

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 19, 2014
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
Mr. John A. Karpinski
Mr. Joseph L. Runkle
Dr. Linda P. Van Buskirk

Excused: Ms. Melina Carnicelli
Mr. Jeffrey L. Edwards
Mr. John J. Klink

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
John Taylor, Dean of Information Technology
Richard Bower, Professor/English
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
Loraine Miller, Division Chair, Business/CJ/
Deborah Purcell, Senior Typist/ESP Vice President
Amy Valente, Instructor/Business
Adam Williams, Webmaster
Scott Whalen, Director of Human Resources
CCC Nursing Staff
Robert Brower, IAGT Executive Director
George Fearon, Guest
Andrew Fish, Executive Director of the Cayuga County Chamber of Commerce

Dr. DeCinque administered the official oath of office to new Trustee, Joseph Runkle.

Dr. Van Buskirk called the meeting to order at 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC

George Fearon, 5641 State Route 90N, Cayuga, NY 13034, distributed information that was from the Oswego County Business Magazine pertaining to Cayuga and to community colleges in general. Mr. Fearon mentioned that he may or may not be re-appointed to the Board, but wanted the Trustees to know that he enjoyed working with them and believes in the value of community colleges.

Thomas Hundley, 240 Seymour Street, Auburn, NY, a student at Cayuga Community College, asked the Board to consider using the site of the Auburn Shines Theatre as the location for the Schwartz Theatre. It is a historical location that could be salvaged and possibly save a piece of Auburn's past.

Robert Frame, 4156 Jordan Road, Mottville, NY 13152, Director of Theatre Operations at Cayuga and President of the AP group. Mr. Frame welcomed newly appointed Trustee Runkle. He addressed the Board on the cost that the College will incur with the promotion of 7 faculty members this evening (a total of 10 since October). Mr. Frame discussed the Service Recognition Policy that the Board approved in February 2011 and that nothing had been done by the Board to recognize individual employee's service. Mr. Frame acknowledged the work of the College's Student Success Team sub-committee - Institutional Values and how they decided that recognition of longevity needed to be done. On Assessment Day, Bruce Walter and Adam Williams proceeded to present employees with 15, 20, 25, 30 and 35 years of service with awards of recognition. He did go on to say that the resolution tonight acknowledging the work of the Nursing Program was a start. He thanked the Board for listening.

Dr. Van Buskirk asked for a motion to suspend the order of the agenda and that item 6.0 (6.1) - *Resolution Recognizing Cayuga Community College's Nursing Program* and 5.0 5.1 *StartUp NY Report* be taken up at this time Motion to approve made by Mr. Camardo, seconded by Mr. Karpinski and carried following unanimous voice vote.

6.0 NEW BUSINESS

6.1 Resolution Recognizing Cayuga Community College's Nursing Program:

WHEREAS, Cayuga Community College's Nursing Program enters its 40th year of operation; and,

WHEREAS, the faculty and staff of the Nursing Program embrace a steadfast commitment to academic excellence, retention, and completion; and,

WHEREAS, since 2010 Cayuga Community College's Nursing Graduates achieved 100 percent pass rates on the Nation Council Licensure Exam (NCLEX); and,

WHEREAS, the Nursing Class of 2013 surpassed the state and national average pass rates by 22 points and 17 points respectively; and,

WHEREAS, the Nursing Program's five-year pass rate is a remarkable 98 percent; and,

WHEREAS, the Nursing Program remains committed to meeting the community's need for an outstanding nursing workforce; and now,

THEREFORE, BE IT RESOLVED that the Board of Trustees of Cayuga Community College hereby recognizes the outstanding accomplishments of the faculty, staff, and students affiliated with the Nursing Program at Cayuga Community College.

