

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 22, 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  
Mr. John J. Klink  
Dr. Linda P. Van Buskirk  
Mr. Byron Wall

Excused: Mr. 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  
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus  
Jeffrey E. Rosenthal, Associate Vice President of Academic & Student Affairs  
Carla DeShaw, Dean of Community Education & Workforce Development  
John Taylor, Dean of Information Technology  
Margaret Spillett, Director of Public Relations and Institutional Communications  
Robert M. Frame, Director of Theatre Operations/President A/P Group  
Susan Gilmore/Associate Professor/Faculty Association President  
Pete Liddell, Director of Athletics  
Scott Whalen, Director of Human Resources  
Michael Chamberlain, Executive Director of the Musical Theatre Festival  
Robert Joy, JMZ  
Carolyn L. Guariglia, Secretary to the Board

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 January 18, 2012 Board Meeting Minutes, the January 2011 Budget Statement, January 2012 Budget Statement, the January 2012 Monthly Bills totaling \$1,379,342.45, the 2011-2012 Stipend Lists #11, #12 & #13, totaling \$1,524,054.02.

Motion to accept and approve the Consent Agenda made by Mr. Fearon, seconded by Mrs. 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**

No report.

**3.2 Finance**

No report.

**3.3 Personnel**

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

**3.3.1 Faculty Retirement:**

RESOLVED, that the retirement of Thomas J. Paczkowski, as Professor of Business, be accepted effective August 7, 2012. The Board of Trustees expresses its recognition of 35 years of service to the institution by Thomas J. Paczkowski and wishes him a happy, prosperous, and fulfilling retirement.

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

**3.3.2 Faculty Job Title Change:**

RESOLVED, that the job title of Director of Academic Support Center be changed to Director, Center for Academic Success.

Motion seconded by Dr. Van Buskirk and carried following unanimous voice vote.

**3.3.3 Faculty 2012-2013 Term Appointment(s):**

In Compliance with Article XI, Section 3, of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individuals are recommended for renewal of their Term Appointment for the 2012-2013 academic year:

Philip J. Addabbo	Instructor of Business
Nicole Z. Adsitt	Developmental Studies Coordinator
Christopher D'Arcy	Instructor of Biology
Maureen Erickson	Assistant Professor/Director of Assessment
Ngocanna P. Huynh	Assistant Professor/Psychology
Melissa Johnson	Instructor of Art
Jennifer Nichols	Assistant Professor of Nursing
Nathaniel Thomas	Instructor of Psychology
Amy Valente	Instructor of Business

Motion seconded by Dr. Van Buskirk and carried following unanimous roll call vote.

**3.3.4 Faculty 2012-2013 Continuing Appointment(s):**

In compliance with Article XI, Section 3, of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individuals are recommended for Continuing Appointment:

Michael Cortese - Instructor of Music/Telecommunications  
Theresa Misiaszek - Instructor of Criminal Justice

RESOLVED, that effective September 1, 2012, Michael Cortese and Theresa Misiaszek be promoted to the rank of Assistant Professor and granted Continuing Appointment.

Motion seconded by Mr. Klink and carried by 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 January/February and gave the following President's report:

- Dr. Larson asked Board members if they wanted business cards. If so, they were asked to fill out a form and return to Carolyn Guariglia.
- Enrollment by the end of the summer will be 98% of our goal. At the Presidents meeting held recently, everyone is down between 2 and 6%.
- Mr. Edwards asked for a report on what our expenses versus revenue for Dean DeShaw's programs at Broadway. Mr. Edwards also asked for a report to outline current costs for Broadway and the projected 2012-13 costs for Broadway and River Glen.

Mr. Karpinski arrived at 6:15 p.m.

- The School of Media and Arts (SOMA) proposal was discussed with funding being sought from the College's Foundation for a three-year period for a pilot program that would support the concept of "program coordinators" for the School model. The total would be \$18,000 in stipends. Dr. Van Buskirk stated that it looked to her like normal faculty activities and questioned the stipend. President Larson explained the difference.
- On March 6, the NYCCT will be holding its Advocacy Day and if there are any Trustees that would like to participate please contact President Larson.

Robert Joy, from JM Architects, made a presentation to the Board on the Schwartz Theatre project.

Dr. Van Buskirk left the meeting at 6:45 p.m.

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

- Library reference services are available 24/7 through virtual chat through the libraries website.
- The Annual Assessment Day took place on February 15.
- The FSA approved a gift of \$126,000 to help offset the cost of the storefronts at the River Glen, which is the largest gift ever made by the FSA.
- The FSA received three proposals for bookstore operator. Presentations will be made on March 1.
- Termination of food services with American Food and Vending.
- Talks have begun regarding childcare at River Glen.
- A Bylaws Committee has been established by the FSA to review their Bylaws.
- The FSA Strategic Planning Committee continues to work on a comprehensive Strategic Plan.
- Faculty and Staff in the Academic Support Center have crafted a new proposed mission.
- A meeting will take place on March 8<sup>th</sup> with Wells College regarding the collaboration of services.

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

- Gave the budget development for 2012-2013
- Fulton expansion project update.

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

- Five new Board members have been appointed to the Foundation Board.
- New Officers have been selected.

4.0 **REPORTS (continued)**

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

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

- JM development of storefront design has begun with appropriate groups.
- Furniture vendor selection process has begun.
- Vendor for Learning Commons has already begun and will have specs soon.

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:**

- Gave the Board a spreadsheet listing existing programs, new programs, and the expansion of current programs.
- Gave an overview of what the services would look like at West Middle School, and stated that it will take a variety of funding sources. Mr. Fearon asked what the time-frame was for application to the Literacy Zone. Dean DeShaw said July 1. Mr. Edwards asked how the College would pay for these services. He also stated that he does not want to see an overlap of services with BOCES. He wants to see the College and BOCE work together and not compete with each other. Mr. Camardo asked why extra space is needed. Dean DeShaw stated that there is no space available during the day on campus. The lack of space has stopped the Community Education and Workforce Development area from starting up any new programs. Lab space is needed. Dean DeShaw stated that she would give projections on grants and career tech programs to the Board.
- Dean DeShaw discussed the Plastics Institute and stated the reasons for the venture: problem with labor for the plastics companies in New York; no training for the plastics workers; there is no institute to send their incumbent workers to in order to promote them; to address the workforce demands on plastics. Mr. Edwards stated that he has never received any financial reports in any of Dean DeShaw's areas and the Trustees know very little of her area as far as finances. Mr. Edwards stated that before the Board proceeds on any project all that information needs to be brought forward. It was decided that Dean DeShaw would provide the Trustees with a report at their March Board meeting.

4.1.7.2 **Dean of Enrollment and Retention:** A copy of her report was distributed to the Board in her absence.

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

- Planning and work has been done for the new Fulton campus.
- As part of Assessment Day, we worked out a plan for student e-mail usability. Students can now access their e-mail through their cell phone.

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

- There are still hurdles to get to his college e-mail on is App.
- SGO is working on spring events.

**5.0 OLD BUSINESS**

None.

**6.0 NEW BUSINESS**

**6.1 SUNY Honorary Degree**

Whereas, the Board of Trustees of the State University of New York is authorized by law to award honorary doctorate degrees; and,

Whereas, the intent of these degrees is to recognize excellence in the fields of scholarship, business, and philanthropy that exemplify the mission of the State University; and,

Whereas, on December 6, 2011, the Board of Trustees of the State University approved the awarding of the degree Doctor of Humane Letters to Dr. Joseph F. Karpinski, Sr.; and,

Whereas, this degree honors the service of Dr. Karpinski as a Trustee of Cayuga Community College from 1977 to 1986; and,

Whereas, Dr. Karpinski was instrumental in the creation of the Cayuga Community College Foundation 1982, serving as its first President; and,

Whereas, Dr. Karpinski has given generously of his own wealth, resources, and expertise in establishing the Cayuga Community College Foundation as a key partner in the growth and success of the College; and,

Whereas, Dr. Karpinski's work in the Auburn community, on the national stage in his profession, and internationally in support of the people of Poland has been an outstanding example for others over the past six decades;

Now, Therefore, Be it Resolved, the Board of Trustees of Cayuga Community College does hereby join the State University of New York in recognizing the life and accomplishments of Dr. Joseph F. Karpinski, Sr.; and,

Be it Further Resolved, the Board of Trustees of Cayuga Community College does hereby direct that Dr. Karpinski be presented with the degree Doctor of Humane Letters at the 58<sup>th</sup> Annual Commencement Ceremonies of Cayuga Community College on May 20, 2012.

Motion to approve made by Mr. Wall, seconded by Mrs. Bowen and carried following unanimous voice vote.

**6.2 Partnership with Wells College**

Whereas, the Board of Trustees of Cayuga Community College recognizes the value and importance of strategic alliances in strengthening our service to our students and to our community; and,

Whereas, Cayuga Community College and Wells College geographically are located within Cayuga County and share a commitment to providing access to higher education for Cayuga County residents; and,

Whereas, the two Colleges desire to improve the opportunities for our students to attend both institutions, and, in particular, to transfer readily from Cayuga to Wells; and,

Whereas, the two Colleges desire to facilitate and strengthen the connections between faculty and students, develop a joint awareness campaign, maximize relationships with elected officials, philanthropists, and community leaders, and deepen our affiliations with regional partners;

Now, Therefore, Be it Resolved, the Board of Trustees of Cayuga Community College, upon the recommendation of the President and Senior Staff of the College, does hereby endorse the expanded partnership efforts with Wells College.

Motion to approve made by Mrs. Bowen, seconded by Mr. Klink and carried following unanimous voice vote.

**7.0 COMMUNICATIONS**

Communication item were noted.

**8.0 INFORMATION**

Information items were noted.

Mr. Camardo made the following Committee appointments:

Personnel - Jeffrey Edwards, Chair  
Jane Bowen  
George Fearon  
John Karpinski  
Linda Van Buskirk

Finance - Stanley Kott, Chair  
Jane Bowen  
Jeffrey Edwards  
John Klink  
Linda Van Buskirk

Building &  
Grounds - John Karpinski, Chair  
Melina Carnicelli  
George Fearon  
Linda Van Buskirk  
Byron Wall

Planning - Jane Bowen, Chair  
Melina Carnicelli  
John Klink  
Stanley Kott  
Byron Wall

**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 Mrs. Bowen, seconded by Mr. Klink and carried following unanimous voice vote.

The Board adjourned into Executive Session at 7:59 p.m.

At 8:28 p.m. a motion was made by Mr. Fearon to return to regular session, seconded by Mr. Karpinski and carried unanimously.

**10.0 ADJOURNMENT**

Mr. Karpinski moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 8:29 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia  
Board Stenographer

Stanley J. Kott, Secretary  
Board of Trustees