Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held **Thursday, September 22, 2022.**

Auburn Campus:	Mr. Tony Franceschelli, Chair
	Mr. Mark Coleman, Trustee
	Ms. Stephanie Hutchinson Trustee
	Ms. Tricia Kerr, Secretary
	Mr. John Klink, Trustee
	Dr. Linda Van Buskirk, Trustee
	Dr. Brian M. Durant, President
	Dr. Ronald Cantor, Provost/ VP Academic Affairs
	Ms. Lindsey Suppes
	Mr. Thomas Corcoran, Director of Human Resources
	Ms. Kelly Albrecht, CFO & Treasurer
	Ms. Mary Beth Leeson, Comptroller
	Dr. Cathleen Dotterer, VP Student Affairs
	Mr. Andrew Poole
	Mr. Guy Cosentino, Executive Director CCC Foundation
	Ms. Annette LeFever
Via Zoom:	Ms. Marian Brown, Vice Chair
	Mr. John Camardo, Trustee
	Mr. Dan O'Neil
	Ms. Rebecca Devendorf
	Mr. Eric Zizza
	Mr. Pete Liddell
	Ms. Misty Digaetano
	Ms. Karen Wheat
Regrets	Ms. Angela Winfield, Trustee
	Ms. Grace Wiseman, Trustee

Chairperson Franceschelli called the Regular Session Meeting to order at 8:02 AM

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the July 28, 2022 Regular session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Mr. Klink, seconded by Ms. Hutchinson, and carried by unanimous voice vote.

3.0 COMMITTEE MEETING NOTES

3.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from September 8, 2022 committee meeting were included in the agenda pack. She stated the committee has discussed and endorsed the following business items;

3.1.1. Resolution to Approve the Director of DEI Job Description

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

3.1.2 Resolution to Approve Appoint Insurance Advisor

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Klink seconded the motion. Mr. Camardo asked about the terms of the agreement. Dr. Durant stated this is a three-year renewable contract but that there is a provision to end the contract with a 90 day notice. The motion carried with a unanimous voice vote.

3.1.3 Resolution to Approve Civil Service Titles and Slots for Security Guard

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion which carried with all in favor.

3.1.4 Resolution to Approve HEERF HVAC Workforce Development Funding

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. Dr. Durant explained that SUNY has approved the Use of HEERF funds as local share in approved capital plans. The purpose of this resolution is to clarify the new funding plan for this capital project. The motion carried with a roll call vote of 7:0.

3.1.5 Resolution to Approve HVAC Installation Awards

Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. Dr. Durant explained that a prior resolution had been approved the equipment purchase and this is the second step in the process to award installation bids. All service award recommendations are for the low bidders. The motion carried with a roll call vote of 8:0. (Dr. Van Buskirk arrived to the meeting at 8:10 AM)

3.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee notes were included in the Agenda and stated there are no resolutions to put forth this month.

4.0 REPORTS

4.1 College Reports

4.1.1 President's Report

Dr. Durant stated it was good to see more activity on campus and that it feels closer to pre-pandemic times. He thanked the Foundation Board and staff for providing a food truck lunch for students and staff on each campus. It made for a wonderful start of the semester and provided a much-needed opportunity for community building.

Dr. Durant thanked the Board for passing the HCAV resolution and extended his thanks to the Foundation and FSA Boards as well, as both had made financial commitments to the project. Dr. Durant explained the funding structure of that capital project including the fact that since we can now use HERRF finds as local match for the project, monies previously committed by the Foundation and FSA can be re-distributed to extend the project to other areas of campus or redirected to new areas of need.

Dr. Durant offered an update on the Workforce Development Center plans. He reported that the architectural plans have been reviewed and updated based on the internal site work that has been complete. The funding plan has been revised to reflect an anticipated grant award, and pending the final income, he expects to re-bid the project in early January and hope to break ground in Spring 2023. Construction is likely to take the better part of a year to complete.

Finally, Dr. Durant offered an update on the status of the Nature Trail. He stated that there are several areas of the trail that need attention. Additional mowing will be done after butterfly/milkweed season is over. Heavy rains have washed out some existing draining pipes and some bridges need repair or removal. Facility staff will address these areas as their time allows. Dr. Durant stated there is a need to engage faculty on a short and long-term plan for academic use of the nature trail.

4.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor reiterated thanks to the Foundation for their recent student lunch, noting how nice it is to have students back on campus. He stated that one of his current priorities is assessing students' needs, wants and trends in both formal and informal ways to help inform scheduling and academic planning processes.

4.1.3 Vice President of Student Affairs

Dr. Dotterer echoed Dr. Cantors comments regarding he start of a new semester. She stated that the integration of the One-Stop student service hub is in full gear and so far working as planned and that progress is being made on adding and integrating a Virtual Hub component, noting many of today's students tend to go on-line for information before they present in-person. She described the virtual student service platform and answered questions about how it works.

