

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, September 21, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Dr. Linda P. Van Buskirk, Chair
Mr. Jeffrey L. Edwards, Vice-Chair
Ms. Melina Carnicelli, Secretary
Mr. John Camardo
Ms. Angela Daddabbo
Ms. Stephanie Hutchinson
Mr. John J. Klink
Mr. Patrick Mahunik
Dr. Richard Stankus
Ms. Duanna Johnson, Student Trustee

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
Mr. Jeff Rosenthal, VP of Student Affairs
Tom Corcoran, Director of Human Resources
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Deborah Purcell, Senior Typist/CEWD
Patti Hamberger, Senior Typist, Registrar's Office
David Harbaugh, Manager - Network Operations
Sue Gilmore, Professor, FA Rep

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 6:02 p.m.

1.0 COMMENTS FROM THE PUBLIC
None.

Dr. Van Buskirk made a motion to approve an addendum to the agenda - to consider resolutions for a Bursar - Job Description and Classification, for the Director of Marketing, Communications and New Media - Job Description and Classification, for the Management/Confidential Reclassification of a Human Resources Associate, and for the Management Confidential Appointment of a Human Resources Associate.

The motion was seconded by Mr. Klink, and carried following a unanimous voice vote.

2.0 CONSENT AGENDA

Dr. Van Buskirk for a motion to approve the Consent Agenda including the August 17, 2016 Regular Board Meeting minutes, the September 1, 2016 Special Board Meeting minutes, the August 2016 Monthly Bills totaling \$1,051,137.01, and the 2016 Stipend List #25 and #26 totaling \$27,678.60.

Motion was made by Ms. Carnicelli, seconded by Mr. Klink and carried after a unanimous voice vote.

At 6:06 p.m., Dr. Van Buskirk announced that the Board needed to adjourn to Executive Session to discuss contract negotiations. The motion to adjourn into Executive Session was made by Mr. Klink, seconded by Ms. Carnicelli and carried by unanimous voice vote. The Board returned from Executive Session at 6:12 p.m. following a motion by Dr. Stankus, seconded by Mr. Camardo and carried following a unanimous voice vote.

Open session business continued following executive session.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink reported that the B&G Committee met on Sept. 13th at which time Mr. Drayer, Director of Buildings & Grounds, gave updates on the new boiler, the SmartEdge contract, and the 2 pole barns being constructed on Prospect Street.

No actionable items were presented to the Committee.

3.2 Finance & Audit

Mr. Edwards stated that there were no actionable items to present and a review of year-end financials will be done at the next Finance & Audit Committee meeting.

3.3 Personnel

Dr. Stankus read the following resolutions as motions to approve:

3.3.1 Health Care Consortium Agreement

RESOLVED, that the Municipal Cooperation Agreement (“Health Care Consortium Agreement”) between the County of Cayuga, Cayuga Community College, and the Cayuga County Soil and Water Conservation District dated September 6, 2016 be accepted.

The motion was seconded by Mr. Klink. Dr. Van Buskirk noted that Eric Zizza made a very informative presentation to the Personnel Committee. The motion carried after a unanimous voice vote.

3.3.2 Bursar - Administrative Professional Appointment

RESOLVED, that Kelly Albrecht, residing at 3533 Center St Road, Auburn, NY be appointed to the position of Bursar at an annual starting salary of \$59,000. This Administrative Professional Grade 5 appointment is effective October 11, 2016.

The motion was seconded by Mr. Mahunik. It was noted that Ms. Albrecht is very highly qualified and this appointment will fulfill one of our audit recommendations. The motion carried after a unanimous roll call vote.

3.3.3 Bursar - Job Description and Classification

RESOLVED, that the new title of **Bursar** be created effective September 21, 2016. This Grade 5 position is part of the Administrative Professionals unit.

The motion was seconded by Ms. Daddabbo and carried following a unanimous voice vote.

3.3.4 Director of Marketing, Communications and New Media -Job Description and Classification

RESOLVED, that the new title of **Director of Marketing, Communications and New Media** be created effective September 21, 2016. This Grade 6 position is part of the Administrative Professionals unit.

The motion was seconded by Ms. Daddabbo and carried following a unanimous voice vote.

3.3.5 HR Associate - Management Confidential Reclassification

RESOLVED, that the position of HR Assistant be reclassified to HR Associate effective September 21, 2016.

The motion was seconded by Ms. Hutchinson. Mr. Corcoran summarized the need for the resolution and Dr. Durant verified that this reclassification is in the budget.

The resolution was carried following a unanimous voice vote.

3.3.6 HR Associate - Management Confidential Appointment

RESOLVED, that Rhonda Denise Guzewicz, be appointed to the position of HR Associate at an annual salary of \$55,000 effective September 26, 2016. Ms. Guzewicz has been serving in this role on an interim basis since January 2015.

The motion was seconded by Ms. Daddabbo and carried following a unanimous roll call vote.

