

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, May 21, 2014 on the River Glen Campus, Fulton, NY

Present: Ms. Jane Bowen
Mr. John M. Camardo
Ms. Melina Carnicelli
Mr. Jeffrey L. Edwards
Mr. John A. Karpinski
Mr. John J. Klink
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk
Mr. Max Appleby

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
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
John Callen, IT
Kevin Drayer, Director of Building & Grounds
David Harbaugh, Manager of Network Operations and Server Administration/AP
JoAnn Harris, Office Manager/Fulton Campus/ESP Co-President
John Lamphere, Assistant Professor
Carolyn L. Guariglia, Secretary to the Board

Mr. Edwards called the meeting to order at 5:00 p.m.

Mr. Karpinski made a motion to add under "New Business" 6.2 River Glen Campus of Cayuga Community College. Dr. Van Buskirk seconded and carried following unanimous voice vote.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the April 16, 2014 Board Meeting Minutes, the April 2013/April 2014 Budget Statements, the April 2014 Monthly Bills totaling \$1,219,709.07, the 2013-2014 Stipend Lists #17, #18 totaling \$53,380.83.

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

3.1.1 Building Performance Presentation

Mr. Klink stated that he has toured the Fulton and Auburn campuses with Director of Building & Grounds, Kevin Drayer, and was surprised and shocked by what he saw on the Auburn campus. The Tech Building has a large number of windows that are in terrible shape and all need to be replaced along with the boiler in the Tech Building. Also, other areas that are not covered by geo-thermal need new boilers. SmartEdge offers an opportunity/program for solving problems like the one we have - we need a problem solved, but do not have the money. Mr. Klink introduced Steve Walk from SmartEdge who gave a presentation on his program and information on an energy performance contract. The College would make improvements to the building through the reduction of energy costs. The next step would be to go out for RFP to qualified ESCO's (energy service companies).

A motion was made by Mr. Runkle, seconded by Dr. Stankus to authorize the Board Building and Grounds Committee to send a Request for Proposals to energy service companies for this project.

Motion carried following unanimous voice vote.

3.2 Finance

Mr. Runkle stated that he would be holding another Finance Committee meeting before the next Board meeting.

3.2.1 Tuition and Fee Schedule 2014-2015

Mr. Runkle presented the Tuition and Fees Schedule and moved its approval.

**TUITION AND FEES SCHEDULE
2014 -2015**

WHEREAS, the Board of Trustees of Cayuga County Community College has endeavored to maintain tuition and fee rates at the lowest possible levels, and,

WHEREAS, the Board of Trustees of Cayuga County Community College must establish tuition and fee rates which will insure the fiscal stability of the College, and,

WHEREAS, the tuition and fee rates must be established at this time to allow students and their families the opportunity to plan accordingly, now, therefore be it

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby set the following tuition and fee rates for 2014-2015:

TUITION
Full-Time Enrollment (12-19 credit hours) \$4,200
Part-Time Enrollment (1-11 credit hours) \$168 per credit hour

3.2 Finance (continued)

3.2.1 Tuition and Fee Schedule (continued)

FEEES

Fitness Center Fee \$15 per course
Health Program Fee \$62.50 per credit hour (replaces Nursing Lab Fee)
Records Fee (12 or more credit hours) \$10 per semester
Records Fee (1-11 credit hours) \$4 per semester
Science Lab Fee \$25.00 per course
Technology Fee (over 19 credit hours) \$100 per semester
Technology Fee (12-19 credit hours) \$90 per semester
Technology Fee (1-11 credit hours) \$9 per credit hour
SUNY Learning Network Fee \$10 per credit hour

Motion seconded by Mr. Klink and carried following a roll-call vote with Ms. Bowen, Ms. Carnicelli, Mr. Edwards, Mr. Karpinski, Mr. Klink, Mr. Runkle, Dr. Stankus, Dr. Van Buskirk, and Mr. Appleby voting “yes” and Mr. Camardo, voting “no”.

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 Edward Kowalski, as Director of Distance Learning, be accepted effective August 16, 2014. The Board of Trustees expresses its recognition of 14 years of service to the institution by Edward Kowalski and wishes him a happy, prosperous, and fulfilling retirement.

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

3.3.2 Administrative Professional Resignation:

RESOLVED, that the resignation of Rae Howard as Instructional Assistant be accepted, effective July 25, 2014.

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

3.4 Planning

Ms. Carnicelli reported that the next Planning Committee meeting will be held on May 27 at 5:00 p.m. The Bylaw revisions will be brought to the Board at the June Board meeting.

