

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, May 16, 2012, at the River Glen campus, Fulton.

Present: Mrs. Jane Bowen
Mr. John M. Camardo
Mrs. Melina Carnicelli
Mr. Jeffrey Edwards
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. John J. Klink
Dr. Linda P. Van Buskirk

Excused: Mr. Stanley J. Kott
Mr. Byron Wall

Also: Dr. Daniel P. Larson, President
Dr. Anne J. Herron, Vice President of Academic & Student Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
Jeffrey E. Rosenthal, Associate Vice President of Academic & Student Affairs
Cheryl Anderson-Lindsay, Dean of Enrollment Management
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
David Harbaugh, Manager of Network Operations and Server Administration
JoAnn Harris, Office Manager, Fulton/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Michael Fochtman, SGO President/Fulton campus
Carolyn L. Guariglia, Secretary to the Board

Mr. Camardo called the meeting to order at 5:45 p.m. and welcomed everyone to the future Fulton campus. Mr. Camardo welcomed Mrs. Carnicelli as the newest member of the Board of Trustees.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the April 25, 2012 Board Meeting Minutes, the April 2011 Budget Statement, April 2012 Budget Statement, the May 2012 Monthly Bills totaling \$1,036,472.21, the 2011-2012 Stipend Lists #18, & #19, totaling \$24,999.47.

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

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

Mr. Camardo asked for a motion to add 3.1.1 *Authorization to Reject General Trades Bids - for the Schwartz Performing Arts Center Project* to today's agenda.

Motion to accept made by Mr. Fearon, seconded by Mrs. Carnicelli and carried following unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

3.1.1

RESOLVED that, upon the evaluation and recommendation by LeChase Construction Services LLC, Construction Manager, and with the concurrence of JMZ Architects & Planners, P.C., of the two general trades bids together with supporting documents, post-bid documents, and contractor's qualifications, the Board of Trustees of Cayuga Community College hereby rejects the bids 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 to notify bidders of the rejection for general trades work in connection with the Schwartz Performing Arts Center Project.

For General Trades work for the amount of five million one hundred thirty six thousand dollars (\$5,136,000) to

R.J. Ortlieb Construction Co.
P.O. Box 682
Baldwinsville, New York 13207

For General Trades work for the amount of five million four hundred eighty seven thousand seven hundred dollars (\$5,487,700) to

Bouley Associates, Inc.
265 Genesee Street
Auburn, New York 13021

President Larson explained the process going forward now that these two bids have been rejected. This will be re-packaged and go back out to bid the day after Memorial Day. Bids would be back by the middle of June. Mrs. Carnicelli asked if the Board was looking for bids that were more in line with what the Board was expecting or the budgeting. Dr. Larson stated a combination of both. Mr. Klink asked what the budget amount was and what range they were looking at with regard to the general trades work. Dr. Larson stated that the bids should be around \$3.8 to 4 million. Mrs. Carnicelli asked what this would do to the timeline. Dr. Larson stated that there should be a recommendation for the Board by June 22 or 23.

Motion to approve made by Mrs. Carnicelli, seconded by Ms. Bowen and carried following unanimous voice vote.

3.2 Finance
No Report.

3.3 Personnel

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

3.3.1 Administration/Professional Termination:

RESOLVED, that the termination of Dan M. Faulkner, as Banner Functional Support Specialist be accepted effective May 4, 2012.

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

3.3.2 Administrative/Professional Appointment:

RESOLVED, that Joseph E. Meyers of 6577 Blanchard Road, Cayuga, NY be appointed to the position of Banner Functional Support Specialist at an annual salary of \$61,903 (Grade 5, Level 3 of the 2004-2012 Administrative Professional Group contract) effective June 7, 2012.

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

3.3.3 Administrative/Professional Appointment:

RESOLVED, that John W. Callan, of 381 West Squire Drive, Rochester, NY, be appointed to the position of Banner Support Specialist at an annual salary of \$51,135 (Grade 5, Level 1 of the 2004-2012 Administrative Professional Group contract) effective June 11, 2012. This position was held by Joseph Meyers.

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

3.3.4 Civil Service Retirement:

RESOLVED, that the retirement of Diane M. Salvati, as Senior Typist, be accepted effective September 26, 2012. The Board of Trustees expresses its recognition of 10 years of service to the institution by Diane M. Salvati and wishes her a happy, prosperous, and fulfilling retirement.

Motion seconded by Dr. Van Buskirk and carried following unanimous voice vote.

3.3.5 Faculty Retirement:

RESOLVED, that the retirement of Howard H. Nelson, as Professor of English, be accepted effective August 1, 2012. The Board of Trustees expresses its recognition of 42 years of service to the institution by Howard H. Nelson and wishes him a happy, prosperous, and fulfilling retirement.

Motion seconded by Mr. Klink and carried following unanimous voice vote.

3.3.6 Faculty 2012-2013 Term Appointment:

In compliance with Article XI, Section 3, of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for renewal of Term Appointment:

Sheila Myers - Coordinator of Experiential Learning

Motion seconded by Mrs. 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 April/May and gave the following President's report:

- On April 26 met with Joe Camarino from the Oswego BOCES to discuss the possibility of renting the Broadway campus.
- Dr. Larson recognized Carl York, from LP Ciminelli who gave a report on the progress of the River Glen construction. Mr. York stated that they are looking for completion the second week of July and the budget is still holding well.
- President Larson stated that every semester he spends an hour with students on each campus to discuss concerns, ideas and thoughts. The hour is appropriately called "Pizza with the President" as pizza is served.
- At the June 20 Board meeting, representatives from the NYCCT will be visiting the College.
- A delegation of 6 or 8 representatives from the Mid-East, through a connection with the International Center in Syracuse, and associated with the State Department, visited Cayuga. They wanted to tour a typical American college.

4.1.2 **Vice President of Academic and Student Affairs:** Vice President Herron gave the following highlights from her report:

- The Cayuga Community College Library has partnered with Better World Books, a for-profit enterprise that collects and sells discarded books online. At no cost to the Library, the books are then distributed among a variety of literacy initiatives across the United States and around the world.
- Professors Paul Nolan, Anna Huynh, and Sheila Myers will lead efforts to transform the College's Honor Program.
- Students Jamie Blumrick, Ryan Elsenbeck, and DJ DuVall, staff members on the student newspaper, *The Cayuga Collegian*, were recognized by the American Scholastic Press Association with a second place award for newspaper excellence.
- Cayuga Community College was selected to join eight other community colleges in researching the feasibility of bringing cooperative education to SUNY campuses.

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

- Information on the budget will be presented at the June 4 Finance Committee meeting.

4.1.4 **Foundation Executive Director:** No Report.

4.1.5 **Fulton Associate Vice President:** Associate VP Killoran gave a tour of the River Glen facility as her report.

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

- The Faculty Student Association has signed the contract with Barnes Noble. Follett's last day is June 1. Barnes and Noble will open on July 7th in Auburn and the end of July at the Fulton campus.
- The FSA has approved the Subway franchise in Auburn.
- Betty DeFurio will be retiring as the Director of the Child Care Center the end of June.

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

4.1.7 Deans:

4.1.7.1 Dean of Community Education and Workforce Development: Dean DeShaw, at the request of Trustee Edwards, gave the following highlights of projects that she is currently working on.

- TAACCCTP - Currently working with SUNY grant writing team to complete application and budget.
- Food Stamp Employment & Training Venture III - Currently under development, we are working with two counties (Oswego, and Seneca) to address the need for career training programs geared towards helping individuals receiving food stamps.
- REDC Consolidated Funding Application - We are exploring the possibility of submitting an application for the creation of a plastics institute in the old bookstore.
- Parish elementary - meetings continue to be scheduled for community stakeholders.

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

- Expecting six guests on June 16 to arrive from India.

Trustee Camardo asked if the College promotes housing. He stated that a group of students living in an apartment in Auburn violated the housing code. Dr. Larson stated that the College needs to do something more than just post. Dean Anderson-Lindsay stated that parents and students need to know that the College is not liable for housing.

Dr. Van Buskirk asked when the Board might have an enrollment projection for possibly the next five years against the enrollment strategies. When would it be a good time for Dean Anderson-Lindsay's office to look at that request. Dean Anderson-Lindsay stated that she is look at how to compile the information.

Mr. Camardo mentioned that he would like to perfect the Planning Committee.

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

- In the process of arranging the installation of all of the equipment at River Glen. All of that process in on schedule.
- IT is working on a single sign-on system.
- Finished the IT Security Audit.
- Would like to get copies of the IT Strategic Plan to the Board and at some time in the coming months have them ask questions about it.

4.1.8 Student Trustee: No report.

5.0 OLD BUSINESS
None.

6.0 NEW BUSINESS
None.

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 or lease of real property.

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

The Board adjourned into Executive Session at 6:45 p.m.

At 7:05 p.m. a motion was made by Dr. Van Buskirk to return to regular session, seconded by Mr. Klink and carried unanimously.

10.0 ADJOURNMENT
Mr. Fearon moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 7:06 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees