

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, September 16, 2015 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John Karpinski
Ms. Melina Carnicelli
Mr. John M. Camardo
Mr. John J. Klink
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk
Mrs. Jane Bowen
Ms. Molly Sharples, Student Trustee

Excused: Mr. Jeffrey L. Edwards

Also Present: Dr. Brian M. Durant, 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
Kevin Drayer, Director of Capital Projects and Facilities
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Bob Frame, Theater Operations, President/AP Group
Dia Carabajal, Professor, Representative, Faculty Association
Tim Lattimore, Cayuga County Legislator
Carrie Chantler, Auburn Citizen

Pamela Heleen, Secretary to the Board

Dr. Linda Van Buskirk called the meeting to order at 5:00 p.m.

1.0 COMMENTS FROM THE PUBLIC
None.

2.0 CONSENT AGENDA
Dr. Van Buskirk presented the Consent Agenda which consisted of the August 19, 2015 Board Regular Session minutes, the August 2015 Monthly Bills totaling \$1,011,297.26, and the 2015 Stipend List #26 totaling \$21,992.00.

Motion to accept and approve the Consent Agenda made by Ms. Carnicelli, seconded by Mr. Klink.
Motion carried following voice vote - 8 Yays and 1 Abstention (Mr. Camardo). (Appended 2.1, 2.2, 2.3)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

A motion was made by Mr. Karpinski to change the order of the agenda - to move the Educational Services & College Development Committee report up right after the Buildings & Grounds Committee Report. The motion was seconded by Mr. Klink and carried after a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings & Grounds

Mr. Klink read the following resolution into the record as a motion to approve:

3.1.1 Baumes Land Donation

WHEREAS, Martin and Mary Baumes have agreed to donate certain real property to the County of Cayuga to be held in Trust for the benefit of the Cayuga Community College; and

WHEREAS, the property consisting of approximately 2.35 acres is a portion of 208 Grant Avenue, Auburn New York valued at \$105,000; and

WHEREAS, the Cayuga Community College wishes to accept the gift and recommends to the County of Cayuga that it also accept the gift and hold said parcel in trust for the College pursuant to the New York State Education Law; now therefore be it

RESOLVED, that the Cayuga Community College Board of Trustees accepts the generous gift from Martin and Mary Baumes, and

RESOLVED, that the real property consisting of approximately 2.35 acres which is described as a portion of 208 Grant Avenue, Auburn New York be held by the County of Cayuga in trust for the Cayuga Community College pursuant to the New York State Education Law.

The motion was seconded by Mr. Camardo and carried by a unanimous voice vote.

3.4 Educational Services & College Development

Ms. Carnicelli read the following resolution into the record as a motion to approve:

3.4.1 Start-up NY Plan Revision

WHEREAS, in September, 2014 Cayuga Community College's START-UP NY Designation Plan was submitted to and approved by Empire State Development, and

WHEREAS, that plan allows Cayuga Community College to participate in the START-UP NY program, which was enacted by the New York State Legislature in June 2013 with the aim of creating public-private partnerships on college campuses across the State to spur economic development and job creation through the use of extensive tax incentives within designated areas, and

WHEREAS, on July 22, 2015, Interim President Gregory T. DeCinque on behalf of Cayuga Community College submitted a request to revise that plan to update the College President's contact information to reflect the recent transition, as well as remove some of the sites listed as "potential spaces," and

WHEREAS, on August 24, 2015, Cayuga Community College received the revised plan from the Cayuga Economic Development Agency; now therefore be it

RESOLVED, that the START-UP NY plan revisions are approved by the Board of Trustees of the Cayuga Community College.

3.4 Educational Services & College Development

3.4.1 Start-up NY Plan Revision (continued)

The motion was seconded by Mrs. Bowen. Mr. Runkle asked which spaces were being removed from the plan. Dr. Durant informed the Trustees that the storefronts were being taken off the plan as potential spaces for the Start-up NY program. Tim Lattimore, Cayuga County legislator (elected official) asked why the spaces were being removed. Dr. Dan DoBell stated that it was an issue of ownership. Dr. Durant also mentioned that we can amend the plan at any time. The motion carried by unanimous voice vote.

3.2 Audit & Finance

Mr. Runkle and Dr. DoBell stated that they were still closing the 2014 - 2015 fiscal year books. Mr. Rosenthal also stated that they are still looking at 2015 - 2016 enrollment numbers. There will be a full presentation in October.

3.3 Personnel

Dr. Van Buskirk reported that there were no action items this month. Dr. Durant and Dr. DoBell stated that with a new administration and financial picture, there will be a review of all positions, titles and responsibilities.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant is in the process of aligning his 2015 - 2016 goals and objectives with the new Strategic Plan. He will be outlining them in October. He is still engaging both counties in regionalization discussions. Clark, Patterson & Lee will have the next revisions incorporated in early October.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron highlighted SUNY's recent naming of Professor Steve Keeler to SUNY's Distinguished Academy Executive Committee.

4.1.3 Vice-President for Administration:

- Highlights of the report include a \$5,000 annual savings in the Campus Services area by significantly reducing the number of copies we've been paying for. Also, another \$5,000 annual savings can be realized by piggy-backing on an RFP/bidding process with Madison County on copy paper. Contract payments are approximately 23% of our operating budget. SUNY's average is 17%. We will continue to look at these areas for savings.

John Camardo asked a question about next steps. Dr. DoBell responded that the budget and preliminary projections will be reviewed in light of the new enrollment numbers and will be reported and discussed at the VP meetings.

4.1.4 Vice-President for Student Affairs: VP Rosenthal noted that it is not a nice time in any enrollment or admissions area.

- There are fewer student. Trends are down with lower enrollment everywhere. We've anticipated it and are doing everything we can to promote and persist. We'll have a firmer picture next month.

4.0 Reports (Continued)

4.1.4 Vice-President for Student Affairs (continued)

- The number of graduates from each local HS will be reported in the next months.
- Dr. Durant stated that we are only 15 days in. Dr. Stankus and Dr. Van Buskirk commented on how important retention is and that we will need to look at everything.
- Ms. Carnicelli asked whether sections have been cancelled to adjust for the drop in enrollment. Sr. Herron responded that adjustments take place on an on-going basis and sections need to be right-sized without hurting the student.

4.1.5 Fulton Associate Vice-President:

- Interim Associate VP Lamphere highlighted discussions he had with a VP from Barnes & Noble concerning their willingness to offer increased services to students, signage, and a program to help with student retention.
- Molly Sharples will now meet regularly with John Lamphere.

4.1.7 Student Trustee: Ms. Sharples summarized her report and generally stated that Orientations (on both campuses) were uneventful.

- Details on the Fulton campus were highlighted.
- Meetings with Mr. Rosenthal will take place monthly.

4.1.8 CCC Foundation: Mr. Cosentino reported that:

- The Spartan Alumni magazine will be distributed soon.
- We took receipt of an in-kind contribution from Welch-Allyn.
- Mr. Cosentino has been out meeting with area foundations.
- 40 full scholarships will be awarded this year under the Presidential Scholarship program.
- The Foundation will continue to provide an emergency fund for book purchases, etc. when students are in real financial crisis.

6.0 NEW BUSINESS - Dr. Van Buskirk made a motion to move the next Board of Trustees meeting to Thursday, October 22, 2015 to accommodate the Cayuga County Chamber of Commerce dinner that conflicts with our regular Board of Trustees' meeting. Dr. Stankus seconded the motion which was passed with 7 yay's and 1 nay. (Edwards - excused; Karpinski - left early; Camardo - nay).

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

None.

10.0 ADJOURNMENT

Dr. Van Buskirk moved to adjourn the meeting, seconded by Dr. Stankus and carried by unanimous voice vote. The meeting adjourned at 5:51 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees