

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 22, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mrs. Jane J. Bowen  
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:

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  
Cheryl A. Anderson, Dean of Enrollment Management  
Carla M. DeShaw, Dean of Community Education and Workforce Development  
Margaret Spillett, Director of Public Relations and Institutional Communications

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

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Mr. Camardo presented the Consent Agenda which consisted of the May 18, 2011 Board Meeting Minutes, the May 2010 Budget Statement, May 2011 Budget Statement, the May 2011 Monthly Bills totaling \$1,277,599.76 Stipend Lists #20, #21 totaling \$612,046.61.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Buildings and Grounds**

Mr. Kott reported that progress continues with on-campus student housing. The Buildings and Grounds Committee will need to meet next month. Dr. Larson was asked about the status of athletic facilities. Further discussion will occur later in the meeting. New York State now is planning to sell the Tubman Residential Center on Chestnut Ridge Road that the College explored eighteen months ago. Dr. Larson is following up with New York State about that opportunity.

**3.2 Finance**

Ms. Kirkwood presented the following finance items and moved their approval.

**3.2.1 Tuition and Fees Schedule 2011-2012**

WHEREAS, the Board of Trustees of Cayuga Community College has endeavored to maintain tuition and fee rates at the lowest possible levels, and,

WHEREAS, the Board of Trustees of Cayuga Community College must establish tuition and fee rates which will insure the fiscal stability of the College, and,

WHEREAS, the tuition and fee rates must be established at this time to allow students and their families the opportunity to plan accordingly, now, therefore be it

RESOLVED, that the Cayuga Community College Board of Trustees does hereby set the following tuition and fee rates for 2011-2012:

**TUITION**

Full-Time Enrollment (12-19 credit hours) \$3,820

Part-Time Enrollment (1-11 credit hours) \$150 per credit hour

**FEES**

Fitness Center Fee \$15 per course

Nursing Fee \$20 per credit hour

Records Fee (12 or more credit hours) \$10 per semester

Records Fee (1-11 credit hours) \$4 per semester

Technology Fee (over 19 credit hours) \$90 per semester

Technology Fee (12-19 credit hours) \$80 per semester

Technology Fee (1-11 credit hours) \$7 per credit hour

SUNY Learning Network Fee \$10 per credit hour

Motion carried following roll-call vote with Mr. Edwards, Mr. Fearon, Ms. Frame, Mr. Karpinski, Ms. Kirkwood, Mr. Kott, and Dr. Van Buskirk voting "yes" and Ms. Bowen and Mr. Camardo voting "no".

**3.2.2 2011-2012 Operating Budget**

RESOLVED, that the operating budget, September 1, 2011 - August 31, 2012, of Cayuga County Community College in the amount of \$30,763,646 with a County of Cayuga Sponsor's share of \$2,898,345 be adopted.

Motion carried following roll-call vote with Mr. Edwards, Mr. Fearon, Ms. Frame, Mr. Karpinski, Ms. Kirkwood, Mr. Kott, and Dr. Van Buskirk voting "yes" and Ms. Bowen and Mr. Camardo voting "no".

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.3 Personnel**

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

**3.3.1 Faculty 2011-2012 Term Appointment:**

In compliance with Article XI, Section 3 of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for renewal of his Term Appointment for the Spring 2012- - Fall 2012 academic year:

Robert Humphrey/Instructor of Biology

Motion carried following unanimous roll-call vote.

**3.3.2 Renewal of Faculty Contract for 2011-2012**

RESOLVED, that the 2011-2012 Contract between the Board of Trustees of Cayuga County Community College and the Cayuga County Community College Faculty Association be approved, subject to approval by the Cayuga County Legislature.

Motion carried following roll-call vote, with Mr. Camardo, Mr. Edwards, Mr. Fearon, Ms. Frame, Ms. Kirkwood, Mr. Kott, and Dr. Van Buskirk voting "yes" and Ms. Bowen and Mr. Karpinski voting "no".

**4.0 REPORTS**

**4.1 President's Report**

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

- Enrollment - Year-to-date we are at 99.7% of the annual goal. Summer enrollment to date of 361 FTEs equals 112% of Summer 2010 FTEs. Nearly 2,400 students are registered for Fall 2011.
- Registration of returning students this fall is lagging somewhat behind last year. College staff is increasing efforts to reach more of these students.
- Summer 2011 course sections total 268, with 184 or 69% taught online. Enrollment totals 3,469 with 2,522 or 73% being online.
- The Governor and legislative leaders have agreed upon the SUNY rational tuition policy. SUNY community colleges will follow in kind, although each individual college sets tuition as approved by the local board and local sponsor.

