

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

Minutes of the regular meeting of the Board of Trustees held **April 4, 2024**.

Auburn Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Secretary Dr. Linda Van Buskirk, Trustee Ms. Stephanie Hutchinson, Trustee Ms. Heidi Nightengale, Trustee  Dr. Brian M. Durant, President Dr. Ron Cantor, Provost & VPAA Ms. Kelly Albrecht, CFO & Treasure Mr. Guy Cosentino Ms. Annette LeFever	Ms. Marian Brown, Vice Chair Ms. Angela Winfield, Trustee Ms. Madeline Lentini, Trustee Mr. Jeffrey Pirozzolo, Trustee  Dr. Keiko Kimura, VP for Workforce Ms. Joelle McLaughlin Mr. Andrew Poole Ms. Chelsea Alnutt
Via Zoom:	Ms. Kelsey Dempsey, Bonadio Group Ms. Lindsey Suppes Ms. Rebecca Devendorf Ms. Misty Digaetano	Mr. Gregg Evans, Bonadio Group Mr. Eric Zizza Mr. Dan O'Neil Mr. Terry Quill
Absent:	None	

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

**1.0 PUBLIC COMMENTS**

None.

**2.0 OATH OF OFFICE**

Ms. Heidi Nightengale was sworn in as Trustee. She fills the Legislative link term of Tricia Kerr, with an appointment date of 2/29/24- 6/30/28.

**3.0 2022-23 AUDIT PRESENTATION**

Kelsey Dempsey and Gregg Evans attended the meeting and presented the Audit findings.

Highlights from their presentation included:

- The audit shows no internal control findings.
- The auditors used a risk-based approach to conduct the annual audit. They discussed new accounting standards that were included this year. Most relate to GASB rules. New standards and accounting for Federal HEERF funding led to the audit taking longer to complete this year. Auditors thanked Kelly Albrecht and her team for their cooperation and patience.
- The audit shows no substantive changes to the Net Position or Balance sheets. Nor in the Assets and Liabilities area Trustees can be assured that their monthly Financial Statements are true and accurate.

- The Auditors discussed the Fund balance in details. Their presentation included a historical look back of Cayuga's Fund Balance, trend over time and a peer institution comparison. They showed the impacts HERRF funding had on both operational budget and the Fund Balance.
- The auditors spoke about retiree health benefit liabilities and the complexities of projections and adjustments that happen from year to year.

#### 4.0 **CONSENT AGENDA**

Mr. Franceschelli presented the Board Minutes from the February 2024 meeting and the monthly Invoice and Stipend Reports. Ms. Brown made a motion to approve and Dr. Van Buskirk Seconded. The motion carried by unanimous voice vote.

#### 4.0 **FINANCE & AUDIT COMMITTEE MEETING NOTES**

Ms. Hutchinson stated meeting notes from the April 2024 committee meeting were included in the agenda pack. She stated there are three resolutions to consider this month

##### 4.1 Resolution to Approve the 2022-23 Audit Report

Resolution was Tabled. The Audit document was not available to Trustees before today's presentation. They will take the next few weeks to review the document and bring this resolution back for a vote at the May Board meeting.

##### 4.2 Resolution to Approve 2024-25 Tuition & Fee Schedule

Dr. Durant summarized the changes to the tuition and fees scheduled that was discussed in depth at the Finance Committee. This proposal included a modest tuition increase of 3%. A Wellness fee which formerly covered fitness center costs was eliminated and those costs will be rolled into the student activities fee. The nursing exam fee was adjusted to cover increased exam costs and a new fee for the CPEP prison education program was created.

Ms. Hutchinson made the motion to approve, Mr. Coleman seconded the motion. The motion carried with a roll call vote of 9:0.

##### 4.3 Resolution to Approve Faculty Promotion, M. Driscoll

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

5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the meeting notes from April 2024 committee meeting were included in the agenda pack. She announced there was one resolution to consider this month and briefly described the changes made to the Board Bylaws.

