

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 20, 2013, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

** Attended by conference call although not able to vote

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 E. Rosenthal, Vice President of Student Affairs
Cheryl Anderson-Lindsay, Dean of Enrollment Management
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
Richard Bower, Professor of English
Robert M. Frame, Director of Theatre Operations/President A/P Group
David Harbaugh, Manager of Network Operations and Server Administration
Deborah Purcell, Senior Typist/ESP Vice President
Joshua Rogalski, Network Technician
Theresa Rogalski, Account Clerk Typist/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Karin Green, JMZ Architects
Michael Nuffer, Pioneer Company
Wendy Marsh, Esq., Hancock Estabrook
Mr. Thomas Piascik, Guest
Carolyn L. Guariglia, Secretary to the Board

Mr. Camardo called the meeting to order at 6:02 p.m.

Mr. Camardo asked that the order of business be suspended and that item *6.1 Revision of Bylaws* be taken up at this time.

6.0 NEW BUSINESS

6.1 Revision of Board Bylaws

There are still concerns about conflict of interest and a statement should be in the Bylaws. Should the Board be looking at adding a statement under Finance Committee where large expenditures should be addressed with the Finance Committee Chair? A Board Mission Statement was also discussed. Mrs. Carnicelli asked that it be protocol for the Board to review the Bylaws each year. Mr. Kott asked that a resolution be brought forward that expenditures over a certain amount be brought to the Board for their approval.

Motion to approve the Bylaws made by Mr. Edwards, seconded by Mr. Karpinski and carried following unanimous voice vote.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the January 16, 2013 Board Meeting Minutes, the January 16, 2013 Joint Board & Foundation Board minutes, the January 2012 Budget Statement, January 2013 Budget Statement, the January 2013 Monthly Bills totaling \$1,136,519.78, the 2012-2013 Stipend Lists #11 & #12, totaling \$340,409.00.

Mr. Camardo questioned the payment to Mr. Guy Cosentino. VP Hutchinson stated that she would get clarification and would let Mr. Camardo know.

Motion to accept and approve the Consent Agenda made by Mr. Karpinski, seconded by Mr. Edwards.

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

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss proposed current pending litigation.

Mr. Camardo excused himself from the Executive Session.

Motion to adjourn into Executive Session made by Mr. Karpinski, seconded by Mr. Edwards and carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:16 p.m.

At 6:45 a motion was made by Mr. Fearon to return to regular session, seconded by Dr. Van Buskirk and carried unanimously.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Karin Green, from JMZ Architects gave an overview of the changes to the design of the Schwartz Theatre Project. Questions were taken from the Board.

Attorney Wendy Marsh, from Hancock Estabrook, discussed the laws of amending a negative declaration, or rescinding a negative declaration. Questions were taken from the Board.

The following resolution was presented.

WHEREAS, the Cayuga Community College Board of Trustees (hereinafter the "College") proposes to undertake to construct and operate the Center For Performing Arts and Education (hereinafter the "Project"), located at 1-7 State Street, in the City of Auburn, County of Cayuga, New York ("Property"); and

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

WHEREAS, the State Environmental Quality Review Act (hereinafter "SEQRA") requires the Lead Agency to make an initial determination of environmental impacts as early as possible in the formulation of a proposal for action; and

WHEREAS, the College issued a Negative Declaration pursuant to the SEQRA for the Project on September 4, 2012; and

WHEREAS, Cayuga County issued Building Permit 1205 for the Project on September 6, 2012; and

WHEREAS, due to the cost to construct the Project, it was necessary to make certain modifications to the size of the Project to make it economically feasible to construct due to budgetary constraints; and

WHEREAS, the size of the Project will be reduced from a 384 seat theater to a 305 seat theater, which allows for a reduction in the footprint by 1,200 square feet and gross square foot by 2,400 square foot; and

WHEREAS, due to a redesign of the rigging system above the stage, it is no longer necessary for the stage roof of the Project to be extended above the rest of the roof; and

WHEREAS, due to the reduced footprint of the building, an egress court will be created at the south of the building to allow patrons to now exit the building near the stage and traverse to State Street through the egress court; and

WHEREAS, the fire protection components of the Project remain the same in the Project, including, but not limited to, access to the roof with a stand pipe at the highest stairwell; and

WHEREAS, the redesign of the roof allows for simpler access to the roof for such fire protection; and

WHEREAS, the Board discussed the impact of the changes with its design team, including JMZ Architects and Planners during its meeting on February 20, 2013, and received a presentation of the changes as depicted on the attached drawings and discussed the changes to the Project, which are incorporated by reference; and

