

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Wednesday, January 18, 2012, 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
Mr. John A. Karpinski
Ms. Pamela S. Kirkwood
Mr. John J. Klink
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk
Mr. Byron Wall

Excused:

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
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
Carla DeShaw, Dean of Community Education & 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
James Matt, Director, Central Southern Tier Regional Adult Education Network
Rosemary Matt, Director, National Reporting System
Stephanie Schuster, Coordinator of Community Education
Scott Whalen, Director of Human Resources
Justin Murphy, Reporter/The Citizen
Carolyn L. Guariglia, Secretary to the Board

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

President Larson administered the official oath of office to Mr. John J. Klink, who was recently appointed by the Governor to fill the unexpired term of Thomas Ganey. Dr. Larson extended congratulations and a welcome to Mr. Klink on behalf of the Board and the entire College community.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the December 14, 2011 Board Meeting Minutes, the December 2010 Budget Statement, December 2011 Budget Statement, the December 2011 Monthly Bills totaling \$1,941,783.63, the 2011-2012 Stipend Lists #9 & #10, totaling \$42,245.94.

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

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 Authorization to Award Bid for the Fulton Campus - Project at River Glen

RESOLVED that, upon the evaluation and recommendation by LPCiminelli, Inc., Construction Manager, and with the concurrence of JMZ Architects & Planners, P.C., of all two (2) bids together with supporting documents, post-bid documents, and contractor's qualifications, the Board of Trustees of Cayuga Community College hereby accepts all bids and approves, contingent upon the formal approval by the Cayuga County Attorney of the contracts and their form and by the insurance agent of the Certificates of Insurance, the Performance Bonds, and the Labor and Material Payment Bonds, that the bids be awarded as listed below; and further, be it

RESOLVED that, the Board of Trustees of Cayuga Community College does hereby authorize and direct the College administration to execute and deliver all necessary and appropriate documents, certificates, and agreements, and to furnish all information in connection with the Fulton Campus Project at River Glen.

For C110 Elevator work for the amount of forty three thousand nine hundred ninety five thousand dollars (\$43,995) to:

Schindler Elevator Corporation
587 West Bear Street
Syracuse, NY 13204

Motion to approve made by Mr. Kott, seconded by Ms. Kirkwood and carried by a unanimous roll-call vote.

3.1.2 Acquisition of 2 State Street, Auburn, New York

Mr. Kott announced that more work needed to be done on this resolution before it is brought to the full Board of Trustees.

Mr. Kott gave an update on student housing.

3.2 Finance

No Report.

3.3 Personnel

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

3.3.1 Administrative/Professional Appointment:

RESOLVED, that Barbara Travis of 3B Windsorshire Drive, Rochester, NY, be appointed to the position of Program Specialist at an annual salary of \$51,421 (Grade 4, Level 2 of the 2004-2012 Administrative/Professional Group contract) effective January 19, 2012. This position is grant funded.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.2 Faculty Resignation:

RESOLVED, that the resignation of Sharon Trerise, as Coordinator of Disability Services, be accepted with regret, effective January 31, 2012.

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

3.3.3 Civil Service Appointment:

RESOLVED, that Richard Boylan of 331 Lawrence Ave, North Syracuse, NY, be appointed from a Cayuga County Civil Service Commission certified list to the temporary position of Custodian at the Auburn campus at an annual salary of \$33,224, effective January 23, 2012. This position is currently vacant due to a medical leave of absence.

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 December/January and gave the following President's report:

- Seventy-eight people have just returned from London, traveling with the International Program.
- The Ways and Means Committee of the Cayuga County Legislature has recommended the establishment of the Capital H account for the Theatre project.
- The Governor delivered his budget message to the State Legislature and included our supplemental funding request for the Fulton project and the Musical Theatre Festival.
- Enrollment highlights - January Intersession - 41 FTE were recorded for Intersession. The Spring semester numbers seem to be where they should be, but numbers will not be final until April. We are at 94% of our goal. Dr. Van Buskirk asked if there could be a breakdown of admissions versus retention. Mr. Karpinski asked if financial aid is available for Intersession. Dr. Larson stated that he would look into that. Dr. Larson stated that national enrollment numbers have dropped. The economic condition is not as dire as a year ago and people are not seeking higher education.
- Trustee Camardo and President Larson traveled to Albany to meet with Chancellor Nancy Zimpher and Vice Chancellor for Community Colleges, Johanna Duncan-Poitier. It was an opportunity for Mr. Camardo to meet his counterparts and the Chancellor and Vice Chancellor.
- The NYCCT will be hosting an Advocacy Day on March 6. If any Trustees would like to attend, please speak to Carolyn Guariglia.

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

- With the encouragement of Congressman Hanna, the College established the Veteran's Regional Consortium.
- Announced today by the National Orientation Directors Association that Professor Norman Lee was elected to its Board. He will be the only Board member from a two-year college.
- On January 19, academic leaders will gather to begin discussion to design a comprehensive strategic plan for Academic Affairs.
- In the next few weeks, the Academic Support Center and Student Development staff will meet to discuss how their areas can better serve student needs.

4.0 **REPORTS (continued)**

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

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

- Budget update.
- A dividend check was received for 40% of the premium paid for February 1 2010 to February 1, 2011.
- Developing a process for a monthly Board report on the Fulton campus progress.

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

- Welcomed Trustee Klink.
- Mr. Hoffman reiterated to the Board for them to tell the Foundation the most important project that they should be raising funds for, the dollar amount and the timeline to raise these funds. Mr. Hoffman stated that the Foundation is here to serve the College.
- Looking to add five or six new Foundation Board members.

4.1.5 **Fulton Associate Vice President:** Associate VP Killoran highlighted the following:

- Working on a lot of aspects of the campus and identifying what items will need to be moved to River Glen and what will be left behind.
- Color palette was displayed.

4.1.6 **Associate Vice President of Academic & Student Affairs:** Associate Vice President Rosenthal's report is in conjunction with Dr. Herron's.

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:**

- Dean DeShaw gave a Community Education and Workforce Development three year in review PowerPoint presentation.
- Introduced NRS Director, Rosemary Matt, RAEN Director, Jim Matt, and Medical Program Instructor, Colleen Gleason.

4.1.7.2 **Dean of Enrollment and Retention:** No report.

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

- A new wireless system was installed in January. This will provide improved coverage, high speed wireless access, wireless network capability and improved availability.
- The three year IT master plan was finalized in December and there as a lot of input from faculty, staff and students. It is currently being reviewed by the President's Executive Team. An update will be done every fall.
- A network penetration testing has been recently completed as part of the IT security audit.

4.1.8 **Student Trustee:** Trustee Wall gave the following report:

- There is a friendlier atmosphere in the Business Office. One suggestion would be to put signs on the computers that state they are for students' use.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

- 6.1 Trustee Fearon asked about a possible college night on campus where representatives would come from different institutions and share information with prospective students. President Larson stated that he would talk to Dean of Enrollment, Anderson
- 6.2 Due to schedule conflicts, the February and April Board meetings will be changed to February 22 and April 25.
- 6.3 Mr. Camardo will be making Committee appointments, so if Trustees have a preference for a committee, please contact Mr. Camardo

7.0 COMMUNICATIONS

Communication item were noted.

8.0 INFORMATION

- 8.5 The ACCT Governance Leadership Conference will be held in New York City, on March 29-31. If interested, please contact Carolyn Guariglia.

9.0 EXECUTIVE SESSION

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss contract negotiations.

Motion to adjourn into Executive Session made by Mr. Kott, seconded by Ms. Kirkwood.

The Board adjourned into Executive Session at 7:31 p.m.

At 7:59 p.m. a motion was made by Mr. Fearon to return to regular session, seconded by Ms. Kirkwood and carried unanimously.

10.0 ADJOURNMENT

Ms. Kirkwood moved to adjourn the meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 8:00 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees