

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, October 16, 2013 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo
Ms. Melina Carnicelli
Mr. Jeffrey L. Edwards
Mr. Anthony Faiola
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. John J. Klink
Dr. Linda P. Van Buskirk

Excused: Ms. Jane J. Bowen
Mr. Stanley J. Kott

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
John Callan, Banner Support Specialist
Robert Frame, Director of Theatre Operations/President A/P Group
JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President
Dale Lamphere, Custodian/President, Local 66 AFL-CIO
Deborah Purcell, Senior Typist/ESP Vice President
Christopher Dodge, President/Veteran's Club
Jonathan Winkler, SGO President
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 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC

1. Bob Frame, 4156 Jordan Road, Mottville, NY; President of the Administrative/Professional Group.
Mr. Frame addressed the Board with regard to the 6 members of his union who were recently laid off.
2. Pete Liddell, 822 Oakwood Street, Fayetteville, NY; Athletic Director.
Spoke to the Board with regard to the layoffs in his area. Approximately half of his department has been cut. He asked for consideration in the restoration of any or part of his staff.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the September 18 and October 2, 2013 Board Meeting Minutes, the September 2012 Budget Statement, September 2013 Budget Statement, the September 2013 Monthly Bills totaling \$1,135,854.96, the 2013-2014 Stipend List #2 & #3 totaling \$1,198,179.72.

Motion to accept and approve the Consent Agenda made by Mr. Klink and seconded by Dr. Van Buskirk.

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

Mr. Klink, Chair of the Building & Grounds Committee, reported that he spent two days with Kevin Drayer, Director of Building & Grounds (one day in Auburn and one day in Fulton) and discussed long term and short term needs for both campuses. Mr. Klink will schedule a committee meeting prior to the November Board meeting.

3.2 Finance

No Report.

Mr. Camardo stated that as the Board moves forward with new leadership asked that the NYS Comptroller's Office be contacted to review the College finances. There is no cost; the service is provided by that office. Mr. Edwards said he would refer this request to the Finance Committee. SUNY has been working with VP Hutchinson. Mr. Camardo said he thought it would be good to have the Comptroller's Office provide any help.

3.3 Personnel

Dr. Van Buskirk presented the following personnel items and moved their approval.

Dr. Van Buskirk stated that the faculty promotions were deferred from the April 2013 Board meeting and are part of the approved 2013-2014 budget.

3.3.1 2013-2014 Faculty Promotion(s)

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga Community College and Cayuga Community College Faculty Association, the following individuals are recommended for promotion:

Robert Humphrey, Assistant Professor/Biology

Meg Osborne, Assistant Professor/Career Development/Student Development Counselor

Resolved, that effective September 1, 2013 (retroactive), Robert Humphrey and Meg Osborne be promoted to the rank of Associate Professor.

Motion seconded by Mr. Camardo and carried following roll call vote with Mr. Camardo, Ms. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, and Dr. Van Buskirk voting "yes", and Mr. Faiola abstaining.

3.3.2 2013-2014 Faculty Promotion

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga Community College and Cayuga Community College Faculty Association, the following individual is recommended for promotion:

Elizabeth W. McCormick, Associate Professor/Business & Computer Science

Resolved, that effective September 1, 2013 (retroactive), Elizabeth W. McCormick be promoted to the rank of Professor.

Motion seconded by Mr. Fearon and carried following roll call vote with Mr. Camardo, Ms. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink and Dr. Van Buskirk voting "yes" and Mr. Faiola abstaining.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

Dr. Van Buskirk stated that she would like to say that the Board does regret having to make these layoffs and is hoping that as soon as the College gets its fund balance back to acceptable levels that we can start to re-build the College. We take none of these actions lightly.

3.3 Personnel (continued)

3.3.3 Administrative/Professional Layoff:

Resolved, that the layoff of Charles Schafer, as Assistant Director of Building & Grounds, be accepted effective January 1, 2014.

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

3.3.4 Administrative/Professional Layoff:

Resolved, that the layoff of Roman Maksymiw, as Banner Support Specialist, be accepted effective January 1, 2014.

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

3.3.5 Administrative/Professional Layoff:

Resolved, that the layoff of Laurie Bertonica, as Instructional Assistant/Publications, be accepted effective January 1, 2014.

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

3.3.6 Administrative/Professional Layoff:

Resolved, that the layoff of Thomas Namisniak, as Assistant to the Athletic Director, be accepted effective January 1, 2014.

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

3.3.7 Administrative/Professional Layoff:

Resolved, that the layoff of Leslie Robinson, as Instructional Assistant/Physical Education, be accepted effective January 1, 2014.

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

3.3.8 Civil Service Layoff:

Resolved, that the layoff of Carol MacKenzie, as Principal Stenographer, be accepted effective January 1, 2014.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Planning

3.4.1 Board Mission Statement

Ms. Carnicelli stated that the following statement was vetted by the Planning Committee and asked for the Board's approval and its inclusion into the Board Bylaws. Ms. Carnicelli moved its approval.

As stewards of this public education institution and on behalf of the communities we serve, the Board of Trustees of Cayuga Community College is responsible to:

- ensure that Cayuga Community College is an integral part of our communities by serving ever-changing needs of students and community members;
- govern well by effectively setting policy, direction and standards as a corporate body;
- work toward common goals;
- employ, support and evaluate the College president who works at the direction of the BOT;
- create and maintain a positive climate for students, employees and community.

In addition, Cayuga Community College Board of Trustees is accountable to the State University of New York system and the Cayuga County Legislature, its local sponsor.

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

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. Larson stated the Trustees received a copy of his activities for September/October 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.

- Cayuga has been named one of the top military friendly institutions.
- Student Opinion ranked Cayuga most highly in comparison with 12 similarly-sized SUNY community colleges.

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

- Update on 2013-2014 budget
- Update on Audit RFP. Five firms out of eight have mailed the College notification of interest. Responses are due October 31, 2013.

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

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

- Enrollment update
- Lattimore Hall update
- Marketing, admission update

Mr. Klink asked about the role that the mentors play with the faculty at the high school. What do they do with that particular teacher to make sure that the class taught at the high school is the same as what is taught at Cayuga.

Ms. Carnicelli asked what percentage of students who take Advantage courses enroll at Cayuga. VP Rosenthal stated 10%, which is low.

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

- Our focus continues to be fundraising in Oswego County
- The K-Mart at River Glen will be closing

4.1.6 Fulton Associate Vice-President: AVP Killoran's report was highlighted.

- The Strategic Enrollment Task Force has met
- The Girl Scouts of Cicero were on campus to put Cayuga on their radar as an option for their education.

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 gave the following report.

- The NYS Comptroller Audit of the Cayuga IT was finished the end of August. The auditors mentioned that there was no follow-up audit expected and that Cayuga's IT policies and procedures could be used as a template for other colleges in New York.
- The recent 2013 SUNY Student Opinion Survey results consistently rank Cayuga's IT services and resources in the top third of the participating SUNY colleges. Dean Taylor mentioned that it was a great effort on the part of his staff.
- The IT department has been working on the Board portal and would like to give a demonstration just prior to the December Board meeting.

4.1.8 Student Trustee: No report.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS
None.

7.0 COMMUNICATIONS
Noted.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss personnel item.

Motion to adjourn into Executive Session made by Mr. Fearon, seconded by Ms. Carnicelli and carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:52 p.m.

At 7:41 p.m. a motion was made by Mr. Camardo to return to Regular Session, seconded by Ms. Carnicelli and carried unanimously.

10.0 ADJOURNMENT

Mr. Fearon moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 7:42 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees