

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 18, 2014 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Excused: Max Appleby

Also: Dr. Gregory T. DeCinque, Interim President
Diane L. Hutchinson, Vice President of Administration & Treasurer
Anne Herron, Vice President of Academic Affairs
Jeffrey E. Rosenthal, Vice President of Student Affairs
John Lamphere, Interim Dean of the Fulton Campus
John Taylor, Dean of Information Technology
John Callen, IT
Jackie Darquea, Assistant Director of Financial Aid
Lisa Greenfield, Financial Aid Office
David Harbaugh, Manager of Network Operations and Server Administration
Lorelee Lardear, Fulton campus staff
Dale Lamphere, Custodian/President, Local 66 AFL-CIO
Scott Whalen, Director of Human Resources
Adam Williams, Webmaster
Tom Murphy, Compass Consulting
Gary Winger, Compass Consulting
Carolyn L. Guariglia, Secretary to the Board

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

Compass Consulting Final Report:

Dr. DeCinque stated that the Board and others knew when he first arrived at Cayuga and looked into the financial status of the College that outside eyes needed to take a look. At that time, in order to have full disclosure, DeCinque stated that he had worked together with Gary Winger back in the 90's. By having consultants look at the fiscal state of the College, SUNY would know that we are taking affirmative action; taking a hard look at ourselves. Dr. DeCinque stated that after the Board reviews the report he believes they will see that it really does give a good basis for the future finances of the College. Dr. DeCinque said he appreciated the Board's support. This will be a public document. It will be placed on the College faculty share drive for anyone who wants to read it.

Gary Winger and Tom Murphy from Compass Consulting gave an overview of the report. The Executive Summary gives the basics of the report by not getting into the detail of the report; followed by an introduction and then the report itself. The first appendix lists all of the recommendations. It is a good reference to see those altogether. Mr. Winger indicated that they tried to identify early in the report what they considered to be some of the major issues that the College has faced over the last few years. There are three (3) types of issues: revenue, expense, and system issues.

Revenue Issue:

Enrollment projections that were off by quite a lot. Having a community college that is enrollment driven, those numbers need to be as accurate as possible. There were wide swings in the chargeback rates, which is not the fault of the College, but the way the State mandates how you calculate those rates. Lack of Sponsor support. The rate per FTE is far less than the College chargeback rate, which is an indication that the Sponsor is not really paying their fair share. A lack of a plan for the Fulton campus and programs. Plans are starting to be developed. The curriculum for that campus is basically the same as Auburn. It appears that has not been sufficient for that campus to be self-sustaining. Continue to take a look at the regional community college concept. The Board has to remember that they are fighting the battle of a declining number of high school graduates and look at adults as a higher market share.

Expense Issue:

Unfunded initiatives that lead to a lot of the deficits that the Board experienced. Capital projects that were paid for under the operating budget. Capital items that you have received funding for. Architectural fees were charged to the operating budget. At some point, if these projects go forward, the FSA or the Foundation will fund them and the expenses that the College incurred a couple of years ago, should be reimbursable; set that up as a receivable now. Paying for leases for two sites has been a drain on the College budget.

System Issue:

Mr. Winger and Mr. Murphy believe there was not adequate Board oversight. There needs to be more policies in place as to what the role of the Board is and the role of management. There should be warning signs that the Board would be tracking so it would give them an opportunity to make corrections. The Education Law and Code of Standards prescribe the role of the Board of Trustees. Have a contingency plan each year before a crisis occurs. Lack of an updated facilities master plan. There is a lot of deferred maintenance and a plan needs to be drawn to start attacking those issues. The College might need to do a capital campaign.

Mr. Karpinski arrived at 5:30.

The Trustees need to insist that certain information be provided. There is no reason why the Board should not have a decent enrollment report early in the fall semester. If the numbers are off where the budget was built, that should be updated very early in the spring semester. If you are not getting those reports, you should be insisting and you need to insist that they be interpreted. Periodic reports on enrollment trends and faculty/student ratios; comparisons with peers. There has been a lack of a financial plan for the Fulton campus. There has been a lack of planning with regard to programs and services. Assessment is important not only for Middle States, but to be able to know your market and offer what folks are needing. The Strategic Plan needs to be updated at the appropriate time. It might be beneficial to extend the timeframe for that plan while some of the updating is taking place. So Middle States will see a plan.

All of the recommendations are worth your consideration. There are eleven of them that Compass Consulting feel are some of the most important ones. Numbers 1,2,4,5,8,9,12,15,17,18 & 20 stand out as major.

Purchasing agent - there should be a person that has that role. Job description could be controller position. A case could be made that the position would pay for itself.

The average fund balance is in the 13% range.

Oswego County needs to be approached by paying capital chargebacks.

Mr. Edwards thanked the Compass Consulting team, Gary Winger and Tom Murphy.

Dr. DeCinque stated that the next step would be for the Board to sanction the administration to prepare a corrective action plan.

The presentation ended at 5:55 p.m.

President DeCinque mentioned that a Board retreat would take place in the near future. A date is being worked out.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the May 21, 2014 Board Meeting Minutes, the May 2013/May 2014 Budget Statements, the May 2014 Monthly Bills totaling \$1,003,178.61, the 2013-2014 Stipend Lists #19, #20 totaling \$417,153.88.

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

Mr. Camardo asked that the minutes reflect that he did not participate in the litigation portion of the executive session at the May Board meeting.

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 announced that a Building & Grounds Committee meeting would take place on Monday, June 23 at 6:00 p.m.

3.2 Finance

Mr. Runkle read the following resolution and moved its approval.

3.2.1 Operating Budget 2014-2015:

RESOLVED, that the operating budget, September 1, 2014 - August 31, 2015, of Cayuga County Community College in the amount of \$31,373,107 with a County of Cayuga Sponsor's share of \$2,898,345 be adopted.

Motion seconded by Mr. Klink and carried 8-1 following roll- call vote with Ms. Bowen, Ms. Carnicelli, Mr. Edwards, Mr. Karpinski, Mr. Klink, Mr. Runkle, Dr. Stankus and Dr. Van Buskirk 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 Managerial/Confidential Resignation:

RESOLVED, that the resignation of John Taylor, as Dean of Information Technology, be accepted effective July 18, 2014.

Motion seconded by Ms. Carnicelli and carried unanimously following voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.2 Executive Resignation:

RESOLVED, that the resignation of Margaret Killoran, as Associate Vice President, Dean of the Fulton Campus, be accepted effective August 31, 2014.

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

3.3.3 Executive Retirement:

RESOLVED, that the retirement of Diane Hutchinson, as Vice President of Administration and Treasurer, be accepted effective December 31, 2014. The Board of Trustees expresses its recognition of 5 years of service to the institution by Diane Hutchinson and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.4 Faculty Retirement:

RESOLVED, that the retirement of Linda MacKay, as Professor of Nursing, be accepted effective January 20, 2015. The Board of Trustees expresses its recognition of 16 years of service to the institution by Linda MacKay and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.5 Management/Confidential Interim Appointment:

RESOLVED, that John Lamphere of 152 Lakeshore Road, Oswego, NY be appointed to the position of Interim Dean of the Fulton Campus at an annual salary of \$84,500 effective June 2, 2014.

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

The following resolutions were voted on together:

3.3.6 Civil Service Appointments:

RESOLVED, that Frederick Rickard of 11940 Watkins Road, Cato, 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 June 30, 2014.

3.3.7 RESOLVED, that Allen York of 1275 State Route 5, Elbridge, 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 June 30, 2014.

Motion seconded by Mr. Klink and carried following unanimous roll-call vote for 3.3.6 & 3.3.7.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

The following resolutions were voted on together:

3.3.8 Administrative/Professional Appointments:

RESOLVED, that Roddie Murad of 8308 Summit Cedar Lane, Liverpool, NY be appointed to the position of Instructional Assistant at the Fulton Campus at an annual salary of \$33,708 (Administrative /Professional Grade 1) effective June 23, 2014. This position is vacant due to a retirement.

3.3.9 RESOLVED, that Lisa Greenfield of 2573 West Lake Road, Skaneateles, NY be appointed to the position of Assistant Director of Financial Aid at an annual salary of \$51,135 (Administrative /Professional Grade 5) effective June 23, 2014. This position is currently filled part-time.

Motion seconded by Dr. Stankus and carried following unanimous roll-call vote for 3.3.8 & 3.3.9.

3.4 Planning

Ms. Carnicelli presented the following changes to the current Board Bylaws and moved their approval. Each Article was voted on separately.

Article II - under the Board Mission Statement page 1, which was approved by the Board in November 2013 the following change:

- Bullet #5 - delete words *create and maintain* and add **ensure**

Motion seconded by Dr. Van Buskirk and carried following unanimous voice vote.

Article IV - Section D - Agenda - first sentence

- Add to read - Prior to each regular Board meeting, the College President shall cause to be prepared a meeting agenda **and solicit agenda items from committee chairs and all Board of Trustee members.**

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

Article IV - Section D - Agenda - third sentence

- No new item of business not on the agenda shall be considered unless approved by a majority vote of Trustees present.

