

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

Minutes of the regular meeting of the Board of Trustees held **Thursday, October 27, 2022.**

Auburn Campus: Mr. Tony Franceschelli, Chair  
Ms. Stephanie Hutchinson Trustee  
Ms. Tricia Kerr, Secretary  
Mr. John Klink, Trustee  
Ms. Marian Brown, Vice Chair  
Ms. Grace Wiseman, 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 Beth Leeson, Comptroller  
Mr. Guy Cosentino, Executive Director CCC Foundation  
Mr. Jeffry Pirozzolo, AECSA Superannuant  
Ms. Dee Murphy, HSC Program Instructor  
Mr. Michael Losani, HCC Program Instructor  
Ms. Annette LeFever, Board Secretary

Via Zoom: Dr. Linda Van Buskirk, Trustee  
Ms. Angela Winfield, Trustee  
Ms. Rebecca Devendorf  
Mr. Eric Zizza  
Ms. Misty Digaetano  
Ms. Karen Wheat  
Mr. Andrew Poole

Regrets Mr. John Camardo, Trustee  
Mr. Mark Coleman, Trustee

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

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the September 22, 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 High School Completion Program

Dr. Durant welcomed Jeff Pirozzolo, Superintendent of Auburn Enlarged City School District, Michael Losani and Dee Murphy, HSC Instructors to the meeting.

Dr. Keiko Kimura presented a slideshow highlighting the program outline, enrolled participant demographics and resources available to enrolled students. There are currently 13 students enrolled, with an equal split of male to female. Dr. Kimura discussed campus services that are available to students including the food pantry and that they are working with local service agencies to provide, snacks, transportation. She further described two key contracts the college holds through the NYSDOE that are excellent resources to this program. The NYS Director of Accountability of Adult Education, led by Rosemary Matt who is responsible to compliance monitoring of all adult ed programs in the state and responsible for reporting to the federal adult education system. Cayuga also holds the Regional Adult Education Network (RAEN) contract for the NYS Central and Southern tier, which is responsible for adult ed provider training and professional development. Both program directors have been instrumental in developing the program, selection of materials, and have donated laptops for students to use.

Mr. Pirozzolo stated his appreciation to Dr. Durant and the college for this partnership, which he described as smooth from concept discussion through start up.

Mr. Pirozzolo said that the public focus on educations is always on graduation, but that his passion is in creating pathways for all learners to be successful, and that in fact, success looks different for every individual. He believe in supporting students for however long it takes and through challenges they face along the way that may delay their path to HS completion. Weather they go on to employment, or are working simultaneously and this program can help students define their own path to success and independence. Mr. Losani and Ms. Murphy echoed those sentiments and stated the majority of student who have left the classroom are dealing with anxiety and the college environment is a good space for them to come to and allows them to tap into the program and college resources without the normal stresses of the high school environment.

### 4.0 COMMITTEE MEETING NOTES

#### 4.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from October 13, 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 Municipal Health Care Consortium Agreement

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

#### 4.1.2 Resolution to Accept Fulton Campus Police Academy Funding

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried with a 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. Before reading the resolution, Dr. Van Buskirk offered an update on her attendance at the NYCCT September Conference. She reiterated the value of the conference and stressed it offers Trustees a perspective on what initiative and issues other community colleges are dealing with. She offered her conclusion that Cayuga is addressing similar issues at or beyond the level she sees other campuses doing.

##### 4.2.1 Resolution to Amend the Cayuga Community College Naming Policy

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

#### 5.0 REPORTS

##### 5.1 College Reports

###### 5.1.1 President's Report

Dr. Durant Thanked the Oswego county Legislature and announced that they have passed a resolution to fund the Fulton Campus Police Academy Capital Project in the amount of \$400K. He also thanked Dr. Cantor and Professor Eric Zizza and Oswego County Sheriff for their work to refine concept and align instructional resources with a community need. A resolution to formally create the Police Academy Capital Project will be on the Cayuga County Legislature November agenda, and will then need to be submitted to the SUNY Capital Projects office for approval.

Dr. Durant discussed the recent Micron (microchip manufacturer) announcement. He shares an excitement for what this means for the region's economic development and stated he has already been part of several conversations with folks at OCC and SU who are set to receive significant funding from this project. He stated that Cayuga stands ready to support the education and workforce development needs of the community and region, but stressed that how we do this will unfold over the next several months and years to come.

###### 5.1.2 Provost & Vice President of Academic Affairs

Dr. Cantor's written report was included in the agenda pack. He reflected on his 2021-22 goal to fully integrate academic offerings with workforce development programs and noted a significant overlap between his academic report and Dr Kimura's

workforce Development report and described several of those efforts. Trustee Brown asked how the Police Academy aligns within our academic offerings. Dr. Cantor explained the reciprocal nature of the programs. Cayuga students enrolled in CJ program can receive some credits towards the Police Academy training requirements. Police Academy minimum age is 20, therefore younger student can enroll in CJ courses and receive PA credits when they reach the age requirement. They could essentially complete all their PA requirements other than firearms training, which is subject to the age requirements. And likewise, PA enrollees may be simultaneously enrolled in credit bearing courses and working towards a credential or degree program.