5.1 Resolution to Approve Changes to the Board Bylaws

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

6.0 **COLLEGE REPORTS**

6.1 **President's Report**

Dr. Durant provided a summary of the NYCCAP budget advocacy platform. NYCCAP (President's networking group) and NYCCT (Trustee networking group) have worked to align their messaging around state budget support for community colleges. Workforce Development program support continues to be a focus for both groups and seems to have the support of many elected officials.

Dr. Durant recapped the Professional Planning and Development Day held last month. The focus of the day was around understanding the college planning process, annual college priorities and how they are linked to the overarching strategic plan and to the annual budget development process. A key aspect of the President's Council and Leadership team has been to formulate a communication plan that informs the campus and constituents about the college priorities and how they fit into them and PPDD was a good forum to do just that.

Dr. Durant reminded trustees of the Middle States accreditation process timeline, stating our team visit is just about 11 months away. He recounted his recent participation as a Team Chair on a visit to another community college in another state. He shared that not only was this a great professional development experience for him, but that he has been able to share his feedback with our local MSCHE co-chairs to know what to expect for next year's accreditation team visit.

Finally, he thanked Trustees for supporting the Tuition and Fee resolution. He thanked Kelly Albrecht and her team for their hard work throughout the audit process and budget work. The 2024-25 college operating budget is nearly ready. It will be presented in full at the next Board meeting.

## **6.2 Provost & Vice President of Academic Affairs**

Dr. Cantor stated he has recently met with sixteen professors who are eligible for a Full Professor Service Award provision within the Faculty Contract. Meetings included a full review of each faculty members credentials, achievements, engagement in professional development, and student feedback surveys. He has forwarded his recommendations to the President for further consideration.

## **6.3 Vice President of Student Affairs**

Dr. Dotterer was pleased to announce two Spring enrollment events went very well. Both received good feedback from prospective students and she expressed her appreciation for faculty and staff who participated. Dr. Dotterer stated we will be offering four days in the coming months where Early College Advisement will invite high school students from Cayuga and Oswego county to attend a campus based advisement and enrollment event. A bus will be provided from their home schools to each campus for tours and meetings with admissions and advisement staff.

Dr. Dotterer spoke about the technology process changes that are happening in response to the FAFSA updates. She stated we have a great deal of work to do adjust to the new FAFSA format but that once those changes to our IT systems are complete, it will assist us in getting Financial Aid packages out to students in a much quicker and more efficient manor.

Finally, Dr. Dotterer acknowledges the retirement of Karen Thomas-Lillie. Karen was our graphic designer for over thirty years and had a hand in all college publications, signage and visual materials. Dr. Dotterer and all trustees thanked her for her work and wished her a long and happy retirement.

## **6.4 Vice President of Workforce Development & Partnerships**

Dr. Kimura announced that two new cohorts of non-credit electromechanical fundamental microcredential have been launched. Dr. Kimura relayed a story from a former course where a local manufacturer who had enrolled some incumbent workers in the course then awarded a \$2,000 hiring bonus for completing the microcredential. This is a demonstration of the trust this manufacturing partner has in the value of this course. Dr. Kimura described two grant applications being submitted. One is a USDOL Apprenticeship and a letter of support to participate in SUNY Stony Brook application to the NSF related to cyber-manufacturing. Cayuga's participation would be a manufacturing research partnership whereby our students and manufacturing partners would test out new products and offer feedback to researchers.

Dr. Kimura acknowledged the work of the MSCHE co-chairs and steering Committee on their work. Self-Study Chapter drafts are due in two weeks and Board members should have a draft to review in early summer. Finally, Dr. Kimura announced there would be another Culinary event in partnership with the Wells College Sustainability Program. Dr. Taylor Weiss from the Culinary Instituted of America will host a lecture on foraged foods and a dinner using locally foraged foods will be offered at the Culinary Center on Earth Day, April 22<sup>nd</sup>.

**6.5 CFO/Treasurer**

Ms. Albrecht stated the financial report was included with the agenda. There have been no changes since committee. She reiterated that the Fund Balance is accurately shown as \$10.1M. She stated that the Fulton Police Academy is progressing within the targeted timeline. Wiring and HVAC are being installed now and the project is expecting an on time completion in late June 2024. The Workforce Development Center project is also going well as you will see at an optional tour after today's Board meeting. The first floor is complete and our internal crews are working on drywall and painting on the second floor.

**6.6 Student Trustee**

Ms. Lentini offered an update on a variety of clubs and SGO activities. Of note, the SGO elections will be held April 16<sup>th</sup>. 20 students are signed up for a Leadership Retreat with speakers on various leadership topic, and Blane Harding will offer a DEI workshop. Richard Bower, MSCHE Co-Chair attended a student government meeting to talk about the accreditation process and timeline. The SGO will be working with him to record student stories that relate to the self-study lines of inquiry. A trip to Washington D.C. is planned in April with 22 students registered. The CJ Club will be touring Auburn Prison, the RAT Guild is going to NYC and there will an end of year Block Party on each campus April 29<sup>th</sup> in Fulton and May 1<sup>st</sup> in Auburn. It has been a wonderful year for student activities; participating clubs and attendance at events has been the highest since before COVID.

**6.7 College Foundation**

Mr. Cosentino thanked members of the Board of Trustees who donated to this year's Trustee Commencement Award. He announced this year's Alumni of the Year event will be held at Prison City North on Tuesday, June 18<sup>th</sup> at 6 PM. This year's award winners are Eileen Jerrett '02, Scott Jesse '96 and Dr. Michael Kelly '76. Invitations for the event will be going out in mid-May. The Foundation has elected Kevin LaMontagne as Board President, Aliza Querns as Vice President, David Verdi '06 as Treasurer, Blake Turner as Assistant Treasurer and Judge Timothy Rice '77 as Secretary. Finally, he announced the Foundation is bringing back Food Trucks on the Fulton Campus on May 6<sup>th</sup> and Auburn on May 7<sup>th</sup> from 11 to 2 PM and hopes that members of the Board of Trustees will stop by as the Foundation's guests.

**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**

The President requested a brief Executive Session for the purpose of personnel real estate matters. Chair Franceschelli stated there would be no further business conducted at the conclusion of executive session.

Mr. Pirozzolo made a motion to enter executive session, Ms. Brown seconded the motion which carried by unanimous voice vote. Executive Session began at 9:16 AM.

Mr. Coleman made a motion to end Executive Session and adjourn the meeting.

Ms. Lentini seconded the motion which carried by unanimous voice vote. Executive Session ended at 9:39 AM.

**11.0 ADJOURNMENT**

The meeting adjourned at 9:39 AM

Recorded & transcribed by:  
 Annette LeFever, Secretary to the Board

Respectfully submitted:  
 Mark Coleman, Board Secretary

Regular session: Quorum Calls April 4, 2024	Present	Consent Agenda	4.1 Resolution Accept 2022- 23 Audit	4.2 Resolution Approve Tuition/Fees	4.3 Resolution Faculty Promotion	5.1 Resolution Amend Board Bylaws	
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Brown		Hutchinson	Hutchinson	Van Buskirk	
		Van Buskirk		Coleman	Franceschel li	Brown	
Ms. Brown (Marian)	P	All In Favor	Tabled	Y	All in Favor	All in Favor	
Mr. Coleman (Mark)	P			Y			
Mr. Franceschelli (Tony)	P			Y			
Ms. Hutchinson (Stephanie)	P			Y			
Ms. Lentini (Madeline)	P			Y			
Ms. Nightengale (Heidi)	P			Y			
Mr. Pirozzolo (Jeffrey)	P			Y			
Dr. Van Buskirk (Linda)	P			Y			
Ms. Winfield (Angela)	P			Y			