4.0 REPORTS

4.1 Presidents Report

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

- Dr. DeCinque spoke to the raising of the tuition - the State cut the base aid to students; local funding remains flat; and financial aid does support a majority of our students. It is with regret, but we have been placed in a position with little else to do.
- The College held a S’party and a great time was had by all.
- Attended the Nurses Pinning Ceremony; 47 students were pinned.
- Thanked everyone who participated in Commencement. Thank you to Senator DeFrancisco; the three student speakers were excellent as well.

4.0 **REPORTS (continued)**

4.1 **Presidents Report (continued)**

4.1.1 **President:**

- Working hard to get the budget in balance and re-considering the budget enrollment figures.
- Additional discussion with Pete Liddell on the \$3 million state funding and local funding for the athletic project. More funding will be needed. Partnership with the Auburn School District may not be workable.
- Participated in a phone conference with Anderson/Strickler, a company that does analyses for student housing; looking at re-doing the demand study for student housing; we will also include the Fulton campus.
- Ms. Carnicelli asked about the Board retreat.
- Projected FTE was discussed as related to the budget. Dr. DeCinque stated that most like the 2930 figure will be used. He also stated that the College has to do everything it can to recruit and retain students.

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

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

- Comptroller, Marie Nellenback and VP Hutchinson have met with the College's new audit team.
- VP Hutchinson remarked that Penny Herrling, Senior Account Clerk Typist in the Business Office, worked diligently to recover sales tax that had been paid by the College to National Grid on some gas and electric bills in 2013. VP Hutchinson stated that she is proud of the way staff finds ways to save money.

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

- Enrollment update.
- Shared what might cause an enrollment drop.

4.1.5 **Fulton Associate Vice-President:** Associate Vice President Killoran shared her report with the Board.

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.

- On May 28 will host the REDC workshop in the Bisgrove Theatre.

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

- The Enhanced MyCayuga portal will go live on May 27.
- Refreshing our Master Plan.
- Single sign on remains on target for July 7.

Dr. DeCinque announced that Dean Taylor will be leaving the College for a position at Finger Lakes Community College. The President thanked John Taylor for all the work he has done here at Cayuga.

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

4.0 REPORTS (continued)
4.1 Presidents Report (continued)

4.1.7 Student Trustee: No Report.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

6.1 Cayuga IT Corrective Action Plan

WHEREAS, Cayuga Community College desires to maintain a secure and safe information technology environment to protect its students, employees, and assets; and

WHEREAS, the Office of the State Comptroller (OSC) performed a comprehensive Audit of Cayuga Information Technology in the summer of 2013, and supplied a final report number 2013M-291 on March 14, 2014 which includes four recommendations for improvement; and

WHEREAS, a Corrective Action Plan (CAP) has been formalized and implemented by Cayuga IT to address the recommendations from the audit; and

WHEREAS, the OSC requires that the CAP needs to be reviewed and approved by the governing board and filed with the OSC within 90 days; now

THEREFORE, be it RESOLVED, that the Cayuga Community College Board of Trustees has reviewed and does approve the Corrective Action Plan dated May 13, 2014 for audit report number 2013M-291.

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

6.2 River Glen Campus:

Whereas, Cayuga County Community College has completed the transition of its Fulton Campus from the Broadway Site to River Glen; and

Whereas, the College's rental commitment at the Broadway site will end in April 2016; and

Whereas, the College fully intends to continue and expand its service to Oswego County and surrounding areas, through a comprehensive offering of credit- and credit-free coursework at River Glen; and

Whereas, the College also intends to expand its services at River Glen through partnerships with business, industry, educational organizations and other mission-appropriate entities; now, therefore be it

Resolved that Cayuga County Community College recognizes that its future success depends upon the full functionality of the River Glen Campus as the College's primary site in Oswego County, New York; and be it further

Resolved that the Board of Trustees of Cayuga County Community College supports and encourages the efforts of both CCCF River Glen Holdings, Inc. and the Cayuga County Community College Foundation, Inc.; will assist in their ongoing efforts to achieve economic stability at River Glen; and will otherwise support their work at the River Glen Campus.

Motion to approve made by Mr. Klink and seconded by Ms. Bowen. Motion carried following 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 employment history of a particular person, litigation and collective bargaining.

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

The Board adjourned into Executive Session at 6:38 p.m.

Let the minutes reflect that Mr. Camardo did not participate in the litigation portion of the Executive Session.

At 7:43 p.m. a motion was made by Ms. Bowen, seconded by Ms. Carnicelli to return to Regular Session. Motion was carried unanimously.

10.0 ADJOURNMENT

Ms. Bowen moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 7:44 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees

cg
6/2014