

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Tuesday, December 20, 2022.

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| Auburn Campus: | Mr. Tony Franceschelli, Chair Ms. Marian Brown, Vice Chair Ms. Tricia Kerr, Secretary Mr. Mark Coleman, Trustee Dr. Brian M. Durant, President Dr. Ronald Cantor, Provost/ VP Academic Affairs Dr. Cathleen Dotterer, VP Student Affairs Ms. Lindsey Suppes, Director of Human Resources Ms. Kelly Albrecht, CFO & Treasurer Ms. Mary Driscoll Mr. Guy Cosentino, Executive Director CCC Foundation Ms. Monika Salvage Ms. Annette LeFever, Board Secretary Mr. Andrew Poole |
| Via Zoom: | Mr. John Klink, Trustee Mr. John Camardo, Trustee Ms. Stephanie Hutchinson Trustee Dr. Linda Van Buskirk, Trustee Dr. Keiko Kimura Dr. Terry Kupp Mr. Richard Bower Mr. Eric Zizza Ms. Rebecca Devendorf Ms. Misty Digaetano Mr. Dan Oneil |
| 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

Ms. Monika Salvage requested time to speak to the Board. Ms. Salvage is the Healing Communities Project Director for Cayuga County Mental Health. She thanked the Board and college staff for supporting addiction services in Cayuga and Oswego Counties; specifically, Narcan training imbedded within the nursing program, and support of the Certified Alcohol and Substance Abuse Certification (CASAC) program. The Healing Communities program sponsored three students in the CASAC program, which will graduate their first cohort this month. Over 50 nursing students at both the Auburn and Fulton campus have been trained on Narcan overdose treatments. Professor Mary Driscoll and Dr. Durant expressed appreciation for Ms. Salvages' advocacy efforts within the community and recognized her contributions to college programs.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the October 27, 2022 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Brown, seconded by Ms. Hutchinson, and carried by unanimous voice vote.

3.0 BOARD EDUCATION

3.1 Middle States Commission on Higher Education (MSCHE) Self Study Process

Professor's Terry Kupp and Richard Bower are the Self Study Co-Chairs, they explained the MSCHE accreditation process including the Self Study Process. Highlights of their presentation included:

- The Self Study is an essential part of maintaining accreditation. It is a multi-year process that should be a true evaluation of how well we are performing and meeting our strategic plan goals. MSCHE outlines the process and requirements and makes a final determination at the conclusion of the process.
- A timeline was shared.
- MSCHE has Seven standards on which the college is evaluated. A Steering Committee has been formed consisting of Standard co-chairs who were selected based on their area expertise. In addition to the seven standards, the college has opted to include two additional committees: Evidence Collection and Communication. Committee co-chairs and teams have been selected and will soon begin meeting and complete their work over the next year.
- Several key campus constitutions have participated in a Self-Study Institute (SSI) offered by MSCHE. The SSI was a series of five webinars. And three people attended a Conference to learn more about self-study best practices.
- MSCHE representative Paul Stanley will make his first visit to campus on April 26th. He will meet with various campus groups, including a session with Trustees. The purpose of his visit is to review and approve our study design.

4.0 COMMITTEE MEETING NOTES

4.1 Finance & Audit Committee

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

4.1.1. Resolution to Approve the Civil Service Title Accountant

Dr. Durant explained a recent retirement requires we fill a position in the accounts payable area. He recommends filling this position with a higher-level title to assist with contract compliance and improve department efficiencies. Ms. Hutchinson read the resolution and made a motion to approve, Ms. Brown seconded the motion. The motion carried by unanimous voice vote.

4.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee notes were included in the agenda pack and there would be one business item to put forth this month. Dr. Durant provided a high level overview of the Proposed Strategic Plan. He handed out printed versions of the plan and led a brief discussion on the process and recommendations.

4.2.1 Resolution to Adopt the 2022-25 Strategic Plan

Dr. Van Buskirk read the resolution and asked if there was a motion to approve, Mr. Klink made a motion to approve and Mr. Franceschelli Seconded the resolution and called for a roll call vote. The motion carried with a roll call vote of 8:0.

5.0 REPORTS

5.1 College Reports

5.1.1 **President's Report**

Dr. Durant thanked the Board for supporting Strategic Plan, he also thanked Dr. Kimura, the Presidents Council for their work developing the Strategic Plan and associated Key Performance Indicators. He noted his appreciation for the thoughtful participation of so many faculty and staff over the past year or more, who have contributed ideas and feedback that was incorporated into the plan.

Dr. Durant also noted the end of the semester is today, and he thanked the entire college community and foundation for a very successful semester before wishing everyone a happy holiday and safe break.

5.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor's written report was included in the agenda pack. He recognized Terry Kupp and Richard Bower for the outstanding work they have done on the MSCHE SSI and complimented their efficiency in this very complex process.

Dr. Cantor spoke about his experience at the MSCHE conference. He was impressed with the PA Sate Chancellor, who spoke of the trends in consolidating campuses, both in PA and across the country. A discussion about several NY campus positions ensued, with the key take away being the importance of meeting local employer needs and creating pathways to local employment as well as transfer paths.

5.1.3 Vice President of Student Affairs

Dr. Dotterer's written report was included with the agenda pack. She reported that filming of a new ad has recently been completed, and thanked Andrew Poole for his **work on the project. The new ad builds on the theme "Tell your story" and features** each division of the college.

Dr. Dotterer spoke about Spring enrollment trends. While application numbers are flat, they have done a better job of getting info and messaging out before the holiday and hope this makes an impact on January numbers. Finally, she thanked Grace Wiseman for her service as a Student Trustee and as the outgoing SGO president and wished her well after graduation. Grace was an important part in the successful transition of incoming SGO board members.

5.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura thanked the Board for approving the Strategic Plan and for their part in offering feedback and participating in data and KPI development meetings. Dr. Kimura discussed two ongoing sponsored projects. First, the Empire State Development Strategic Workforce Development Project application which will seek funding for capital construction support of the Fulton Police Academy and expand the capacity of the microcredential program in the area of electro-mechanical technology.

The second program she described is a partnership with SUNY Oswego to develop a four-week bootcamp for Instructors of workforce development programs. As this field grows, there is a need for more skilled trainers. This program seeks to fill that gap. Trustee Kerr asked if the bootcamp program included the BOCES programs. A lengthy discussion ensued regarding credit vs. non credit programs and the need for skills trainer at a variety of locations including BOCES, Centersate CEO, OCC and other organized labor groups.

5.1.5 CFO/Treasurer

Ms. Albrecht, CFO & Treasurer's October Finance Report was in the agenda pack; and since it is so early in the annual budget cycle, there are no additional updates from the committee report. She reported that work on the Auburn wellness center has begun and it is expected that the majority of work can be completed using inhouse staff to rehab the designated space. She noted seven trees have been removed, in some highly visible location, contributing to an improved campus aesthetic. Additional trees will be removed next Spring, as budget allows. Most being in the nature trail area and which do not present an immediate or safety need. Finally, she stated that the audit work is going well and will soon be wrapping up. The new GASBE changes are in effect this year and have taken some additional work and time throughout the audit process.

Trustee Camardo asked for clarification about the unrestricted fund balance, noting an increase from last year. Ms. Albrecht explained the amount reflected is related to HEERF funding and the timing of when the funds are spent.

5.1.7 Student Trustee

Trustee Wiseman was not in attendance. Ms. Wiseman is graduating at the end of this term and will step down as trustee at the end of this month. A new student election was held and Madeline Lentini will be sworn in as Student Trustee in January 2023

5.1.8 CCCC Foundation

Mr. Cosentino thanked several members of the college staff, including Cathy Dotterer, Doug Kinney and the entire facility staff for their great work on the 47th annual Craft Fair. The event was well attended and all feedback has been positive.

He stated the **College Foundation is receiving a strong response to its “40 For 40” Annual Campaign** with excellent support from College employees to mark the **Foundation’s 40th Anniversary**. He further noted that a Spartan Extra publication and **Foundation’s Annual Report and Donor Statements have recently been mailed. Mr.** Cosentino thanked Annette LeFever, Mary Driscoll and Andrew Poole for their help on both items.

Finally, he thanked Dr. Cantor, Chef Patrick Leibacher and his students for their work at recent Foundation event held at the Culinary Institute.

6.0 OLD BUSINESS
None

7.0 NEW BUSINESS
None

8.0 COMMUNICATIONS
None

9.0 INFORMATIONAL FORMS INCLUDED

- 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

10.0 EXECUTIVE SESSION

Mr. Franceschelli announced there was a need to enter executive session for the purpose of discussing personnel 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. Ms. Kerr seconded the motion which carried with all in favor. Executive session began at 9:21 AM.

11.0 ADJOURNMENT

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

Executive session ended and the meeting adjourned at 9:37 AM

Recorded & transcribed by:

Respectfully submitted:

Annette LeFever
Secretary to the Board

Tricia Kerr,
Secretary, Board of Trustees

| Name | | Present | | Consent Agenda | | 4.1.2 Voice | | 4.2.1 Roll Call | | | | | |
|----------------------------|--|---------|---|----------------|---|--------------|---|-----------------|---|--|--|--|--|
| | | Y | N | Y | N | Y | N | Y | N | | | | |
| Ms. Brown (Marian) | | X | | All in favor | | All in favor | | X | | | | | |
| Mr. Camardo (John) | | Z | | | | | | X | | | | | |
| Mr. Coleman (Mark) | | X | | | | | | X | | | | | |
| Mr. Franceschelli (Tony) | | X | | | | | | X | | | | | |
| Ms. Hutchinson (Stephanie) | | Z | | | | | | X | | | | | |
| Ms. Kerr (Tricia) | | X | | | | | | X | | | | | |
| Mr. Klink (John) | | Z | | | | | | X | | | | | |
| Dr. Van Buskirk (Linda) | | Z | | | | | | X | | | | | |
| Ms. Winfield (Angela) | | | E | | | | | | | | | | |
| Ms. Wiseman (Grace) | | | A | | | | | | | | | | |

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

Recorded by Annette LeFever
December 20, 2022