

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

Minutes of the annual and regular meeting of the Board of Trustees held **July 25, 2024.**

Auburn Campus:	Mr. Tony Franceschelli, Chair Mr. Mark Coleman, Secretary Dr. Linda Van Buskirk, Trustee	Ms. Marian Brown, Vice Chair Ms. Angela Winfield, Trustee Ms. Heidi Nightengale, Trustee
	Dr. Brian M. Durant, President Dr. Brandon Davis-Shannon Mr. Guy Cosentino, Foundation Dir.	Ms. Lindsey Suppes, HR Director Ms. Kelly Albrecht, CFO & Treasure Ms. Annette LeFever
Via Zoom:	Ms. Stephanie Hutchinson, Trustee Mr. Eric Zizza Ms. Rebecca Devendorf Mr. Terry Quill	Dr. Keiko Kimura, VP for Workforce Mr. Andrew Poole Mr. Dan O'Neil Mr. Bruce Walter
Absent:	Mr. Jeffrey Pirozzolo, Trustee Dr. Cathy Dotterer, VP of Student Affairs	Dr. Ron Cantor, Provost/VPAA

Chairperson Franceschelli called the Annual Meeting to order at 8:05 AM

1.0 PUBLIC COMMENTS

None.

2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from the May/June 2024 meeting and the monthly Invoice and Stipend Reports. Ms. Brown made a motion to approve and Mr. Coleman seconded. The motion carried by unanimous voice vote.

3.0 BOARD EDUCATION: INFORMATION TECHNOLOGY AREA OVERVIEW

Dr. Brandon Davis-Shannon, Assistant VP for Academic Affairs and Dean of IT offered a comprehensive overview of the Information Technology structure of the college. He described five areas that make up the department. Highlights of the presentation included:

- User Services. Three staff oversee the physical technology such as computer labs, classroom technology, printers, telephones, employee computers and the Help Desk.
- Banner/Enterprise data system. Three staff oversee the data management systems that are used for student information, financial services, and payroll. They write the code to create custom reports and when SUNY or DOE makes changes to data requirements.
- Network & Server Systems. Two employees oversee the internet, wireless networks, data storage, account creation and management and software licensing.
- Web Services, one webmaster oversees custom web applications, content management, forms and web updates. Dr. Davis-Shannon described a multi-year redesign process that is underway now. It is an exhaustive process that will not only have a new look but will

integrate more customized forms, application and payment integrations, and lead to more efficiency in multiple student service and business functions.

- Cyber Security. One staff oversees all SUNY, State and Federal security standards. This area overlaps with all other areas to ensure security integrations across the college systems such as secure remote connections, encryption of data and a data back up system.
- Trustees asked several questions and had a discussion about data security, accessibility, department resources and cyber security insurance.

4.0 **FINANCE & AUDIT COMMITTEE MEETING NOTES**

Ms. Winfield stated meeting notes from the July 2024 committee meeting were included in the agenda pack. She stated there are no resolutions to put forth this month.

5.0 **GOVERNANCE & PLANNING COMMITTEE MEETING NOTES**

Dr. Van Buskirk stated the meeting notes from the July 2024 committee meeting were included in the agenda pack. She announced there is one resolution to consider this month.

5.1 **Resolution to Deactivate and Discontinuation Occupational Therapy Assistant A.A.S.**

Dr. Durant described the history of how the program came about at a time when there was a local industry need, particularly in the Oswego County Health system. Shortly after the program was implemented the certification criteria changed from requiring an Associate degree to a Bachelor's degree. As a result, enrollment declined and the program struggled to stay viable. The program stopped enrolling students three years ago and has met its commitment to all matriculated students. This resolution is the final step in the SUNY program close out process.

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

6.0 **COLLEGE REPORTS**

6.1 **President's Report**

Dr. Durant expressed his appreciation to Trustee Nightengale for her advocacy of our budget request at the Cayuga County Legislature. The budget request included a modest 1.5% increase over last year. Despite a difficult financial outlook at the County, the resolution passed.

Dr. Durant offered a construction update on the Auburn Workforce Development Center and the Fulton campus Police Academy. With both projects nearing completion, he hopes to announce ribbon cutting dates as early as next month. Dr. Durant also offered an update on the Provost Search and timeline to fill the position before Dr. Cantors Spring 2025 retirement.

6.2 Provost & Vice President of Academic Affairs

Dr. Cantor was not in attendance

6.3 Vice President of Student Affairs

Dr. Dotterer was not in attendance.

6.4 Vice President of Workforce Development & Partnerships

Dr. Kimura announced the launch of a 13-week manufacturing course in Oswego County. The program is a partnership with and replication of MACNY designed pre-apprentice program that will lead to direct entry into a paid apprentice trades program. Dr. Kimura also announced the launch of a new Microcredential in Machining on the Auburn campus.

Dr. Kimura offered an update on the Prison Education Program. We have received the necessary MSCHE approval for Pell reinstatement. Approval from the Department of Education is the final step underway now. Finally, Dr. Kimura announced that a new Community Education catalog is being printed and mailed for fall events.

6.5 CFO/Treasurer

Ms. Albrecht stated the financial report was included with the agenda. There have been no changes in the outlook since committee. She described the roll out of a new past-due payment plan which offers multiple options for setting up repayment plans. This is a new method attempting to reduce our receivables.

Ms. Albrecht offered a capital projects update. The Workforce Development Center is very near completion. Crews are waiting for flooring supplies to be delivered. The Police Academy plumbing work is complete but still needs to be connected to the municipal water and sewer lines. Once that is complete the final step will be to install the flooring and furniture. The Auburn Science Lab design work is complete and a cost analysis is in process now.

6.6 Student Trustee

Congratulations to Ms. Lentini who has graduated. The student Trustee elect is Hannah Iozzio, whom will be sworn in at our August meeting.

6.7 College Foundation

Mr. Cosentino thanked trustees who attended last week's President's Circle Dinner. It was well attended and a great night of celebration of donors and scholarship winners. Mr. Cosentino noted that Holiday Craft Fair applications have gone out, and the Foundation is advertising for an administrative assistant.

7.0 OLD BUSINESS

None

8.0 NEW BUSINESS

None.

9.0 INFORMATIONAL FORMS INCLUDED

- 9.1 2024 - 2025 Trustee Attendance at County Legislature Meetings
- 9.2 2024-25 Board of Trustees Roster
- 9.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 9.4 2024 – 2025 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 and real estate matters. Chair Franceschelli stated there would be no further business conducted at the conclusion of executive session. He made a motion to enter executive session, Ms. Brown seconded the motion which carried by unanimous voice vote. Executive Session began at 8:59 AM.

Mr. Coleman made a motion to end Executive Session and adjourn the meeting. Ms. Nightengale seconded the motion which carried by unanimous voice vote. Executive Session ended at 9:24 AM.

11.0 ADJOURNMENT

The meeting adjourned at 9:24 AM

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

Respectfully submitted:
Jeffrey Pirozzolo, Board Secretary

Regular session: Quorum Calls July 25, 2024	Present	Consent Agenda	5.1 Resolution Discontinue OTA A.A.S.			
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Brown	Van Buskirk			
		Coleman	Brown			
Ms. Brown (Marian)	P	All In Favor	All in Favor			
Mr. Coleman (Mark)	P					
Mr. Franceschelli (Tony)	P					
Ms. Hutchinson (Stephanie)	Z					
Ms. Nightengale (Heidi)	P					
Mr. Pirozzolo (Jeffrey)	A					
Dr. Van Buskirk (Linda)	P					
Ms. Winfield (Angela)	P					