

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

Minutes of the regular meeting of the Board of Trustees held **Thursday, December 12, 2024.**

Fulton Campus:	Mr. Tony Franceschelli, Chair Ms. Angela Winfield, Trustee Ms. Marian Brown, Trustee Mr. Mark Coleman, Vice Chair	Mr. Jeffrey Pirozzolo, Secretary Dr. Linda Van Buskirk, Trustee Ms. Stephanie Hutchinson, Trustee
	Dr. Brian M. Durant, President Dr. Cathy Dotterer, VPSA Mr. Guy Cosentino Mr. Thomas Higgins	Dr. Ron Cantor, Provost/VPAA Mr. Andrew Poole Ms. Kelly Albrecht, CFO & Treasurer Ms. Annette LeFever
Via Zoom:	Mr. Eric Zizza Ms. Rebecca Devendorf	Ms. Misty Digaetano Mr. Bruce Walter
Absent:	Ms. Heidi Nightengale, Trustee Dr. Keiko Kimura, VP for Workforce	Ms. Hannah Iozzio, Trustee

Chairperson Franceschelli called the meeting to order at 8:03 AM

1.0 PUBLIC COMMENTS

Thomas Higgins spoke about the important role adjuncts play at the college and advocated for them to receive benefits and pay at equivalent rates as FT Faculty. He shared his opinion on resources for students, specifically food service on campus. Finally, he requested there be more transparency in the faculty hiring process on campus, stating that he would like to know more about how candidates for teaching positions are selected.

2.0 CONSENT AGENDA

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

3.0 FINANCE & AUDIT COMMITTEE MEETING NOTES

Ms. Hutchinson stated that the meeting notes, Personnel and Finance Reports were all included in the agenda pack. She stated the committee has three informational resolutions to present this month. All three resolutions were discussed at committee and have been signed under the two-signature provision due to timing needs to move these items through the County Legislature and SUNY processes. She read the following resolutions:

3.1 Informational: Resolution to Accept Foundation Funds for a Real Estate Purchase

This resolution was signed under the two-signature provision of trustee bylaws to facilitate the timing of moving this item through the County legislative approval process. No vote is necessary on this item.

3.2 Resolution to Approve the Purchase of 231 Franklin Street

This resolution was signed under the two-signature provision of trustee bylaws to facilitate the timing of moving this item through the County legislative approval process. No vote is necessary on this item.

3.3 Resolution to Accept Foundation Funds for the Workforce Development Center

This resolution was signed under the two-signature provision of trustee bylaws to facilitate the timing of moving this item through the County legislative approval process. No vote is necessary on this item.

4.0 GOVERNANCE & PLANNING COMMITTEE MEETING NOTES

Dr. Van Buskirk stated the committee notes were included in the agenda pack. There are no resolutions to put forth this month. Dr. Van Buskirk noted there was an interesting report from the Director of Student Financial Services, noting there have been significant changes to the FAFSA Application which in turn have precipitated changes to our local application processes. She complimented Wen Huang for her presentation and the efforts her and her team have made to keep up with the changes to better serve Cayuga students.

5.0 COLLEGE REPORTS

5.1 President's Report

Dr. Durant thanked the Cayuga County Legislature for supporting the ESP Successor Agreement and for their support of the real estate transaction for a property adjoining the Auburn Campus. He congratulated the Foundation on another successful Craft Fair and thanked them for their work to make it happen.

Dr. Durant offered an update on the Provost search process. He announced that Dr. Keiko Kimura would assume the role on January 13th at the start of the new academic semester. He thanked Dr. Cantor for his work as Provost and for his willingness to continue to shepherd the IT area project management needs until his official retirement date later this Spring.

Finally, Dr. Durant shared some inspirational thoughts on conclusion of this semester and forecasted the strategic priorities and timeline for the spring semester. He wished everyone a safe and happy winter break.

5.2 Provost Report

Trustees thanked Dr. Cantor for his service as Provost.

Dr. Cantor offered a very brief update on work of the Credit for Prior Learning (CPL) Committee. This was formerly known as Prior Learning Assessment (PLA) but has been updated to match the SUNY endorsed terminology. The committee has conducted a comprehensive review of Cayuga's policy and procedures and made small changes to update our methods to be consistent across departments and with SUNY guidance.

5.3 **VP of Student Affairs**

Dr. Dotterer acknowledged the work of the Admissions team on adopting a new customer relationship management software tool that was necessary because our current tool will no longer be supported by the designers. The new tool required admissions to think through every element of admissions and how they interact with students and with other areas. It was a big project for the team, but the new service comes with expanded functionality and she is excited to see the impact it will have on service delivery.

Dr. Dotterer acknowledged Bookstore Manager, Julie Dyson for her exemplary and long-term service to the college, including implementing the new Cayuga Bound Textbook program. Julie will be transitioning to another SUNY Bookstore by the end of the year. She leaves us with a trained replacement, Emily who has worked with Julie for a number of years and is well positioned to take over. We wish Julie well in her new position.

5.4 **VP of Workforce Development Report**

Dr. Kimura was not able to attend today's meeting.

5.5 **CFO/Treasurer Report**

Ms. Albrecht reported that WFD Center construction is complete, with electricians expected to finish up this week. Furniture has been ordered and is expected in mid January. A ribbon cutting ceremony is planned for January 30th at 1:00 PM. Save the date fliers will be emailed next week. Ms. Albrecht also noted that final audit work is still being completed, but we do expect the final report to be delivered in February.

5.6 **Student Trustee Report**

Ms. Iozzio was not in attendance. Dr. Durant reported that he and the MSCHE Steering Committee had lunch with student leaders earlier this week. It was a good meeting for both students to be aware of the upcoming MSCHE team visit, as well as for college leadership to get to know more about student priorities.

5.7 **Foundation Director Report**

Mr. Cosentino reported that 140 vendors attended last week's annual Craft Fair. There was very good turnout of community members despite being a very busy weekend of events. He also announced that the Spartan Extra is in printing now and will hit mailboxes next week.

6. INFORMATIONAL FORMS INCLUDED

- 6.1 2024 - 2025 Trustee Attendance at County Legislature Meetings
- 6.2 2024-25 Board of Trustees Roster
- 6.3 Video & Phone Conference Procedure for Board of Trustee Meetings
- 6.4 2024 – 2025 Board and Committee Meeting Dates
- 6.5 Acronyms and Their Meanings
- 6.6 Open Meeting Executive Session Law

7.0 EXECUTIVE SESSION

Chair Franceschelli stated there was a need to enter executive session for the purpose of real estate and personnel matters. He stated there would likely be one item of business conducted after executive session. Ms. Brown made the motion to enter executive session, Dr. Van Buskirk seconded the motion. With all in favor, executive session began at 8:39 AM.

With all executive items discussed, Mr. Pirozzolo motioned to exit executive session. Dr. Van Buskirk seconded the motion which carried by unanimous voice vote. Executive session ended at 9:50 AM.

8.0 NEW BUSINESS

Chair Franceschelli stated the Board had recently completed the President’s annual evaluation. Based on a favorable evaluation and Board discussion, he introduced a resolution to award the president with a merit pay incentive.

9.1 Resolution Acknowledge President’s Annual Evaluation and Award Merit Pay

Mr. Franceschelli read the resolution. Ms. Hutchinson made a motion to approve, Ms. Winfield seconded the motion. The motion carried by a roll call vote of 8:0.

9.0 ADJOURNMENT

With all business complete, Mr. Pirozzolo made a motion to end Executive session, Ms. Hutchinson seconded and the motion carried by unanimous voice vote.

The meeting adjourned at 9:53 AM.

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

Respectfully submitted:
Jeffrey Pirozzolo, Board Secretary

Regular session: Quorum Calls December 12, 2024	Present	<i>Consent Agenda</i>	New Business 10.1
Recorded by: Annette LeFever, Secretary to the Board of Trustees		<i>Pirozzolo</i>	Hutchinson
		Brown	Winfield
Ms. Brown (Marian)	P	All In Favor	Yes
Mr. Coleman (Mark)	P		Yes
Mr. Franceschelli (Tony)	P		Yes
Ms. Hutchinson (Stephanie)	P		Yes
Ms. Hannah Iozzio	A		-
Ms. Nightengale (Heidi)	A		-
Mr. Pirozzolo (Jeffrey)	P		Yes
Dr. Van Buskirk (Linda)	P		Yes
Ms. Winfield (Angela)	P		Yes

P= Present in person Z= Present by Zoom A= Absent