

Cayuga Community College Board of Trustees
A u b u r n , N e w Y o r k

Minutes of the annual and regular meeting of the Board of Trustees held **December 11, 2025.**

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

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

1.0 PUBLIC COMMENTS

None.

2.0 EXECUTIVE SESSION

Chair Franceschelli made a motion to enter executive session for the purpose of discussing contractual matters. Mr. Pirozzolo seconded the motion, which carried by unanimous voice vote. Executive session began at 8:02 AM. Regular session resumed at 8:15 AM

3.0 CONSENT AGENDA

Mr. Franceschelli stated the Board Minutes from the September and October 2025 meeting and the monthly Invoice and Stipend Reports were included with the agenda packet. He explained that there was no quorum at the October meeting, and asked for a motion to approve both the September and October Consent Agenda items. Ms. Brown made a motion to approve, Mr. Coleman seconded. The motion carried with unanimous voice vote

4.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Hutchinson noted that the meeting minutes from the November 2025 committee meeting were included in the agenda packet. The committee is presenting six resolutions for consideration this month. She further noted that there was no quorum at the October 2025 meeting; therefore, seven resolutions were approved under the two-signature provision of the bylaws. This provision authorizes the Board Chair and the Chair of the Finance Committee to approve resolutions without a full board vote when time-sensitive action is required. All seven resolutions required timely approval to meet business deadlines and are considered standard business items. Each resolution had been previously discussed and endorsed at the committee level and was included in the meeting book as an informational item.

4.1 Resolutions requiring Vote

4.1.1 **Resolution to Approve MC Appointments**

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

4.1.2 **Resolution to Approve Health Care Consortium Agreement 2026-28**

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a roll call vote of 8:0.

4.1.3 **Resolution to Appoint Health Care Consortium 2026 Representatives**

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

4.1.4 **Resolution to Search for a Facility Master Plan Contractor**

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

4.1.5 **Resolution to Update 2025-26 Tuition & Fee Schedule**

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. The motion carried with a roll call vote of 8:0.

4.1.6 Resolution to Approve Part-Time Faculty Successor Agreement 2025-28.

Ms. Hutchinson read the resolution and made a motion to approve, Dr. Van Buskirk seconded the motion. The motion carried with a roll call vote of 8:0.

4.2 Informational Resolutions

4.2.1 Resolution to Approve Deferred Maintenance Capital Projects

4.2.2 Resolution to approve Auburn Waste Management Services

4.2.3 Resolution to Approve Fulton Waste Management Services

4.2.4 Resolution to Appoint Dean of Informational Technology/CIO

4.2.5 Resolution to Approve Payment for Lost Vacation Days, Executive & MC

4.2.6 Resolution to Approve Continuing Appointment, Fall 2025, Wood

4.2.7 Resolution to Approve Faculty Promotion, Motto

With no quorum at the October 2025 meeting, these resolutions were signed using the two-signature provision of the Trustee Bylaws in order to meet business deadlines. All resolutions were discussed and endorsed at the committee level. They were acknowledged at today's meeting as a matter of record.

5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated that the meeting minutes from the November 2025 committee meeting were included in the agenda packet. The committee is presenting two resolutions for consideration this month. She stated committee notes contain detailed descriptions for both resolutions.

5.1 **Resolution to Approve Practical Nursing Certificate Program**

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

5.2 Resolution to Deactivate and Discontinue Mechanical Technology Plastics Technology AAS and Plastics Manufacturing Certificate

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

6.0 COLLEGE REPORTS

5.1 President's Report

Dr. Durant announced there would be no January Board of Trustees meeting. He and Chair Franceschelli will hold an informational Board work session. Dr. Durant stated he would be attending tonight's county legislature meeting to present on the college Capital projects plan which requires County endorsement before submitting to SUNY. He thanked trustees for supporting the resolution to search for a Master Facilities Plan and Room Utilization contractor. He described the timeline and needs for this project which will include full scale drawing that are needed for space planning as IT infrastructure plans.