Motion seconded by Mr. Camardo and carried 7-2 following roll-call vote with Mr. Camardo, Ms. Carnicelli, Mr. Karpinski, Mr. Klink, Mr. Runkle, Dr. Stankus, and Dr. Van Buskirk voting "yes" and Ms. Bowen, and Mr. Edwards voting "no".

Discussion continued with motion to amend Article IV under D - Agenda - first sentence.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Planning (continued)

Motion to amend made by Dr. Van Buskirk seconded by Mr. Karpinski and carried following unanimous voice vote.

Article IV to read: Prior to each regular Board meeting, the Board Chair shall cause to be prepared a meeting agenda and solicit agenda items from committee chairs and all Board of Trustee members.

Motion to approve made by Ms. Carnicelli, seconded by Dr. Van Buskirk and carried 7-1-1 following roll-call vote with Ms. Carnicelli, Mr. Edwards, Mr. Karpinski, Mr. Klink, Mr. Runkle, Dr. Stankus, and Dr. Van Buskirk voting “yes”, and Ms. Bowen abstaining and Mr. Camardo voting “no”.

Article IV - Section D - Agenda, delete the last two sentences.

Motion to approve made by Ms. Carnicelli, seconded by Dr. Van Buskirk and carried 7-2 following roll-call vote with Mr. Camardo, Ms. Carnicelli, Mr. Karpinski, Mr. Klink, Mr. Runkle, Dr. Stankus, and Dr. Van Buskirk voting “yes”, and Ms. Bowen, and Mr. Edwards voting “no”.

Article VII - Section A - Change title of Planning Committee to:
Educational Services & College Development

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

Article VII - Section B - third paragraph - delete and replace with the following language that was passed by resolution at the May 22, 2013 Board meeting:

Any expenditure greater than \$10,000 that is separate from and not part of an already approved operating budget, must be presented to the Board of Trustees in advance for approval. In the event of an emergency, the College President or Chief Operating Officer must gain approval of the Cayuga Community College Board of Trustees Chair and Finance Committee Chair before authorizing an ex-budget expense.

Mr. Edwards stated that he was sure that this policy was due to the certain set of circumstances at that time and he is not sure if the Board would want to lock in that figure. He suggested coming up with some different guidelines. Dr. Van Buskirk mentioned that it is good to have in the bylaws and that it could be altered after the complete financial analysis. Mr. Runkle also thought that it is a good idea to have it in the bylaws.

Motion to approve made by Ms. Carnicelli, seconded by Dr. Van Buskirk and carried following voice vote with Mr. Edwards voting “no”.

Article XI - add to read: **The fiscal year of the College is September 1 to August 31. In the event of a change, the Board shall fix the fiscal year of the College by resolution.**

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

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque stated that his report was the Compass Consulting presentation this evening.

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

- Dr. Herron welcomed Dean Lamphere.

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

- 2013-2014 Budget highlights
- 2014-2015 budget

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

- Enrollment update.
- Made a presentation on a TV and radio marketing ads.

4.1.5 Fulton Associate Vice-President: No report.

4.1.6 Deans:

4.1.6.1 Dean of Community Education and Workforce Development: No report.

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.

4.1.6.4 Dean of the Fulton Campus: Interim Dean, Lamphere, thanked the Board for their support in appointing him to the Interim position.

- Attending monthly Oswego County Legislature meetings.
- Initiated discussion with Oswego County for potential training of upwards of 600 employees of the Entergy Nuclear Power Plant in Oswego County beginning in August 2014.

Dr. DeCinque stated that Mr. Lamphere has been very busy; creating activity at the Fulton campus, and opening it up to the community as a center for education, training and culture.

4.1.7 Student Trustee: No Report.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 ACCT membership renewal:

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

6.2 Resolution of Appreciation:

WHEREAS, Max Appleby was selected by the student body of Cayuga Community College to serve on the Board of Trustees during the 2013-14 academic year; and,

WHEREAS, during his tenure as student trustee, Mr. Appleby did serve as a member of the Buildings and Grounds Committee and the Planning Committee, and gave generously and diligently of his time and effort to the benefit of the College; and,

WHEREAS, Mr. Appleby distinguished himself by providing unselfish leadership to the student body, advocating on its behalf and bringing students' concerns before the Board of Trustees; now, therefore,

BE IT RESOLVED, that the Board of Trustees of Cayuga Community College on behalf of the entire college community hereby expresses its most sincere appreciation to Mr. Appleby for his service as a member of said Board during the past year and wishes him continued success in his academic and personal endeavors.

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

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Ms. Carnicelli moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 7:15 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees

cg
7/2014