

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, September 19, 2012, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

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 E. Rosenthal, Associate Vice President of Academic & Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
Cheryl Anderson-Lindsay, Dean of Enrollment Management
John Taylor, Dean of Information Technology
Robert M. Frame, Director of Theatre Operations/President A/P Group
Susan Gilmore, Professor/President of Faculty Association
Pete Liddell, Director of Athletics
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Carolyn L. Guariglia, Secretary to the Board
Mr. Thomas Piascik, Guest

Mr. Camardo called the meeting to order at 6:30 p.m.

1.0 COMMENTS FROM THE PUBLIC

Mr. Thomas Piascik read a letter addressed to the Board regarding his wife, Karen Piascik, and her sudden departure from her position as Assistant Director of the Cayuga Community College Child Care Center.

Mr. Edwards made a motion to add 3.3.8, 3.3.9 and 3.3.10 to today's agenda. Seconded by Mrs. Bowen and carried by unanimous voice vote.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the August 15, 2012 Board Meeting Minutes, the September 4 Special Board meeting, the August 2011 Budget Statement, August 2012 Budget Statement, the August 2012 Monthly Bills totaling \$1,733,104.30, the 2011-2012 Stipend List #26, totaling \$8,685.70, the 2012-2013 Stipend Lists #1 & #2, totaling \$1,449,546.27.

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

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. Karpinski, Chair of the Building & Grounds Committee, stated that he would deal with resolutions 3.1.1 and 3.1.4 and Dr. Van Buskirk would handle resolutions 3.1.2 and 3.1.3.

Mr. Karpinski moved the approval of 3.1.1 and 3.1.4.

3.1.1 VOIP Telephone System and Television Studio Lighting System on the Auburn campus

WHEREAS, the Board of Trustees of Cayuga County Community College, in April 2007, adopted the *2007 Facilities Master Plan Update*; and,

WHEREAS, the Cayuga County Legislature, in August 2007, approved the *2007 Facilities Master Plan Update*; and,

WHEREAS, the State University of New York subsequently received and approved the *2007 Facilities Master Plan Update* as the guide for Cayuga County Community College in its capital funding requests for the following five years; and,

WHEREAS, Cayuga County Community College has identified the need for a voice over internet protocol telephone (VOIP) system and,

WHEREAS, the existing Definity private branch exchange (PBX) phone switches at the Auburn campus are beyond end of life with no capacity for growth; and,

WHEREAS, the VOIP system has been installed at the Fulton campus as part of the expansion and relocation capital project, providing a centralized, modern, expandable telephone system; and,

WHEREAS, Cayuga County Community College has identified the need to upgrade the television studio lighting system installed in 1970, used by students as an instructional laboratory that provides them with the ability to train on modern technology used in the workforce; and,

WHEREAS, LED lighting instruments will be installed in the television studio lighting system, reducing energy consumption by ninety percent; now, therefore, be it,

RESOLVED, that the Board of Trustees of Cayuga County Community College hereby authorizes the project estimate of seven hundred eighty six thousand dollar (\$786,000) for the appropriate next steps to purchase and install the VOIP system and the television studio lighting system, with fifty percent of such costs coming from the local sponsor, to be funded through capital chargeback revenue, and the remaining fifty percent to be sought from New York State funds.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

3.1.4 Acquisition of 3 Prospect Street and 7 Prospect Street, Auburn, NY

WHEREAS, Cayuga County Community College wishes to purchase property to expand the Auburn Campus to accommodate increased enrollment and future projected growth; and,

WHEREAS, Cayuga County Community College has identified 3 Prospect Street and 7 Prospect Street, contiguous to the Auburn Campus, as potential sites to develop and expand the Auburn Campus; and,

WHEREAS, the Institute for Application of Geospatial Technology is the owner of those certain parcels of land as identified on the Tax Maps in the City of Auburn, County of Cayuga, State of New York, as Tax Map No. 109.81-1-7 and Tax Map No. 109.81-1-8, and desires to sell such properties; and,

WHEREAS, by Resolution 357-97 and 198-98, the Cayuga County Legislature authorized Cayuga County Community College to create its Facilities Master Plan; and,

WHEREAS, by Resolution 357-99, the Cayuga County Legislature accepted the above authorized Facilities Master Plan for capital construction and renovation projects; and,

WHEREAS, Cayuga County Community College would like to amend the Facilities Master Plan to include these purchases; and,

WHEREAS, Cayuga County Community College desires to purchase such properties; now, therefore, be it

RESOLVED, the Board of Trustees of Cayuga County Community College authorizes the amendment of the Facilities Master Plan to include the Prospect Street properties; and,

RESOLVED, the Board of Trustees of Cayuga County Community College requests the County of Cayuga as local sponsor of the College to proceed with these purchases, and authorizes the College to enter into an Agreement of Purchase and Sale with the Institute for Application of Geospatial Technology for the purchase price to be negotiated after the determination of the appraised value, which Purchase price shall be payable at Closing; and,

RESOLVED, the acquisition will progress upon the commitment of fifty percent (50%) State funding from the State University of New York (the "SUNY Match") and the executed agreement from the Institute for Application of Geospatial Technology with the SUNY Match based on the lower of two independent property appraisals.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

Dr. Van Buskirk made a motion to approve the following.

