

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

Minutes of the regular meeting of the Board of Trustees held Thursday, October 20, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present:	Mrs. Jane Bowen	Excused:
	Mr. John M. Camardo	
	Mr. Jeffrey Edwards	
	Hon. George C. Fearon	
	Mr. John A. Karpinski	
	Ms. Pamela S. Kirkwood	
	Mr. Stanley J. Kott	
	Dr. Linda P. Van Buskirk	
	Mr. Byron Wall	

Also: Dr. Daniel P. Larson, President  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Jeffrey L. Hoffman, Executive Director of the Foundation  
Cheryl A. Anderson, Dean of Enrollment Management  
John Taylor, Dean of Information Technology  
Robert M. Frame, Director of Theatre Operations/President A/P Group  
David L. Harbaugh, Network Operations Administrator/Data Center  
JoAnn Harris, Office Manager, Fulton/ESP Co-President  
Joshua W. Rogalski, Instructional Assistant, Data Center  
Diane Salvati, Senior Typist/Student Development  
Margaret Spillett, Director of Public Relations and Institutional Communications  
Bruce E. Walter, Coordinator of Tech & Media Services  
Scott Whalen, Director of Human Resources  
Eric Zizza/Assistant Professor/Faculty Association Representative  
Karen Urso, Guest  
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 September 21, 2011 Board Meeting Minutes, the September 2010 Budget Statement, September 2011 Budget Statement, the September 2011 Monthly Bills totaling \$1,212,498.66, the 2011-2012 Stipend Lists #3, #4, #5, totaling \$2,071,306.92.

Motion to accept and approve the Consent Agenda made by Ms. Kirkwood, seconded by Mrs. Bowen.

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

Mr. Kott gave an update on student housing. The committee will be meeting with Robert Joy from JMZ Architects on Thursday, October 27 and will work with him to find a space within our geographic boundary. Will be looking at a few schematics as to what the building would look like on that space. If that seems to fit, we will proceed.

#### 3.2 Finance

No Report.

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss personnel and contract negotiations.

Motion to adjourn made by Mr. Edwards, seconded by Ms. Kirkwood and carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:15 p.m.

At 6:20 p.m. a motion was made by Mr. Kott to return to Regular Session, seconded by Mr. Edwards and carried unanimously.

#### 3.3 Personnel

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

##### 3.3.1 Faculty Appointment (temporary):

Resolved, that Gina M. Dixe of 4331 Chilmark Street, Marcellus, NY, be appointed to the temporary ten-month faculty position of Student Development Counselor at the Auburn campus at an annual salary of \$54,241 effective October 15, 2011. Gina is temporarily assuming additional counselor duties due to Margaret H. Osborne's interim appointment as Director of Student Development on the Auburn campus.

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

##### 3.3.2 Faculty Appointment (temporary):

RESOLVED, that Donald H. Obrien of 230 Evaleen Avenue, Syracuse, NY, be appointed to the temporary ten-month faculty position of Student Development Counselor at the Fulton campus at an annual salary of \$54,241 effective October 15, 2011. Donald is temporarily assuming addition counselor duties due to Patricia Powers-Burdick's interim appointment s Director of Student Development at the Fulton campus.

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

Dr. Van Buskirk arrived at 6:15 p.m.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.3 Personnel (continued)**

**3.3.3 Administrative/Professional Appointments:**

**3.3.3.1 Manager of Information Technology user Services:**

RESOLVED, that Erich B. Walter of 69 Havens Avenue, Auburn, NY, be appointed to the position of Manager of Information Technology User Services at an annual salary of \$62,307 (Grade 6, level 2 of the 2004-2012 Administrative Professional Group Contract) effective November 1, 2011.

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

**3.3.3.2 Manager of Network Operations and Systems Administration:**

RESOLVED, that David L. Harbaugh, of 101 Ontario Street, Phelps, NY, be appointed to the position of Manager of Network Operations and Systems Administration at an annual salary of \$69,053 (Grade 6, level 3 of the 2004-2012 Administrative Professional Group Contract) effective November 1, 2011.

