

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, March 21, 2012, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John M. Camardo  
Hon. George C. Fearon  
Mr. John A. Karpinski  
Mr. Stanley J. Kott  
Dr. Linda P. Van Buskirk  
Mr. Byron Wall

Excused: Mrs. Jane Bowen  
Mr. Jeffrey Edwards  
Mr. John J. Klink

Also: Dr. Daniel P. Larson, President  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Jeffrey L. Hoffman, Executive Director of the Foundation  
Jeffrey E. Rosenthal, Associate Vice President of Academic & Student Affairs  
Carla DeShaw, Dean of Community Education & Workforce Development  
Cheryl Anderson, Dean of Enrollment Management  
John Taylor, Dean of Information Technology  
Bruce Blodgett, Director of Admissions  
Dr. Maryanne Felter, Professor of English  
Robert M. Frame, Director of Theatre Operations/President A/P Group  
Susan Gilmore/Associate Professor/Faculty Association President  
Pete Liddell, Director of Athletics  
Margaret Spillett, Director of Public Relations and Institutional Communications  
Scott Whalen, Director of Human Resources  
Adam Williams, Webmaster  
Carolyn L. Guariglia, Secretary to the Board

Motion made by Mr. Fearon, seconded by Dr. Van Buskirk for the approval by the Building and Grounds Committee of the resolution to authorize awarding of the elevator work for the Fulton Campus Project at River Glen.

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 February 22, 2012 Board Meeting Minutes, the February 2011 Budget Statement, February 2012 Budget Statement, the February 2012 Monthly Bills totaling \$2,188,985.68, the 2011-2012 Stipend Lists #14, #15, totaling \$566,010.41, and the Grant Acceptance: Library Collection Aid of \$6,091.

Motion to accept and approve the Consent Agenda made by Mr. Fearon, seconded by Mrs. Bowen.

Motion carried following unanimous voice vote. (Appended 2.1, 2.2, 2.3, 2.4, 2.5)

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Buildings and Grounds**

Mr. Karpinski, Chair of the Building and Grounds Committee, read the following resolution and moved its approval:

RESOLVED that, upon the evaluation and recommendation by LPCiminelli, Inc., Construction Manager, and with the concurrence of JMZ Architects & Planners, P.C., of the one (1) bid together with supporting documents, post-bid documents, and contractor's qualifications, the Board of Trustees of Cayuga Community College hereby accepts the bid 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 bid 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 Elevator work for the amount of forty three thousand nine hundred ninety five dollars (\$43,995) to:

Schindler Elevator Corporation, Inc.  
587 West Bear Street  
Syracuse, New York 13204

Motion seconded by Mr. Kott and approved unanimously by roll-call vote.

**3.2 Finance**

Mr. Kott reported that the newly appointed Finance Committee has met twice - March 2 and March 16. The March 2 meeting was dedicated to Dean DeShaw's area, where the Committee was interested in finding out more about the dollars and cents of her programs. The Committee was gratified to hear that the programs cover her direct expenses, although they do not cover her total costs, but it is a service. The budget assumptions were discussed on March 16. We learned that state aid and student enrollment are guesses. Mr. Kott asked Vice President Hutchinson to come up with a bullet point on revenues. He stated that at some time in the future we need to look out over a 5-year period because of Broadway and the River Glen project. We need projections to use as a model.

**3.3 Personnel**

Dr. Van Buskirk presented the following personnel items and moved their approval.

**3.3.1 Administrative/Professional Appointment:**

RESOLVED, that James H. Forsythe IV, of 6201 West Lake Road, Auburn, NY, be appointed to the position of Enterprise Systems Integrator at an annual salary of \$51,135 (Grade 5, level 1 of the 2004-2012 Administrative Professional Group Contract) effective April 16, 2012. This position was created at the September 2011 Board meeting and replaces the title of Computer Operator.

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

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

**3.3 Personnel (continued)**

**3.3.2 Civil Service Disability Retirement:**

RESOLVED, that the disability retirement of Donald L. Hirsh, as a Building Maintenance Person, be accepted effective February 16, 2012. This was approved by the New York State and Local Employees' Retirement System on February 16, 2012.

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

**3.3.3 Sabbatical Leave Fall 2012**

RESOLVED, that in accordance with Article XVI, Section Five, of the 2004-2011 Contract between the Board of Trustees of Cayuga County Community College and the Cayuga County Community College Faculty Association, a Sabbatical Leave be granted to Dr. Maryanne Felter, Professor, for the Fall 2012 semester.

Motion seconded by Mr. Fearon 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 February/March and gave the following President's report:

- On March 5 the College participated in the SUNY Central Regional Showcase hosted by the Chancellor. This event was to celebrate the eight SUNY schools in Central New York. Dr. Larson gave kudos to Margaret Spillett, Director of Public Relations, for her involvement in making Cayuga's participation such a success.
- Enrollment is trending nicely and Dr. Larson anticipates that the College will reach their goal when all is said and done.
- A summary report of construction activities at River Glen through February 2012 from LPCiminelli was distributed.

