

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

Minutes of the regular meeting of the Board of Trustees held Thursday, October 22, 2015 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. Jeffrey L. Edwards
Ms. Melina Carnicelli
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. John Karpinski
Mr. John Camardo

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
Bob Frame, Theater Operations, President/AP Group
Pete Liddell, Athletic Director, Representative, Faculty Association
Deborah Purcell, Senior Typist/CEWD
Joan Meyers, Director of Occupational Therapy
Marie Nellenback, Director of Business Services & Comptroller
revised Patti Hamberger, Senior Typist, Registrar's Office

Pamela Heleen, Secretary to the Board

Mr. Edwards called the meeting to order at 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC

Dr. Walt Aikman of 17 Liberty Street, Auburn, NY 13021, (CCC adjunct faculty teaching Biology and Geology) spoke about his disenchantment with the adjunct unionization process, his hope that we won't make shortcuts and will work with the new President to navigate around the "icebergs."

9.0 EXECUTIVE SESSION

Revised At 5:05 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to *discuss employment leading to promotion and appointment*. Motion to adjourn into Executive Session made by Mr. Runkle, seconded by Mrs. Bowen, and carried following unanimous voice vote. The Board returned from Executive Session at 5:16 p.m.

Mr. Edwards asked for a motion to approve the addendum adding 3.2.1 and 3.3.2 to 3.0 Recommendations. Motion to approve was made by Dr. Van Buskirk, seconded by Mr. Runkle and carried following unanimous voice vote.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the September 16, 2015 Board Regular Session minutes, the September 2015 Monthly Bills totaling \$1,749,397.53, and the 2015 Stipend List #1 and #2 totaling \$95,390.00.

Motion to accept and approve the Consent Agenda made by Mr. Runkle, seconded by Mr. Klink. Motion carried following voice vote. (Appended 2.1, 2.2, 2.3)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink noted that there were no actionable items this month.

3.2 Audit & Finance

Mr. Runkle stated that approximately \$500,000 has been added to the fund balance. An on-campus audit was underway. Mr. Runkle read the following resolution into the record as a motion:

3.2.1 Remove Hold on Capital Projects

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 theater, the River Glen campus expansion in Fulton, and the VOIP telephone system in Auburn; and

WHEREAS, in December, 2014, the Board of Trustees of Cayuga Community College approved the addition of an athletic facility to the list of authorized capital projects; and

WHEREAS, in March, 2015, the Board of Trustees of Cayuga Community College approved the Administration to move ahead with capital funding requests for asbestos abatement; and

WHEREAS, the Cayuga Community College Administration has presented to the Board of Trustees an approved balanced operating budget, including outside loans that have been repaid, and a statement that the unallocated fund balance is in excess of 5% of the operating budget; and therefore, let it be

RESOLVED that the Board of Trustees of Cayuga Community College hereby removes the hold that had been placed on capital project needs.

The motion was seconded by Mr. Klink and carried by a unanimous roll call vote.

3.3 Personnel

Dr. Van Buskirk read the following resolutions into the record as a motion:

3.3.1 Civil Service Retirements:

RESOLVED that the retirement of Nancy Decker, Account Clerk Typist in the Business Office be accepted effective October 30, 2015.

RESOLVED that the retirement of Duane Mach, Custodian on the Auburn campus be accepted effective October 16, 2015.

RESOLVED that the retirement of Sharon Schafer, Senior Typist in Student Development be accepted effective December 15, 2015.

The Board of Trustees expresses its recognition for their years of service to Cayuga Community College and wishes them a happy, prosperous, and fulfilling retirement.

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

3.3 Personnel (continued)

3.3.2 Civil Service Appointment:

RESOLVED, that William Kukiela of 6360 Canoga Road Auburn, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at the Fulton Campus at an annual base salary of \$35,129, effective November 9, 2015. This position is currently vacant due to termination.

The motion was seconded by Mr. Klink and carried following a unanimous roll call vote.

3.3.3 Executive Staff Appointment - Interim to Permanent:

RESOLVED, that John Lamphere of 152 Lakeshore Road, Oswego, NY be appointed to the position of Associate Vice President and Dean of The Fulton Campus at a salary of \$101,000 effective immediately. This position has been held on an interim basis since September 17, 2014.

