

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Wednesday, April 16, 2014 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo
Mr. Jeffrey L. Edwards
Mr. John J. Klink
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk
Mr. Max Appleby

Excused: Ms. Jane Bowen
Ms. Melina Carnicelli
Mr. John A. Karpinski

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
Robert Frame, Director of Theatre Operations/President A/P Group
Deborah Purcell, Senior Typist/ESP Vice President
Scott Whalen, Director of Human Resources
Michael Didio, County Legislator
Andrew Fish, Executive Director of the Cayuga County Chamber of Commerce
Peter Jones, Esq.
Timothy Lattimore, County Legislator
Tracy Verrier, Chamber of Commerce

Mr. Edwards called the meeting to order at 6:03 p.m.

Dr. DeCinque administered the official oath of office to new Trustee, Dr. Richard Stankus.

1.0 COMMENTS FROM THE PUBLIC

None.

EXECUTIVE SESSION

Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss contract negotiations.

Motion to adjourn into Executive Session made by Mr. Camardo, seconded by Mr. Klink and carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:03 p.m.

At 6:24 p.m. a motion was made by Mr. Runkle to return to Regular Session, seconded by Mr. Klink and carried unanimously.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the March 19, 2014 Board Meeting Minutes, the March 2013/March 2014 Budget Statements, the March 2014 Monthly Bills totaling \$1,803,090.18, the 2013-2014 Stipend Lists #15, #16 totaling \$249,449.88.

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

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 stated that a Building & Grounds Committee meeting has been scheduled for April 24 @ 6:00 p.m. There are concerns that he would like to discuss regarding the main building on the Auburn campus. He also toured the Fulton campus.

3.2 Finance

Mr. Runkle reported that the College is well ahead of their tuition goal and enrollment is on track with budget.

3.3 Personnel

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

3.3.1 Civil Service Resignation:

RESOLVED, that the resignation of John Nowak, as Custodian, be accepted effective March 7, 2014.

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

3.3.2 Faculty Resignation:

RESOLVED, that the resignation of Maureen Erickson, as Director of Assessment, be accepted effective June 20, 2014.

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

3.3.3 Administrative Professional Retirement:

RESOLVED, that the retirement of Donna Urbanek, as Instructional Assistant/Science, be accepted effective September 5, 2014. The Board of Trustees expresses its recognition of 10 years of service to the institution by Donna Urbanek and wishes her a happy, prosperous and fulfilling retirement.

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

3.3.4 Administrative Professional Retirement:

RESOLVED, that the retirement of Diane Holbert, as Instructional Assistant/Library, be accepted effective April 16, 2014. The Board of Trustees expresses its recognition of 11 years of service to the institution by Diane Holbert and wishes her a happy, prosperous and fulfilling retirement.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.5 Civil Service Retirement:

RESOLVED, that the retirement of Cynthia Maloney, as Library Clerk, be accepted effective June 27, 2014. The Board of Trustees expresses its recognition of 27 years of service to the institution by Cynthia Maloney and wishes her a happy, prosperous and fulfilling retirement.

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

3.3.6 Creation of Faculty Position:

RESOLVED, that the 12 month position of Director, Occupational Therapy Assistant Program be created effective May 1, 2014 at an annual salary of \$65,089.

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

3.3.7 Approval of the Faculty Association Contract:

RESOLVED, that the 2011-2016 Contract between the Board of Trustees of Cayuga County Community College and the Cayuga Community College Faculty Association be approved subject to the approval by the Cayuga County Legislature.

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

3.3.8 2014-2015 Faculty Promotions:

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

Mary Bulkot/Assistant Professor of English
John Lamphere/Assistant Professor of Criminal Justice & History

RESOLVED, that effective September 1, 2014, Mary Bulkot and John Lamphere be promoted to the rank of Associate Professor.

Motion seconded by Dr. Stankus and carried following unanimous roll-call vote.

3.3.9 2014-2015 Faculty Promotions:

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

Ronald Grube, Ph.D./Associate Professor of History
Teresa Hoercher/Associate Professor & Coordinator of Tutorial Services

RESOLVED, that effective September 1, 2014, Dr. Ronald Grube and Teresa Hoercher be promoted to the rank of Professor.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Planning

Mr. Camardo reported that there were five changes that the Planning Committee would like to see revised in the Board Bylaws. Dr. Van Buskirk stated that the board hired a consultant (Mr. Gary Winger) to give the Board recommendations to manage our finances so we do not end up in the situation that we did this past year. Mr. Winger's report will be done the end of May and brought to the Board. Dr. Van Buskirk would like to wait until after that report is presented and reviewed by the Board. She also suggested that whenever the vote is done on these changes to the bylaws that it be done article by article. Mr. Camardo will make that recommendation to the Planning Committee.

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque stated the Trustees received a copy of his activities for March/April and his President's report.

- Dr. DeCinque mentioned that he recently attended the PTK induction ceremony, which honored 83 students, all of whom have at least a 3.5 GPA.
- Cayuga 20/20 will be held on Friday, April 25. This will be an all afternoon summit for faculty and staff to discuss the future of the College.
- On May 9, the College will host its first annual Employee Recognition Day. It is the last day of classes.
- The State budget has been released and unhappy to say that we received \$75.00 in state aid. We were hoping for no less than \$150. We are in the process of developing the model for next year's budget.
- We should have bids for the MTF by the next Board meeting.
- College Board members and members of the Foundation had a very good meeting about a week ago to discuss how we move ahead with the Fulton campus.

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

- Distributed a video from SOMA.
- A visit by our Middle States Liaison took place on April 15.

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

- Our summer tuition is now \$850,000 or 84% of the budget.
- We will exceed our unemployment budget.

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

- Enrollment update - 2,965 FTE.
- Sixty-four students participated in the London Program. We are back in the black (more than \$20,000). VP Rosenthal thanked Tom Paczkowski and Steve Keeler for taking over the program this year.

4.1.5 Fulton Associate Vice-President: Associate Vice President Killoran gave the following report:

- 200 students have responded to the Strategic Enrollment Management Survey; this went to all students.

4.0 **REPORTS (continued)**
4.1 **Presidents Report (continued)**

4.1.6 **Deans:**

4.1.6.1 **Dean of Community Education and Workforce Development:** Dean Carla De Shaw's report was shared with the board.

4.1.6.2 **Dean of Technology:** Dean John Taylor's report was shared with the Board.

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

4.1.7 **Student Trustee:** Mr. Appleby gave the following report:

- The business group is still working with the leadership conference. So far, 500 students will be attending from around New York State. SGO and FSA elections have taken place.

5.0 **OLD BUSINESS**

5.1 **StartUp New York Plan:**

Andrew Fish, Executive Director of the Cayuga County Chamber of Commerce, and Tracy Verrier gave a brief overview of the StartUp NY Plan and mentioned that once the Board takes action the plan would then be forwarded to SUNY for their comments and then open to a 30-day public comment period. It would be a good 45-60 days before it would be adopted.

Motion to approve the plan made by Dr. Van Buskirk, seconded by Mr. Klink and carried following unanimous roll-call vote.

6.0 **NEW BUSINESS**

6.1 **Time and Place of May Board meeting:**

It was agreed by the Board that the May Board meeting would take place at the Fulton campus beginning at 5:00 p.m.

6.2 **Approval of Certificate Program in Advanced Manufacturing:**

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

WHEREAS, the proposed certificate program has been approved by the faculty of the College; and

WHEREAS, the proposed certificate program will prepare students for a career and provide targeted training to meet the needs of local industry; and

WHEREAS, the program has been developed as part of the TAACCCT grant funded SUNY Training & Education in Advanced Manufacturing (T.E.A.M.) Educational Pathways Project—a statewide Community College collaboration; and

WHEREAS, the proposed certificate program is designed to prepare students for a career in the evolving manufacturing workplace with hands on skills in manufacture materials and process and production tools and equipment; now therefore, be it

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

Motion to approve made by Mr. Runkle, seconded by Dr. Stankus and carried following unanimous

6.0 NEW BUSINESS (continued)

6.3 Executive Staff Development Fund Request:

Motion to approve the request for funds by Associate VP Killoran made by Dr. Van Buskirk, seconded by Mr. Klink and carried following unanimous roll-call vote.

EXECUTIVE SESSION

Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss the employment history of a particular person.

Motion to adjourn made by Dr. Van Buskirk, seconded by Mr. Runkle and carried following unanimous voice vote.

The Board adjourned into Executive Session at 7:25 p.m.

At 7:45 p.m. a motion was made by Mr. Edwards, seconded by Mr. Camardo to return to Regular Session. Motion was carried unanimously.

3.3 PERSONNEL

3.3.10 Extension of Interim President's Contract:

RESOLVED, that Gregory T. DeCinque's contract as Interim President of Cayuga Community College be extended until December 1, 2015.

Motion to approve made by Dr. Van Buskirk, seconded by Mr. Klink. Mr. Camardo made a motion to table the resolution for a month for more discussion. A roll call vote was taken with Mr. Edwards, Mr. Klink, Mr. Runkle, Dr. Stankus, Dr. Van Buskirk, and Mr. Appleby voting "yes" and Mr. Camardo voting "no". Motion to approve carried.

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 7:47 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees

cg
4/2014