

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, January 15, 2014 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo
Ms. Melina Carnicelli (via videoconference)
Mr. Jeffrey L. Edwards
Mr. John A. Karpinski
Mr. John J. Klink
Dr. Linda P. Van Buskirk

Excused: Mr. Max Appleby
Ms. Jane J. Bowen

Also: Dr. Gregory T. DeCinque, Interim President
Dr. Anne J. Herron, Vice President of Academic Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey E. Rosenthal, Vice President of Student Affairs
Maggie Killoran, Associate Vice President of Fulton Campus
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
Dale Lamphere, Custodian/President, Local 66 AFL-CIO
Lorraine Miller, Division Chair, Business/CJ/
William Prosser, Professor
Deborah Purcell, Senior Typist/ESP Vice President
George Fearon, Guest
Ryan Foley, Cayuga County Legislator/District 15
Joseph Runkle, Cayuga County Legislator/District 6

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 December 18, 2013 Board Meeting Minutes, the December 2012 Budget Statement, December 2013 Budget Statement, the December 2013 Monthly Bills totaling \$1,639,400.33, the 2013-2014 Stipend List #8 & #9 totaling \$31,590.72.

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

Mr. Camardo abstained from voting on (Hancock Estabrook invoice) page 13 of the monthly bills.

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
No Report.

3.3 Personnel
No Report.

3.4 Planning

Ms. Carnicelli stated that the Planning Committee met on January 6th and reported that Dr. DeCinque and Robert Brower had met the same day with local county, city, chamber, and local community and economic leaders to discuss Start-Up NY program as it relates to SUNY campuses and in particular Cayuga Community College. Dr. DeCinque presented Cayuga Community College as a tool to assist local economic development agencies and professionals for business development within the guidelines of Start-Up NY. President DeCinque and Mr. Brower stated that the College seeks partnership with local development agencies as the College itself is not in a position to be the lead agency on this initiative. The project must be financially viable for the College and other participating agencies, and the project must connect directly with the College's mission. Mr. Brower and Andrew Fish, Director of the Chamber of Commerce, will research the guidelines for Start-Up NY to see if businesses beyond the one-mile requirement can qualify. Mr. Brower and Dr. DeCinque will meet with Mr. Mike Treadwell from the Oswego County Economic Development Agency.

Ms. Carnicelli and Dr. DeCinque met with facilitator Larry Robinson of Partners & Robinson to discuss possibilities of a training session for the Board to address effective governance and leadership. Mr. Robinson will assist the Trustees to identify strengths, opportunities, actions and results for the Board and the College. A Board retreat will be scheduled in the spring of 2014.

Suggested changes to the current By-laws were discussed. Changes will be disseminated to the Board for their input with a vote to amend at the March 19 Board meeting.

Dr. DeCinque added a cautionary note about Start-Up NY, saying that there have been several calls from interested parties, but even the economic folks do not know exactly how this will work, and who is eligible.

4.0 REPORTS

4.1 Presidents Report

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

- The Board will be considering two proposals from consulting firms and noted that it is not his norm to spend money on consultants, but feels it is in the best interest of the College at this time.
- Dr. DeCinque stated that Larry Robinson from Partners and Robinson will be working with a small planning group from the College (Cayuga 2020). He will be using an opportunity driven model to find ways to look at the future of the College. To take a look at our own future and be pro-active.
- Dr. DeCinque has continued to have very productive meetings within the community. He is optimistic how the College can use the internal and external resources on a strong path to the future.

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

4.1.2 Provost and Vice-President for Academic Affairs: Board members received a copy of Dr. Herron's report and asked if there were any questions.

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

- 2013-2014 budget highlights
- Fulton campus exterior signage
- 2014-2015 budget process overview
- Audit RFP - Five firms sent letters of intent to submit a proposal only two firms actually submitted. VP Hutchinson stated that she would like to bring the firms in for interviews in February. Mr. Edwards stated that he would try to have a new finance committee in place by the beginning of February. If that does not happen, then it will be brought to the whole board at a special board meeting. VP Hutchinson will forward the proposals to the Board for discussion.

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

- A number of internal conversations have taken place with regard to having PR services. There are some funds available in Margaret Spillett's budget to have a person on a part-time basis. Metrix Marketing submitted a proposal and has been recommended based on their experience in higher education and VP Rosenthal said he is pleased with what they are able to do.
- VP Rosenthal is working with Dean John Taylor and Director of Institutional Research and Planning, Carol Runge to monitor enrollment on a daily basis. The enrollment goal for this year is 2900.

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

4.1.6 Fulton Associate Vice-President: Associate Vice President Killoran reported the following.

- Associate VP Killoran is working on an advisory committee in Oswego County. She informed the Board of the purpose and the intentions of the committee.

4.1.7 Deans:

4.1.7.1 Dean of Community Education and Workforce Development:

- Dean DeShaw gave an update to the Board on the plastics lab progress.
- Discussed a collaboration model with Cayuga and the Oswego County BOCES. Chris Todd, Oswego County BOCES District Superintendent came to an agreement with Cayuga that they would like to combine forces with workforce development and community education. Discussion regarding duplicated programs, low numbers, competitive grant applications, duplicated services and future space needs took place. Dean DeShaw stated that this is a partnership that the College may want to formalize.

4.1.7.2 Dean of Enrollment and Retention: No Report.

4.0 **REPORTS (continued)**

4.1 **Presidents Report (continued)**

4.1.7.3 **Dean of Technology:**

- Dean Taylor encouraged the Board to log onto the Board portal and familiarize themselves with it. Dr. DeCinque reminded the Board that Dean Taylor and his staff created the Board portal in-house, thereby saving the College approximately \$10,000 per year.

4.1.8 **Student Trustee:**

No Report.

5.0 **OLD BUSINESS**

None.

Mr. Edwards asked for a motion to approve the addendum to today's agenda *Appointment of Health Care Consortium Representatives*. Motion to approve made by Dr. Van Buskirk, seconded by Mr. Klink. Motion carried by unanimous voice vote.

6.0 **NEW BUSINESS**

6.1 **Certificate Program in Event Planning**

WHEREAS, it is central to the mission of Cayuga Community College to offer degree and certificate programs which prepare students for further study or employment;

WHEREAS, the proposed certificate program is a new online program which has been approved by the faculty of the College; and

WHEREAS, the enrollment trends indicate a current demand for this program; and

WHEREAS, the proposed certificate program would respond to the career goals of current and future students residing in Cayuga Community College's service areas; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Certificate Program in Event Management.

Motion to approve made by Dr. Van Buskirk, seconded by Ms. Carnicelli. Motion approved by unanimous voice vote.

6.2 **Authorization to sign a contract with Compass Consulting, Inc.**

WHEREAS, the Interim President of Cayuga Community College recommends engaging the firm of Compass Consulting, Inc. to review the financial operations of the College; and to review the current and future financial impact of the Fulton Campus on the College's operating and capital budgets and the relationships between the College and the Foundation; and

WHEREAS, it is the desire of the Board of Trustees of Cayuga Community College to authorize the execution of a contract for the services of the firm Compass Consulting, Inc. to include the scope of services as outlined in the attached proposal; therefore let it be

RESOLVED, that the Board of Trustees of Cayuga Community College hereby authorizes and directs the College administration to sign on behalf of the Board of Trustees a contract, with the fee to be negotiated by the Interim President and not to exceed \$24,000 for administrative consulting services, with the firm of Compass Consulting, Inc.

Motion to approve made by Mr. Klink, seconded by Mr. Karpinski and approved by unanimous roll-call vote.

6.0 NEW BUSINESS (continued)

6.3 Authorization to sign a contract with Partners & Robinson

WHEREAS, the Interim President of Cayuga Community College recommends engaging the firm of Partners & Robinson to support and facilitate the development of a Strategic Plan for Cayuga Community College; to support the President and the Planning Committee in the development of an on-going, participative Strategic Planning process for CCC; to facilitate the development of recommended Mission, Vision, and Values for Cayuga 2020; to consult with the President and Planning Committee in the development of recommended goals for the Strategic Plan; to design and facilitate a retreat for the College's Board of Trustees; and

WHEREAS, it is the desire of the Board of Trustees of Cayuga Community College to authorize the execution of a contract for the services of the firm Partners & Robinson to include the scope of services as outlined in the attached proposal; therefore let it be

RESOLVED, that the Board of Trustees of Cayuga Community College hereby authorizes and directs the College administration to sign on behalf of the Board of Trustees a contract, with the fee to be negotiated by the Interim President and not to exceed \$12,000 for administrative consulting services, with the firm of Partners & Robinson.

Motion to approve made by Dr. Van Buskirk, seconded by Mr. Klink and approved by unanimous roll-call vote.

6.4 Appointment of Health Care Consortium Representatives

RESOLVED, that the Director of Business Services; Comptroller, Marie A. Nellenback and Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that John M. Camardo, member of the Board of Trustees of Cayuga Community College be appointed as an alternate to said Board.

Appointments are for a one-year term January 1, 2014 to December 31, 2014.

Motion to approve made by Mr. Karpinski, seconded by Mr. Klink and approved by unanimous voice vote.

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 medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion to adjourn into Executive Session made by Mr. Klink, seconded by Mr. Karpinski carried by unanimous voice vote. Mr. Camardo excused himself from the Executive Session.

The Board adjourned into Executive Session at 7:33 p.m.

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9.0 EXECUTIVE SESSION (continued)

At 8:45 p.m. a motion was made by Mr. Karpinski to return to regular session, seconded by Dr. Van Buskirk and carried unanimously.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Dr. Van Buskirk and carried by unanimous voice vote. The meeting adjourned at 8:46 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees

cg
2/4/2014