The motion was seconded by Dr. Stankus and carried following a unanimous roll call vote. Both Mrs Carnicelli and Dr. Stankus commented that they appreciated Mr. Lamphere's dedication to the College and offered their heartfelt congratulations.

3.4 Educational Services & College Development

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

3.4.1 Approval Of Occupational Therapy Assistant (OTA) A.A.S. Program—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 College's Program Development Committee Report on Workforce Development Programs identified occupational therapy assistant program as a local workforce need and an area for program development; and

WHEREAS, the College's Director of the Occupational Therapy Assistant program conducted the research, design and development of the program in collaboration with an internal advisory board of science and nursing faculty, an external advisory board consisting of Occupational Therapists (OT) and Occupational Therapy Assistants (OTA) employed in the region, educators from OT and OTA programs at other institutions of higher education, and staff from the Accreditation Council for Occupational Therapy Education (ACOTE); and

WHEREAS, the proposed Occupational Therapy Assistant A.A.S. program for the Fulton campus has been approved by the faculty of the College; and

WHEREAS, the OTA program was designed to adhere to the standards required by the Accreditation Council for Occupational Therapy Education (ACOTE), the licensing body; and

WHEREAS, the proposed program offers a clear pathway to a profession within the growing healthcare area that will have a beneficial effect on the economy of the Oswego County and Central New York communities; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an Occupational Therapy Assistant program on the Fulton campus.

3.4 Educational Services & College Development (continued)

3.4.1 Approval Of Occupational Therapy Assistant (OTA) A.A.S. Program—Fulton Campus (continued)

Mrs. Carnicelli noted that this program will serve our College and the Region well. The motion was seconded by Mrs. Bowen. Dr. Herron recognized Ms. Joan Meyers for the tremendous amount of work that has gone into program development to date - to get the program ready for Board confirmation. The next step is to send the program to SUNY. Discussion about the program development as a response to requests from the community, Oswego specifically. Average salary of a certified OTA is \$33,000 - \$40,000. The motion passed after a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant is in the process of solidifying his 2015 - 2016 goals and objectives and will make a "State of the College" presentation on both the Auburn and Fulton campuses. He will also be meeting with K-12 superintendents to discuss ways to support each other.

4.1.2 **Provost and Vice-President for Academic Affairs:** Dr. Herron thanked the Trustees for their input on the Middle States Self-Study draft. Dr. Austin will be on campus on October 26 and will meet with the Board from 2:30 - 3:30.

4.1.3 **Vice-President for Administration:**

- Dr. DoBell presented a financial update to the Board (attached).
- Discussion took place about Student Fees and whether they are financial "aid-able."

4.1.4 **Vice-President for Student Affairs:** VP Rosenthal distributed a detailed package which aligns with Dr. Durant's priorities. Dr. Durant stated that the reports reflect our reality and provides tremendous information as we move forward. He thanked Mr. Rosenthal and his team for their efforts.

4.1.5 **Fulton Associate Vice-President:**

- Mr. Lamphere thanked Doug Kinney for his strong leadership as Director of Public Safety.
- YMCA Status - The Oswego County survey is being finalized. The feasibility study will be delivered to us in mid-December.

4.1.7 **Student Trustee:** Ms. Sharples summarized her report.

- Dr. Durant stated that he attended to SGO meeting in Fulton for 52 students and will meet in Auburn shortly.

4.1.8 **CCC Foundation:** Mr. Cosentino reported:

- Thanked Mary Kriever for her hard work on the expanded Spartan.
- The Gettysburg trip was a huge success thanks to John Lamphere. All participants were very engaged - even in the rain.
- Mr. Cosentino is still meeting with area foundations. The philanthropic community may have an opportunity to contribute to the Foundation to make their end of the calendar year deadline.

5.0 **OLD BUSINESS** - No report.

6.0 **NEW BUSINESS** - No report.

7.0 **COMMUNICATIONS**
Noted.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

revised

At 7:07 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to *discuss collective negotiations and purchase/sale of property*. Motion to adjourn into Executive Session made by Mr. Runkle, seconded by Mr. Klink, and carried following unanimous voice vote. The Board returned from Executive Session at 8:15 p.m.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Ms. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 8:15 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees