

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 20, 2012, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mrs. Jane Bowen
Mr. John M. Camardo
Mrs. Melina Carnicelli
Mr. Jeffrey Edwards
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. John J. Klink
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk
Mr. Byron Wall

Excused:

Also: Dr. Daniel P. Larson, President
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 Anderson-Lindsay, Dean of Enrollment Management
Carla DeShaw, Dean of Community Education & Workforce Development
Robert M. Frame, Director of Theatre Operations/President A/P Group
Susan Gilmore/Associate Professor/Faculty Association President
David Harbaugh, Manager of Network Operations and Server Administration
JoAnn Harris, Office Manager, Fulton/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Carolyn L. Guariglia, Secretary to the Board
Reporter from the Citizen

Mr. Camardo asked for a motion to add 3.1.1 *Authorization to Reject ALL bids for the Schwartz Performing Arts Center Project* to today's agenda.

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

Mr. Camardo called the meeting to order at 5:11 p.m. and welcomed representatives from the New York Community College Trustees. Dr. Larson introduced David Mathis, NYCCT Chair; Arthur Anthonisen, NYCCT Foundation Chair; and Cynthia Demarest, President/CEO of NYCCT.

Mr. Mathis thanked the Board and President Larson for their time today. He invited everyone to the NYCCT conference in Saratoga this fall. Ms. Demarest distributed information packets to the Board. Mr. Mathis stated if there were any questions from the Board in the future, to call on Ms. Demarest.

1.0 **COMMENTS FROM THE PUBLIC**

None.

2.0 **CONSENT AGENDA**

Mr. Camardo presented the Consent Agenda which consisted of the May 8, 2012, May 16, 2012, and May 20, 2012 Board Meeting Minutes, the May 2011 Budget Statement, May 2012 Budget Statement, the May 2012 Monthly Bills totaling \$1,065,443.17, the 2011-2012 Stipend Lists #20, & #21, totaling \$661,130.33.

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**

3.1.1 **Rejection of all bids for the Schwartz Performing Arts Center Project**

RESOLVED that, due to a court decision that precludes the College from awarding bids until Cayuga County can complete its own review as defined by the New York State Environmental Quality Review Act (SEQRA), the Board of Trustees of Cayuga Community College hereby rejects all bids 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 to notify bidders of the rejection for all trades in connection with the Schwartz Performing Arts Center Project.

Motion to approve made by Mr. Karpinski, seconded by Mr. Kott.

Mr. Fearon stated that the County may be ready to move on their support. If they do not have all the due diligence completed to get the environmental review done, they will not move forward. That process could be 30 to 60 days. No one knows until it actually proceeds. Dr. Larson stated that the earliest date that the building would open is September 1, 2013. Once we fulfill the court order, the way is open for the next steps; putting the project out for bid, and the process would start over again.

Motion carried following unanimous voice vote.

3.2 **Finance**

3.2.2 **Tuition and Fees Resolution 2012-2013**

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 2012-2013:

3.2 Finance (continued)

3.2.2 Tuition and Fees Resolution 2012-2013 (continued)

TUITION

Full-Time Enrollment (12-19 credit hours) \$3,950

Part-Time Enrollment (1-11 credit hours) \$160 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 to approve made by Mr. Kott, seconded by Mr. Karpinski and carried following a roll-call vote of 9-1 with Mrs. Bowen, Mrs. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, Mr. Kott, Dr. Van Buskirk, and Mr. Wall voting “yes” and Mr. Camardo voting “no”.

3.2.1 Operating Budget 2012-2013

RESOLVED, that the operating budget, September 1, 2012 - August 31, 2013, of Cayuga County Community College in the amount of \$32,359,572 with a County of Cayuga Sponsor’s share of \$2,926,760 be adopted.

Motion to approve made by Mr. Kott, seconded by Mr. Karpinski and carried following a roll-call vote of 9-1 with Mrs. Bowen, Mrs. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, Mr. Kott, Dr. Van Buskirk, and Mr. Wall voting “yes” and Mr. Camardo voting “no”.

3.3 Personnel

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

3.3.1 Faculty Retirement:

RESOLVED, that the retirement of Patricia C. McCurdy, as Associate Professor of English, be accepted effective January 21, 2013. The Board of Trustees expresses its recognition of 15 years of service to the institution by Patricia C. McCurdy and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.2 Faculty Appointment:

RESOLVED, that Terry L. Kupp of 2980 East Lake Road, Skaneateles, NY, be appointed to the twelve-month tenure track faculty position of Director, Center of Academic Success at an annual salary of \$65,089, Instructor rank, effective July 2, 2012.

Motion seconded by Mr. Wall and carried following unanimous roll-call vote.

3.3.3 Administrative/Professional Resignation:

RESOLVED, that the resignation of Michael Greene, as Coordinator of Baccalaureate Programs be accepted effective May 30, 2012.

Motion seconded by Mrs. Bowen 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 May/June and gave the following President's report:

- The 2012 graduating class was the largest in College history. Dr. Larson recognized the Director of Public Relations and Institutional Communications Margaret Spillett for her leadership in pulling together Commencement.
- There were 400 participants in the statewide Literacy Zone Conference that took place the end of May.
- Enrollment for summer is slightly below last year. The enrollment numbers are trending downward. Forty-six percent of our budget will depend on student enrollment.
- On June 11 the announcement was made on our outdoor complex. A resolution will come to the Board next month. The parcel will need to be appraised.
- Carl McCall, Chair of the SUNY Board of Trustees attended the recent Annual President's meeting.

4.1.2 **Vice President of Academic and Student Affairs:** No report.

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

- Thanked the Board for passing the budget.
- Along with Comptroller, Marie Nellenback, will be attending the Community College Business Officers Association meeting in New York City June 27 - 29.

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

- The Foundation is seeking a charge from the Board of Trustees as to how much the Foundation will need to raise for the Athletic complex.

4.1.5 **Fulton Associate Vice President:** Associate VP Killoran presented the Board with a list of timelines for the move of the Fulton campus to River Glen.

4.1.6 **Associate Vice President of Academic & Student Affairs:** Associate Vice President Rosenthal reported the following:

- The RFPs for student housing continues to go forward with June 29 as the deadline for submission.
- An update was given on the bookstore and the café.

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:** Dean DeShaw, in addition to her written report, gave a brief update on the possibility of the Oswego BOCES leasing space at the Broadway campus. They will need approximately 15,000 to 20,000 sq. ft.

4.1.7.2 **Dean of Enrollment and Retention:** Dean Anderson-Lindsay's report was given to the Board in their packets.

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

4.1.8 **Student Trustee:** Mr. Wall reported that Phi Beta Lambda will be heading to San Antonio for a conference. Trustee Wall will be attending with four others. Mr. Wall stated that Commencement was "great".

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 RESOLUTION OF APPRECIATION

WHEREAS, Pamela S. Kirkwood did serve as a gubernatorial appointee to the Board of Trustees of Cayuga County Community College from October 1996 to January 2012; and,

WHEREAS, during her tenure on this Board, Ms. Kirkwood did serve in numerous capacities and did devote her energies and expertise to serve as chair, vice-chair, secretary and member or chair of all of the standing committees, and as vice-chair of the 2006 presidential search committee; and,

WHEREAS, during her tenure she served as the Board's liaison to the Advisory Board of the Business and Industry Center; and, in 1998 she was appointed to the Governing Council of the NASA-sponsored Institute for the Application of GeoSpatial Technology housed on the Auburn campus, and,

WHEREAS, Ms. Kirkwood distinguished herself during her tenure by providing leadership and guidance to the College as Chair of the Board of Trustees from May 2000 to July 2002; and,

WHEREAS, during her tenure, she promoted the welfare of the College and gave generously of her time and expertise on projects and issues which included unprecedented enrollment growth on both campuses; extensive physical plant renovations and upgrades which included the relocation of the Fulton Extension Center to a new facility and the construction on the Auburn campus of a \$3.5 million building to house the NASA-sponsored Institute for the Application of GeoSpatial Technology, the Business and Industry Center, and the Cayuga County Career Works Center; and, application to the State University of New York and to the State Education Department for branch campus status for the Fulton Extension Center; and,

WHEREAS, Ms. Kirkwood did serve as a member of the College Foundation's Board of Directors from 1998 to 2008, and served in several capacities including Foundation chair and secretary; and,

WHEREAS, she showed genuine commitment to and concern for the well-being of Cayuga County Community College; now, therefore,

BE IT RESOLVED, That the Board of Trustees on behalf of the entire College community, hereby expresses its most sincere appreciation to Pamela S. Kirkwood for her faithful service during her tenure as a member of said Board.

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

6.2 Resolution of Appreciation

WHEREAS, Byron Wall was elected by the student body of Cayuga Community College to serve on the Board of Trustees during the 2011-12 academic year; and,

WHEREAS, during his tenure as student trustee, Mr. Wall did serve as a member of the Buildings and Grounds Committee and the Planning Committee, and gave generously and diligently of his time and effort to the benefit of the College; and,

6.0 NEW BUSINESS (continued)

6.2 Resolution of Appreciation (continued)

WHEREAS, Mr. Wall distinguished himself 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 Mr. Wall for his service as a member of said Board during the past year and wishes him continued success in his academic and personal endeavors.

Motion to approve made by Mr. Kott, seconded by Mr. Edwards and carried unanimously by voice vote.

6.3 Municipal Cooperation Agreement

Vice President Hutchinson stated that the current Municipal Cooperation Agreement will expire on July 1, 2012 and will need to be renewed for another five years, July 1, 2012 through December 2016. Mr. Westphal has reviewed the Agreement and it is ready to be approved by the Board.

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

7.0 COMMUNICATIONS

Communication item were noted.

8.0 INFORMATION

Information items were noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mrs. Carnicelli moved to adjourn the meeting, seconded by Mr. Edwards and carried by unanimous voice vote. The meeting adjourned at 6:42 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees