

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, November 16, 2011, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present:

Mrs. Jane Bowen
Mr. John M. Camardo
Mr. Jeffrey Edwards
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk
Mr. Byron Wall

Excused: Ms. Pamela S. Kirkwood

Also:

Dr. Daniel P. Larson, President
Dr. Anne J. Herron, Vice President of Academic & Student Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey L. Hoffman, Executive Director of the Foundation
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
John Taylor, Dean of Information Technology
Robert M. Frame, Director of Theatre Operations/President A/P Group
Pete Liddell, Director of Athletics
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Michael Chamberlain, Managing Director of the Musical Theatre Festival
Justin Murphy, Reporter from The Citizen
Carolyn L. Guariglia, Secretary to the Board

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 October 20, 2011 Board Meeting Minutes, the October 26, 2011 Special Board Meeting Minutes, the October 2010 Budget Statement, October 2011 Budget Statement, the October 2011 Monthly Bills totaling \$2,581,643.89, the 2011-2012 Stipend Lists #5b & #6, totaling \$270,930.42.

Motion to accept and approve the Consent Agenda made by Ms. Bowen, seconded by Mr. Edwards.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Mr. Kott made a motion to add 3.1.2 to today's agenda. Motion seconded by Mr. Edwards and carried by unanimous voice vote.

3.1.1 Naming of the Lobby at the Schwartz Family Performing Arts Center

Whereas, Cayuga Community College soon will begin construction of the Arts Education and Performance Center in downtown Auburn, with a scheduled opening in Spring 2013; and,

Whereas, the purposes of the Performance Center are to serve the College students as an educational resource, and to be a venue for the Finger Lakes Musical Theatre Festival, which anticipates drawing more than 150,000 visitors annually to Central New York, as one of the top destinations for summer musical theatre in the nation; and,

Whereas, an anonymous donor has come forward with a pledge of \$100,000 in consideration for the naming rights to the lobby area of the Schwartz Family Performing Arts Center; now,

Therefore, be it resolved, that the Cayuga Community College Board of Trustees does hereby approve the naming of the aforementioned lobby are, subject to the receipt of a gift of \$100,000 from the donor referred to above and pursuant to the Naming Policies as previously approved by the Board of Trustees.

Motion to approve made by Mr. Kott, seconded by Mr. Karpinski. Mr. Camardo asked VP Hutchinson to follow-up with County Attorney, Fred Westphal as to how the transfer of funds takes place so it is included as part of the Musical Theatre Festival match.

Motion carried following unanimous voice vote.

3.1.2 Authorize Awarding Bids for the Fulton Campus Project at River Glen

RESOLVED that, upon the evaluation and recommendations by LPCiminelli, Inc., Construction Manager, and with the concurrence of JMZ Architects & Planners, P.C., of all eleven (11) bids together with supporting documents, post-bid documents, and contractors qualification, the Board of Trustees of Cayuga Community College hereby accepts all bids and approves, contingent upon the formal approval by the Cayuga County Attorney of the contracts and their form and by the insurance agent of the Certificates of Insurance, the Performance Bonds, and the Labor and Material Payment Bonds, that the bids be awarded as listed below; and further, be it

RESOLVED that, the Board of Trustees of Cayuga Community College does hereby authorize and direct the College administration to execute and deliver all necessary and appropriate documents, certificates, and agreements, and to furnish all information in connection with the Fulton Campus Project at River Glen.

For Foundation work for the amount of three hundred fifty three thousand dollars (\$353,000) to: PAC Associates, Inc., 11 Fourth Avenue, Suite G, Oswego, New York 13126.

Motion to approve made by Mr. Kott, seconded by Dr. Van Buskirk. Motion carried following unanimous roll-call vote.

3.1 Buildings and Grounds (continued)

Mr. Kott gave an update on student housing. A Student Housing Committee meeting is planned for November 29 with Robert Joy from JMZ Architects.

3.2 Finance

No Report.

3.3 Personnel

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

3.3.1 Faculty Promotions:

In compliance with Article XI, Section Seven, of the 2004-2011 Contract between the Board of Trustees of Cayuga County Community College and Cayuga County Community College Faculty Association, the following individuals are recommended for promotion:

Richard Bower, Associate Professor/English
Brenda Forrest, Associate Professor/Nursing
Kathy Gross, Associate Professor/Mathematics

RESOLVED that, effective the Spring 2012 semester, **Richard Bower, Brenda Forrest, and Kathy Gross** be promoted to the rank of **Professor**.

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

Mr. Edwards stated that the Regional Community College sub-committee met and had a preliminary discussion where to head in the future. The President was asked to bring back to the Committee more information, facts and figures; how it would affect the sponsor and future sponsor. A meeting with future county committees would need to be scheduled.

4.0 REPORTS

4.1 President's Report

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

- Jeff Hoffman and Dr. Larson traveled to Washington, D.C. to attend the annual Council for Resource Development conference. While there, Jack and Jerry Bisgrove were given an award for their outstanding support of the College.
- Dr. Larson asked if the Board wanted to meet on December 21 for the regular monthly Board meeting, or change to the week before. The Secretary to the Board was asked to take a poll on the date.

4.1.2 Vice President of Academic and Student Affairs:

- Dr. Herron passed out the latest copy of the Fall 2011 Telcom Newsletter.
- Dr. Herron will be attending the Annual Middle States Conference in Washington, D.C.

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

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

- Fall tuition is higher than budgeted.
- The fiscal year 2010-2011 ended positively despite a \$2 million dollar reduction in state aid and no increase in tuition or sponsor contribution.
- The fund balance analysis was discussed.
- The actual and projected draws in fiscal year 2011-12 vary little from the projections provided during the May 11, 2011 Board budget workshop.

Dr. Larson stated that work is being done to establish a date for a ceremony to kick off the Fulton project.

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

- It looks like scholarships for 2011-2012 will be the same as 2010-2011.
- On November 4th the Foundation closed on the River Glen Mall. This is the largest, single investment that the CCC Foundation has had.
- Mr. Hoffman thanked his Board for all their time and hard work in making the River Glen possible.

4.1.5 **Fulton Associate Vice President:** Associate VP Killoran highlighted the following:

- A Fulton Leadership Team has been established at the Fulton campus. The team is comprised of CCC supervisors and directors responsible for supervising or overseeing different services at the Fulton campus.
- The group has been brainstorming to make the Fulton campus a friendly environment for students.

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:** No Report.

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

- Working on the 3 year IT Strategic Master Plan. It is expected to have this finalized by the end of December 2011.

Mr. Kott stated that Dean DeShaw was praised recently for her work with the Regional Economic Council.

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

- Coordinating with SGO for a black tie fundraiser in January or February.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

6.1 Executive Staff Development Fund Application

Associate Vice President Killoran has requested \$1500 through the Executive Staff Development Fund to support her access to executive coaching activities with the focus being on the Fulton capital project.

Motion to approve made by Mr. Edwards, seconded by Mr. Kott and carried by unanimous roll-call vote.

7.0 COMMUNICATIONS

Communication item 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 contract negotiations.

Motion to adjourn into Executive Session made by Mrs. Bowen, seconded by Dr. Van Buskirk and carried by unanimous voice vote.

The Board adjourned into Executive Session at 6:51 p.m.

At 7:51 p.m. a motion was made by Mr. Kott to return to regular session, seconded by Mrs. Bowen and carried unanimously.

10.0 ADJOURNMENT

Mrs. Bowen moved to adjourn the meeting, seconded by Mr. Fearon and carried by unanimous voice vote. The meeting adjourned at 7:52 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees