

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, May 20, 2015 in Room F201 on the Fulton Campus.

Present: Ms. Jane Bowen  
Ms. Melina Carnicelli  
Mr. Jeffrey L. Edwards  
Mr. John A. Karpinski  
Mr. John J. Klink  
Mr. Kenneth R. Morhiser  
Mr. Joseph L. Runkle  
Dr. Richard P. Stankus  
Dr. Linda P. Van Buskirk

Excused: Mr. John Camardo

Also: Dr. Gregory T. DeCinque, Interim President  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Jeffrey Rosenthal, Vice President of Student Affairs  
John Lamphere, Interim Associate Vice President of the Fulton Campus  
Scott Whalen, Human Resources Director  
John Kaftan, Dean of Instructional Technology  
David Harbaugh, Manager of Network Operations and Server Administration  
Kevin Drayer, Director of Capital Projects and Facilities  
Jo Ann Harris, Office Manager/Co-President ESP  
Liz McCormick, Professor and Faculty Association Rep  
Pete Jones, Bond Schoeneck & King  
Clark Patterson & Lee - Paul Hedlin, Andrew Goodermote, Maria Mazurek  
Pamela Heleen, Secretary to the Board

Mr. Edwards called the meeting to order at 5:02 p.m.

Mr. Edwards asked for a motion to approve the addendum adding 2.1.2 Minutes from Special Board Meeting - May 13, 2015 to the Consent Agenda and 6.2 2015 New York Community College Trustee Awards to New Business.

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

**9.0 EXECUTIVE SESSION**

At 5:03 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session. Motion to adjourn into Executive Session made by Mr. Runkle, seconded by Mr. Karpinski, and carried following unanimous voice vote. The Board returned from Executive Session at 5:36 p.m.

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 5.2 - *Facilities Master Plan Presentation by Clark, Patterson & Lee* be taken up at this time.

**5.2 FACILITIES MASTER PLAN PRESENTATION BY CLARK, PATTERSON & LEE (CPL)**

The purpose of the meeting was to provide a progress report on their first look at long-term planning for facilities and to discuss how the facilities can support best practices and trends in programming and for high school graduates.

CPL has already completed a user group survey and has begun in-field verification of space usage. The outcome of work to date has been a need for housing and athletic facilities.

A PowerPoint presentation outlined a site plan concept for both campuses, reviewed existing space utilization on the Auburn Campus, and proposed space utilization changes for the Fulton campus.

Their next steps will be to prepare a final report by Labor Day, prioritizing projects with timeframes and costs. We need this kind of detailed planning before we can access State money. A Neighborhood Meeting will take place in June.

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Mr. Edwards presented the Consent Agenda which consisted of the April 22, 2015 Board Meeting Minutes, the April 2014/April 2015 Budget Statements, Monthly Bills totaling \$958,319.66, and the 2014-2015 Stipend List #17, #18 totaling \$27,722.98.

Motion to accept and approve the Consent Agenda was made by Mrs. Bowen and seconded by Mr. Morhiser.

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**

Kevin Drayer was asked to give an update on Guaranteed Energy Savings Plan with SmartEdge. Equipment and new windows have been ordered. We will need to coordinate the installation of the windows to coincide with the completion of the asbestos abatement project. Asbestos abatement should be complete by July 24 when the tenants of the third floor Tech Building can move back in. Window installation must be complete prior to the beginning of classes on August 31.

**3.2 Finance**

Mr. Runkle stated expenses were below 66% of the total budgeted which is a good trend. The 2015-2016 budget will be presented to the Board at the June meeting.

3.2.1. Tuition and Fee Schedule 2015-2016

Mr. Runkle presented the Tuition and Fee Schedule and moved for its approval:

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 2015-2016:

TUITION

Full-Time Enrollment (12-19 credit hours) \$4,326  
Part-Time Enrollment (1-11 credit hours) \$178 per credit hour

FEES

Fitness Center Fee \$15 per course  
Health Program Fee \$62.50 per credit hour  
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 was seconded by Dr. Van Buskirk and carried by a unanimous roll-call vote.

3.3 Personnel

Dr. Van Buskirk read the following two resolutions as a single motion to approve:

3.3.1 Civil Service Appointment:

RESOLVED, that Stephanie Smithler of 109 Steel Street, Auburn, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Senior Typist at an annual salary of \$38,056, effective May 26, 2015. This position is vacant due to a resignation.

3.3.2 Civil Service Appointment:

RESOLVED, that Fred Beach of 6 Miller Street, Auburn, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at an annual salary of \$34,474 effective May 26, 2015. This position is vacant due to a termination.

