

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Wednesday, January 26, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo
Mr. Jeffrey Edwards
Hon. George C. Fearon
Ms. Caryl M. Frame
Mr. Thomas E. Ganey
Mr. John A. Karpinski
Ms. Pamela S. Kirkwood
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk

Excused: Mrs. Jane J. Bowen

Also: Dr. Daniel P. Larson, President
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey E. Rosenthal, Interim Vice President of Academic & Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
John Taylor, Dean of Information Technology
Jo Ann Harris, Office Manager/Fulton Campus
Steven R. Keeler/Professor/Vice President of Faculty Association
Marie A. Nellenback, Comptroller
Scott Whalen, Director of Human Resources
Pamela M. Freeman
Richard Ward, Cuddy & Ward, LLP
Carolyn L. Guariglia, Board Stenographer

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

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the December 15, 2010 Board Meeting Minutes, the December 2009 Budget Statement, December 2010 Budget Statement, the December 2010 Monthly Bills totaling \$1,462,517.38, the 2010-2011 Stipend Lists #9, #10, #11 totaling \$185,685.26.

Motion to accept and approve the Consent Agenda made by Ms. Kirkwood, seconded by Dr. Van Buskirk.

Mr. Camardo questioned the stipend for Cheryl Anderson on list #9 for \$15,000 as Director of International Education duties. The Director of Human Resources stated this equals \$7500 per semester. Mr. Camardo asked if these duties were performed outside of her normal work day and President Larson said yes.

Motion carried following unanimous voice vote. (Appended 2.1, 2.2, 2.3, 2.4)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

3.1.1 Next Steps - On-Campus Student Housing Resolution

WHEREAS, the issue of on-campus student housing at Cayuga Community College has been discussed and pending for several years; and,

WHEREAS, a September 2008 survey of SUNY community colleges indicates that sixteen of the thirty colleges already have student housing available, with nine colleges in process of consideration and/or planning for student housing; and,

WHEREAS, the Ad Hoc Committee on Student Housing issued its Final Report in July 2009, with College staff recommendations about next steps for a feasibility/market study, which campus for location, anticipated goals and outcomes, and dining services; and,

WHEREAS, the formal Feasibility Study for Student Housing was completed in April 2010 by MGT of America, presenting the situational analysis and market research, with projections and recommendations; and,

WHEREAS, the relationship with Lattimore Hall in downtown Auburn has evolved and strengthened to the point that in Fall 2010 its student population was at 96% of available beds, or near-full capacity; and,

WHEREAS, Cayuga Community College believes that on-campus student will draw new students to its academic programs and intercollegiate/co-curricular activities; and,

WHEREAS, the Dormitory Sub-Committee of the Board of Trustees met during Fall 2010 to review the research and reports outlined above, and discussed the potential need and growth, possible locations, structure, financing, operations, and related issues, and including a tour of student housing at neighboring community colleges; and,

WHEREAS, the consensus of the Dormitory Sub-Committee is that student housing on the Auburn campus is both a good idea and an important strategic decision; now, therefore be it

RESOLVED, that the Board of Trustees of Cayuga Community College determines to take the next steps and decisions with on-campus student housing, including location, property acquisition, financing, design, operation, and related issues; and,

RESOLVED, that College funds be used to initiate this project.

Mr. Kott stated that this resolution will give the Dormitory Sub-Committee the opportunity to go forward. It was determined that \$25,000 would be used for research as to the next steps. February 7 is the next date for the Dormitory Committee to meet.

Motion to approve the spending of \$25,000 made Ms. Kirkwood, seconded by Dr. Van Buskirk.

Motion carried following unanimous roll-call vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.2 Finance

Ms. Kirkwood announced that the Finance Committee met and reviewed the preliminary external audit report for the year 2009-2010. Mr. Richard Ward, from Cuddy & Ward LLP was present to briefly go over the audit and answer any questions that the Board may have. Mr. Ward stated that it was a very clean audit, with significant improvement over the past few years. Ms. Kirkwood thanked Vice President Hutchinson and her staff for a job well done.

