

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, March 18, 2015 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 (via video conference)
Mr. Jeffrey L. Edwards
Mr. John A. Karpinski
Mr. John J. Klink (via phone conference) did not vote
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk

Excused: Mr. Kenneth R. Morhiser

Also: Dr. Gregory T. DeCinque, Interim President
Diane L. Hutchinson, Vice President of Administration & Treasurer
Dr. Anne Herron, Vice President of Academic Affairs
Jeffrey Rosenthal, Vice President of Student Affairs
John Lamphere, Interim Associate Vice President of the Fulton Campus
Carla DeShaw, Dean of Community Education & Workforce Development
John Kaftan, Dean of Instructional Technology
Sharon Coolican, Professor/Faculty Association Representative
Kevin Drayer, Director of Capital Projects and Facilities
David Harbaugh, Manager of Network Operations and Server Administration
Jo Ann Harris, Office Manager/Co-President ESP
Steven Keeler, Professor/Division Chair/Middle States Co-Chair
Dale Lamphere, Custodian/AFL-CIO President
Deborah Purcell, Senior Typist/CEWD
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Christie Waters, Associate Professor/Division Chair/Middle States Co-Chair
Pete Jones, Bond Schoeneck & King
Carolyn Guariglia, Secretary to the Board

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

Mr. Edwards asked for a motion to add items 3.1.1 *Revision to "Hold on Specified Capital Projects"*; 3.4.1 *"CiTi & Cayuga Community College Formal Agreement"*; 6.1 *Middle States Self-Study Update*; and 6.2 *Change of April Board Meeting Date*.

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

Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss the employment history of a particular person. Motion to adjourn into Executive Session made by Mr. Runkle, seconded by Dr. Stankus and carried following unanimous voice vote. The Board adjourned at 6:05 p.m.

At 6:30 a motion was made by Mr. Runkle, seconded by Dr. Stankus to return to Regular Session. Motion carried unanimously.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the February 18, 2015 Board Meeting Minutes, the February 2014, February 2015 Budget Statements, Monthly Bills totaling \$2,652,430.27, the 2014-2015 Stipend List #13, #14 totaling \$1,364,593.35, and Library Collection Aid grant, totaling \$6,316.00.

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

Motion carried following unanimous voice vote. (Appended 2.1, 2.2, 2.3, 2.4, 2.5)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

3.1.1 Revision to "Hold on Specified Capital Projects":

Mr. Klink read the following resolution:

Whereas, the Cayuga County 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 County Community College has identified the need for asbestos abatement on the third floor of the Health, Business & Technology (HBT) building; and

Now, Therefore, Be It Resolved, that the Board of Trustees of Cayuga County Community College hereby approves the Administration to move ahead with capital funding requests for asbestos abatement. The hold will remain in place for all other capital project needs.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1.2 Energy Savings Performance Contract:

Mr. Klink read the following resolution:

WHEREAS, Cayuga County Community College is entering into a Guaranteed Energy Savings Performance Contract (GESPC) with Building Controls & Services, Inc. dba SmartEdge; and

WHEREAS, the GESPC is funded through a Tax-Exempt Lease Purchase Agreement with finances that project equipment and includes other documents in accordance with NYS Energy Law Section 9-103 of the Energy Law and the Internal Revenue Code; and

RESOLVED, that the Board of Trustees of Cayuga County Community College hereby approves the Administration to move ahead with a contractual agreement with the Guaranteed Energy Savings Performance Contract(GESPC) with Building Controls & Services, Inc. dba SmartEdge.

Motion to approve made by Dr. Van Buskirk, seconded by Mr. Runkle and carried following voice vote. Mr. Klink did not vote because he is not eligible at this meeting.

3.2 Finance

Mr. Runkle stated there was a finance committee meeting this week. The 2014-2015 budget is on target; down 15 FTE, which is approximately 1% of the budget. Looking at the 2015-2016 budget, VP Hutchinson has given us several proposals. We are considering drawing down the fund balance substantially.

3.3 Personnel

Dr. Van Buskirk stated there are no action items this month. Discussion has begun of personnel policies to potentially change some of our procedures in order to create more efficiency.

