

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

Minutes of the regular meeting of the Board of Trustees held **Thursday, January 23, 2024.**

Fulton Campus:	Mr. Tony Franceschelli, Chair Linda Van Buskirk, Trustee Mr. Mark Coleman, Vice Chair Dr. Brian M. Durant, President Mr. Andrew Poole Ms. Annette LeFever	Mr. Jeffrey Pirozzolo, Secretary Ms. Heidi Nightengale, Trustee Ms. Hannah Iozzio, Trustee Dr. Keiko Kimura, Provost/VPAA Mr. Guy Cosentino
Via Zoom:	Ms. Angela Winfield, Trustee Ms. Stephanie Hutchinson, Trustee Ms. Rebecca Devendorf Dr. Terry Kupp	Ms. Marian Brown, Trustee Mr. Eric Zizza Mr. Dan O'Neil Dr. Richard Bower
Absent:	Dr. Ron Cantor, VP Special Projects Ms. Kelly Albrecht, CFO & Treasurer	Dr. Cathy Dotterer, VPSA

Chairperson Franceschelli called the meeting to order at 8:00 AM

1.0 PUBLIC COMMENTS
None

2.0 BOARD EDUCATION: MIDDLE STATES SELF-STUDY FINAL DRAFT REVIEW

Self-study Co-Chairs Richard Bower and Terry Kupp presented the final draft of the MSCHE Self-Study document. They reviewed the purpose of the document and each step taken over the past three years to engage the campus and put this document together. A copy of the self-study document was provided to trustees and the campus community last week. Co-chairs engaged trustees in a conversation about the document and timeline for submitting the document to Middle States and the March 31-April 3 Team Visit.

Dr. Durant thanked Dr. Kupp and Mr. Bower for their thoughtful and intentional process and all the work that went into this process. Trustees concurred and thanked the team for their excellent work.

2.1 Resolution to Approve the 2025 Self-Study

After reviewing the Self Study document there is a need for the Board of Trustees to acknowledge their approval to submit this document to the Middle States Commission on Higher Education (MSCHE).

Dr. Van Buskirk Made a motion to approve the resolution. Mr. Pirozzolo seconded the motion which carried by unanimous voice vote.

3.0 **CONSENT AGENDA**

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

4.0 **EXECUTIVE SESSION**

Chair Franceschelli announced there was a need to enter Executive Session of the purpose of discussing Personnel Matters. Ms. Brown made a motion to enter Executive session. Mr. Coleman Seconded the motion, which carried by unanimous voice vote. Executive Session began at 8:18 AM.

With all matters discussed, Mr. Pirozzolo made a motion to exit Executive Session. Dr. Van Buskirk seconded the motion which carried by unanimous voice vote. Executive Session ended at 8:28 AM.

5.0 **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 two resolutions to present this month.

5.1 **Resolution to Appoint Executive and MC Staff, Kimura, Alnutt**

Trustees congratulated Dr. Kimura on being selected to be fill the role of Provost and Vice President for Academic Affairs.

Ms. Hutchinson read the resolution and made a motion to approve. Dr. Van Buskirk seconded the motion, which carried by a roll call vote of 9:0.

5.2 **Resolution to Engage Three + One Investment Advisors**

Dr. Durant recapped the conversation held at the Finance Committee regarding the opportunity to invest reserve funds into accounts that generate income for the college. Several other SUNY colleges do this quite successfully using this advisor. This one year flat-fee contract would assist us with creating an investment policy as well as establish the accounts.

Ms. Hutchinson read the resolution and made a motion to approve. Ms. Winfield seconded the motion, which carried by a roll call vote of 9:0.

6.0 **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, however Dr. Van Buskirk noted there was a need to discuss a resolution that the NYCCT is asking community colleges to endorse. The resolution, a letter and article from NYCCT was included with the agenda pack.

The resolution is a response to the SUNY Board Of Trustees and Chancellor King's intention to oversee the Presidential hiring and contractual authority. By NYS law this is a clear responsibility of local Board of Trustees and violation of NY public service law. NYCCT has engaged a law firm to oppose the changes enacted by this resolution. NYCCT has a fund reserve that they are committing for the initial legal work involved.

A robust discussion of the issue ensued. Trustees expressed general support for the resolution concept, however the resolution was tabled pending further exploration of long term financial commitments from endorsing this resolution.

7.0 COLLEGE REPORTS

7.1 President's Report

Dr. Durant announces that after the first week of the Spring Semester, we are on pace with all enrollment marks. He briefly reviewed enrollment rates but noted that K-12 numbers are not yet available. Fall to Spring retention is expected to be at about 88%, which is an improvement from last year and the best since before the pandemic. He stated we are currently taking a deeper look at enrollment trends and how they will impact scheduling and budget forecasting. He suggested that he may be ready as soon as next month to present more detailed information on enrollment trends.

Dr. Durant stated that budget development has begun. He and his team are working on budget assumptions now. Mid-year strategic goal reports are due in mid-February and will inform strategic budget needs for the coming year. He noted that the annual audit is expected to be completed on time this year, and will be presented at the February Financed & Audit Committee meeting.

The Workforce Development Center Ribbon Cutting is planned for Thursday, January 30th at 1:00 PM. He offered an update on staff and partner timelines to move into the space. He stated there is a tentative agreement to temporarily lease the campus office space that the E&T and Cornell Coop will be vacating. He also stated that the Fulton Police Academy opening is expected around March when the first cohort is announced.

Dr. Durant also offered an update on the Athletic department's plans for hosting the NCJAA Baseball world Series. There is a planning committee with City and community partners working to increase the attendance and local economic impact potential from this event. Finally, Dr. Durant discussed the NYS Budget process. He is optimistic about the Governor's proposal which includes significant boost in funding for Adult Education, ASAP and HS early college programs.

7.2 Provost Report

Dr. Kimura thanked Trustees for their vote of confidence in her new role as Provost. Dr. Kimura offered updates on the MACNY Partnership Real Life Rosie's 13 week direct entry program in electrical and mechanical engineering. A recent cohort of Novelis employees ready for advancement achieved a 93% retention or advancement rate after successful completion. Dr. Kimura stated that the DOE has approved our application for Pell eligibility in the Prison Education Program with an effective date of Fall 2025.

7.3 VP of Student Affairs

Dr. Dotterer was not in attendance.

7.4 CFO/Treasurer Report

Ms. Albrecht was not in attendance. The October and November 2024 Financial Statements were provided in the agenda pack. There were no questions about the statements.

7.5 Student Trustee Report

Ms. Iozzio left the meeting prior to her report. She needed to get to a 9:00 AM class. It was noted that Ms. Iozzio is registered to attend the ACCT National Legislative Summit in February, along with Dr. Van Buskirk.

7.6 Foundation Director Report

Mr. Cosentino stated both the Foundation Annual Report and the Spartan Extra were mailed last week. Alumni Award nominations have also been announced and are due by the end of February. Mr. Cosentino announced the Foundation will be sponsoring another book club and event with Dr. Mary Jumbelic, the author of "Here, Where Death Delights". More information will be forthcoming.

8.0 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 contractual matters. He stated there would be no further business conducted after executive session. Ms. Nightengale made the motion to enter executive session, Mr. Coleman seconded the motion. With all in favor, executive session began at 9:12 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 9:35 AM.

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 9:35 AM.

Regular session: Quorum Calls January 23, 2025	Present	Consent Agenda	2.1 Approve Self Study Document	4.1 Personnel Resolution Executive/MC	4.2 Three + One Investment Advisors
Recorded by: Annette LeFever, Secretary to the Board of Trustees		Pirozzolo	Van Buskirk	Hutchinson	Hutchinson
		Coleman	Pirozzolo	Van Buskirk	Winfield
Ms. Brown (Marian)	Z	All In Favor	All in Favor	Yes	Yes
Mr. Coleman (Mark)	P			Yes	Yes
Mr. Franceschelli (Tony)	P			Yes	Yes
Ms. Hutchinson (Stephanie)	Z			Yes	Yes
Ms. Hannah Iozzio	P			Yes	Yes
Ms. Nightengale (Heidi)	P			Yes	Yes
Mr. Pirozzolo (Jeffrey)	P			Yes	Yes
Dr. Van Buskirk (Linda)	P			Yes	Yes
Ms. Winfield (Angela)	Z			Yes	Yes

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