

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, April 20, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo
Mr. Jeffrey Edwards
Hon. George C. Fearon
Ms. Caryl M. Frame
Mr. John A. Karpinski
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk

Excused: Mrs. Jane J. Bowen
Mr. Thomas E. Ganey
Ms. Pamela S. Kirkwood

Also: Dr. Daniel P. Larson, President
Anne J. Herron, Vice President of Academic & Student Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey L. Hoffman, Executive Director of the Foundation
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
Jeffrey E. Rosenthal, Associate Vice President of Academic & Student Affairs
Cheryl A. Anderson, Dean of Enrollment Management
Carla M. DeShaw, Dean of Community Education and Workforce Development
John Taylor, Dean of Information Technology
Robert M. Frame, Director of Theatre Operations/President A/P Group
Susan Gilmore/Associate Professor/Faculty Association President
Jo Ann Harris, Office Manager/Fulton Campus
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Michael Chamberlain, Managing Director of the Musical Theatre Festival
Robert Joy, JMZ Architects and Planners, PC
Justin Murphy, Reporter from The Citizen
Carolyn L. Guariglia, Board Stenographer

Mr. Camardo called the meeting to order at 6:00 p.m.

Mr. Camardo asked for a motion that item 3.1.1 *Purchase of the Eagan Property in Fulton, NY* be added to today's agenda.

Motion made by Mr. Fearon, seconded by Mr. Kott and carried following unanimous voice vote.

1.0 COMMENTS FROM THE PUBLIC
None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the March 23, 2011 Board Meeting Minutes, the March 2010 Budget Statement, March 2011 Budget Statement, the March 2011 Monthly Bills totaling \$2,205,867.36, the 2010-2011 Stipend Lists #16, #17 totaling \$216,359.28, and Grant Acceptance: Library Collection Aid - \$5,908.

Motion to accept and approve the Consent Agenda made by Mr. Edwards, seconded by Dr. Van Buskirk.

Motion carried following unanimous voice vote. (Appended 2.1, 2.2, 2.3, 2.4, 2.5)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Mr. Kott explained that the Building and Grounds Committee is seeking Board approval for the Eagan property in Fulton. A resolution needs to be in place to take official action and include it in the Facilities Master Plan. Fifty percent would be covered by the State.

3.1.1 Purchase of the Eagan Property in Fulton, NY

WHEREAS, Cayuga County Community College wishes to purchase property to expand the Fulton Campus to accommodate increased enrollment and future projected growth; and,

WHEREAS, Cayuga County Community College has identified forty-five acres of land contiguous to the River Glen Plaza in Fulton as a potential site to develop and expand the Fulton Campus; and,

WHEREAS, Mark Eagan, of 1477 County Route 9, Fulton, New York 13069 is the owner of that certain parcel of land, approximately 45 acres, as identified on the Tax Maps in the Town of Volney, Oswego County, New York, as Tax Map No. 254.00-05-09, and being more commonly known as the Eagan Property, desires to sell such property; and,

WHEREAS, By Resolution 357-97 and 198-98, the Cayuga County Legislature authorized Cayuga Community College to create a Facilities Master Plan; and,

WHEREAS, By Resolution 357-99, the Cayuga County Legislature accepted the above authorized Facilities Master Plan for capital construction and renovation projects; and,

WHEREAS, Cayuga County Community College would like to amend the Facilities Master Plan to include this purchase; and,

WHEREAS, Cayuga County Community College desires to purchase such property; and,

WHEREAS, The Board of Trustees of Cayuga County Community College has reviewed such Agreement; now, therefore, be it

RESOLVED, The Board of Trustees of Cayuga County Community College authorizes the amendment of the Facilities Master Plan to include the Eagan property; and,

RESOLVED, The Board of Trustees of Cayuga County Community College requests the County of Cayuga as local sponsor of the College to proceed with this purchase, and authorizes the College to enter into an Agreement of Purchase and Sale with Mark Eagan for the purchase price of Eleven Thousand Dollars (\$11,000) per acre for a total of Four Hundred Ninety-Five Thousand Dollars (\$495,000.00), which Purchase price shall be payable at Closing.

Motion to accept and approve the Resolution made by Mr. Kott, seconded by Dr. Van Buskirk.

Motion carried following unanimous roll-call vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Finance

Vice President Hutchinson stated that a budget workshop would need to take place the first week in May.

3.3 Personnel

Mr. Edwards presented the following personnel items and moved their approval.

3.3.1 2011-2012 Faculty Promotion:

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individual is recommended for promotion: **Jennifer Nichols, Instructor/Nursing.**

Resolved, that effective September 1, 2011, **Jennifer Nichols** be promoted to the rank of Assistant Professor, **but is not granted Continuing Appointment at this time.**

Motion seconded by Mr. Fearon and carried following unanimous voice vote.

3.3.2 2011-2012 Faculty Promotions:

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Dia M. Carabajal, Assistant Professor/Mathematics/Computer Science
Joel Humphrey, Assistant Professor/Biology
Robert L. Torrisi, Assistant Professor/Sociology/Criminal Justice/History

RESOLVED, that effective September 1, 2011, **Dia M. Carabajal, Joel Humphrey,** and **Robert L. Torrisi** be promoted to the rank of Associate Professor.

Motion seconded by Mr. Kott and carried following unanimous voice vote.

3.3.3 2011-2012 Faculty Promotion:

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individual is recommended for promotion:

Linda MacKay, Associate Professor/Nursing

RESOLVED, that effective September 1, 2011, **Linda MacKay** be promoted to the rank of Professor.

Motion seconded by Mr. Kott and carried following unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Larson stated the Trustees received a copy of his activities for March/April and gave the following President's report:

- Enrollment - Year-to-date we are at 96% of the annual goal. This goal includes the 23% increase we achieved last year.
- President Larson shared a document put out by the Publications and Institutional Communications office - an initial report to the community. This is the first step in an annual report to the community. Dr. Larson thanked Margaret Spillett and her team for their efforts.
- Dr. Larson introduced Robert Joy, from JMZ Architects and Planners. Mr. Joy presented a schematic design update on the Arts Education Performance Center to the Board.

4.1.2 Vice President of Academic and Student Affairs: Vice President Herron and Associate Vice President Rosenthal gave the following report:

- Dr. Herron commented that she has had a wonderful experience so far. She is learning about the faculty and staff.
- The faculty approved two new courses - CAY 100 and CAY 101. These courses will be offered in the fall of 2011 to help academically vulnerable students orient to Cayuga Community College.
- The College's new Coordinator of Experiential Learning, Sheila Myers, has been focusing on the development of a comprehensive strategy to enhance opportunities for student to obtain relevant experiences within their chosen careers.

4.1.3 Vice President of Administration: Vice President Hutchinson gave the following highlights from her report:

- Work continues to finalize the draft budget. She is planning a Board Budget Workshop in May.
- Highlights from the 2010 Health Plan Management Report were given.

4.1.4 Foundation Executive Director: Executive Director Hoffman gave the following report:

- Author, Kim Edwards will be on campus Wednesday, April 27 to debut her latest book.
- Working on possible purchase of the River Glen Mall.

4.1.5 Fulton Associate Vice President: Associate Vice President Killoran gave the following report:

- Associate VP Killoran highlighted the accomplishments of students at the Fulton campus.

4.1.6 Associate Vice President of Academic & Student Affairs: Report was given with Vice President Herron.

4.1.7 Deans:

4.0 REPORTS (continued)
4.1 President's Report (continued)

4.1.7.1 Dean of Community Education and Workforce Development: Dean DeShaw gave the following report highlights:

- There was an increase of about 15% in the number of classes offered this spring. Enrollment is up by 10% since last spring.
- Coming out with the first summer catalog.
- TAACCT Grant was submitted today and expect to hear a decision no later than July 1, 2011.
- With the loss of funding for NYS teacher centers, there may be an opportunity for community colleges to help address the need for professional development opportunities. On June 30, a seminar will be presented on serving hard to reach students.

4.1.7. 2 Dean of Enrollment and Retention: Dean Anderson gave an overview of Cayuga's global initiatives.

4.1.7.3 Dean of Technology: Dean Taylor gave the following report:

- Finished analyzing data that compares our staffing with our resources and currently putting together a re-organization plan for IT.
- Pleased to report major gains on the Argos reporting structure.

4.1.8 Student Trustee: Trustee Frame gave the following report:

- The Prom Dress Project reported a total of \$110.00 from the sale of prom dresses in Fulton and \$600.00 from Auburn.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

7.0 COMMUNICATIONS
Communication item were noted.

8.0 INFORMATION
Information items were noted.

9.0 EXECUTIVE SESSION

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss purchase of property and student housing.

Motion to adjourn into Executive Session made by Mr. Kott, seconded by Ms. Frame and carried by unanimous voice vote. The Board adjourned into Executive Session at 7:11 p.m.

At 8:21 p.m. a motion was made by Mr. Kott to return to Regular Session, seconded by Dr. Van Buskirk and carried unanimously.

10.0 ADJOURNMENT

Mr. Edwards moved to adjourn the meeting, seconded by Mr. Kott and carried by unanimous voice vote. The meeting adjourned at 8:22 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Jane J. Bowen, Secretary
Board of Trustees

5/9/11