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

**3.3 Personnel (continued)**

Dr. Van Buskirk read the following resolutions as a motion to approve:

**3.3.3 Administrative/Professional Appointment:**

RESOLVED, that Brandon-Davis Shannon of 109 ½ Keaton Ave, Wilmington, NC, be appointed to the position of Director of Distance Learning at an annual salary of \$73,000 (Administrative /Professional Grade 7) effective August 1, 2015. This position is vacant due to the retirement of Ed Kowalski.

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

**3.3.4 Administrative/Professional Appointment:**

RESOLVED, that Samuel Kriever of 690 Crow Hill Road, Skaneateles, NY be appointed to the position of Banner Support Specialist at an annual salary of \$52,151 (Administrative/Professional Grade 5) effective June 1, 2015. This position is vacant due to a resignation.

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

**3.3.5 Employee Standard Work Day:**

RESOLVED, that Cayuga Community College, hereby establishes the following as standard work days for its employees for the purpose of reporting days worked to the New York State and Local Employees' Retirement System; 7.5 hours for all college employees and student workers, with the exception of maintenance/custodial employees which shall be 8 hours.

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

**3.3.6 Faculty 2015-2016 Term Appointment**

At the recommendation of President Gregory T. DeCinque and in compliance with Article XI, Section 3, of the 2011-2016 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for renewal of her Term Appointment for the 2015-2016 academic year:

Dr. Elizabeth Mignacca - Director of Assessment and Assistant Professor

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

**3.4 Educational Services & College Development**

Ms. Carnicelli stated that a committee meeting took place where Dr. Herron discussed all 4 programs. Ms. Carnicelli read the following resolutions as a motion to approve:

**3.4.1 Approval Of Online Certificate Program In Tourism Management**

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

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

**WHEREAS**, the Central New York Regional Economic Development Council (REDC) Five-Year Strategic Plan (2012-2016) noted “Tourism is a \$1 billion industry in Central New York, and current global economic conditions, ~~including the weak dollar,~~ create opportunities for our region to draw additional international visitors across our shared boundary with Canada and from entry points downstate;” and

**WHEREAS**, the Finger Lakes Regional Office of Empire State Development for New York State identified destination tourism as one of the top 10 industries in the area; and

**WHEREAS**, the College’s Program Development Committee Report on Workforce Development Programs has identified the tourism management industry as an area of growth and the College’s external Business Program Advisory Committee has recommended the College pursue tourism management as an area for program development; and

**WHEREAS**, the proposed certificate program will prepare students to be workplace ready in one (1) year for entry-level careers in destination marketing organizations (DMO)/tourism promotion agencies, tour companies, tourism bureaus, visitor centers, cruise lines, inns and hotels; and

**WHEREAS**, the proposed online certificate program meets the needs of the community served by the College, while at the same time expands the offerings related to the existing business program; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an online Certificate Program in Tourism Management.

Motion was made by Mr. Karpinski and seconded by Mr. Klink to amend the resolution as noted by the strikethrough phrase above and carried following unanimous voice vote.

The motion was seconded by Mrs. Bowen and carried by a unanimous voice vote.

**3.4.2 Approval Of Certificate Program In Culinary Arts—Auburn Campus**

**WHEREAS**, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; 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 in the evolving local food industry with projected job growth to have average to above-average growth through 2020; and

**WHEREAS**, the Central New York Regional Economic Development Council (REDC) Five-Year Strategic Plan (2012-2016) included tourism, hospitality and the food industry among the six growing or emerging industry sectors for the regions with the report noting culinary-related jobs among the main employment opportunities in this sector; and

**WHEREAS**, the proposed certificate program will allow students to be workplace ready in one (1) year; and

**3.4.2 Approval Of Certificate Program In Culinary Arts—Auburn Campus (Continued)**

**WHEREAS**, the program has been developed as part of the Board-approved resolution for Cayuga Community College’s Office of Academic Programs and Cayuga-Onondaga BOCES Culinary Arts Program with input from the BOCES Culinary Advisory Committee of local industry content experts; and

**WHEREAS**, Cayuga-Onondaga BOCES has committed to allow the College use of its culinary training facilities for a nominal rental fee and the BOCES culinary instructor has agreed to serve as the College instructor of the core culinary courses; and

**WHEREAS**, the proposed certificate would provide alignment and coordination of high school and college career pathways; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Certificate Program in Culinary Arts on the Auburn Campus.

Motion seconded by Mrs. Bowen and carried following unanimous voice vote.

**3.4.3 Approval to Deactivate Drafting Certificate - Auburn Campus**

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

**WHEREAS**, the deactivation of the drafting certificate offered at Cayuga Community College’s Auburn campus has been approved by the faculty of the College; and

**WHEREAS**, the Mechanical Technology A.A.S. program underwent a major revision that was approved by the faculty and Board of Trustees of the College as well as SUNY and the State Education Department in July 2014; and

**WHEREAS**, a new certificate program in Advanced Manufacturing was developed and approved by the faculty and Board of Trustees of the College as well as SUNY and the State Education Department in July 2014; and

**WHEREAS**, the new Advanced Manufacturing Certificate will provide students with a one-year career training option in the Mechanical Technology field that will address the current needs of industry and essentially replace the Drafting Certificate; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the deactivation of the Drafting Certificate on the Auburn Campus.

Motion seconded by Mrs. Bowen and carried by unanimous voice vote.

**3.4.4 Approval To Deactivate Early Childhood A.A.S. Program—Fulton Campus And Early Childhood Certificate -Fulton Campus**

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

**WHEREAS**, the deactivation of the Early Childhood A.A.S. Program and the Early Childhood Certificate offered at Cayuga Community College’s Fulton campus have been approved by the faculty of the College; and

**3.4.4 Approval To Deactivate Early Childhood A.A.S. Program—Fulton Campus And Early Childhood Certificate -Fulton Campus - (Continued)**

**WHEREAS**, the Early Childhood A.A.S. Program and the Early Childhood Certificate offered at the College's Fulton campus have continued to experience diminished enrollments and student interest over the last ten years; and

**WHEREAS**, deactivation will allow the College to determine whether to discontinue the program and certificate in the future or to modify its curriculum or financing; and

**WHEREAS**, the College must be a good steward of its finances and reallocate its resources to programs experiencing increased enrollments; now therefore, be it

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves the deactivation of the Early Childhood A.A.S. Program and the Early Childhood Certificate offered at Cayuga Community College's Fulton campus.

Motion seconded by Mrs. Bowen and carried following a unanimous voice vote.

**4.0 REPORTS**

**4.1 Presidents Report**

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

- Expressed sympathies to Maggie Killoran's family and friends on her passing.
- Dan DoBell, our new VP of Administration begins on Monday, June 3.
- Had a productive meeting with YMCA management about developing a partnership in Fulton.
- Oswego 911 Center may be a new partner.
- CCCC Foundation search committee meets May 21<sup>st</sup>.

**4.1.2 Provost and Vice-President for Academic Affairs:**

No report.

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

- Dr. DeCinque thanked her for her service. The Board of Directors presented her with a lovely bouquet.

**4.1.4 Vice-President for Student Affairs:** VP Rosenthal shared his report which was assembled in part from his direct reports.

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

- By the July meeting of the Board, a new Director of Public Safety should be chosen from 4 good candidates.
- CNY Center for the Arts has been awarded the "Most Outstanding Not-For-Profit" in Oswego County. They have received a major grant from the Gifford Foundation.

**4.1.6 Deans:**

**4.1.6.1 Dean of Technology:** Dean Kaftan's shared his report with the Board.

**4.1.6.2 Dean of Community Education and Workforce Development:** Dean DeShaw's report was shared with the Board.

4.1.7 **Student Trustee**: Mr. Morhiser's report was shared with the Board.

- This is Ken Morhiser's last meeting. The Board thanked him for his service and wished him well at ESF - Syracuse University.

## 6.0 **NEW BUSINESS**

### 6.1 **Nominating Committee**

The terms of current Board Officers will expire on June 30. Mr. Edwards appointed Dr. Stankus to chair a nominating committee with Mr. Runkle and Mr. Klink as members. He asked that a slate of candidates for 2015 - 2017 be presented at the next meeting.

### 6.2 **2015 New York Community College Trustee Awards**

The Awards Criteria packet was distributed and reviewed. Serious consideration should be given to identifying a Trustee to be honored. Pam Heleen will be point person for assembling nomination information and drafting a Board resolution.

## 7.0 **COMMUNICATIONS**

## 8.0 **INFORMATION**

Noted.

## 10.0 **ADJOURNMENT**

Mr. Karpinski moved to adjourn the meeting, seconded by Mrs. Bowen and carried by unanimous voice vote. The meeting adjourned at 6:42 p.m.

Recorded & transcribed by:

Pamela Heleen  
Secretary to the Board

Respectfully submitted:

John J. Klink,  
Secretary, Board of Trustees