3.4 Educational Services & College Development

3.4.1 Adult & Continuing Education Partnership between Cayuga Community College and the Center for Technology, Instruction & Innovation:

Ms. Carnicelli read the following resolution and moved its approval:

WHEREAS, it is central to the mission of Cayuga Community College to offer career and technical educational programs and community education that prepare students for further study or employment and/or increase the student's quality of life;

WHEREAS, the proposed partnership will give students the opportunity to have multiple career pathway entry and exit points; and

WHEREAS, the proposed partnership will help expand certificate and degree programs, corporate customized training, and community education through the shared use of CiTi's career-technical labs and CCC's River Glen campus; and

3.4 Educational Services & College Development (continued)

3.4.1 Adult & Continuing Education Partnership between Cayuga Community College and the Center for Technology, Instruction & Innovation: (continued)

WHEREAS, the proposed partnership is designed to maximize the fiscal and human resources of the College and CiTi through a shared services model; and

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the formal partnership between Cayuga Community College (CCC) and the Center for Technology, Instruction & Innovation (CiTi).

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

Dr. DeCinque stated that because of the number of items on the agenda, he asked that the order of business be suspended and that item 6.1 - *Middle States Self-Study Update* be taken up at this time.

6.0 New Business

6.1 Middle States Self-Study Update:

VP Herron and Christie Waters, Co-Chair of the Middle States Self-Study, gave a brief PowerPoint presentation on the Middle States process. Steve Keeler, Co-Chair with Christie Waters on the Middle States Self-Study *Team* stated that the MS team will arrive on a Sunday night and leave on a Wednesday. It will be a three day visit. The MS Chair will visit on October 19.

Mr. Keeler continued by letting the Board know what will be expected of them during the team visit. The Board will need to:

- Review the self-study draft
- Be familiar with the final version
- Participate in the evaluation visit
- Review MSCHE recommendations

Mr. Keeler stated that the College is on track with the self-study.

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque gave the following report:

- Has been on the phone with most of our legislative representatives. We will not be getting much more than the \$50 to \$100. We are hoping that the restriction that the governor is proposing will be removed.
- The first meeting that we had with Oswego & Cayuga Counties to discuss regionalization went very well. Mr. Runkle stated that Oswego County has a big concern with the financial side.
- At last month's Board meeting, the Board approved the College's Strategic Plan. VP Rosenthal will take the administrative point on the planning process.
- Pleased to tell you that we met with the County Ways & Means Committee on the asbestos abatement and the energy performance contract. The County will help with the asbestos removal. We will continue to seek any recourse with the previous company, but it will be a long process.

4.0 **REPORTS (continued)**

4.1 **Presidents Report (continued)**

4.1.1 **President:** (continued)

- Update on the Facilities Master Plan - Clark Patterson and Lee met with staff on both campuses. In a couple of months, the plan will be brought to the Board for their approval.
- Student Housing report - there is a need on both campuses for housing. We are still in the discussion stage, but we now have the evidence that student housing is needed. A community meeting will be arranged for some time in the future. The demand analysis is on the College website.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron's report was shared with the Board.

- Was pleased and honored to attend the USA Today Phi Theta Kappa All-New York Academic award ceremony in Albany. Three students from Cayuga were presented with awards. Two of the students are also Cayuga's Chancellor's Award for Student Excellence award winners.
- Acknowledged Bruce Walters and others for their work on the Wellness Challenge, which is now SUNY-wide.

4.1.3 **Vice-President for Administration:** Vice-President Hutchinson's report was shared with the Board.

- Very thorough discussion at the Finance Committee meeting on the budget and budget projections for next year.

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

- 50 FTE shy of our budgeted goal.
- Cayuga Advantage is 13-14% above last year.
- Shared copies of some marketing materials.
- Open House took place in Fulton on March 14. There is an Open House on March 14 @ the Fulton campus and March 21 on the Auburn campus. If Trustees are available, please stop by and see how well the faculty and staff represent the College to perspective students.
- Attended Centro Bus hearing.

4.1.5 **Fulton Associate Vice-President:** Interim Associate VP Lamphere shared his report.

- Attended county meetings with Dr. DeCinque on regionalization. President DeCinque thanked AVP Lamphere for attending these meetings.
- March 25th there will be a meeting with the YMCA.

4.1.6 **Deans:**

4.1.6.1 **Dean of Community Education and Workforce Development:**

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

- The upgrade of the two internet systems has gone into place. Auburn went from 50 to 100 megabytes and Fulton went from 35 to 50 megabytes.

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

4.1.7 **Student Trustee:**

No Report.

5.0 OLD BUSINESS

- 5.1 Presidential Search Committee update:
Update was given.

6.0 NEW BUSINESS

- 6.2 The April Board meeting has been changed to Wednesday, April 22.

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 7:25 p.m.

Recorded & transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees