

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, July 19, 2015 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Not Present: Mr. John A. Karpinski

Also Present: Dr. Gregory T. DeCinque, Interim President  
Dr. Dan DoBell, Vice President of Administration & Treasurer  
Dr. Anne Herron, Provost and Vice President for Academic Affairs  
Jeffrey Rosenthal, Vice President of Student Affairs  
John Lamphere, Interim Associate Vice President of the Fulton Campus  
Guy Cosentino, Executive Director, CCC Foundation  
John Kaftan, Dean of IT  
Carla DeShaw, Dean, Community Education & Workforce Development  
Bob Frame, Theater Operations, President A&P  
Kevin Drayer, Director of Capital Projects and Facilities  
Eric Zizza, Faculty Association  
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP  
Mindy Fedele, Part-time Typist  
Members of the CCC Business Club and their Advisors  
Carri Chantler, Auburn Citizen

Pamela Heleen, Secretary to the Board

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

Mr. Edwards asked for a motion to add an addendum to the agenda (*3.2.1 Authorization to Maintain Banking Relationship with Bank of America*) and to move the report from the Educational Services & College Development committee after the Consent Agenda.

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

Ms. Molly Sharples was sworn-in as the 2015-2016 Student Trustee by President DeCinque.

Mr. Klink introduced Mr. Guy Cosentino as the new Executive Director of the CCC Foundation. Mr. Edwards made comments about working closely with Mr. Cosentino.

**1.0 COMMENTS FROM THE PUBLIC**  
None.

**2.0 CONSENT AGENDA**

Mr. Edwards presented the Consent Agenda which consisted of the June 17, 2015 Board Regular Session minutes, the June 2014/June 2015 Budget Statements, June 2015 Monthly Bills totaling \$1,223,257.98, and the 2014-2015 Stipend List #22, #23 totaling \$274,161.49.

Motion to accept and approve the Consent Agenda made by Mr. Klink, seconded by Mr. Runkle. Motion carried following unanimous voice vote. (Appended 2.1.1, 2.1.2, 2.2, 2.3, 2.4)

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.4 Educational Services & College Development**

**3.4.1 Recognizing CCC's Phi Beta Lambda Business Club Students and Advisors**  
Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, it is central to the mission of Cayuga Community College to engage students in educational experiences that prepare them for career employment or further study; and

**WHEREAS**, members of Cayuga Community College's Phi Beta Lambda Business Club have attended the PBL National Leadership Conference for the last four years; and

**WHEREAS**, the College's faculty advisors and the students involved in competitions sponsored by the PBL State and National Leadership Conferences embraced an unwavering commitment to academic excellence, leadership, and career development; and

**WHEREAS**, Cayuga Community College students, Kevin Shutter, Kyrie Ciricillo, Katelyn Mander, Jon Lupo, and Stephen (Max) Pinchak placed in this year's PBL's New York State competition and participated in the National Competition in Chicago; and

**WHEREAS**, Stephen (Max) Pinchak of Auburn placed among the top ten in the Sports Management and Marketing category at the national competition that included many students from both small and large colleges and universities; and

**WHEREAS**, Faculty Advisor and Associate Professor Amy Valente and Co-advisor and former Cayuga Community College PBL member Natalie Krone devoted their time and expertise in preparing the students to compete at the New York State and National levels; now therefore, be it

**RESOLVED** that the Board of Trustees of Cayuga Community College hereby recognizes the outstanding accomplishments of students Kevin Shutter, Kyrie Ciricillo, Katelyn Mander, Jon Lupo, and Stephen (Max) Pinchak, and Faculty Advisor Amy Valente and Co-advisor Natalie Krone.

The resolution was seconded by Mr. Runkle. Dr. Herron commented on the success of the Business Club and recognized Asst. Prof. Amy Valente who received the Outstanding Local Chapter Advisor Award. Dr. DeCinque encouraged the students to provide feedback on their participation at the national competition. Several students commented and all were congratulated for their outstanding representation of CCC at the national level.

The motion carried after a unanimous voice vote.

**3.4.2 Amending Board Policies & Procedures - Buildings & Grounds Committee**  
Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, the College By-Laws allow for amendment of the By-Laws with a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

**WHEREAS**, the College Policies and Procedures of the Board per se are, for the most part, contained in its By-Laws; and

**WHEREAS**, the College Policies and Procedures of the Board represent additions to the By-Laws.

3.4.2 Amending Board Policies & Procedures - Buildings & Grounds Committee (continued)

**WHEREAS**, notice of a proposed amendment of the Policies and Procedures was contained in the notice of the July 2015 meeting of the Board; now, therefore be it

**RESOLVED**, that Article II of the Policies & Procedures be amended as follows:

- A.1. **CHANGE TO READ** - Meetings are called monthly by the Chair...  
**REPLACED** - Meetings are called by the Chair as needed...
- A.6. **CHANGE TO READ** - Recommendations are taken to the Board of Trustees in the form of resolutions. The Committee will make available to the Board any relevant documentation related to resolutions. Any questions that individual Board members wish to raise are referred to the Committee Chair.  
**REPLACED** - Recommendations are taken to the Board of Trustees for perusal and approval.

The resolution was seconded by Dr. Van Buskirk and carried after unanimous voice vote.

3.4.3 Amending Board Policies & Procedures - Finance & Audit Committee  
Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, the College By-Laws allow for amendment of the By-Laws with a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

**WHEREAS**, the College Policies and Procedures of the Board per se are, for the most part, contained in its By-Laws; and

**WHEREAS**, the College Policies and Procedures of the Board represent additions to the By-Laws.

**WHEREAS**, notice of a proposed amendment of the Policies and Procedures was contained in the notice of the July 2015 meeting of the Board; now, therefore be it

**RESOLVED**, that Article III of the Policies & Procedures be amended as follows:

- A.1. **CHANGE TO READ** - Meetings are called monthly by the Chair...  
**REPLACED** - Meetings are called by the Chair as needed...
- A.6. **CHANGE TO READ** - The committee's decisions carry by majority vote and are recommended to the Board for its approval in the form of Resolutions, as appropriate.  
**REPLACED** - The committee's decisions carry by majority vote and are recommended to the Board for its approval.
- B.4. **ADDED** - The Committee shall have the responsibility to maintain a reserve fund balance equivalent to a minimum of 5% of the yearly operating budget. If this is not met, the Board of Trustees must be made aware and act accordingly.

The resolution was seconded by Dr. Van Buskirk and carried after unanimous voice vote.

3.4.4 Amending Board Policies & Procedures - Personnel Committee  
Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, the College By-Laws allow for amendment of the By-Laws with a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

3.4.4 Amending Board Policies & Procedures - Personnel Committee (continued)

**WHEREAS**, the College Policies and Procedures of the Board per se are, for the most part, contained in its By-Laws; and

**WHEREAS**, the College Policies and Procedures of the Board represent additions to the By-Laws.  
**WHEREAS**, notice of a proposed amendment of the Policies and Procedures was contained in the notice of the July 2015 meeting of the Board; now, therefore be it

**RESOLVED**, that Article IV of the Policies & Procedures be amended as follows:

- A.1. **CHANGE TO READ** - Meetings are called monthly by the Chair...  
**REPLACED** - Meetings are called at the Chair's initiative...
- A.4. **ADDED** - Procedures for the hiring of personnel at the Vice President and Associate Vice President level shall proceed as follows:
  - a. The College President shall choose the Search Committee which will include the Chair or Deputy Chair of the Personnel Committee.
  - b. Search Committee delivers three or four names who will be interviewed by the College Vice Presidents and officers of the Board of Trustees
  - c. The Search Committee will seek consensus from the Vice Presidents and Board officers in order to make a recommendation to the College President.
  - d. The Search Committee will make the candidate available to meet the Board of Trustees prior to a resolution being presented to the Board.
  - e. The College President will present a resolution to the Personnel Committee for discussion.
  - f. The Personnel Committee will review and submit the resolution to the Board of Trustees.
- B.2. **ADDED** - Changes in employment terms that would have future contractual effects will be discussed with the Personnel Committee (and Counsel, if necessary) and requires approval (by resolution) by the Board of Trustees.

The resolution was seconded by Mr. Runkle and carried after unanimous voice vote.

3.4.5 Amending Board Policies & Procedures - ES&CD Committee  
Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, the College By-Laws allow for amendment of the By-Laws with a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

**WHEREAS**, the College Policies and Procedures of the Board per se are, for the most part, contained in its By-Laws; and

**WHEREAS**, the College Policies and Procedures of the Board represent additions to the By-Laws.

**WHEREAS**, notice of a proposed amendment of the Policies and Procedures was contained in the notice of the July 2015 meeting of the Board; now, therefore be it

**RESOLVED**, that Article V of the Policies & Procedures be amended as follows:

- A.1. **CHANGE TO READ** - Meetings are called monthly by the Chair...  
**REPLACED** - Meetings are called by the Chair as needed...

3.4.5 Amending Board Policies & Procedures - ES&CD Committee (continued)

- A.2. **CHANGE TO READ** - Upon receipt of ES&CD items scheduled for monthly Board meetings, the Chair routinely confers with President for any additional agenda items-  
**REPLACED** - Upon receipt of Planning Committee items scheduled for monthly Board meetings, the Chair routinely confers with President on the necessity for calling a committee meeting. Such meetings are held immediately preceding the Board meeting, or at other times determined by the Chair as necessary or convenient for the majority of members.
- A.3. **ADDITIONS AS NOTED** - Committee meetings are mandatory to consider planning for the future of the College, including strategic plans and facilities master plans; **academic needs, changes, updates**; formulation of new and revision of existing Board policies **and procedures**; and revisions to the Board's bylaws.
- A.6. **CHANGE TO READ** - Recommendations are taken to the Board of Trustees in the form of resolutions. The Committee will make available to the Board any relevant documentation related to resolutions. Any questions that individual Board members wish to raise are referred to the Committee Chair.  
**REPLACED** - Recommendations are taken to the Board of Trustees for perusal and approval.

The resolution was seconded by Mr. Klink and carried after unanimous voice vote.

3.4.6 Amending Article VIII of By-Laws - MOA's

Ms. Carnicelli read the resolution as a motion to approve.

**WHEREAS**, the College By-Laws allow for amendment of the By-Laws by a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

**WHEREAS**, notice of a proposed amendment of the By-Laws was contained in the notice of the July 2015 meeting of the Board; now, therefore be it

**RESOLVED**, that Article VIII(B) of the By-Laws be amended as follows:

- B. The Finance Committee shall ensure that all claims against the College are reported monthly, make provision that all invoices and salaries are paid monthly, ensure that such payments are reported monthly to the Board, and submit to the Board, no later than July of each year for its approval, the College operating budget for the coming year. The operating budget shall be ratified by the local sponsor and approved by the State University of New York Trustees. The Vice-President for Administration shall be an ex-officio member of the Finance Committee. The Finance Committee will receive notification from College personnel about the status of potential and existing grants, together with a statement of the manner in which such sums shall be raised and appropriated.

The following must be presented to the Board of Trustees in advance for approval via resolution:

- any expenditure greater than \$10,000 that is separate from and not part of an already approved operating budget;
- **any memorandum of agreement ("MOA") with any union which modifies or will be incorporated into a collective bargaining agreement.**

In the event of an emergency, the College President or Chief Operating Officer must gain approval of the CCC Board of Trustees Chair and Finance and Audit Committee Chair before authorizing an ex-budget expense and subsequently notify the Board of Trustees.

All contracts/leases greater than \$10,000 must be dual signed by College President and Board of Trustees Chair.

### 3.4.6 Amending Article VIII of By-Laws - MOA's - (continued)

The resolution was seconded by Mr. Klink. Mr. Runkle asked a question about further clarification for the phrase "no later than July." It was proposed to change it to "no later than the June Board of Trustees meeting." Mr. Edwards asked for a motion to accept the change.

The motion was made by Mr. Runkle and seconded by Dr. Stankus and carried by unanimous voice vote. Mr. Edwards thanked the committee for their hard work.

### 3.2 Finance & Audit

Mr. Runkle reported that we are on target for the end of the year budget.

#### 3.2.1 Authorization to Maintain Banking Relationship with Bank of America

Mr. Runkle read the resolution as a motion to approve.

**WHEREAS**, Cayuga Community College currently conducts banking services with Bank of America, and

**WHEREAS**, Cayuga Community College currently conducts banking in the ordinary course of business and the majority of the business is done electronically, and

**WHEREAS**, it is necessary to establish and document banking authority and functions within the College, now let it be

**RESOLVED** that the Board of Trustees of Cayuga Community College hereby approves the Vice President for Administration and Treasurer to maintain an account at Bank of America with all necessary and appropriate documentation. The authorized signers on the bank account will be the Chairman of the Board and the Vice President of Administration & Treasurer. The authorized users on the established bank account will include the Chairman of the Board of Trustees, the Vice President of Administration & Treasurer, the Director of Business Services, and the Assistant Comptroller.

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

### 3.1 Buildings and Grounds

Mr. Klink reported:

- An appraisal is being conducted on the donated Baumes property.
- The asbestos abatement has been completed and we should have access to the 3<sup>rd</sup> floor of the Tech Building on July 20<sup>th</sup> as scheduled. SmartEdge reported that the new windows will not be installed this fall; installation has been moved to next summer. The boiler work will be done before winter.
- Subway will re-open on Monday, July 20<sup>th</sup>.

### 3.3 Personnel

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

#### 3.3.1 Administrative/Professional Appointment - Director of Public Safety

**RESOLVED**, that Douglas Kinney of 7632 Cardinal Road, Wolcott, NY be appointed to the position of Director of Public Safety at an annual salary of \$75,000 (Administrative/Professional Grade 7) effective August 3, 2015. This position is vacant due to a retirement and was filled on an interim basis.

Motion seconded by Mr. Klink and carried by 8 yeas, 1 abstain (Ms. Sharples) and one absence (Mr. Karpinski).

### 3.3 Personnel (continued)

#### 3.3.2 Managerial/Confidential Resignation

**RESOLVED**, that the resignation of Scott Whalen as Director of Human Resources be accepted effective July 10, 2015.

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

## 4.0 REPORTS

### 4.1 Presidents Report

- 4.1.1 President:** Dr. DeCinque thanked everyone and believes that he leaves the Board much stronger with an excellent executive team in place.
- There was a good turnout at the Neighborhood Meeting where we shared the Facilities Master Plan preliminary drawings. They were extremely well accepted; neighbors felt that we had listened to their concerns and altered plans to reflect them.
- 4.1.2 Provost and Vice-President for Academic Affairs:**  
Dr. Herron reported that:
- CCC recently signed Dual Admissions Program Agreements with SUNY Oswego. Thanked Eric Zizza for his leadership in this effort.
  - CCC will be partnering with Keuka College to offer accelerated studies for adults in an RN-BSN program on the River Glen Campus.
  - CCC has received an \$20,000 increase in our Perkins Grant allocation which will be spent to upgrade calibration software for the Mechanical Technology program and for equipment for the Criminal Justice and Telecommunications program.
- 4.1.3 Vice-President for Administration:**
- Going forward, Mr. Drayer's report and Mr. Kaftan's report will be part of Dr. DoBell's report.
  - Search for Director of Human Resources will begin immediately. It is hoped that a replacement will be able to begin on October 1.
  - Cash position compared to 2 years ago is greatly improved.
  - In-depth fee analysis is being done, including comparison to peer colleges.
- 4.1.4 Vice-President for Student Affairs:** VP Rosenthal noted that has been an enormous pleasure to work with Dr. DeCinque and that we all owe him a huge debt of gratitude.
- Enrollment is on track.
  - Key Performance Indicators (KPI's) are being developed to link directly to the Strategic Plan.
- 4.1.5 Fulton Associate Vice-President:** Interim Associate VP Lamphere shared his report.
- The hiring of the new Director of Public Safety, Doug Kinney, is quite a feather in our cap.
  - Old K-Mart facility in Fulton is being looked at by the YMCA. Financing details around the River Glen Campus will need to be worked out. Oswego County is very happy with us right now.
  - Oswego County is ready to look at Regionalization again.
- 4.1.6.1 Community Education and Workforce Development:** Dean DeShaw reported that she is working on grants for REDC and URI.

**4.0 Reports (Continued)**

**4.1.6.2 Information Technology:** Dean Kafton reported that in addition to the items on his report, they are working on “Voice Over Internet” protocols.

**5.0 OLD BUSINESS**

**5.1 New Committee Assignments:**

- Mr. Edwards distributed a new listing of Committee Assignments which appear monthly on the back inside cover of each Trustee packet.

**5.2 Board Retreat:**

- The Board Retreat for the President’s Transition will be held on August 5 from 12 - 6 pm followed by dinner at the Welch-Allyn Lodge.

**6.0 NEW BUSINESS**

None.

**7.0 COMMUNICATIONS**

Noted.

**8.0 INFORMATION**

Noted.

**9.0 EXECUTIVE SESSION**

None.

**10.0 ADJOURNMENT**

Mr. Klink moved to adjourn the meeting, seconded by Mr. Runkle and carried by unanimous voice vote. The meeting adjourned at 5:57 p.m.

Recorded & transcribed by:

Pamela Heleen  
Secretary to the Board

Respectfully submitted:

John J. Klink,  
Secretary, Board of Trustees