3.4 Educational Services & College Development

Ms. Carnicelli stated that the committee met on September 8th at which time 3 functional area reviews were presented - Institutional Assessment Office, Information Technology, and Public Safety. Next month, the committee will be working on committee roles and responsibilities.

Ms. Carnicelli read the following resolutions into the record as a motion:

3.4.1 Amending Board of Trustees Committee Name

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 September 2016 meeting of the Board; now, therefore be it

RESOLVED that the Board of Trustees does hereby approve the name change of the Educational Services and College Development (ES&CD) Committee to the Governance and Planning (GaP) Committee to better reflect the scope of their work in addressing governance, policy and planning concerns for the future of the College, including strategic plans and facilities master plans, academic needs, changes, updates, formulation of new and revised Board by-laws, policies and procedures.

The motion was seconded by Mr. Klink and was approved after a unanimous voice vote.

3.4 Educational Services & College Development (continued)

3.4.2 Amending Board of Trustees By-Laws and Policies and Procedures

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 September 2016 meeting of the Board; now, therefore be it

RESOLVED that the Board of Trustees By-Laws be changed as follows:

1. ARTICLE V
ADD paragraph: L. Checklist of Annual Tasks/Compliances (see attached list)
2. ARTICLE VIII, A.4
CHANGE NAME to: **Governance and Planning Committee** *revised 10/21/16*
3. ARTICLE VIII, E
CHANGE NAME in first sentence to: **Governance and Planning Committee** *revised 10/21/16*
ADD to end of last sentence: **and shall facilitate adherence to BOT checklist of tasks/compliances listed here.**

AND LET IT FURTHER BE RESOLVED that the Board of Trustees Board POLICIES and PROCEDURES Manual be revised as follows:

1. ARTICLE V
CHANGE NAME in title to: **Governance and Planning Committee** *revised 10/21/16*
PROCEDURES
 - A.2. EDIT as follows: Upon receipt of ~~ES&CD~~ **GaP** items...
 - A.3. EDIT as follows:
Committee meetings are mandatory to ~~consider~~ **address governance, policy and planning concerns** for the future of the College, including strategic plans and facilities master plans; academic needs, changes, updates; formulation of new and ~~revision of existing~~ **revised** Board policies and procedures; and revisions of ~~the to~~ **Board's BOT** bylaws.
 - A.5. EDIT as follows:
After deliberation **and approval by this** Committee, recommendations are taken to the Board ~~in the form of resolutions~~ **for approval**; 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.
 - A.6. ADD - **Each year during summer months, the Committee shall review and recommend revisions to BOT Checklist of Annual Tasks/Compliances contained in BOT By-Laws, Article V.L.**

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

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant's monthly activity report was included and he highlighted/added the following items:

- The New Trustee Orientation will be held with senior staff before the next Board meeting. Pam Heleen will coordinate and send out a Doodle Poll.
- OTA Buildout continues in the Fulton and should be complete 1 ½ weeks before the Fall Open House.
- The State of the College Address was given on both campuses and aligned priorities with the Strategic Plan. Next steps will identify ownership of each goal, process, and structure of updates.
- College Council was introduced this month. Members will be responsible to communicate back to their constituencies. A standard agenda with minutes will be provided. Dr. Van Buskirk commented that this supports our shared governance initiatives.

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

Dr. Herron handed out her report.

4.1.3 **Vice-President for Administration:** Dr. DoBell highlighted his report and noted that the Auditors who will be on site in October for field work. He also provided an update on office moves.

4.1.4 **Vice-President for Student Affairs:** VP Rosenthal highlighted the following information:

- Described a new table in his Enrollment Management Report. Dr. Durant stated that this is the methodology that we will be using and it will be refined as we go. Our enrollment is on target with our budget.
- Response to the ITT Tech situation - we will be holding an event for interested ITT students.
- A new Diversity Task Force is being established to review inclusion, equity, and diversity and how we can comply with SUNY policies. Initial action steps will be identified. A Chief Diversity Officer must be identified by fall 2017. SUNY guidelines will be forwarded to all Board members. Ms. Daddabbo stated that she was very interested in this work.

4.1.5 **Fulton Associate Vice-President:** No report was provided, but Mr. Lamphere highlighted:

- The mobile HIV Testing Unit which will be on the Fulton campus Thursday nights (done in collaboration with the Oswego County Health Dept.).
- Homeland Security now mandates increased mass casualty drills. The Fulton campus will host a drill on October 3 - 6.

4.1.6 **Student Trustee:** Ms. Johnson reported distributed her report.

4.1.7 **CCCC Foundation:** No report was included in the packet.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None

7.0 COMMUNICATIONS

None.

8.0 INFORMATION

Included in the Board packet.

9.0 EXECUTIVE SESSION

At 7:10 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss personnel and real estate matters. The motion to adjourn into Executive Session was made by Ms. Daddabbo, seconded by Ms. Carnicelli, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:02 p.m. following a motion by Mr. Camardo, seconded by Mr. Mahunik and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Mahunik and carried by unanimous voice vote. The meeting adjourned at 8:03 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

Melina Carnicelli
Secretary, Board of Trustees