#### 5.1.3 Vice President of Student Affairs

Dr. Dotterer's written report was included with the agenda pack. She discussed Fall Enrollment has not changed from our last meeting, which is good, since we are through the drop period. Her team is now focused on Spring enrollment and they are seeing a continued interest in returning to in-person classes. Her other focus is on marketing. She has met with a new company who specializes in digital integrations and they are designing a plan to customize our online and digital footprint. She is also working with faculty to develop short videos on each division.

#### 5.1.4 Vice President of Workforce Development & Partnerships

Dr. Kimura stated that she and others have been busy planning for the Middle States Commission on Higher Education (MSCHE) Self Study Institute which is tied to our institutional accreditation process. We are in the initial planning phases now and it is a lot of work. After a brief discussion, it was decided that our December Board Education session would focus on the Self Study process and timeline.

Dr. Kimura offered an update on the Cornell Prison Education Program. She thanked Emily Cameron and the Financial Aid office for their behind the scenes TAP program work to acquire Certificates of Residence for participants, noting the challenges involved in this task.

#### 5.1.5 CFO/Treasurer

Ms. Albrecht, CFO & Treasurer's September Finance Report was in the agenda pack; and since it is so early in the annual budget cycle, there are no updates from the committee report. Ms. Albrecht stated that the annual audit begins on Monday, and auditors will be fully remote again this year. This has worked well for both college and audit staff.

Finally, Ms. Albrecht offered an update on several facility areas including the following highlight: The college grounds crew have completed their fall Nature trail work including mowing, some drainage work and removed a dilapidated wood bridge. Some additional tree work may be complete if a vendor and budget factors allow before winter weather sets in. She reported that heaters have been acquired so that crews can continue site-work at the Workforce Development center through the winter months.

#### 5.1.7 Student Trustee

Trustee Wiseman state her appreciation for the several food truck programs offered this semester, stating they do attract many students and that has been helpful for recruiting club membership. The Student Association held their annual clubs meeting, with 5-6 clubs present (via Zoom) which is the largest group she can recall since the pandemic. She stated it is good to see more activity on campus and a growing interest in being involved with student clubs and more events returning. There is a Halloween parting tomorrow night.

#### 5.1.8 CCCC Foundation

Mr. Cosentino thanked the members of the Board and staff who have contributed to the ongoing “40 for 40” Campaign, which recognizes the fourth-year anniversary of the Foundation. He stated the Foundation Audit is scheduled to begin in the coming weeks and thanked Ms. Albrecht for her assistance in preparing for that. He asked trustees to mark their calendar for a Holiday event the Foundation is hosting on December 13<sup>th</sup> at the Culinary Center. And finally, he stated that he and his staff are very busy planning for the 46<sup>th</sup> annual Holiday Craft Fair, held the first weekend in December. Mr. Cosentino stated that there are currently 97 vendors and 8 community tables signed up for the fair, which is very near max capacity. They have also set aside tables for student clubs. He is working with Dr. Dotterer to recruit student volunteer helpers. There will be several food trucks on site for the event.

#### 6.0 OLD BUSINESS None

#### 7.0 NEW BUSINESS

##### 7.1 President’s Annual Performance Review

Chair Franceschelli stated that the Board has recently completed the annual evaluation of President Durant and have prepared a resolution to issue a merit pay incentive payment. Mr. Franceschelli read the resolution. Ms. Brown made a motion to approve the resolution and Mr. Klink seconded the motion. The motion carried with a roll call vote of 8:0.

#### 8.0 COMMUNICATIONS None

9.0 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

10.0 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.

11.0 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:

Respectfully submitted:

Annette LeFever  
Secretary to the Board

Tricia Kerr,  
Secretary, Board of Trustees

**Board of Trustees Meeting**

**Quorum Calls  
October 27, 2022**

Name	Present		4.1.1		4.1.2		4.2.1		7.1.1		
	Y	N	Y	N	Y	N	Y	N	Y	N	
Ms. Brown (Marian)	X		All in favor		All in favor		All in favor		X		
Mr. Camardo (John)		X									
Mr. Coleman (Mark)		X									
Mr. Franceschelli (Tony)	X								X		
Ms. Hutchinson (Stephanie)	X								X		
Ms. Kerr (Tricia)	X								X		
Mr. Klink (John)	X								X		
Dr. Van Buskirk (Linda)	Z								X		
Ms. Winfield (Angela)	Z								X		
Ms. Wiseman (Grace)	Z								X		

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

Recorded by Annette LeFever  
October 27, 2022