

Cayuga County Community College  
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Tuesday, December 20, 2022.

Auburn Campus      Mr. Tony Franceschelli, Chair  
                             Ms. Marian Brown, Vice Chair  
                             Ms. Tricia Kerr, Secretary  
                             Mr. Mark Coleman, Trustee  
                             Dr. Brian M. Durant, President  
                             Dr. Ronald Cantor, Provost/ VP Academic Affairs  
                             Dr. Cathleen Dotterer, VP Student Affairs  
                             Ms. Lindsey Suppes, Director of Human Resources  
                             Ms. Kelly Albrecht, CFO & Treasurer  
                             Ms. Mary Driscoll  
                             Mr. Guy Cosentino, Executive Director CCC Foundation  
                             Ms. Monika Salvage  
                             Ms. Annette LeFever, Board Secretary  
                             Mr. Andrew Poole

Via Zoom:             Mr. John Klink, Trustee  
                             Mr. John Camardo, Trustee  
                             Ms. Stephanie Hutchinson, Trustee  
                             Dr. Linda Van Buskirk, Trustee  
                             Dr. Keiko Kimura  
                             Dr. Terry Kupp  
                             Mr. Richard Bower  
                             Mr. Eric Zizza  
                             Ms. Rebecca Devendorf  
                             Ms. Misty Digaetano  
                             Mr. Dan Oneil

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addiction services in Cayuga and Oswego Counties; specifically, Narcan training imbedded within the nursing program, and support of the Certified Alcohol and Substance Abuse Certification (CASAC) program. The Healing Communities program sponsored three students in the CASAC program, which will graduate their first cohort this month. Over 50 nursing students at both the Auburn and Fulton campus have been trained on Narcan overdose treatments. Professor Mary Driscoll and Dr. Durant expressed appreciation for Ms. Salvages' advocacy efforts within the community and recognized her contributions to college programs.

## 2.0 CONSENT AGENDA

Mr. Franceschelli presented the Board Minutes from October 27, 2022 Regular Session meeting and the monthly Invoice and Stipend Reports. A motion to accept consent agenda items was made by Ms. Brown seconded by Ms. Hutchinson and carried by unanimous voice vote.

## 3.0 BOARD EDUCATION

### 3.1 Middle States Commission on Higher Education (MSCHE) Self Study Process

Ms. Brown, Chair, explained the MSCHE accreditation process including the Self Study Process. Highlights of their presentation included:

The Self Study is an essential part of maintaining accreditation. It is a multi-year process that should be a true evaluation of how we are performing and meeting our strategic plan goals. MSCHE outlines the process and requirements and makes a final determination at the conclusion of the process. A timeline was shared.

MSCHE has Seven standards on which the college is evaluated. A Steering Committee has been formed consisting of Standard chairs who were selected based on their area expertise. In addition to the seven standards, the college has opted to include two additional committees: Evidence Collection and Communication. Committee co-chairs and teams have been selected and will soon begin meeting and complete their work over the next year.

Several key campus constituencies have participated in a Self Study Institute (SSI) offered by MSCHE. The SSI was a series of five webinars and three people attended a Conference to learn more about self-study best practices.

MSCHE representative Paul Stanley will make his first visit to campus on April 26<sup>th</sup>. He will meet with various campus groups, including a session with Trustees. The purpose of his visit is to review and approve the self-study design.

## 4.0 COMMITTEE MEETING NOTES

### 4.1 Finance & Audit Committee

Ms. Hutchinson stated the meeting notes from the December 8, 2022 committee meeting were included in the agenda packet. She stated the committee has discussed and endorsed the following business items:

#### 4.1.1. Resolution to Approve the Civil Service Title Accountant

Dr. Durant explained a recent retirement requires we fill a position in the accounts payable area. He recommends filling this position with a higher-level title to assist with contract compliance and improve department efficiency. Ms. Hutchinson read the resolution and made a motion to approve. Ms. Brown seconded the motion. The motion carried by unanimous voice vote.

#### 4.2 Governance & Planning Committee

Dr. Van Buskirk stated the Committee notes were included in the agenda pack and there would be a brief overview of the Proposed Strategic Plan. He handed out printed versions of the plan and led a brief discussion on the process and recommendations.

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5.1.8 CCCC Foundation

Mr. Cosentino thanked several members of the college staff, including Cathy Dotterer, Doug Kinney and the entire facility staff for their great work on the 47<sup>th</sup> annual Craft Fair. The event was well attended and all feedback has been positive.

He stated the U H F H L D L M Q U R Q J U H L W R Q V H ) W U R μ  
Annual Campaign with excellent support from College employees to mark the  
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