

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, September 18, 2013 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mrs. Jane Bowen
Mr. John M. Camardo
Ms. Melina Carnicelli
Mr. Jeffrey L. Edwards
Mr. Anthony Faiola
Hon. George C. Fearon
Mr. John J. Klink
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk

Excused: Mr. John A. Karpinski

Also: Dr. Daniel P. Larson, President
Dr. Anne J. Herron, Provost & Vice President of Academic Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey E. Rosenthal, Vice President of Student Affairs
Jeffrey Hoffman, Executive Director of College Foundation
Maggie Killoran, Associate Vice President of Fulton Campus
John Taylor, Dean of Information Technology
Richard Bower, Professor of English
Doug Brill, Engineer/Telecommunications
John Callan, Banner Support Specialist
Robert Frame, Director of Theatre Operations/President A/P Group
Kevin Hamm, part-time International Studies
JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President
Diane Holbert, Instructional Assistant/Library, Fulton
Dale Lamphere, Custodian/President, Local 66 AFL-CIO
Lorelee Lardear, Typist/Fulton Campus
Casey Pinder, Student
Deborah Purcell, Senior Typist/ESP Vice President
Margaret Spillett, Director of Public Relations and Institutional Communications
Kelsey Durham, Reporter/The Citizen
Peter Jones, Attorney with Bond Schoeneck and King
Carolyn L. Guariglia, Secretary to the Board

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

Dr. Larson administered the official oath of office to new Student Trustee, Anthony Faiola.

1.0 COMMENTS FROM THE PUBLIC

1. Doug Brill, 130 Dawson Avenue, Auburn, NY; Engineer/Telecommunications, Auburn
Mr. Brill spoke to the issues facing the College and about possible layoffs in the future.
2. Diane Holbert, 980 Whiting Road, Jordan, NY; Library Instructional Assistant/Fulton
Ms. Holbert spoke with regard to Kathy Sipling, who was recently laid off from the College and the contributions that she made as a Librarian at the Fulton campus.
3. Casey Pinder, 164 State Street, Auburn, NY; student
Ms. Pinder stated the current situation at the College does affect the student body and that students do care about their professors.

A motion was made by Mr. Kott to go into Executive Session to discuss employment of a particular person. Motion seconded by Ms. Bowen, and carried by voice vote.

The Board adjourned into Executive Session at 6:19 p.m.

At 7:37 p.m. a motion was made by Mr. Fearon to return to Regular Session, seconded by Mr. Kott and carried unanimously.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the August 21, 2013, Board Meeting Minutes, the August 2012 Budget Statement, August 2013 Budget Statement, the August 2013 Monthly Bills totaling \$883,839.43, the 2012-2013 Stipend List #26 totaling \$7,980.00, and the 2013-2014 Stipend List #1 totaling \$89,383.86.

Motion to accept and approve the Consent Agenda made by Ms. Carnicelli, and seconded by Mr. Klink.

Mr. Camardo abstained from voting on the two bills from Hancock & Estabrook for legal services (page 14)

Motion carried following unanimous voice vote.

(Appended 2.1, 2.2, 2.3, 2.4, 2.5)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Mr. Klink, Chair of the Building & Grounds Committee, reported that a tour of the Auburn and Fulton campuses would take place with the Director of Building & Grounds, Kevin Drayer on September 23 & 25 to prepare a list of issues that need immediate attention and then take it further into a five or ten year plan. Anyone who would like to join the tour, please let Mr. Klink know.

3.2 Finance

No Report.

3.3 Personnel

Dr. Van Buskirk presented the following personnel items and moved their approval. Item 3.3.1 is a faculty layoff and again this layoff is with regret.

3.3.1 Faculty Layoff

RESOLVED, that the layoff of Karen Grella, as Accessibility Specialist at the Auburn campus be accepted effective August 31, 2013.

Motion seconded by Mr. Kott and carried following roll call vote with Ms. Bowen, Ms. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, Mr. Kott, and Dr. Van Buskirk voting "yes", Camardo voting "no" and Mr. Faiola abstaining.

3.3.2 Administrative/Professional Resignation

RESOLVED, that the resignation of Margaret Spillett, as Director of Public Relations and Institutional Communication, be accepted effective September 27, 2013.

Motion seconded by Ms. Carnicelli.

Dr. Van Buskirk and Ms. Carnicelli expressed their regret that Ms. Spillett would be leaving and wished her good luck in her new role at SUNY Oswego.

Motion carried following unanimous voice vote.

3.4 Planning

Ms. Carnicelli stated that the Planning Committee on Monday, September 16 and discussed three items of business.

- Mission Statement for the Board of Trustees to be included in their by-laws.
- Update from Dean DeShaw on Training & Education in Advanced Manufacturing.
- Detailed review from the Student Success Team

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. Larson stated the Trustees received a copy of his activities for August/September and gave the following President's report:

- Enrollment was discussed and figures were reviewed. Dr. Larson said he is cautiously optimistic.

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

- Updates on SUNY Seamless Transfer Process is underway on campus.
- New Task Force to Explore Enhancing Access to Fitness Center.
- Cayuga Faculty Funded by Project Kaleidoscope to Support Student Success.
- Featured Program/Office/Service of the Month - Registrar's Office

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

- Update on 2013-2014 budget
- Update on 2012-2013 budget.
- Update on Audit RFP. Three firms who are interested in bidding for the audit.
- Continue to work with the financial team at SUNY.

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

- Update on the fire at Lattimore Hall.
- Admissions update
- A PowerPoint presentation was made on enrollment and marketing.

4.1.5 Foundation Executive Director: Executive Director Hoffman gave the following report.

- Has been meeting with folks in Oswego County.
- Working on Fulton storefront "mini-campaign".

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.6 Fulton Associate Vice-President: AVP Killoran's report was in conjunction with VP Rosenthal's enrollment and marketing PowerPoint presentation.

4.1.7 Deans:

4.1.7.1 Dean of Community Education and Workforce Development: No report.

4.1.7.2 Dean of Enrollment and Retention: No Report.

4.1.7.3 Dean of Technology: Dean Taylor indicated he would have a report for the Board at the October Board meeting.

4.1.8 Student Trustee: Trustee Faiola remarked that the presentation that VP Rosenthal made was great.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

7.0 COMMUNICATIONS
Noted.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Kott moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 8:20 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees