

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

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

Present:

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

Also Present: Dr. Brian M. Durant, President
Jeffrey Rosenthal, Vice President of Student Affairs
John Lamphere, Assoc. VP, Dean of Fulton Campus
Guy Cosentino, Executive Director, CCC Foundation
Tom Corcoran, Director of Human Resources
Christie Waters, Division Chair, Natural & Health Sciences, Mathematics & Technology
Kevin Drayer, Director of Capital Projects and Facilities
Pete Liddell, Athletic Director
Adam Williams, Webmaster
Sue Gilmore, Professor, Faculty Association Representative
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Account Clerk Typist, Co-President ESP
Bob Frame, Theater Operations, President/AP Group
Deborah Purcell, Senior Typist/CEWD
Carrie Chantler, Auburn Citizen

Pamela Heleen, Secretary to the Board

Mr. Edwards called the meeting to order at 6:02 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the November 18, 2015 Regular Board Meeting minutes, the November 30, 2015 Special Board Meeting minutes, the November 2015 Monthly Bills totaling \$1,049,799.26, and the 2015 Stipend List #6 and #7 totaling \$151,796.33.

Motion to accept the Consent Agenda was made by Dr. Van Buskirk and seconded by Mrs. Bowen. The motion carried following a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

No recommendations for Board approval.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Audit & Finance

Mr. Runkle stated that there were no actionable items this month.

3.3 Personnel

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

3.3.1 Administrative/Professional Resignation

RESOLVED, that the resignation of Michael Pastore, as Registrar, be acknowledged effective November 30, 2015.

The motion was seconded by Mr. Klink and approved following an unanimous voice vote.

3.3.2 Executive Salary Adjustment - Dr. Anne Herron

WHEREAS, in January, 2015, Dr. Anne Herron was asked to assume additional management responsibilities for the area of academic assessment, and

WHEREAS, in March, 2015, Dr. Anne Herron assumed oversight and management of Workforce Development & Community Education, including involvement in partnership development and grant writing and management; now let it be

RESOLVED that based on the increased responsibilities noted above, the base salary of Dr. Anne Herron be increased by \$3,300.00 effective November 1, 2015.

The motion was seconded by Mr. Runkle and approved following a roll call vote.

3.3.3 Executive Salary Adjustment - Jeffrey Rosenthal

WHEREAS, in September, 2013, Jeffrey Rosenthal was asked to assume responsibilities including public relations and institutional communications, admissions and recruitment, and marketing; and

WHEREAS, in August, 2015, Jeffrey Rosenthal assumed additional management responsibilities for Institutional Research and Planning; now let it be

RESOLVED that based on the increased responsibilities noted above, the base salary of Jeffrey Rosenthal be increased by \$3,300.00 effective November 1, 2015.

The motion was seconded by Mr. Karpinski and approved following a roll call vote.

3.3.4 Civil Service Appointment:

RESOLVED, that Dorothy Pickard of 23 Augustus Street Auburn, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at the Auburn Campus at an annual base salary of \$35,129, effective December 21, 2015. This position is currently vacant due to retirement.

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

3.4 Educational Services & College Development

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

3.4.1 APPROVAL OF ELECTRICAL TECHNOLOGY A.A.S. INDUSTRIAL MAINTENANCE PROGRAM OPTION - 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 proposed program option has been approved by the faculty of the College; and

WHEREAS, the proposed program option will prepare students for a career in the manufacturing workplace with hands on skills in mechanical and electrical installation and repair and industrial process instrumentation and control; and

WHEREAS, the proposed program option will allow students who earn credits in the College's Industrial Maintenance Technology Certificate to apply certificate credits towards the College's Electrical Technology A.A.S. Industrial Maintenance Program Option degree; and

WHEREAS, the program has been developed as part of the TAACCCT grant funded SUNY Training & Education in Advanced Manufacturing (T.E.A.M.) Educational Pathways Project—a statewide Community College collaboration, with Cayuga's faculty leading the development of program requirements with input from local industry content experts; and

WHEREAS, monies pledged by the Novelis Corporation, the Oswego Industrial Development Agency, Operation Oswego County, Huhtamaki, and the Fulton Companies will support capital expenses for the Electrical Technology A.A.S. Industrial Maintenance Program Option along with the remaining capital expenses met by grant monies or further industry donations; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an Electrical Technology A.A.S. Industrial Maintenance Program Option on the Fulton Campus.