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

- The College has received a \$25,000 Innovation Collaborative Grant from the College National Network to create and pilot learning communities that link developmental courses with the student success course and mentoring support system.
- The Leadership Team held a half-day retreat on June 22 to examine and create strategies for enhancing internal communication. Two core values - collegiality, and open inquiry and dialogue - are inherent in an effective internal communication plan.

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

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

- Comprehensive listing of current grants and their status. These grants allow the College to accomplish goals to deliver programs and services that otherwise might be proscribed by funding constraints.
- Summary review of paid claims for 2008-2011 through the Health Insurance Consortium.

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

- Progress with the new Fulton campus continues to move forward.

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

- Summer session is a total of fifteen sections with upwards of 150 students registered.
- Community connections include the United Way of Greater Oswego County, Operation Oswego County, and the career fair sponsored by State Senator Patty Ritchie.

4.1.6 **Associate Vice President of Academic & Student Affairs:** No report.

4.1.7 **Deans:**

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

- Review of current activity with RAEN contract and NRS contract.
- Community Education registrations year-to-date total 2,580 in 230 courses, an increase of 41% and 15% respectively over 2009-2010.
- In May, 114,000 catalogs were produced and distributed for the Adult Education Programs, 5,000 brochures for the new Kids at Cayuga Summer Camp, and 7,500 catalogs for the new Teachers Professional Development Institute.
- The TAACCCTP grant will be reviewed in July and August, with decisions anticipated in September.

4.1.7.2 **Dean of Enrollment and Retention:** Dean Anderson gave the following report highlights:

- Confirmed Dr. Larson's comments about the enrollment of returning students for this fall. Admissions staff members are implementing efforts to reach these students now. Enrollment of new students for the Fall is trending about 20% ahead of last year. Numbers will remain fluid for another month.

4.1.7.3 **Dean of Technology:** No Report.

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.8 Student Trustee: Trustee Frame gave the following report:

- Not much activity underway during the summer, although preparation for the fall semester continues.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

6.1 Approval of Associate in Science Degree Program

WHEREAS, it is central to the mission of Cayuga Community College to offer degree and certificate programs which prepare students for further study or employment; and

WHEREAS, Cayuga Community College received branch campus status at the Fulton location in March 2006; and

WHEREAS, the proposed degree program is a new program at the Auburn and Fulton campuses which has been approved by the faculty of the College; and

WHEREAS, the enrollment trends indicate a current demand for this program; and

WHEREAS, the proposed program conforms to requirements at transfer institutions; and

WHEREAS, the proposed programs would respond to the career goals of current and future students residing in Cayuga County and Oswego County; now therefore, be it

RESOLVED, that the Board of Trustees at Cayuga Community College hereby approves the establishment of an Associate in Science Program in Health Science at the Auburn and Fulton campuses.

6.2 Resolution of Appreciation

WHEREAS, in April 2010 Caryl Frame was elected by the student body of Cayuga Community College to serve on the College's Board of Trustees during the 2010-2011 academic year; and

WHEREAS, during her tenure as student trustee, Ms. Frame did serve as a member of the Board's Buildings and Grounds Committee and the Planning Committee, and gave generously and diligently of her time and effort to the benefit of the College; and

WHEREAS, Ms. Frame distinguished herself by providing unselfish leadership to the student body, advocating on its behalf and bringing students' concerns before the Board of Trustees; now, therefore, be it

RESOLVED, that, the Board of Trustees of Cayuga Community College on behalf of the entire college community hereby expresses its most sincere appreciation to Ms. Frame for her service as a member of said Board during the past year and wishes her continued success in her academic and personal endeavors.

**6.0 NEW BUSINESS (continued)**

**6.3 ACCT Membership Renewal**

The ACCT membership for 2011-2012 in the amount of \$2,174 was passed by unanimous roll-call vote.

**6.4 Election of Board Officers 2011-2013**

Board Officers elected for the 2011-2013 year were:

John Camardo - Chair

Jeff Edwards - Vice Chair

Stanley Kott - Secretary

**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 property, and contract negotiations.

Motion to adjourn into Executive Session made by Mr. Kott, seconded by Mr. Fearon and carried by unanimous voice vote. The Board adjourned into Executive Session at 6:10 p.m.

At 6:40 p.m. a motion was made by Mr. Kott to return to Regular Session, seconded by Mr. Karpinski and carried unanimously.

**10.0 ADJOURNMENT**

Ms. Kirkwood moved to adjourn the meeting, seconded by Mr. Kott and carried by unanimous voice vote. The meeting adjourned at 6:41 p.m.

Respectfully submitted:

Jane J. Bowen, Secretary  
Board of Trustees