WHEREAS, the egress court allows for the placement of an exit near the stage, which allows for an exit point from the south side of the building that did not exist in the original design based on the documents before it, including the material presented by JMZ Architects and Planners during the February 20, 2013 meeting; and

WHEREAS, the College, after discussing the changes with JMZ Architects and Planners and among the members of the Board, determined the changes to the Project not to be substantive in nature; and

WHEREAS, the College, after discussing the changes with JMZ Architects and Planners and among the members of the Board, determined the changes did not identify any issues that were not previously considered when the College issued its Negative Declaration; and

WHEREAS, the College now seeks to submit the changes to the Project to Cayuga County for an amendment to Building Permit 1205, to the extent necessary, and let the bids for the Project.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CAYUGA COMMUNITY COLLEGE BOARD OF TRUSTEES AS FOLLOWS:

1. The Cayuga Community College Board of Trustees has reviewed the changes to the Project and determines that the changes are not substantive in nature and do not present any impacts that were not previously considered when it issued its Negative Declaration on September 4, 2012.
2. The Board of Trustees has determined there is no need to either amend or rescind its Negative Declaration for the Project based upon said changes.
3. This Board of Trustees authorizes the plans to be submitted to Cayuga County for review and issuance of any amended or new building permit.
4. The Board of Trustees authorizes the Project to be let for bidding.
5. This Resolution shall take effect immediately.

Motion to approve the let for bidding made by Mr. Karpinski, seconded by Dr. Van Buskirk and carried following roll-call vote with Mrs. Bowen, Mr. Coleman, Mr. Edwards, Mr. Fearon, Mr. Karpinski, and Dr. Van Buskirk voting “yes” and Mr. Camardo “abstaining”.

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 Judith G. Miladin, as Director of Financial Aid, be accepted effective June 14, 2013. The Board of Trustees expresses its recognition of 19 years of service to the institution by Judith G. Miladin and wishes her a happy, prosperous, and fulfilling retirement.

Motion seconded by Mrs. Bowen and carried following unanimous voice vote.

Agenda items 3.3.2, 3.3.3, and 3.3.4 were pulled after the Personnel Committee meeting.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.5 Faculty 2013-2014 Term Appointments:

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 2013-2014 academic year:

**Nicole Adsitt, Developmental Studies Coordinator
Christopher D'Arcy, Instructor of Biology
Karen Grella, Instructor & Accessibility Specialist
Ngocanna P. Huynh, Assistant Professor/Psychology
Melissa Johnson, Instructor of Art
Terry Kupp, Director, the Center for Academic Success
Vita Marie Racko, Student Development Coordinator
Nathaniel Thomas, Instructor of Psychology
Amy Valente, Instructor of Business**

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

3.3.6 Faculty 2013-2014 Continuing 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 Continuing Appointment:

Jennifer Nichols - Assistant Professor of Nursing

Resolved, that effective September 1, 2013, Jennifer Nichols be granted Continuing Appointment.

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

3.3.7 Faculty 2013-2014 Continuing 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 Continuing Appointment and promotion to Associate Professor:

Maureen Erickson - Director of Assessment

RESOLVED, That effective September 1, 2013, Maureen Erickson be granted Continuing Appointment and promotion to Associate Professor.

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

- Dr. Larson stated a group is being sent to Albany to lobby for the reinstatement of funds that have been cut to childcare centers in the Governor's budget.

4.0 REPORTS (continued)

4.1 President's Report (continued)

- The enrollment report was given: The number of registered students in Spring 2013 is 6.8% lower than the number of registered students in Spring 2012 at a comparable point in time.
- An Admissions report was distributed.
- An update on the meeting with neighbors in relation to the student housing project was given. Mr. Kott asked if it was a small vocal minority or a larger representation of the area. Could the housing project be moved anywhere to make the neighbors happy. Mr. Kott also talked about the strategic approach to the future of Cayuga Community College and to keep an open mind to the mission of the College and where we are going.

4.1.2 Provost and Vice-President for Academic Affairs: Vice-President Herron gave the following report:

- Discussed the restructuring of the existing academic divisions into schools.
- Pending approval of the 2013-2014 College budget by the Board of Trustees, replace five existing faculty lines that have been vacated by retirements.

4.1.3 Vice-President for Administration: Vice-President Hutchinson gave the following highlights:

- 2012-2013 finance/budget update.
- Key indicators were reviewed.
- A substantial amount of students have been lost in the sponsor area. Surprised at the decline in the number of students from the sponsor area since 2008-2009 enrollment.