The motion was seconded by Mrs. Bowen. Mr. Karpinski asked what kind of business Huhtamaki was in. Mr. Lamphere responded that the company, based in Fulton, specializes in packaging and disposable tableware. The resolution carried following a unanimous voice vote.

3.4.2 APPROVAL OF CERTIFICATE PROGRAM IN INDUSTRIAL MAINTENANCE TECHNOLOGY - 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 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 manufacturing workplace with hands on skills in mechanical and electrical installation and repair and industrial process instrumentation and control; and

WHEREAS, the proposed certificate program will allow students to be work place ready in one year with the opportunity to apply the certificate credits towards the College's Electrical Technology A.A.S. Industrial Maintenance Option degree; and

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Educational Services & College Development (continued)

3.4.2 APPROVAL OF CERTIFICATE PROGRAM IN INDUSTRIAL MAINTENANCE TECHNOLOGY - FULTON CAMPUS (continued)

WHEREAS, the program has been developed as part of the TAACCCT grant funded SUNY Training & Education in Advanced Manufacturing (T.E.A.M.) Educational Pathways Project—a statewide Community College collaboration, with Cayuga’s faculty leading the development of program requirements with input from local industry content experts; and

WHEREAS, monies pledged by the Novelis Corporation, the Oswego Industrial Development Agency, Operation Oswego County, Huhtamaki, and the Fulton Companies will support capital expenses for the certificate program along with the remaining capital expenses met by grant monies or further industry donations; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Certificate Program in Industrial Maintenance Technology on the Fulton Campus.

The motion was seconded by Mrs. Bowen. Mr. Karpinski commented that this was a wonderful opportunity for the College and Dr. Durant commended the faculty for their efforts. The resolution carried following a unanimous voice vote.

4.0 REPORTS

4.1 President’s Report

4.1.1 President: Dr. Durant’s report was included.

- He introduced Mr. Tom Corcoran as CCC’s new Director of Human Resources.
- A new Student Housing Task Force has been charged to evaluate the impact of housing on other College services and programs and to identify what would be needed to support a 24/7 learning environment. The group will begin their work in earnest in January and a report is due at the end of the spring semester.
- All College committees have been identified and their use and effectiveness will be reviewed.
- Dr. Durant has joined the Planning Council. A top priority is to develop a planning process to “manage” strategies, priorities, action steps, and links to budgets.
- Middle States Self Study chairs are to be commended for all their work in advance of the April team site visit. It is a good time to reflect on the first draft.
- Dr. Durant wished everyone a good holiday.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron’s report was included in the packet.

4.1.3 Vice-President for Administration: Dr. DoBell’s report was included in the packet. Ms. Carnicelli asked why “Salaries” were down. Dr. Durant reported that the drop was due to vacancies and great “section” management by the division chairs.

4.1.4 Vice-President for Student Affairs: VP Rosenthal and Adam Williams walked through the new CCC website which goes live on January 8th. Changes were decided, in part, based on their usefulness as a marketing tool and the information most requested by users. It is mobile-friendly with a responsive design. A “Cayuga in the News” page and Board page can be added. Mr. Rosenthal thanked Mr. Williams for his hard work. The new site is truly reflective of who we are. In addition, we have saved a tremendous amount of time and money by developing the site in-house with the talent of Mr. Williams.

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.4 Vice-President for Student Affairs: (continued)

Dr. Van Buskirk asked Mr. Rosenthal if our Student Success Advocates are being sent to outside conferences. Mr. Rosenthal responded that in-service workshops are being discussed as an initial step in their professional development and if the budget allows, outside opportunities will be explored.

4.1.5 Fulton Associate Vice-President: Mr. Lamphere's report was included with the monthly packet.

4.1.6 Student Trustee: Ms. Sharples summarized her report.

4.1.7 CCC Foundation: No report was presented.

5.0 OLD BUSINESS - No report.

6.0 NEW BUSINESS - No report.

7.0 COMMUNICATIONS
None.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

At 6:41 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss personnel and contractual issues. The motion to adjourn into Executive Session was made by Mr. Runkle, seconded by Mr. Karpinski, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:49 p.m.

10.0 ADJOURNMENT

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 7:50 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees