October 22-25 in New Orleans. She stated her intention to attend both events and encouraged fellow trustees to attend as well.

Chair Franceschelli announced there would be no Board meetings in July. Our regular schedule will resume in August.

9.0 INFORMATIONAL FORMS INCLUDED

- 9.1 2024 - 2025 Board of Trustees Contact List
- 9.2 2024 – 2025 Board and Committee Meeting Dates
- 9.3 2024 2 2025 Attendance at County Legislature Meetings
- 9.4 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 contractual 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 9:01 AM.

Mr. Pirozzolo 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 9:55 AM.

11.0 ADJOURNMENT

The meeting adjourned at 9:55 AM

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

Respectfully submitted:
Jeffrey Pirozzolo, Board Secretary

Regular session: Quorum Calls June 26, 2025	Present	Consent Agenda	4.1 Resolution Approve 2024-25 Budget	4.2 Resolution Approve Investment Plan	4.3 Resolution Approve FSA Admin Processes	5.1 Resolution Extend Strategic Plan to 2028
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Pirozzolo	Winfield	Winfield	Winfield	Van Buskirk
		Van Buskirk	Van Buskirk	Pirozzolo	Pirozzolo	Brown
Ms. Brown (Marian)	Z	All In Favor	Y	Y	All In Favor	All In Favor
Mr. Coleman (Mark)	Z		Y	Y		
Ms. Crothers (Aggie)	P		Y	Y		
Mr. Franceschelli (Tony)	P		Y	Y		
Ms. Hutchinson (Stephanie)	A		-	-		
Ms. Iozzio (Hannah)	Z		Y	Y		
Ms. Nightengale (Heidi)	A		-	-		
Mr. Pirozzolo (Jeffrey)	P		Y	Y		
Dr. Van Buskirk (Linda)	P		Y	Y		
Ms. Winfield (Angela)	P		Y	Y		