4.1.4 Vice-President for Student Affairs: Vice-President Rosenthal gave the following report:

- The Retention and Completion Report will be brought to the Board after the College community has had more time to review.
- A Student Housing update was given. In April of 2010 a student housing feasibility study was conducted. There were two major flaws with that study. One, we did not have a reliable mechanism and the number of individuals that responded was small. There were no perspective students that were surveyed. A new study has been conducted by the same company and it was favorable and concluded that there is a demand for student housing.

4.1.5 Foundation Executive Director: Executive Director Hoffman's report was distributed in his absence.

4.1.6 Fulton Associate Vice-President: Associate VP Killoran gave the following report:

- Putting forth effort to increase awareness of the campus to the public.

4.1.7 Deans:

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

- Update on TAACCCTP Grant (Plastics Technology and Adv. Mfg.)
- Possible training for McQuay employees in light of their announcement of shutdown.

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

4.1.7.2 Dean of Enrollment and Retention: Dean Anderson-Lindsay highlighted the following from her report:

- Lengthy discussion ensued regarding student tuition for international students from India. Mr. Edwards asked if the College Foundation could provide assistance through a special scholarship for these students. Mrs. Carnicelli and Mr. Klink spoke to the advantages of having a diverse population of students at Cayuga and that they would not want to see the College lose the opportunity to have students from India attend Cayuga.

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

- The Auburn VOIP telephone system capital project appears to have been approved by NYS.
- A new Employee Confidentiality Statement has been drafted and will be brought to the Planning Committee for approval in April.
- Results of the biennial IT user satisfaction survey were reviewed on Assessment Day.
- Electronic sharing of BOT minutes/agendas/documents project update was given.

4.1.8 Student Trustee: Mr. Coleman highlighted the following:

- SGO held a blood drive
- No smoking policy has been discussed
- Making amendments to the SGO Constitution

5.0 **OLD BUSINESS**

1. Speakers shall be visible to the Board by standing at the podium or by being located adjacent to the physical meeting configuration.
2. Before addressing the Board, speakers shall state their name, address, and organization affiliation, if any.
3. All comments shall be addressed to the entire Board, not to individual Board members, College personnel, or audience members.
4. Speakers who address the Board shall not bring displays, signs, or banners or similar items to show at the meeting.

6.0 **NEW BUSINESS**

6.2 **Professor Emeritus**

Whereas, Thomas J. Paczkowski is an outstanding faculty member who served the College full time with dignity and distinction from 1977 to 2012; and,

Whereas, he served with exemplary leadership for many years as chair of the Business Division; and,

Whereas, he was instrumental in establishing innovative Business programs that became known models of excellence within the State University of New York and for other two-year institutions; and,

Whereas, with recognition by his colleagues as an outstanding teacher, he was awarded the SUNY Chancellor's Award for Excellence in Teaching; and,

6.0 **NEW BUSINESS (continued)**
6.2 **Professor Emeritus (continued)**

Whereas, due to his commitment for excellence and innovation, he was named as the first endowed chair of an entrepreneurship program at an American community college; and,

Whereas, he continues in retirement to teach Business courses as an adjunct faculty member and to provide leadership for our entrepreneurship endeavors; and,

Whereas, his engagement with local and regional business has resulted in many people being able to accomplish their own dreams and goals; and,

Whereas, he is well respected by students and colleagues for his dedication to teaching;

Now, Therefore, Be It Resolved, that Thomas J. Paczkowski, in recognition for his many contributions and many years of service to the College and to the community, be appointed Professor Emeritus of Business with all the rights, privileges, and honors pertaining thereto, effective February 20, 2013.

Motion to approve made by Mr. Fearon, seconded by Dr. Van Buskirk and carried following unanimous voice vote.

7.0 **COMMUNICATIONS**
Communications 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 collective bargaining and employment history.

Motion to adjourn into Executive Session made by Dr. Van Buskirk, seconded by Mr. Karpinski and carried by unanimous voice vote.

The Board adjourned into Executive Session at 8:40 p.m.

At 9:44 p.m. a motion was made by Mr. Fearon to return to regular session, seconded by Mr. Edwards and carried unanimously.

3.3.3 Creation of Administrative/Professional Position:
RESOLVED, that the position of Learner Web Coordinator (Administrative Professional grade 4) be created effective February 25, 2013. This position is grant funded and terminates at the conclusion of the grant program.

Approved by unanimous vote.

9.0 EXECUTIVE SESSION (continued)

3.3.4 Creation of Administrative/Professional Position:

RESOLVED, that the position of TAACCCTP Counselor (Administrative/Professional Grade 3) be created effective February 25, 2013. This position is grant funded and terminates at the conclusion of the grant program.

Approved by unanimous vote.

10.0 ADJOURNMENT

Mr. Edwards moved to adjourn the meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 9:46 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

Jeffrey Edwards, Vice Chair
Board of Trustees