**4.1.2 Vice President of Academic and Student Affairs:** In Vice President Herron's absence, her report is in conjunction with Associate Vice President Rosenthal's report.

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

- Update on the 2013 budget development and the 2012 budget.
- Health Insurance Consortium update was given. There was a five-year agreement in place that expires July 2012. The Consortium Board has met with Attorney, Fred Westphal regarding changes to the agreement. These are clarification changes not substantive.

**4.1.4 Foundation Executive Director:** Executive Director Hoffman highlighted the following from his report:

- The Robert H. Brunell Visiting Scholar in Humanities events were noted.
- The first quarterly meeting between the leadership of the Foundation and the Board of Trustees was held on March 19.

4.0 **REPORTS (continued)**

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

4.1.5 **Fulton Associate Vice President:** Associate VP Killoran's report was distributed in her absence.

4.1.6 **Associate Vice President of Academic & Student Affairs:** Associate Vice President Rosenthal reported the following:

- The NYS Division of Veteran Affairs is to place a State Veteran Counselor at the Auburn campus.
- Legal Services of CNY will offer a free legal clinic for students and community members who cannot afford legal services for civil matters.
- A summary of bookstore proposals was distributed. The FSA was very pleased with the process.

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:** Dean DeShaw highlighted her report:

- Statistics and work that the Community Education and Workforce Development office has done. This included programming, catalogs, website, enrollment figures, revenue, staffing, and recent highlights.
- Dean DeShaw will be the lead facilitator for the second round of funding for the Regional Economic Development Committee.
- The second round of the TAACCCT grant is due May 24. Dean DeShaw is working with Division Chair, Christie Waters and the Program Development Committee.

4.1.7.2 **Dean of Enrollment and Retention:** Dean Lindsay gave a PowerPoint presentation on enrollment data.

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

- A Report Needs group has been formed as part of the IT Master Plan.
- Meetings for the Single Sign On (SSO) project have begun.
- The College's new wireless system is performing very well, with a reported all-time high of wireless devices connected at one time on the Auburn campus.

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

- A spring concert will be held on May 4 before final exams. The concert is free for students and the community. It is to build unity. Dr. Van Buskirk asked if there were political groups on campus. Mr. Wall said no.

5.0 **OLD BUSINESS**

None.

6.0 **NEW BUSINESS**

6.1 **Professor Emeritus**

**Whereas**, Donald F. Fama is an outstanding faculty member who served the College full time with dignity and distinction from 1965 to 2004; and,

**Whereas**, in 1965, he and his colleagues undertook the development of Computer Science courses and the Computer Science laboratory; and,

**Whereas**, he was instrumental in the development, proposal, and approval of degree programs, including Computer Information Systems, Computer Hardware Software Design, and Internet Technology, and courses, including CHEM 123 Fuel Cell Systems, CS 200 Visual Basic Programming, CS 236 Advanced Visual Basic, and CS 238 JAVA; and,

**6.0**    **NEW BUSINESS (continued)**  
**6.1**    **Professor Emeritus (continued)**

**Whereas**, in 1973 his colleagues recognized him as an outstanding teacher and he was awarded the SUNY Chancellor's Award for Excellence in Teaching, and in 1984 he received the Cayuga Community College Award for Excellence; and,

**Whereas**, during his tenure he served on College committees, including twenty years as faculty co-advisor for Phi Theta Kappa; and,

**Whereas**, he continues to teach Mathematics and Computer Science courses as an adjunct faculty member each semester since retiring; and,

**Whereas**, he is supportive and helpful in mentoring Mathematics, Computer Science, and Technology instructors at the College; and,

**Whereas**, he is respected by his students and his colleagues for his dedication to teaching;

**Now, Therefore, Be It Resolved**, that Donald F. Fama, in recognition for his many contributions and many years of service to the College and to the community, be appointed Professor Emeritus of Mathematics and Computer Science with all the rights, privileges, and honors pertaining thereto, effective March 21, 2012.

Motion to approve made by Mr. Karpinski, seconded by Mr. Kott and carried following unanimous voice 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 purchase of property.

Motion to adjourn into Executive Session made by Mr. Kott, seconded by Mr. Fearon and carried following unanimous voice vote.

The Board adjourned into Executive Session at 7:07 p.m.

At 7:50 p.m. a motion was made by Mr. Kott to return to regular session, seconded by Mr. Fearon and carried unanimously.

**10.0**    **ADJOURNMENT**  
Mr. Kott moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 7:51p.m.

Recorded and transcribed by:

Carolyn L. Guariglia  
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary  
Board of Trustees