Motion to approve made by Ms. Kirkwood, seconded by Mr. Ganey and carried following unanimous voice vote.

Ms. Kirkwood thanked Mr. Ward.

3.3 Personnel

Mr. Edwards presented the following personnel items and moved their approval.

3.3.1 Administrative/Professional Appointment:

RESOLVED, that Margaret D. Spillett of 101 Hawthorne Road, Fulton, NY, be appointed to the position of Director of Public Relations and Institutional Communication at an annual salary of \$65,000 (Grade 7 of the 2004-2012 Administrative Professional Group Contract) effective February 21, 2011. This position was held by Pamela Freeman who retired as of May 31, 2010.

Motion seconded by Mr. Kott and carried following unanimous roll-call vote.

3.3.2 Faculty Appointment:

RESOLVED, that Sheila Myers of 3720 Lucinda Drive, Skaneateles, NY, be appointed to the 10-month tenure-track faculty position of Coordinator of Experiential Learning Initiatives at an annual salary of \$60,874 effective March 1, 2011.

Motion seconded by Ms. Kirkwood and carried following unanimous roll-call vote.

3.3.4 Executive Appointment:

RESOLVED, that Anne J. Herron of 6644 Woodchuck Hill Road, Jamesville, NY, be appointed to the position of Vice President of Academic and Student Affairs, Dean of the Faculty at an annual salary of \$110,000 effective April 11, 2011. This position was held by Deborah Moeckel who resigned as of June 28, 2010.

Motion seconded by Mr. Kott and carried following unanimous roll-call vote.

3.3.3 Executive Appointment:

RESOLVED, that Jeffrey Rosenthal of 7424 Van Ness Road, Baldwinsville, NY, be appointed to the position of Associate Vice President of Academic and student affairs at an annual salary of \$102,500 effective April 11, 2011. This position was held by Deborah Moeckel until March 2008 when she was appointed Interim Vice President of Academic & Student Affairs

Motion seconded by Mr. Camardo and carried following roll-call vote, with Mr. Edwards, Ms. Frame, Mr. Ganey, Mr. Karpinski, Ms. Kirkwood, Mr. Kott, and Dr. Van Buskirk voting "yes" and Mr. Camardo and Mr. Fearon voting "no".

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Larson stated the Trustees received a copy of his activities for December/January and gave the following President's report:

- Spring semester classes started Monday.
- Enrollment highlights - Board members received a copy of the latest enrollment report. Spring 2011 should be well above last spring. We are on track to meet our enrollment goal that we set last April.
- Last Thursday, the U.S. Department of Education and Labor announced the availability of grant funds under the Trade Adjustment Assistance Community College and Career Training Grants Program. We will put together a regional grant for manufacturers and see where it goes.

4.1.2 Vice President of Academic and Student Affairs: Interim Vice President Rosenthal's report was distributed. He gave the following highlights:

- Progress continues in the development of the College's Periodic Review Report (PRR) to the Middle States Association's Commission on Higher Education.

4.1.3 Vice President of Administration: Vice President Hutchinson gave the following highlights from her report:

- Manager budgets are due February 18. I will meet with the Faculty Association on February 11 to give a presentation on the budget.
- Will be serving on a Middle States evaluation team in February.

4.1.4 Foundation Executive Director: Executive Director Hoffman gave the following report:

- Lew Springer and L. Michael Treadwell will be serving as new Directors on the Foundation Board.
- Recovered from the stock market low.
- The CCC Foundation has agreed to support the submission of a letter of intent to the Kresge Foundation with the MTF. If this does come about, that would mean that Foundation Directors would need to step forward and give and as Trustees would need to do the same.

4.1.5 Fulton Associate Vice President: Associate Vice President Killoran gave the following report:

- There are 1280 students taking at least one class in Fulton for the spring 2011 term. This is approximately 30 students higher than spring 2010.
- There are 229 sections offered and of those, 73 sections, 60% are first year and 40% are second year.

4.1.6 Associate Vice President/Deans:

4.1.6.1 Associate Vice President of Academic & Student Affairs: No report.

4.1.6.2 Dean of Community Education and Workforce Development: No report, but the Spring/Summer catalog was distributed to Board members.

4.1.6.3 Dean of Enrollment and Retention: Dean Anderson's report was distributed and Dr. Larson gave some highlights.

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.6.4 Dean of Technology: Dean Taylor gave the following report:

- Network core device replaced on January 14th.
- Student email box storage equipment upgrade installed.
- Student network storage equipment upgrade installed.
- Search committee formed and interviews underway for open position of Banner Support Specialist.
- Internet bandwidth upgrade for Auburn campus completed, doubling capacity from 20Mb/s to 40Mb/s.
- Fulton Internet bandwidth upgrade in progress.
- End of year 1098-T and W-2 processing in Banner completed.
- Phase 2 Assessment is complete.
- Dean Taylor discussed the challenges that Cayuga is currently facing.

4.1.7 Student Trustee: Trustee Frame gave the following report:

- Classes started Monday.
- Concerns from Fulton students regarding the lack of space.

5.0 OLD BUSINESS

Chair Camardo appointed a sub-committee to look into facts and figures regarding regional colleges. Mr. Edwards will chair the committee with Dr. Van Buskirk and Mr. Fearon as committee members.

6.0 NEW BUSINESS

6.1 Resolution of Condolence

WHEREAS, the Board of Trustees of Cayuga County Community College does record with a deep sense of loss the death of Dr. Anthony T. LoCastro on Monday, December 27, 2010; and

WHEREAS, in June 1953, Dr. Anthony T. LoCastro, a dedicated local citizen with a personal concern and interest in education, was appointed by the Auburn Board of Education to serve on the Board of Trustees of the newly-established Auburn Community College; and

WHEREAS, Dr. LoCastro did serve as a member of such Board for a period of 22 years, from June 1953 to August 1975, at which time the County of Cayuga assumed sponsorship of the College; and

WHEREAS, during his tenure on the Board he did serve with great distinction as Vice Chair from 1953 to 1956 and as Chair from 1956 to 1962, an exciting period during which the College began operations and proceeded to grow, graduating its first class, moving to a new 40-acre campus on Franklin Street, receiving initial accreditation by the Middle States Association, and adding several new buildings to its facilities; and

WHEREAS, Dr. LoCastro's generous and diligent service to the College earned him the admiration and respect from faculty, staff, students and alumni alike, as well as from his fellow citizens; now, therefore, be it

RESOLVED, that this Board of Trustees, on behalf of the entire College community, does pause to mourn the death of its friend and fellow board member, Dr. Anthony T. LoCastro and further does hereby resolve to express its deepest condolences to his family; and requests that this be so noted in the minutes of the Board of Trustees and that a copy of this resolution be presented to his family.

6.0 NEW BUSINESS (continued)

6.1 Resolution of Condolence (continued)

Motion to approve was made by Mr. Kott, seconded by Mr. Fearon and carried following unanimous voice vote.

7.0 COMMUNICATIONS

Symphony acknowledgements were noted.

8.0 INFORMATION

Information items were noted.

9.0 EXECUTIVE SESSION

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss Fulton property.

Motion to adjourn into Executive Session made by Mr. Ganey, seconded by Mr. Edwards and carried by unanimous voice vote. The Board adjourned into Executive Session at 7:04 p.m.

At 8:35 p.m. a motion was made by Ms. Kirkwood to return to Regular Session, seconded by Mr. Fearon and carried unanimously.

10.0 ADJOURNMENT

Mr. Kott moved to adjourn the meeting. Motion seconded by Mr. Ganey and carried by unanimous voice vote. Meeting adjourned at 8:36 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Pamela S. Kirkwood
Interim Secretary of the Board of
Trustees

2/7/11