3.1.2 Accept the transfer of the plateau field from the Auburn Enlarged School District

WHEREAS, in its nearly sixty-year history Cayuga County Community College never has possessed its own outdoor athletic facility, hampering the recruitment and retention of students interested in intercollegiate and intramural sports; and,

WHEREAS, Cayuga County Community College and the Auburn Enlarged School District have identified a new partnership by which to accomplish their individual and mutual goals for successful athletic programs and to establish and achieve larger community goals; and,

WHEREAS, Cayuga County Community College desires to accept the transfer of property from the Auburn Enlarged School District commonly known as the "Plateau Field" to be held in trust by the County of Cayuga as local sponsor of the College; and,

WHEREAS, Cayuga County Community College has identified the Plateau Field contiguous to the Auburn campus as the potential site to build its new outdoor athletic facility; and,

WHEREAS, Cayuga County Community College has established concept plans for the design of the facility, meeting the needs of the College community, educational partners, and area residents for state-of-the-art artificial surface playing fields; and,

WHEREAS, the Auburn Enlarged School District is the owner of that certain parcel of land, known as the Plateau Field and comprising approximately 3 acres, identified by the City of Auburn, County of Cayuga, New York, as Tax Map No. 109.80-1-8, and desires to transfer said property for a symbolic one dollar; and,

WHEREAS, by Resolution 357-97 and 198-98, the Cayuga County Legislature authorized Cayuga County Community College to create its Facilities Master Plan; and,

WHEREAS, by Resolution 357-99, the Cayuga County Legislature accepted the above

WHEREAS, Cayuga County Community College now desires to amend its Facilities Master Plan to include this property transfer of the Plateau Field; and,

WHEREAS, Cayuga County Community College desires to accept such property known as the Plateau Field, upon formal agreement with the Auburn Enlarged School District; and,

WHEREAS, Cayuga County Community College has accepted the pledge of a \$500,000 lead gift from Auburn resident Dr. Joseph F. Karpinski, Sr., in support of this outdoor athletic project; and,

WHEREAS, Cayuga County Community College will seek New York State funding for fifty percent of the project costs, including appraisal of the Plateau Field, through established procedures with the State University of New York, with the remaining fifty percent comprising the local share funding to be obtained through private donors, through capital chargeback revenue through increased numbers of out-county students, and through efforts of the Cayuga Community College Foundation and community partners; now, therefore, be it

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

3.1.2 Accept the transfer of the plateau field from the Auburn Enlarged School District (continued)

RESOLVED, the Board of Trustees of Cayuga County Community College authorizes the amendment of the Facilities Master Plan to include the Plateau Field; and, further, be it

RESOLVED, the Board of Trustees of Cayuga County Community College requests the County of Cayuga as local sponsor of the College to proceed with this transfer of property known as the Plateau Field, and authorizes the College to enter into an Agreement with the Auburn Enlarged School District for said transfer; and, be it further

RESOLVED, the Board of Trustees of Cayuga County Community College authorizes College personnel to proceed with the concept plans and funding approaches for the outdoor athletic facility.

Motion seconded by Mr. Klink and carried 6-3-1 following roll call vote with Mrs. Bowen, Mr. Camardo, Mr. Coleman, Mr. Fearon, Mr. Klink and Dr. Van Buskirk voting “yes”, Mrs. Carnicelli, Mr. Edwards and Mr. Kott voting “no” and Mr. Karpinski abstaining.

3.1.3 Development of an Outdoor Athletic Facility Complex

WHEREAS, the Board of Trustees of Cayuga Community College, in April 2007, adopted the *2007 Facilities Master Plan Update*; and,

WHEREAS, the Cayuga County Legislature, in August 2007, approved the *2007 Facilities Master Plan Update*; and,

WHEREAS, the State University of New York subsequently received and approved the *2007 Facilities Master Plan Update* as the guide for Cayuga Community College in its capital funding requests for the following five years; and,

WHEREAS, Cayuga Community College has identified the need for a state-of-the-art, outdoor athletic facility complex, with synthetic turf, for its intercollegiate athletics program; and,

WHEREAS, Cayuga Community College does not have its own on-campus fields, and this complex will provide flexibility for College programs while creating a venue for County schools and outside groups to utilize; now, therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby authorizes the six million dollar (\$6,000,000) project estimate for the appropriate next steps to acquire, purchase, design, build-out, and equip the outdoor athletic facility complex, with fifty percent of such costs coming from the local sponsor, to be paid back through the capital fundraising campaign of the Cayuga Community College Foundation and donations from the Cayuga Community College Faculty Student Association, and the remaining fifty percent to be sought from New York State funds.

Motion seconded by Mr. Klink.

3.1.3 Development of an Outdoor Athletic Facility Complex (continued)

Mr. Hoffman stated that 1.5 million dollars would be raised by the Foundation. A feasibility study would need to be done, which would not commit anyone, but would be the first step. Mr. Hoffman suggested a five year campaign and a comprehensive plan from the Board on the College's needs.

Mr. Kott asked Mr. Hoffman if this resolution was committing to a 6 million dollar project. Mr. Kott also asked how much more is the cost of the turf at Holland Stadium.

Mrs. Carnicelli asked about the RFPs for a feasibility study and Mr. Hoffman stated that he would have prices for the RFPs by next month.

Motion carried 6-2-2 following roll call vote with Mrs. Bowen, Mr. Camardo, Mr. Coleman, Mr. Fearon, Mr. Klink and Dr. Van Buskirk voting "yes", Mr. Edwards, and Mr. Kott voting "no", and Mrs. Carnicelli and Mr. Karpinski "abstaining".

3.2 Finance

Mr. Kott stated that an analysis on summer sessions would be forth coming.

3.3 Personnel

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

3.3.1 Managerial and Confidential Salary Increase:

In compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED, that the base salaries for Management and Confidential employees be increased by 1.5% effective September 1, 2012.

Motion seconded by Mrs. Bowen and carried by unanimous roll call vote.

3.3.2 Executive Staff Salary Increase:

In compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salaries by annual resolution.

RESOLVED, that the base salaries for Executive Staff employees be increased by 1.5% effective September 1, 2012.

Motion seconded by Mr. Karpinski, and carried following unanimous roll call vote.

3.3.3 Civil Service Appointment:

RESOLVED, that Roman Lakota of 2202 State Route 31, Port Byron, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at the Fulton Campus at an annual salary of \$33,224, effective October 8, 2012.

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

3.3 Personnel (continued)

3.3.4 Civil Service Retirement:

RESOLVED, that the retirement of John Bower, as Building Maintenance Person, be accepted effective October 26, 2012. The Board of Trustees expresses its recognition of 4 years of service to the institution by John Bower and wishes him a happy, prosperous, and fulfilling retirement.

Motion seconded by Mrs. Bowen and carried following unanimous voice vote.

3.3.5 Civil Service Job Title Change:

RESOLVED, that the job title of Building Maintenance Person be changed to Building Maintenance Helper at an annual salary of \$35,500.

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

3.3.6 Faculty Job Title Change:

RESOLVED, that the job title of Director of Student Development be changed to Director, Centers for Student Engagement and Academic Advisement.

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

3.3.7 Faculty Appointment:

RESOLVED, that Karen Grella of 770 James Street, Syracuse, NY be appointed to the twelve-month tenure track faculty position of Disability Specialist at an annual salary of \$65,089, Instructor rank, effective October 15, 2012.

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

3.3.8 Faculty Continuing Appointment:

In compliance with Article XI, Section Three of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and promotion to Assistant Professor:

RESOLVED, that Robert J. Humphrey, Instructor/Science, be granted CONTINUING APPOINTMENT and promotion to Assistant Professor effective the spring semester 2013.

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

3.3.9 SUNY Distinguished Professorship Program:

WHEREAS, the State University of New York (SUNY) Distinguished Service professorship (DSP) and Distinguished Teaching Professorship (DTP) constitute the highest system tribute conferred upon SUNY instructional faculty; and

WHEREAS, the SUNY Distinguished Professorship programs “encourage ongoing commitment to excellence, kindle intellectual vibrancy, elevate the standards of instruction and enrich contributions to public service”; and

3.3 Personnel (continued)

3.3.9 SUNY Distinguished Professorship Program (continued):

WHEREAS, Cayuga Community College wishes to participate in the Distinguished Professorship programs and will utilize criteria and procedures established by SUNY in recommending individuals to receive the Distinguished Service Professorship and the Distinguished Teaching Professorship; and

WHEREAS, Distinguished Professorship awards at Cayuga Community College will be an honorific distinction and will carry no change in faculty rank or monetary award;

NOW, THEREFORE BE IT RESOLVED, that the Cayuga Community College Board of Trustees approves the College's participation in the State University of New York Distinguished Professorship Programs.

Motion seconded by Mrs. Bowen and carried following unanimous voice vote.

3.3.10 President's Contract:

WHEREAS, the Board of Trustees of Cayuga County Community College, hereinafter the "Board," wishes to continue the employment of Daniel Paul Larson as President and chief executive and administrative officer of Cayuga County Community College, hereinafter the "College;" and,

WHEREAS, Daniel Paul Larson, hereinafter the "President," has accepted said offer of continued employment and desires to enter into this continued Agreement specifying the terms and conditions of employment; and,

WHEREAS, it is acknowledged that a written contract specifying the terms and conditions of the President's employment by the Board will provide the basis for effective communication and future understanding between the parties; and,

WHEREAS, the parties mutually have agreed upon the terms and conditions relative to the President's employment by the Board; and,

WHEREAS, the current contract offers a window of time in which to offer the extension of employment to the President;

NOW, THEREFORE, BE IT RESOLVED, in consideration of the agreements set forth, and other good and valuable considerations, the parties make this Agreement; and,

BE IT FURTHER RESOLVED, that this Agreement shall supersede the agreement between the parties covering the term September 1, 2010 through August 31, 2013 for the remaining term of that agreement and that there will be no lapse in service or commitment of the Board or of the President by virtue of the parties entering this Agreement. This Agreement shall be for a term of three years and eleven months from September 1, 2012, through July 31, 2016.

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

3.4 Planning Committee

Mrs. Bowen reported that the Planning Committee met and reviewed the Board Bylaws. Suggestions were made to update and improve the Bylaws. When completed they will be forwarded to the Board for their review and 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 July/August and gave the following President's report:

- Exciting news - SUNY community colleges have received a \$14.6 million grant from the U.S. Department of Labor to design, implement, and deliver a strategic approach to job training and education (TAACCCT grant) for high-need industries; \$600,000 will be coming to CCC. We will be the lead college for the plastics industry.
- The fall semester is off to a good start. Mr. Edwards stated that the FTE's increase was 150. When will the Board have to look at the budget?
- Enrollment figures were reviewed.

4.1.2 Provost and Vice President of Academic Affairs: Vice President Herron highlighted the following:

- Middle States confirmed our provisional approval to move from Broadway in Fulton to River Glen. They will send an evaluator in 6 months to certify that our site is suitable for activities approved and the information provided in our Substantive Change Request characterizes what is in place at the site.
- VP Herron congratulated Division Chair and Professor, Christie Waters on her work with the TAACCCT grant.

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

- Audit work has begun to close out fiscal year 2011-2012.
- The annual audit is scheduled for October 29 through November 9, 2012. The audit findings will be presented at the December 2012 board meeting by Cuddy and Ward.

4.1.4 Vice President of Student Affairs: Vice President Rosenthal gave the following report:

- Thanked the Board for the establishing a Chief Student Officer.

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

- Naming Opportunities brochure is being created to sell parts of the River Glen campus.
- Mr. Hoffman has been asked by SUNY to lead the work on a SUNY 2020 proposal for entrepreneurship funding.

4.1.6 Fulton Associate Vice President: 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-Lindsay distributed her report to the Board.

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.7.3 Dean of Technology: Dean Taylor gave the following report

- The ITT system in Fulton is all operating very well.
- Discussed IT security audit, stating that significant security changes have been made.
- Revised our Acceptable Use Policy.
- Updated FERPA.

4.1.8 Student Trustee: Mr. Coleman gave the following report:

- Set up meeting with SGO Presidents.

5.0 OLD BUSINESS

Mr. Kott gave a Student Housing update as follows:

- Several months ago, Chairman Camardo appointed a committee that included staff, community members and Trustees. We embarked on studying whether student housing would be something that this college would benefit from.

It was clear early on that the College would benefit. The committee ended up interviewing six (6) design/construction firms. Each one of them brought in their finance and student life people. The committee has decided to recommend to the Board a 300 bed facility built by the team of Hueber Breuer. Construction would begin April 2013 with a completion date of July 2014.

The next steps would be to hold a Building & Grounds Committee meeting and then through Vice President Rosenthal work with Hueber Breuer to set up a more formal negotiation session and design team meeting and then award a contract.

The committee recommends that we work with the President Larson to inform neighbors of our decision.

- Mr. Kott stated that he is frustrated by the fact that the theatre project is being delayed by the actions of a very small group of people. He would like the Trustees to organize a campaign directed by Dr. Larson and Communications Director, Margaret Spillett to afford us the best possible press coverage with an aim to gaining wide spread enthusiastic community support. I believe this should be done immediately with full endorsement by the Board.

6.0 NEW BUSINESS

7.0 COMMUNICATIONS

Communication item was 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 acquisition of property.

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

The Board adjourned into Executive Session at 7:56.

At 8:35 a motion was made by Mr. Kott to return to regular session, seconded by Mr. Coleman and carried unanimously.

10.0 ADJOURNMENT

Mrs. Bowen moved to adjourn the meeting, seconded by Mr. Coleman and carried by unanimous voice vote. The meeting adjourned at 8:36 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees

10/2012