

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, July 16, 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:

Also: Dr. Gregory T. DeCinque, Interim President  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Dr. 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  
Patricia Hamberger, Senior Typist/Registrar's Office  
David Harbaugh, Manager of Network Operations and Server Administration  
Jo Ann Harris, Office Manager, Fulton campus/ESP co-president  
Penny Herrling, Senior Account Clerk Typist/Business Office  
Jeffrey Hoffman, Executive Director of the CCC Foundation  
Lorelee Lardear, Fulton campus staff  
Dale Lamphere, Custodian/President, Local 66 AFL-CIO  
Deborah Purcell, Senior Typist/CEWD  
Theresa Rogalski, Senior Typist/Financial Aid Office  
Scott Whalen, Director of Human Resources  
Eric Zizza, President of the Faculty Association  
Carolyn L. Guariglia, Secretary to the Board

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

**1.0 COMMENTS FROM THE PUBLIC**

Lorelee Lardear, Slayton Road, Cato, full-time typist on the Fulton campus addressed the board regarding Kim Dubovik, a part-time employee on the Fulton campus who will be leaving for another job - she will be greatly missed.

**2.0 CONSENT AGENDA**

Mr. Edwards presented the Consent Agenda which consisted of the June 18, 2014 Board Meeting Minutes, the June 2013/June 2014 Budget Statements, the June 2014 Monthly Bills totaling \$1,040,623.41, the 2013-2014 Stipend List #21 totaling \$41,279.00.

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

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 gave a brief overview of the Building & Grounds Committee meeting that took place on June 23.

- Present at that meeting were Robert Brower from the IAGT, and representatives from the Cornell Cooperative Extension. Primarily, discussion was regarding their interest in a short-term location for their business and space in the IAGT.
- Kevin Drayer, Director of Building and Grounds did a walk through with 5 energy companies to view the issues that will need to be fixed on the Auburn campus. The deadline for RFPs is Friday, July 18. A company will be selected on July 25 and a recommendations will go to the Board in August.

Mr. Klink brought forward a proposal that was discussed and approved at the June 23 Building & Grounds Committee meeting.

Mr. Klink read the resolution and moved its approval:

**Whereas**, the Cayuga Community College Board of Trustees passed a resolution on May 22, 2013 that directed the College Administration to place on hold capital projects other than the downtown theatre, the River Glen campus expansion in Fulton, and the VOIP telephone system in Auburn until the Board has approved a balanced operating budget, outside loans have been repaid, and the unallocated fund balance is above five percent; and

**Whereas**, Cayuga Community College has identified the need to make modest renovations to the River Glen Holding Company store fronts at the Fulton Branch Campus to improve visibility, enrollment, and student services; and

**Now, Therefore, Be It Resolved**, that the Board of Trustees of Cayuga Community College hereby approves the Administration to move ahead with improvements to the store fronts for a cost not to exceed \$500,000. The hold will remain in place for all other capital project needs.

Seconded by Dr. Van Buskirk. Dr. Van Buskirk stated that she would like to see, for Board information and understanding, a graphical outline of expenditures and what the Board would see as a result of these expenditures. Mr. Edwards stated that this would be just the first step. Dr. DeCinque said that all items to be considered, along with a full plan and what the benefits would be would be brought before the Board. Ms. Carnicelli and Mr. Camardo agreed with Dr. Van Buskirk. Ms. Carnicelli asked where the \$500,000 was coming from. Dr. DeCinque stated that there is \$100,000 left from the River Glen project, which would be a start. Rent, and we will have to seek some support from the Foundations. It will have to be pieced together. After discussion, the last paragraph of the resolution was changed to read:

**Now, Therefore, Be It Resolved**, that the Board of Trustees of Cayuga Community College hereby approves the Administration to move ahead with planning improvements to the store fronts. The hold will remain in place for all other capital project needs.

Motion carried following unanimous voice vote.

**3.2 Finance**

Mr. Runkle noted that 3.2.1 was tabled at the committee level.

Dr. Van Buskirk stated that the inadequacy of needs assessment that the College had the last time around with regard to student housing, she would like to suggest that the public is aware of the needs assessment and the better our research is, the better our standing in the community will be. Ms. Carnicelli asked if the location would be part of the study. Dr. DeCinque said it would be part of the Master Plan review.

The 2014-2015 budget made it through the County Ways & Means committee and will now go to the full legislature. He does not anticipate any questions. He remarked that given the current forecast, we will have to take a hard look at the budget that was passed last month with regard to changes that will have to be made.

**3.3 Personnel**

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

**3.3.1 Approval of the Educational Support Professionals Contract:**

RESOLVED, that the 2013-2017 Contract between the Board of Trustees of Cayuga Community College and the Cayuga Community College Educational Support Professionals be approved subject to the approval by the Cayuga County Legislature.

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

**3.3.2 Administrative Professional Retirement:**

RESOLVED, that the retirement of Edward Kowalski, as Director of Distance Learning, be accepted effective August 15, 2015. The Board of Trustees of Cayuga Community College expresses its recognition of 15 years of service to the institution by Edward Kowalski and wishes him a happy, prosperous, and fulfilling retirement.

Motion seconded by Mr. Klink and carried unanimously by voice vote.

**3.3.3 Administrative/Professional Appointment:**

RESOLVED, that Heather Crofoot of 52 West Fifth Street South, Fulton, 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 July 28, 2014. This position is vacant due to a resignation.

Motion seconded by Ms. Bowen and carried by unanimous roll-call vote.

**3.3.4 Administrative/Professional Title/Grade Change:**

RESOLVED, that the job title of Director of Building & Grounds (Administrative/Professional Grade 7) be changed to Director of Capital Projects and Facilities at an annual salary of \$85,995 (Administrative/Professional Grade 8) effective July 21, 2014.

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

4.0 **REPORTS**

4.1 **Presidents Report**

4.1.1 **President:** Dr. DeCinque gave the following report:

- Dr. DeCinque mentioned that the search process for a Dean of IT is coming to closure. The search for a VP of Administration will begin in August. The Presidential Search committee will be brought together in September.
- Interim President DeCinque stated that the College lost \$3 million for the athletic field, but Senator LaValle will be introducing legislation to put that money back into the budget. The only reason that it did not get in back into the budget was because of a technical error.

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

- College to expand admissions to nursing program on the Fulton campus in fall 2015
- Cayuga's media production programs to offer new certification
- WNFM has been approved by the NYS Broadcasters for its 3 year inspection.
- Met with Oswego County BOCES staff last week. We will continue to meet and work towards partnership agreements.

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

- 2013-2014 audit
- 2013-2014 budget highlights
- 2014-2015 budget

Dr. DeCinque mentioned that we are taking a hard look at the budget with regard to enrollment and to have a contingency plan in place sooner, rather than later.

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

- Enrollment update; we are down in enrollment by about 13% or 150 fewer FTE.
- Discussed television and radio ads.
- Working with Dean DeShaw to combine the credit and non-credit course catalog
- Revising College catalog

4.1.5 **Fulton Associate Vice-President:** No report.

4.1.6 **Deans:**

4.1.6.1 **Dean of the Fulton Campus:** Interim Dean, Lamphere gave the following report:

- Have been meeting with local Oswego County officials
- Attending Oswego County Legislature meetings
- Has a full effective emergency response plan

4.1.6.2 **Dean of Community Education and Workforce Development:** Dean DeShaw reported that she has been working on several grants.

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

- The enhanced MYCayuga portal went live successfully on May 27<sup>th</sup>.
- The single sign on project went live successfully on July 7<sup>th</sup>.

4.0 REPORTS

4.1 Presidents Report

4.1.6.4 Dean of Enrollment and Retention: No Report.

4.1.7 Student Trustee: No Report.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 NYCCT membership renewal:

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

Mr. Edwards stated that we are currently paying property taxes on our facility in Oswego County. Mr. Edwards asked to have the administration begin discussion on solving that issue. Start with the Oswego County Legislature and State representatives.

Mr. Edwards asked for a motion for the administration to begin the process. Motion made by Mr. Karpinski, seconded by Ms. Carnicelli and 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 collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law).

Motion to adjourn into Executive Session made by Mr. Runkle, seconded by Ms. Bowen and carried following unanimous voice vote.

The Board adjourned into Executive Session at 6:00 p.m.

At 6:24 p.m. a motion was made by Dr. Van Buskirk to return to Regular Session, seconded by Ms. Carnicelli and carried unanimously.

**10.0 ADJOURNMENT**

Mr. Runkle moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 6:25 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia  
Secretary to the Board

Respectfully submitted:

John J. Klink,  
Secretary, Board of Trustees

cg  
8/2014