5.2 Provost & Vice President of Academic Affairs

Dr. Kimura thanked trustees for supporting the two faculty resolutions. She noted that two faculty members, Kassie McGrath and Sarah Yaw have been selected to participate in the SUNY Leadership Academy. Dr. Kimura thanked Trustee Brown for being the guest speaker at a recent Lunch and Learn program. Ms. Brown offered a History of Plastics interactive presentation. Over twenty staff and students attended on both campuses. Participants were asked to "Lug a mug and pack a plate," which is a new concept we are trying to reduce waste and single use plastic across campus.

Dr. Kimura gave an update on the MACNY partnership including a new cohort of Real Life Rosies has enrolled 24 students in Auburn and Fulton. Finally, she offered an update on Veterans service activities planned throughout November, siting Cayuga has 30 veteran enrolled students across both campuses.

5.3 Vice President of Student Affairs

Dr. Dotterer offered an update on enrollment, stating we are on track to at least meet, possibly exceed projections. Winter session enrollment is up in large part to the ASAP advisement to help keep students on track. Applications for both Fall and Spring are up. Dr. Dotterer thanked the Admissions team and all who participated in Fall Open Houses, noting the value of these days and the efforts of all who support it.

Dr Dotterer spoke about two recent SUNY funding opportunities for student support. An Emergency Fund of \$20k paid over two years and a \$15K Food Pantry award. Cayuga staff have been asked to participate on a workgroup that will help SUNY develop guidance on administering these funds.

5.4 CFO/Treasurer

Ms. Albrecht provided the August and September financials in the agenda pack. She stated that she and her staff are still working with the auditors to complete their work. A February Presentation is expected. The new fiscal year budget process will begin in January. Finally, Ms. Albrecht reported that the Auburn Wellness Center HVAC projects is wrapping up. This project experiences several delays due to supply chain issues.

5.6 Student Trustee

Ms. Iozzio was not in attendance.

5.7 College Foundation

Mr. Cosentino thanked Dr. Durant, and Trustees Brown and Crothers for attending the 50th Annual Craft Fair that had 195 booths including 11 not for profits. He also thanked Dr. Cathy Dotterer for the workforce students, Coach John Rizzo and his athletes for volunteering and Doug Kinney and his Maintenance Team for their work from set up to tear down.

The new edition of *The Spartan* is out. Donations from the mailing are being received steadily. The Foundation's 2024-2025 Annual Report will be mailed out next week. The Foundations audit field work is done and the work will be put before the Foundation Board before the end of January, in advance of when it its need by the College. Kia Larsen is part of the Planning Group for the 2 Year SUNY College Conference in January. Several students and faculty were able to attend the "God of the Woods" lecture in Syracuse at the end of November.

6.0 OLD BUSINESS

None

7.0 NEW BUSINESS

Trustee Franceschelli stated the Board has conducted their annual president's evaluation process. He thanked trustee for their feedback and made a motion to introduce a resolution to approve acknowledge the evaluation and exercise their option to award merit pay.

7.1 Resolution to Acknowledge President Evaluation and Award Merit Pay

Mr. Coleman made a motion to approve the resolution, Dr. Van Buskirk seconded. The motion carried with a roll call vote of 6:0. (Trustees Hutchinson and Winfield had to leave the meeting before the vote took place)

8.0 INFORMATIONAL FORMS INCLUDED

- 8.1 2025 - 2026 Board of Trustees Contact List
- 8.2 2025 – 2026 Board and Committee Meeting Dates
- 8.3 2025 - 2026 Attendance at County Legislature Meetings
- 8.4 Acronyms and Their Meanings
- 8.5 Open Meeting Executive Session Law

9.0 ADJOURNMENT

With all business complete, Chair Franceschelli made a motion to adjourn the meeting. Mr. Pirozzolo seconded the motion which carried with unanimous consent.

The meeting adjourned at 9:25 AM

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

Respectfully submitted:
Jeffrey Pirozzolo, Board Secretary