

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

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

**Present:**

Mr. Max Appleby  
Ms. Jane J. Bowen  
Mr. John M. Camardo  
Ms. Melina Carnicelli  
Mr. Jeffrey L. Edwards  
Hon. George C. Fearon  
Mr. John A. Karpinski  
Mr. John J. Klink  
Dr. Linda P. Van Buskirk

Excused: Mr. Stanley J. Kott

**Also:**

Dr. Gregory T. DeCinque, Interim President  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Jeffrey E. Rosenthal, Vice President of Student Affairs  
Maggie Killoran, Associate Vice President of Fulton Campus  
Jeffrey Hoffman, Executive Director of College Foundation  
Carla DeShaw, Dean of Community Education & Workforce Development  
John Taylor, Dean of Information Technology  
Robert Frame, Director of Theatre Operations/President A/P Group  
David Harbaugh, Manager of Network Operations and Server Administration  
JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President  
Robert Humphrey, Assistant Professor  
Dale Lamphere, Custodian/President, Local 66 AFL-CIO  
Carol MacKenzie, Principal Stenographer/Foundation Office  
Marie Nellenback, Comptroller  
Deborah Purcell, Senior Typist/ESP Vice President  
Theresa Rogalski, Account Clerk Typist/ESP Co-President  
Adam Williams, Webmaster  
Richard Ward, Cuddy & Ward, LLP  
Kelsey Durham, Reporter/The Citizen

Mr. Edwards called the meeting to order at 6:00 p.m.

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Mr. Edwards presented the Consent Agenda which consisted of the November 13 & November 25 , 2013 Board Meeting Minutes, the November 2012 Budget Statement, November 2013 Budget Statement, the November 2013 Monthly Bills totaling \$921,145.23, the 2013-2014 Stipend List #6 & #7 totaling \$63,593.66.

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

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**

#### **3.2.1 External Audit**

Richard Ward, from Cuddy & Ward LLP was present to review the audit for the year 2012-2013 and to answer any questions from the Board.

Motion to approve the audit made by Mr. Klink and seconded by Dr. Van Buskirk.

Motion carried following unanimous roll-call vote.

### **3.3 Personnel**

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

#### **3.3.1 Administrative/Professional Retirement:**

RESOLVED, that the retirement of Leslie Robinson, as Instructional Assistant/Physical Education, be accepted effective December 31, 2013. The Board of Trustees expresses its recognition of 33 years of service to the institution by Mr. Robinson and wishes him a happy, prosperous and fulfilling retirement.

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

#### **3.3.2 Civil Service Retirement:**

RESOLVED, that the retirement of Carol MacKenzie, as Principal Stenographer, be accepted, effective December 31, 2013. The Board of Trustees expresses its recognition of 17 years of service to the institution by Mrs. MacKenzie and wishes her a happy, prosperous, and fulfilling retirement.

Mr. Karpinski seconded the motion and was approved by unanimous voice vote.

#### **3.3.3 Administrative/Professional Retirement:**

RESOLVED, that the retirement of Charles Schafer, as Assistant Director of Buildings and Grounds, be accepted effective December 31, 2013. The Board of Trustees expresses its recognition of 14 years of service to the institution by Mr. Schafer and wishes him a happy, prosperous, and fulfilling retirement.

Motion seconded by Mr. Fearon and approved by unanimous vote.

### **3.4 Planning**

#### **4.0 REPORTS**

##### **4.1 Presidents Report**

**4.1.1 President:** Dr. DeCinque stated the Trustees received a copy of his activities for November/December.

**4.1.2 Provost and Vice-President for Academic Affairs:** Board members received a copy of Dr. Herron's report in her absence.

**4.1.3 Vice-President for Administration:** Vice-President Hutchinson shared her report with the board.

2012-2013 budgeting highlights

2013-2014 budget highlights

Fulton campus exterior signage

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

Reviewed accomplishments of the Student Affairs office since September 1, 2013.

**4.1.5 Foundation Executive Director:** Executive Director Hoffman gave the following report. Passed \$60,000 mark toward our \$250,000 goal to develop the Fulton storefronts. Recent Foundation activities were noted. CCC Foundation assets were noted.

**4.1.6 Fulton Associate Vice-President:**

**4.1.7 Deans:**

**4.1.7.1 Dean of Community Education and Workforce Development:**

**4.1.7.2 Dean of Enrollment and Retention:** No Report.

**4.1.7.3 Dean of Technology:** Dean Taylor, prior to the Board meeting, had given a Board portal demonstration.

**4.1.8 Student Trustee:**

**5.0 OLD BUSINESS**

None.

**6.0 NEW BUSINESS**

**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 the employment of a particular person(s).

Motion to adjourn into Executive Session made by Ms. Carnicelli, seconded by Dr. Van Buskirk carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:23 p.m.

At 6:43 p.m. a motion was made by Dr. Van Buskirk to return to regular session, seconded by Ms. Bowen and carried unanimously.

**10.0 ADJOURNMENT**

Mr. Camardo moved to adjourn the meeting, seconded by Ms. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 6:45 p.m.

Transcribed by:

Respectfully submitted:

Carolyn L. Guariglia  
Secretary to the Board Secretary, Board of Trustees

John J. Klink,

cg  
1/9/2014