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

**3.3.3.3 Instructional Assistant/Computer Help Desk Support:**

RESOLVED, that Christine M. Feeney of 4732 Twelve Corners Road, Auburn, NY, be appointed to the position of Instructional Assistant/Computer Help Desk Support at an annual salary of \$41,453 (Grade 3, level 1 of the 2004-2012 Administrative/Professional Group Contract) effective December 1, 2011.

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

**3.3.3.4 Network Desktop Support Specialist:**

RESOLVED, that Joshua W. Rogalski of 28 Caitlin Street, Auburn, NY, be appointed to the position of Network Desktop Support Specialist at an annual salary of \$46,026 (Grade 4, level 1 of the 2004-2012 Administrative Professional Group Contract) effective December 1, 2011.

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

**3.3.4 Managerial and Confidential Salary Increase:**

RESOLVED, that the base salaries for Managerial and Confidential employees be increased by 1% effective September 1, 2011.

Motion seconded by Ms. Bowen. Mr. Kott asked that the resolution include "cost saving concessions".

RESOLVED, that the base salaries for Managerial and Confidential employees be increased by 1% effective September 1, 2011. This is with cost saving concessions.

Motion to approve the resolution with the amended wording made by Ms. Bowen and seconded by Ms. Kirkwood. Motion carried following roll-call vote with Ms. Bowen, Mr. Camardo, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Ms. Kirkwood, Dr. Van Buskirk and Mr. Wall voting "yes" and Mr. Kott voting "no".

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.3 Personnel (continued)**

**3.3.5 Executive Salary Increase:**

RESOLVED, that the base salaries for Executive Staff employees be increased by 1% effective September 1, 2011.

Motion seconded by Mr. Fearon. Mr. Edwards asked that the resolution include "cost saving concessions".

RESOLVED, that the base salaries for Executive Staff employees be increased by 1% effective September 1, 2011. This is with cost saving concessions.

Motion to approve the resolution with the amended wording made by Ms. Bowen and seconded by Dr. Van Buskirk. Motion carried following roll-call vote with Ms. Bowen, Mr. Camardo, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Ms. Kirkwood, Dr. Van Buskirk and Mr. Wall voting "yes" and Mr. Kott voting "no".

**3.3.6 Managerial and Confidential Employees Policy Handbook:**

WHEREAS, the policy handbook between the Board of Trustees and Managerial and Confidential employees expired on August 31, 2011 and;

WHEREAS, the Board of Trustees reserves the right to make changes, now, therefore, let it be;

RESOLVED, that the following provisions in this handbook be changed effective September 1, 2011.

**Article I - Eligibility**

The following title be added under Confidential: NYS Director of Accountability

**Article II - Appointments**

Delete - This Handbook is effective from November 4, 2008, to August 31, 2011.

Add - The Board of Trustees reserves the right to amend, modify, or terminate provisions in this handbook through Board resolution.

RESOLVED, that the following provisions be added to this handbook:

**Article VII - Benefits Section 1 -Insurance A.2 (b)**

Effective September 1, 2012, the pharmacy co-payment is \$10 for generic prescription drugs, \$25 for preferred brand, and \$40 for non-preferred brand prescription drugs. The pharmacy co-payment for mail order (90 day supply) is \$20 for generic prescription drugs, \$50 for preferred brand, and \$80 for non-preferred brand prescription drugs.

**Article VII - Benefits Section 1 -Insurance A.7 (c)**

Effective September 1, 2012 the cash payment will not exceed \$2,000 for waiving family coverage or \$1,000 for waiving individual coverage.

**Article X - Managerial and Confidential Employee Development Fund in the amount \$9100 per year.**

**Appendix C - Development Fund Application**

RESOLVED, that all other provisions in this Handbook remain unchanged.

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

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

**3.3 Personnel (continued)**

**3.3.7 Administrative/Professional Job Title/Salary Change:**

RESOLVED, that the job title of Broadband Coordinator be changed to Program Specialist and that the salary be changed from an Administrative/Professional grade 5 to an Administrative/Professional grade 4. This position is grant funded.

Motion seconded by Dr. Van Buskirk and carried following unanimous roll-call vote.

**3.3.8 Executive Staff Policy Handbook**

Whereas, the Board of Trustees reserves the right to make changes to the policy handbook for Executive Staff employees.

RESOLVED, that the following provisions be added to this handbook:

Article VIII - Benefits Section 1 - Insurance A.4 (b)

Effective September 1, 2012, the pharmacy co-payment is \$10 for generic prescription drugs, \$25 for preferred brand, and \$40 for non-preferred brand prescription drugs. The pharmacy co-payment for mail order (90 day supply) is \$20 for generic prescription drugs, \$50 for preferred brand, and \$80 for non-preferred brand prescription drugs.

Article VIII - Benefits Section 1 - Insurance A.5 (d)

Effective September 1, 2012, the cash payment will not exceed \$2,000 for waiving family coverage or \$1,000 for waiving individual coverage.

RESOLVED, that all other provisions in this handbook remain unchanged at this time.

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

**4.0 REPORTS**

**4.1 President's Report**

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

- Three National Women's Hall of Fame inductees were on campus participating in a town-hall discussion.
- Presented at the National Association for Community College Entrepreneurship conference in Portland, Oregon.
- Congressman Richard Hanna visited the Auburn campus where he was brought to several classrooms and visited the IAGT. The College hosted a reception for the Congressman. He indicated that if there was any help that he could give the College to contact him. Congressman Hanna will be hosting a Roundtable discussion in Utica for college presidents in the Congressman's district.
- The next bid opening will be tomorrow afternoon at 1:30 for the first package of bids for the steel demolition.

Mr. Kott asked with regard to the enrollment highlights, if we will achieve 100% of last year. Dr. Larson explained that more will be known in about a month.

4.0 **REPORTS (continued)**

4.1 **President's Report (continued)**

4.1.2 **Vice President of Academic and Student Affairs:** The Board has a copy of VP Herron's report. Dr. Herron, along with Associate VP Killoran is attending the SUNY Chief Academic Affairs Officers conference.

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

- The September 2011 budget statement reflects activity for the first month of the fiscal year.
- Auditors from Cuddy and Ward will be on campus for the next two weeks - October 24 through November 4.
- Physical improvements were completed to the Business Office in September.
- Bids will be open on October 21. The bids will include New York State Department of Labor prevailing wage. There is more than one contractor and we have to accept the lowest bid. The lowest bids will be reviewed for any deficiencies by JMZ and LPCiminelli.

4.1.4 **Foundation Executive Director:** Executive Director Hoffman highlighted the following:

- The Foundation has solicited all faculty and staff.
- Appreciate all the support that the Board has given the Foundation.
- The Audit should be approved on October 27.

4.1.5 **Fulton Associate Vice President:** A copy of Associate VP Killoran's report was distributed to the Board. Ms. Killoran is attending the SUNY Chief Academic Officer's Conference.

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

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:** No Report.

4.1.7.2 **Dean of Enrollment and Retention:** Dean Anderson gave the following report:

- Registration will begin in 2 weeks for the Spring semester.
- About 28% above last year for the Spring semester.

4.1.7.3 **Dean of Technology:** Dean Taylor gave the following report:

- Final IT specifications for the Fulton River Glen Projects were completed and submitted to the Project Construction Manager on October 1.

4.1.8 **Student Trustee:** Trustee Wall gave the following report:

- This past weekend, SGO & Senate went on a leadership retreat to Lake Placid. We worked together as a group.
- Working with SGO on a spring festival and a spring concert.
- Looking into some fundraising activities for this year.
- Working with the Fulton campus.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

7.0 COMMUNICATIONS  
Communication item were noted.

8.0 INFORMATION  
Information items were noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT  
Ms. Kirkwood moved to adjourn the meeting, seconded by Mr. Edwards and carried by unanimous voice vote. The meeting adjourned at 7:10 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia  
Board Stenographer

Stanley J. Kott, Secretary  
Board of Trustees

11/9/11