Dr Dotterer also noted the enrollment snapshot provided in the written Board Report does not yet include K-12 enrollment, as their enrollment dates are a few weeks behind college course enrollment. She expects those numbers will be more complete by next months report. Finally, she offered an update on the SUNY EOP Grant, stating the program, now in its first year, is now fully staffed and off to a good start. The new Director comes with EOP experience and was able to pull together a summer institute/bridge program with included both in person and online components. She noted that how well that program worked given the short preparation time they had in this start-up year. After a brief discussion of the EOP Program and goals, it was decided that a longer presentation on the program would be offered a future committee meeting.

4.1.4 Vice President of Workforce Development & Partnerships

The Board extended their condolences to Dr. Kimura and her family. Dr. Durant reported that a new High School Completion program was launched in conjunction with Auburn Enlarged City School District. The program is focused on preparing students to the high school equivalency exam, but it also incorporates career and college exploration. There will be a presentation on this start up program later in the semester.

4.1.5 CFO/Treasurer

Ms. Albrecht, CFO & Treasurer introduced Mary Beth Leeson, as our new Comptroller, before she presented the July 2022 Financial Report. Highlights of the report included:

The July statements were reviewed, as August is year-end and still being reviewed as final PS's are being closed. August financials will be reported in September. Ms. Albrecht stated that the July Income and Expense reports had not changed much from prior months.

Ms. Albrecht stated that the annual audit process will begin soon and will be completed mostly through virtual technology. There was some discussion about the timing of year-end work flow and audit timing and process.

4.1.7 Student Trustee

Ms. Wiseman was not present to offer a report.

4.1.8 CCCC Foundation

Mr. Cosentino announced that Foundation is celebrating its 40th Anniversary this year and that is the theme of their Annual Fund Campaign is "40 for 40" to raise $40,000, and will be launched in the coming weeks.

The Foundation was pleased with the turnout for Food Truck Events on both campuses, with 400 in attendance at both events. Mr. Cosentino thanked Dr. Durant, Trustee Klink, Dr. Cathleen Dotterer, Doug Kinney and Amanda Reed for their help making the events so successful. The Foundation Board has expressed support for hosting similar events in the future.

Mr. Cosentino reported that there are already 50 vendors registered for December's Craft Fair. This year's event will include food trucks, a children's art table and entertainment. Finally, Mr. Cosentino announced that Ginny Kent, Associate Director of Development and Director of Alumni Affairs will be retiring after nearly five years of service. The Foundation welcomes Kia Larsen to their staff; he stated that Kia comes with a diverse background in Higher Education, the private sector and county government.

5.0 OLD BUSINESS
None

6.0 NEW BUSINESS
None

7.0 COMMUNICATIONS
None

8.0 INFORMATION
8.1 2021 - 2022 Trustee Attendance at County Legislature Meetings
8.2 Board of Trustees Contact List
8.3 Video & Phone Conference Procedure for Board of Trustee Meetings
8.4 2021 – 2022 Board and Committee Meeting Dates
8.5 Acronyms and Their Meanings
8.6 Open Meeting Executive Session Law

9.0 EXECUTIVE SESSION

Mr. Franceschelli announced there was a need to enter executive session for the purpose of discussing real estate matters. He stated no further business would be conducted at the conclusion of the executive session. Ms. Brown made a motion to exit regular session and enter executive session. Mr. Coleman seconded the motion which carried with all in favor. Executive session began at 8:48 AM.

10.0 ADJOURNMENT

With all business complete, Mr. Franceschelli asked if there was a motion to exit executive session and adjourn the meeting. Dr. Van Buskirk made the motion, Mr. Klink seconded the motion which carried with all in favor.

Executive session ended and the meeting adjourned at 9:38 AM

Recorded & transcribed by:

Annette LeFever
Secretary to the Board

Respectfully submitted:

Tricia Kerr,
Secretary, Board of Trustees

Z= attendance via Zoom, E = Excused, A= Absent

Quorum Calls

Board of Trustees Meeting **September 22, 2022**

Name	**Present**		**3.1.1**		**3.1.2**		**3.1.3**		**3.1.4**		**3.1.5**							
	Yes	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**
Ms. Brown (Marian)	**Z**		All in Favor		**All in Favor**		**All in Favor**		**X**		**X**							
Mr. Camardo (John)	**Z**								**X**		**X**							
Mr. Coleman (Mark)	**X**								**X**		**X**							
Mr. Franceschelli (Tony)	**X**								**X**		**X**							
Ms. Hutchinson (Stephanie)	**X**								**X**		**X**							
Ms. Kerr (Tricia)	**X**								**X**		**X**							
Mr. Klink (John)	**X**								**X**		**X**							
Dr. Van Buskirk (Linda)	**X**										**X**							
Ms. Winfield (Angela)		**E**																
Ms. Wiseman (Grace)		**A**																

Recorded by Annette LeFever
September 22, 2022