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

5.0 OLD BUSINESS

5.1 Andrew Fish, Executive Director of the Cayuga County Chamber of Commerce, discussed StartUp NY and how the program was put into place a year or so ago by Governor Cuomo to create tax free zones. The Governor has tied these tax free zones to all institutions within SUNY. A detailed management plan will need to be approved by the Board of Trustees in order to go forward. A resolution will need to go through the Board Planning Committee and then to the Board for approval in April. Over 40 institutions so far have submitted plans. Mr. Fish indicated that some form of communication will need to go out to faculty and staff that he would be reaching out to them regarding this plan.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the January 15, 2014 Board Meeting Minutes, the December 2013, January 2013, January 2014 Budget Statements, the January 2014 Monthly Bills totaling \$1,543,727.52, the 2013-2014 Stipend Lists #10, #11, and #12 totaling \$221,402.24.

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

Mr. Camardo abstained from voting on (Hancock Estabrook invoice) page 11 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

3.1.1 Naming of the Fulton Campus Welcome Center

Whereas, Cayuga Community College has a long history of service to the people of Oswego County dating to 1978; and

Whereas, in 2012 the College with the support of the Cayuga Community College Foundation, purchased a permanent site for its Fulton Campus at River Glen; and

Whereas, Susan C. Witmer, CCC Class of 1990, has served the College as an employee since 1983, and has worked at its Fulton site since 1994, serving as Director of Fulton Campus Operations since 2007; and

Whereas, Susan C. Witmer has contributed \$5,000 to the Cayuga Community College Foundation to the *Opportunities to be Realized* campaign, in accordance with the Naming Policies and Procedures as approved by the Board of Trustees on October 27, 2010; now therefore be it

Resolved, that the Cayuga Community College Board of Trustees does hereby designate the naming of the Welcome Desk at the Fulton Campus as the **Susan C. Witmer Welcome Center**, and be it further

Resolved, that the initial public announcement of the **Susan C. Witmer Welcome Center** shall take place at a time to be determined, with appropriate signage as determined by the Board of Trustees.

Motion to approve made by Mr. Karpinski, seconded by Ms. Bowen and carried following unanimous voice vote.

3.2 Finance

3.2.1 Appointment of Audit Firm:

Whereas, Cayuga County Community College will be subject to an audit by an independent firm; and

Whereas, Cayuga County Community College has just completed the 2012-2013 fiscal year and an independent review of its books, records and financial procedures promotes prudent financial management practices; and

Whereas, after issuing a Request for Proposal for Professional Auditing Services in August 2013 and receiving and reviewing information with regard to experienced firms capable of providing that review, the Board of Trustees has determined that the independent accounting firm of Bonadio & Co., LLP is qualified and experienced to provide those services;

Now, Therefore, Be It Resolved, that the Board of Trustees of Cayuga County Community College through this resolution hereby appoint the audit firm of Bonadio & Co., LLP for the purpose of conducting an examination of Cayuga County Community College's books, records and financial procedures for the fiscal years 2014-2015 through and shall further provide a report on that examination to the Finance Committee of this Board; and

Be It Further Resolved, that the term of engagement be a one year contract, with opportunity for renewal at the quoted Schedule of Professional Fees listed on Appendix D.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Finance

3.2.1 Appointment of Audit Firm (continued)

Motion to approve made by Mr. Camardo, seconded by Mr. Runkle. Mr. Karpinski stated that he opposed the resolution as the local firm did as well as this one will. Cuddy and Ward are a local organization and there were never any problems with them.

A roll call vote was taken, with Mr. Appleby, Ms. Bowen, Mr. Camardo, Mr. Runkle, and Dr. Van Buskirk voting “yes” and Mr. Karpinski voting “no”. Motion denied 5-1.

3.3 Personnel

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

3.3.1 Civil Service Retirement:

RESOLVED, that the retirement of Daniel Wilcox, as custodian, be accepted effective January 31, 2014. The Board of Trustees expresses its recognition of 13 years of service to the institution by Daniel Wilcox and wishes him a happy, prosperous, and fulfilling retirement.

Motion seconded by Mr. Camardo and carried unanimously following voice vote.

3.3.2 Civil Service Appointment:

RESOLVED, that John Nowak of 14 Munro Street, Auburn, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at the Fulton campus at an annual salary of \$33,224, effective February 24, 2014.

Motion seconded by Mr. Camardo and carried following unanimous roll call vote.

3.3.3 Faculty Retirement:

RESOLVED, that the retirement of Donna Roger, as Accessibility Specialist be accepted effective March 30, 2014. The Board of Trustees expresses its recognition of 8 years of service to the institution by Donna Roger and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.4 Faculty Reinstatement:

RESOLVED, that the reinstatement of Karen Grella, as Accessibility Specialist, at an annual salary of \$65,089 be accepted effective March 31, 2014. This position is necessary to be in compliance with the Americans with Disabilities Act (ADA).

Motion seconded by Mr. Camardo and carried following unanimous roll call vote.

3.3.5 Faculty 2014-2015 Term 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 renewal of his term.

Christopher D’Arcy/Instructor of Biology

Motion seconded by Mr. Camardo and carried following unanimous roll call vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel

3.3.6 Faculty 2014-2015 Continuing 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 Continuing Appointment and promotion to Assistant Professor.

Nicole Adsitt	Developmental Studies Coordinator
Melissa Johnson	Instructor of Art
Terry Kupp	Director, the Center for Academic Success
Vita Marie Racko	Student Development Counselor
Nathaniel Thomas	Instructor of Psychology
Amy Valente	Instructor of Business

RESOLVED, that effective September 1, 2014, Nicole Adsitt, Melissa Johnson, Terry Kupp, Vita Marie Racko, Nathaniel Thomas, and Amy Valente be granted Continuing Appointment and promotion to Assistant Professor.

Motion seconded by Mr. Camardo and carried by unanimous roll call vote.

Dr. Van Buskirk added that the Personnel Committee met and went over the documentation for promotion very carefully and the committee was very impressed with all of these individuals.

3.3.7 Faculty 2014-2015 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.

NgocAnna Huynh Annarino Assistant Professor/Psychology

RESOLVED, that effective September 1, 2014, NgocAnna Huynh Annarino be granted Continuing Appointment and promotion to Associate Professor.

Motion seconded by Mr. Camardo and carried by unanimous roll call vote.

3.4 Planning

Mr. Camardo stated there would be future discussion on the Board Bylaws.

4.0 REPORTS

4.1 Presidents Report

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

- Dr. DeCinque congratulated all the faculty that received tenure this evening. He stated that he read all of the recommendations and it does seem to be a stellar group of faculty. They are part of building the future of the College. In order to build the future of the institution, these recommendations were necessary. He said he wanted to be very clear that recommendations to this body may involve spending money that others might not agree with.

4.0 **REPORTS (continued)**

4.1 **Presidents Report (continued)**

4.1.1 **President:**

- Compass Consulting will have a full report in April.
- There have been discussions with Michael Chapman, Chair of the Legislature, about meetings between Cayuga & Oswego Counties.
- Dr. DeCinque will be visiting every school superintendent in Oswego and Cayuga Counties.

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.

- Working on 2014-2015 budget.
- Budget highlights.

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

- Enrollment report was shared with the Board.
- Open Houses will take place on March 1 in Fulton and March 8 in Auburn.
- An overview of Cayuga 20/20 was given.

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:

- Strategic Enrollment Management information was shared.

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 shared the following information:

- Enterprise Document Management Project
- Online information security training for all Cayuga employees
- Single sign on project status
- Banner cascade
- Dean Taylor stated that the IT department is saving money while simultaneously increasing our capabilities.

4.1.8 **Student Trustee:**

Mr. Appleby stated that all groups are attending leadership conferences.

7.0 **COMMUNICATIONS**

Noted.

8.0 **INFORMATION**

Noted.

9.0 **EXECUTIVE SESSION**

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Ms. Bowen and carried by unanimous voice vote. The meeting adjourned at 7:55 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees

cg
3/2014