

Cayuga County Community College  
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held August 24, 2023.

Auburn Campus:	Mr. Tony Franceschelli, Chair Ms. Marian Brown, Vice Chair Dr. Linda Van Buskirk, Trustee Ms. Stephanie Hutchinson Trustee Ms. Tricia Kerr, Secretary Mr. Mark Coleman, Trustee Ms. Angela Winfield, Trustee Dr. Brian M. Durant, President Dr. Cathleen Dotterer, VP for Student Affairs Dr. Ron Cantor, Provost & VP for Academic Affairs Mr. Guy Cosentino, Executive Director CCC Foundation Mr. Andrew Poole Ms. Annette LeFever
Via Zoom:	Dr. Keiko Kimura, VP for Workforce Development/Partnerships Mr. Eric Zizza Ms. Rebecca Devendorf Mr. Dan Oneil Mr. Terry Quill Ms. Misty Gaetano
Absent:	Ms. Madeline Lentini, Trustee Ms. Kelly Albrecht, CFO & Treasurer

Chairperson Franceschelli called the Regular Session Meeting to order at 8:01 AM

**1.0 EXECUTIVE SESSION**

Chairman Franceschelli stated there was a need to enter a brief executive session for the purpose of contract negotiations and asked for a motion. Dr. Van Buskirk made a motion to enter executive session. Ms. Brown seconded the motion, which carried with all in favor. Executive session began at 8:03 AM.

Ms. Kerr motioned to end executive session and resume Regular session. M. Coleman seconded the motion, which carried with all in favor. Executive session ended and Regular session resumed at 8:21 AM.

**2.0 CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the June 22, 2023 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Kerr, seconded by Dr. Van Buskirk, and carried by unanimous voice vote.

### 3.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Hutchinson stated the meeting notes from August 15, 2023 committee meeting were included in the agenda pack. She stated the Committee has discussed and endorsed several resolutions that are described in the notes. She recommended bundling the standard business items into one resolution for a voice vote.

Ms. Hutchinson asked if there was a motion to bundle the following standard business resolutions:

- 3.1. Resolution to Approve Website CSM Bid Award
- 3.2. Resolution to Grant Emeritus Professor Status to Steven Keeler
- 3.3. Resolution to Approve the Faculty Appointment of Erin McCormack
- 3.4. Resolution to Approve 4 Job Titles & Civil Service Slots

Ms. Brown made a motion to approve all four resolutions. Mr. Franceschelli seconded the motion which carried with all in favor.

#### 3.5. Resolution to Approve Non-Bargaining Salary Increase

Ms. Hutchinson read the resolution and made a motion to approve, Mr. Franceschelli seconded the motion. The motion carried by a roll call vote of 7:0.

### 4.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES

Dr. Van Buskirk stated the meeting notes from August 15, 2023 committee meeting were included in the agenda pack. She stated the Committee has discussed and endorsed two resolutions as described in the notes.

#### 4.1. Resolution to Approve Health Careers Concentration

Dr. Van Buskirk made a motion to approve, Ms. Brown seconded the motion, which carried by unanimous voice vote.

#### 4.1.3. Resolution to Approve Chosen Name, Gender Identity & Pronoun Policy

Dr. Van Buskirk made a motion to approve. Ms. Kerr seconded the motion, which carried by unanimous voice vote.

### 5.0 COLLEGE REPORTS

#### 5.1 President's Report

Dr. Durant explained to those observing the meeting that we are making some changes to make board meeting more efficient, freeing up time to focus on strategic priorities that move the college forward. These suggestions come from the Board and Senior College Leadership team's participation in a year-long Aspen Leadership training.

The Board agendas will begin to bundle routine business items which are fully vetted in Committee meetings. Trustees may still choose to comment on any items they feel need further discussion. Non-routine business items, such as those requiring roll call votes will continue as stand alone resolutions.

Dr. Durant noted the retirement of long-time faculty member, Professor Steve Keeler. Professor Keeler achieved the rank of SUNY Distinguished professor and has been a vibrant part of Cayuga for over thirty years. The President and Trustees wish him a long and happy retirement.

Dr. Durant described the process that the Leadership Team & President's Council have been working through to develop annual Strategic Priorities and measurable goals aligned to student outcomes. There are four specific areas that he will outline for the college community at a September 1<sup>st</sup> semester kick-off campus address. The process has been intentionally designed to engage faculty and all functional areas to understand the common goals the college is working towards. Communication with faculty, staff and the Board are the final step to the plan and are being finalized now.

Finally, the President offered an update on Capital projects in process as well as various general campus repairs and upgrades happening now. Notably, there are several masonry repairs happening around the Auburn campus.

## 5.2 Provost & Vice President of Academic Affairs

Dr. Cantor spoke briefly about the Strategic Priority area he is working closely with, which is redesigning the course schedule to meet current needs of students and align it to pathways for students on the Auburn or Fulton campus and online. He spoke about how closely this is aligned to the Advisement Priority. Dr. Van Buskirk asked if any areas would be overburden by the workloads from this work, specifically IR and IT, as both have limited staff already. Dr. Durant and Cantor acknowledged there may be some pressure-points but that a function of their leadership responsibility is monitoring workloads and adjust timelines and staffing resources as needed.

## 5.3 Vice President of Student Affairs

Dr. Dotterer describes some new ways the student engagement team is handling open house and orientations days this year. She thanked her team for being open to incorporating innovative new strategies into their planning. Including a Discovery Day and new processes around the deregistration process. Dr. Dotterer stated that we are currently at 90% of our enrollment goal with some numbers, such as CPEP not yet included. Mr. Franceschelli asked if that numbers is inclusive of both on campus or online enrollment. Dr. Dotterer answered that all areas of enrollment are closely tracked, but that is the total overall percentage towards the goal.

5.4 Vice President of Workforce Development & Partnerships

Dr. Kimura reported that October is Manufacturing Month and she and her team are planning several events to highlight Manufacturing career tracks including: an Middle School Manufacturing Expo in both Auburn and Fulton. She stated that Cayuga has a representative that sits on a Micron planning committee in both Cayuga and Oswego County, and we participate in four Micron subcommittees. She described the work of the Future-Ready Consortium that is working on a roadmap to prepare the regional workforce needs by Microns planned 2028 hiring needs.

Dr. Kimura described some changes in the Cornell Prison Education Program (CPEP). With the planned federal reinstatement of TAP, there are some reforms to Middle states requirements expected over the next several months. She and her staff are working their way through these changes to be sure we are prepared.

Finally, Dr. Kimura stated the non-credit catalog had been published. She highlighted that the Wells College Sustainability Partnership is continuing this year and will include a sustainability talk and dinner with an Owasco permaculture farm.

5.5 CFO/Treasurer

Ms. Albrecht was not able to attend today's meeting. Dr. Durant stated that June financial summary was provided with the Board materials. Staff have been preparing for the fiscal year close out and the audit season will begin soon afterwards.

5.6 Student Trustee

Trustee Lentini was not able to attend today's meeting.

5.6 College Foundation

Presidents' Circle Dinner was a great success and recognized donors, students and outgoing Board Members Kelley Gridley, Ted Herrling '72 and John Klink '66. Scholarship award letters for the 2023/24 Academic Year have been sent to students. He noted the focus of the 2023-2024 Foundation's Annual Campaign will celebrate the College's 70<sup>th</sup> Birthday with a "\$70 for 70 Campaign". The Campaign will be kicked off with the next issue of *The Spartan*.

The Foundation is again bringing food trucks at the start of the Fall Semester. They will be on the Fulton Campus September 11<sup>th</sup> and in Auburn on September 12<sup>th</sup>. The Foundation invites trustees to attend. The Foundation is working with Art Professor Melissa Johnson to bring in exiled political cartoonist Pedro Molina as our 2023-24 Brunell Visiting Scholar. They are also working with the English and SOMA faculty to bring students in May to Gifford Lecture Series speaker Art Spiegelman, who won the Pulitzer Prize for "Maus", a graphic novel about the Holocaust. And finally, he noted the Annual Craft Fair is schedule for December 1<sup>st</sup> and 2<sup>nd</sup>.

6.0 OLD BUSINESS  
None

7.0 NEW BUSINESS

Mr. Franceschelli introduced one item as new business. He stated an agreement with the AFSCME Local 932c bargaining unit has been reached and the membership has voted to approve the agreement on Monday. Therefore, he is introducing a resolution to approve the agreement.

7.1 Resolution to Approve AFSCME Local 932-C Agreement dated 2023-2026

Mr. Franceschelli read the resolution and asked if there was a motion to approve. Ms. Brown Made the motion. Ms. Hutchinson seconded the motion, which carried by a roll call vote of 7:0.

8.0 INFORMATIONAL FORMS INCLUDED

- 8.1 2022 - 2023 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 2022 - 2023 Board and Committee Meeting Dates
- 8.5 Acronyms and Their Meanings
- 8.6 Open Meeting Executive Session Law

10.0 EXECUTIVE SESSION

Chairman Franceschelli stated there was a need to enter a brief executive session for the purpose of real estate and personnel matters. He stated there would be no further Board business conducted after this executive session. Mr. Coleman made a motion to enter executive session. Ms. Kerr seconded the motion, which carried with all in favor. Executive session began at 8:55 AM.

10.0 ADJOURNMENT

Dr. Van Buskirk motioned to end executive session and adjourn the meeting. Ms. Hutchinson seconded the motion, which carried with all in favor.

Executive session ended at the meeting adjourned at 9:21 AM

Recorded & transcribed by:

Annette LeFever  
Secretary to the Board

Respectfully submitted:

Mark Coleman,  
Secretary, Board of Trustees

Regular session: Quorum Calls August 24 2023	Present	Consent Agenda	3.1-4 Finance Bundle	3.5 Non-bargaining salary increase	4.1 Health Care Concentrations	4.2 Chosen Name Policy	4.3 AFSCME agreement
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Kerr	Brown	Hutchinson	Van Buskirk	Van Buskirk	Brown
		Van Buskirk	Franceschelli	Franceschelli	Brown	Kerr	Hutchinson
		Voice	Voice	Roll Call	Voice	Voice	Roll Call
Ms. Brown (Marian)	P	All in Favor	All in Favor	Y	All in Favor	All in Favor	Y
Mr. Coleman (Mark)	P			Y			Y
Mr. Franceschelli (Tony)	P			Y			Y
Ms. Hutchinson (Stephanie)	P			Y			Y
Ms. Kerr (Tricia)	P			Y			Y
Ms. Lentini (Madeline)	E			-			-
Dr. Van Buskirk (Linda)	P			Y			Y
Ms. Winfield (Angela)	P			Y			Y

P = Present    P/Z = Present via Zoom    E = Excused    A = Absent