

Cayuga County Community College  
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held September 28, 2023.

Fulton Campus: Mr. Tony Franceschelli, Chair  
Ms. Marian Brown, Vice Chair  
Dr. Linda Van Buskirk, Trustee  
Dr. Brian M. Durant, President  
Dr. Keiko Kimura, VP for Workforce Development/Partnerships  
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  
Mr. Noah Sweating

Via Zoom: Ms. Stephanie Hutchinson Trustee  
Ms. Tricia Kerr, Secretary  
Mr. Mark Coleman, Trustee  
Ms. Angela Winfield, Trustee  
Ms. Madeline Lentini, Trustee  
Ms. Tessa Higgins, student  
Ms. Kelly Albrecht, CFO & Treasurer  
Ms. Lindsey Suppes, Director of Human Resources  
Mr. Eric Zizza  
Ms. Rebecca Devendorf  
Mr. Terry Quill  
Ms. Annette LeFever

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

1.0 PUBLIC COMMENTS

Student Tessa Higgins spoke about the important role Adjunct faculty play at the college. She expressed her opinion that Adjust staff should receive full time status and pay.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the August 24, 2023 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Brown, seconded by Dr. Van Buskirk, and carried by unanimous voice vote.

3.0 BOARD EDUCATION

In lieu of a Board Education topic this month, Dr. Durant will lead a tour of the renovated **Fulton Event center and proposed Police Academy spaces at the conclusion of today's meeting.**

#### 4.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Hutchinson stated the meeting notes from September 14, 2023 committee meeting were included in the agenda pack. She stated there are two resolutions to consider that are both described in the notes.

##### 4.1 Resolution to Faculty Appointments

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

##### 4.2 Resolution to Award Banking and Credit Cared Services Bid

Ms. Hutchinson made a motion to approve, Dr. Van Buskirk seconded the motion. Mr. Franceschelli abstained, the motion carried by a roll call vote of 7:0.

#### 5.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES

Dr. Van Buskirk stated the meeting notes from September 14, 2023 committee meeting were included in the agenda pack. There are no resolutions to put forth this month.

#### 6.0 COLLEGE REPORTS

##### 6.1 **President's Report**

Dr. Durant reported that the County Legislature has approved the AFSCME (maintenance) labor agreement, which was the final step in the process. He thanks Trustee Kerr and her colleagues on the legislature for a smooth process.

Dr. Durant offered a follow up from last meetings discussion about making minor changes to our meeting and agenda formats to maximize board time and focus more on strategic priorities and less on routine business items. He stated that he has met with Trustee Brown to discuss several ways to accomplish this and there was an extended discussion at the Governance & Planning committee about this. He expects some changes to be implemented by the December Board meeting.

Dr. Durant offered an update on the implementation of the Strategic Plan. He shared a graphic chart that demonstrated the chain of responsibilities for monitoring the plan and he discussed the campus communication plan. The **President's Council has held two meetings with managers and supervisors** to support the next step in the process, which is to collect area annual goals and document their alignment to the strategic plan, SEM plan and to the Middle States standards. A planning document was shared to demonstrate this process.

Trustees asked several questions about how benchmarks and measurable goals will be shared with the Board. Dr. Durant explained that part of the Board meeting reorganization will allow for more time to discuss project strategies and outcomes at committees, Board monthly reports will be reorganized around priority areas and semi-regular KPI (key performance area) data reports will be shared.

Finally, Dr. Durant shared that we have met our fall enrollment goal and there are still have a few outliers to account for (CPEP and K-12 continue to trickle in) He thanked the student affairs staff for their diligent work this summer and fall to keep pace with the added enrollment. There is a noticeable increase in in-person presence on campus this semester, which is a delight to see. Mr. Franceschelli reiterated **the Board's thanks to Dr. Dotterer and her staff for their hard work.**

## 6.2 Provost & Vice President of Academic Affairs

Dr. Cantor stated that the two biggest buzzwords in higher education today are priorities and alignment. He described how this applies to Academic Affairs at Cayuga. Faculty have spent the past year conducting a program-by-program review of A.A. degree programs to ensure our programs meet the new SUNY General Education Requirements. A review of A.S. programs will begin this semester. He noted we are in good shape compared to many of our peer organizations. He further described how the Middle States Accreditation Process is aligned to the college strategic goals, is beginning to pick up pace with standard committee work at the same time as the college is undertaking a strategic project to review the master scheduling architecture. Trustees asked several questions about the process. It was decided there would be a work-session offered to trustees in the next few weeks to delve deeper into this process.

## 6.3 Vice President of Student Affairs

Dr. Dotterer thanked the Foundation for hosting Food Trucks on both the Auburn and Fulton campuses. A Block party was also held earlier this week. There is a noticeable increase in attendance at both events. She noted increase traffic on campus is a pleasure to see. Dr. Dotterer went on to describe her participation over the past year with a SUNY Enrollment Systems Manager meetings that has been providing guidance on pending changes to the federal FAFSA application. This is the first overhaul of the program in forty years and is intended to make the process easier for students to complete. With this will come several changes to how we must track and process application data which will result in a great deal of work to our internal IT system.

The Auburn Campus Wellness Center will open in October. You may recall the Fulton Wellness space was complete and opened last year, but the Auburn space required more extensive renovations. The space will put several student supports service in one space, including the food pantry, and community partner. Finally, Dr. Dotterer noted the retirement of long-term staff member, Bruce Blodgett, Director of Admissions. Bruce has held this position for nearly 20 years and has been a dedicated employee. We wish him a long and happy retirement.

6.4 Vice President of Workforce Development & Partnerships

Dr. Kimura reported that Assessment Day is scheduled for October 10<sup>th</sup>. **This year's theme is "Leading from where you are," which is connected to where we are in the Strategic Plan and Middle Stated planning process.**

Dr. Kimura reported that our robotics and mechanical automation application to the DOL was not funded. She did note that we are partnering with SUNY Oswego on their funded application for workforce Development Trainer Bootcamp, which intends to increase the amount of skilled workforce development certified trainings throughout CNY. She also described a recent workshop she attended and how it related to workforce trends and demand for skilled workers across the state and region.

6.5 CFO/Treasurer

Ms. Albrecht thanked the Board for supporting the Banking Services resolution. She noted this change in vendor will result in a significant savings for the college in the form of reduced fees and improved interest rates, but the biggest win is for students who will now have access to a local bank.

Ms. Albrecht described the work being done to close out the financial year and prepare for the annual audit work that will begin in early October. Finally, she described the progress in several capital facilities projects. Most notably, extensive masonry repairs on the Auburn campus and significant work to the Fulton parking lot.

Ms. Suppes Noted the retirement of two long term staff, Lisa Clark and Chris Feeney. Both were wished a long and happy retirement.

6.6 Student Trustee

Ms. Lentini reported on several student activities going on around campus. Notable: the Student Activities Board hosted a Block Party on both campuses this week. Tomorrow they will host a Student Senate meeting for Club activities and are hopeful with an increase in on-campus attendance will lead to an increase in student participation in clubs and activities.

The RAT Guild will host a game night on October 4<sup>th</sup>; the Harlequin Theater group will preform 10 one-act shows the last weekend in October and the Collegian Newspaper is expected to be released in the next week.

6.7 College Foundation

Mr. Cosentino reported **the Annual Campaign "\$70 for 70 Years" is underway and** seeing a good response from faculty and staff. He thinks there will be a noticeable bump once the next issue of the Spartan is release in a week or two. Mr. Cosentino thanked Dr. Dotterer and her staff **for their assistance with this semester's Food Truck Rodeo.** 186 meals were served in Fulton and 276 in Auburn. Both locations showing a notable increase in attendance. He also reported that plans for the Annual Craft Fair are underway and vendor enrollment is strong.

Finally, he announced that the Foundation end of year Financials are nearly complete and they are now working on academic scholarship planning for the 24/25 academic year. Finally, Mr. Cosentino reported that a December Holiday event would be hosted in the Auburn Wellness center. Plans are still developing and invitations will go out in early November.

7.0 OLD BUSINESS

None

8.0 NEW BUSINESS

None

9.0 INFORMATIONAL FORMS INCLUDED

- 9.1 2022 - 2023 Trustee Attendance at County Legislature Meetings
- 9.2 Board of Trustees Contact List
- 9.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 9.4 2022 - 2023 Board and Committee Meeting Dates
- 9.5 Acronyms and Their Meanings
- 9.6 Open Meeting Executive Session Law

10.0 EXECUTIVE SESSION

Chairman Franceschelli stated there was a need to enter executive session for the purpose of real estate and personnel matters. There will be no further Board business conducted after executive session. Ms. Hutchinson motioned to enter executive session. Dr. Van Buskirk seconded the motion, which carried with all in favor. Executive session began at 9:11 AM.

11.0 ADJOURNMENT

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

Executive session ended at the meeting adjourned at 9:46 AM

Recorded & transcribed by:  
Annette LeFever  
Secretary to the Board

Respectfully submitted:  
Mark Coleman,  
Secretary, Board of Trustees

Regular session: Quorum Calls <b>September 28 2023</b>	Present	Consent Agenda	IV.1 Faculty Appointments	IV.2 Banking Services Bid Award			
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Van Buskirk	Hutchinson	Hutchinson			
		Brown	Brown	Brown			
		Voice	Roll Call	Roll Call			
Ms. Brown (Marian)	P	All in Favor	Y	Y			
Mr. Coleman (Mark)	P/Z		Y	Y			
Mr. Franceschelli (Tony)	P		Y	Abstain			
Ms. Hutchinson (Stephanie)	P/Z		Y	Y			
Ms. Kerr (Tricia)	P/Z		Y	Y			
Ms. Lentini (Madeline)	P/Z		Y	Y			
Dr. Van Buskirk (Linda)	P		Y	Y			
Ms. Winfield (Angela)	P/Z		Y	Y			

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