

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, August 17, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mrs. Jane Bowen
Mr. John M. Camardo
Mr. Jeffrey Edwards
Hon. George C. Fearon
Ms. Pamela S. Kirkwood
Dr. Linda P. Van Buskirk

Excused: Stanley J. Kott

Also: Dr. Daniel P. Larson, President
Dr. 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
Jeffrey R. Rosenthal, Associate Vice President of Academic & Student Affairs
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
Maureen Erickson, Director of Assessment
Robert M. Frame, Director of Theatre Operations/President A/P Group
Susan Gilmore/Associate Professor/Faculty Association President
David L. Harbaugh, Network Operations Administrator/Data Center
Meg Osborne, Counselor/Student Development
Margaret Spillett, Director of Public Relations and Institutional Communications
Christie Waters, Division Chair/Math/Nursing/
Scott Whalen, Director of Human Resources
Justin Murphy, Reporter from The Citizen
Carolyn L. Guariglia, Board Stenographer

Mr. Camardo called the meeting to order at 5:00 p.m.

Mr. Camardo noted that 3.1.2 - Naming of the College Circle - had been pulled at Committee.

1.0 COMMENTS FROM THE PUBLIC
None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the July 20, 2011 Board Meeting Minutes, the July 2010 Budget Statement, July 2011 Budget Statement, the July 2011 Monthly Bills totaling \$1,389,247.99, the 2010-2011 Stipend Lists #24, #25, and #26 totaling \$136,403.92.

Motion to accept and approve the Consent Agenda made by Ms. Kirkwood, seconded by Ms. Bowen.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

3.1.1 Naming of the Arts Education & Performance Center

Mr. Edwards made a motion to approve the following:

Whereas, Cayuga Community College is undertaking the design and construction of the Arts Education & Performance Center in downtown Auburn; and,

Whereas, major support for this project generously was provided by the Schwartz Family Foundation of Pittsford, New York; and,

Whereas, the proposed Arts Education & Performance Center will serve Cayuga students as an educational and training resource, and as a venue for the Finger Lakes Musical Theatre Festival, drawing an estimated more than 150,000 visitors annually to central New York as a top destination in the nation for summer musical theatre; and,

Whereas, the College endeavors to engage in the vitality of its community through its mission, fulfilling the opportunity to help develop its region and its people; and,

Whereas, the Arts Education & Performance Center will have a transformative economic and entrepreneurial impact on the Finger Lakes Region of Upstate New York; now,

Therefore, be it resolved, that the Board of Trustees of Cayuga Community College does hereby honor the leadership, vision, and generosity of the Schwartz family by naming the Arts Education & Performance Center as the "Schwartz Family Performing Arts Center."

Motion seconded by Ms. Kirkwood and carried following unanimous voice vote.

3.1.2 Naming of the College Circle - was pulled at the Building and Grounds Committee meeting.

3.1.3 Naming Opportunities

Whereas, in the fall of 2010, the Library Programming & Marketing Committee at Cayuga Community College adopted the project of establishing an art gallery in the Library, to feature the work of student and staff artists; and

Whereas, a section in the Bourke Memorial Library near the public-use computers was identified as an ideal site for the gallery; and

Whereas, the Committee held a College-wide contest to name the gallery, from which the Library staff voted on submitted names, and "The Library Gallery @ 197" won; now,

Therefore, be it resolved, that the Board of Trustees of Cayuga Community College does hereby name this gallery as "The Library Gallery @ 197".

Motion seconded by Ms. Kirkwood and carried following unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Finance

3.3 Personnel

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

3.3.1 Faculty Appointment (Temporary):

Resolved, that Sarah L. Yaw of 152 Ross Street Ext. Auburn, NY, be appointed to the temporary twelve-month faculty position of English Specialist/Interim Director of the Academic Support Center at the Fulton campus at an annual salary of \$73,049 for the 2011-2012 academic year.

Motion seconded by Mrs. Bowen and carried following unanimous roll-call vote.

3.3.2 Faculty Appointment (temporary):

RESOLVED, that Jennifer G. Liddy of 308 Summit Avenue, Syracuse, NY, be appointed to the temporary ten-month faculty position of Instructor/English Specialist at the Fulton campus at an annual salary of \$54,241 for the 2011-2012 academic year.

Motion seconded by Ms. Kirkwood and carried following unanimous roll-call vote.

3.3.3 Faculty Appointment (Temporary):

RESOLVED, that Terry L. Kupp of 2980 E. Lake Road, Skaneateles, NY, be appointed to the temporary twelve-month faculty position of Disability Specialist/Interim Director of the Academic Support Center at the Fulton campus at an annual salary of \$65,089 for the 2011-2012 academic year.

Motion seconded by Ms. Kirkwood and carried following unanimous roll-call 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 July/August and gave the following President's report:

- President Larson gave an overview of the Middle States Periodic Review Report. Kudos to all that worked on this report, especially Maureen Erickson, Director of Assessment and Christie Waters, Division Chair for Natural & Health Sciences/Mathematics and Technology.
- A copy of the President's Annual Report to the Chancellor was distributed to the Board and President Larson stated that the Chancellor wants to see more consolidation.
- Lattimore Hall has a waiting list. The College is exploring other opportunities for student housing.

4.0 REPORTS (continued)

4.1 President's Report (continued)

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

- Dr. Herron commented on the Middle States Commission on Higher Education Periodic Review Report and thanked colleagues.
- Part of Dr. Herron's report was a presentation done by Ashley Shaw, an Americorp Vista Volunteer that has been here at the College working in Student Development with Counselor, Meg Osborne.
- Cayuga submitted an application for an Allyn Foundation \$25,000 grant to fund a Presidential Scholars Learning Community. The College would utilize the funding for scholarships targeted to Cayuga County high School graduates in the top 20% of their class cohorts.

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

- VP Hutchinson thanked the Board for their work on post-retirement benefits. Our liability increased only 2.5% which is unheard of at other colleges. The annual required contribution decreased from \$2,575,810 to \$2,156,005. A full report will be given in September.

4.1.4 Foundation Executive Director: Executive Director Hoffman highlighted the following:

- Challenge for the Foundation with regard to the Fulton campus, as the Foundation has never borrowed money before. Everything seems to be going very well at this date.
- Closing down our fiscal year on August 31.
- A summer intern from Wells College worked with the Foundation this summer.

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

- Update on meetings and sessions for the new campus.

4.1.6 Associate Vice President of Academic & Student Affairs: Associate Vice President Rosenthal gave the following highlight to his report:

- Associate VP Rosenthal gave a handout and report on the Cayuga Advantage Program.

4.1.7 Deans:

4.1.7.1 Dean of Community Education and Workforce Development: Dean DeShaw reported the following:

- Finished the first Kids Camp in August and the feedback from parents, is that they want longer and more classes. In September Dean DeShaw will give a more detailed presentation.
- Came out with the second catalog for the Teachers Institute. Mailing went to all districts.
- Jim Matt, Director of Central Southern Tier RAEN, has picked up two literacy zone awards.

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

4.1.7 Deans (continued):

4.1.7.1 Dean of Community Education and Workforce Development (continued):

- Dean DeShaw was asked to be one of three facilitators of the Governor's Economic Development CNY Regional Council. She will keep everyone informed.

4.1.7.2 Dean of Enrollment and Retention: No report.

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

- Dean Taylor stated that the IT department is working on updating the source of power in the server room.
- Two computer labs have been renovated.
- Full report in September.

4.1.8 Student Trustee: No report

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 contract negotiations.

Motion to adjourn into Executive Session made by Ms. Kirkwood, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The Board adjourned into Executive Session at 6:03 p.m.

At 6:35 p.m. a motion was made by Mr. Fearon to return to Regular Session, seconded by Ms. Kirkwood and carried unanimously.

10.0 ADJOURNMENT

Mr. Edwards moved to adjourn the meeting, seconded by Mr. Fearon and carried by unanimous voice vote. The meeting adjourned at 6:36 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees

9/13/11