

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, October 24, 2012, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Also: Dr. Daniel P. Larson, President
Jeffrey E. Rosenthal, Vice President of Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
David L. Harbaugh, Director of Theatre Operations/President A/P Group
Susan Gilmore, Professor/President of Faculty Association
JoAnn Harris, Office Manager/Co-President of ESP
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Carolyn L. Guariglia, Secretary to the Board
Sistina Giordano, Reporter/The Citizen
Mr. Thomas Piascik, Guest
Ms. Karen Urso, Guest

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 19, 2012 Board Meeting Minutes, the September 2011 Budget Statement, September 2012 Budget Statement, the September 2012 Monthly Bills totaling \$1,024,658.74, the 2012-2013 Stipend Lists #3 & #4, totaling \$503,439.43.

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
No report.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Finance

Mr. Kott gave a budget update. There is a shortfall in tuition revenue of approximately \$280,000. There were no savings in the adjunct salary line, which one might think considering enrollment is less than the previous year. VP Herron and Hutchinson will continue to monitor and will have a better report at the November meeting.

Class size with less than nine students is not economical. VP Herron is watching the course loads very carefully. Discussion continued regarding marketing, and the retention and recruiting of students.

3.3 Personnel

Mr. Fearon presented the following personnel items and moved their approval as a whole.

3.3.1 Civil Service Retirement:

RESOLVED, that the retirement of Janet Mudge, as Senior Typist, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 32 years of service to the institution by Janet Mudge and wishes her a happy, prosperous, and fulfilling retirement.

3.3.2 Civil Service Retirement:

RESOLVED, that the retirement of Duane Bunyea, as Building Maintenance Person, be accepted effective September 12, 2012. The Board of Trustees expresses its recognition of 11 years of service to the institution by Duane Bunyea and wishes him a happy, prosperous, and fulfilling retirement.

3.3.3 Civil Service Retirement:

RESOLVED, that the retirement of Sharon Bower, as Office Manager, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 16 years of service to the institution by Sharon Bower and wishes her a happy, prosperous, and fulfilling retirement.

3.3.4 Civil Service Retirement:

RESOLVED, that the retirement of Melanie Pasik, as Senior Typist, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 26 years of service to the institution by Melanie Pasik and wishes her a happy, prosperous, and fulfilling retirement.

3.3.5 Civil Service Retirement:

RESOLVED, that the retirement of Patricia Stock, as Account Clerk Typist, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 22 years of service to the institution by Patricia Stock and wishes her a happy, prosperous, and fulfilling retirement.

3.3.6 Civil Service Retirement:

RESOLVED, that the retirement of Penelope Austin, as Account Clerk Typist, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 10 years of service to the institution by Penelope Austin and wishes her a happy, prosperous, and fulfilling retirement.

Motion seconded by Mr. Klink, and carried following unanimous voice 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:

- It has been a very busy month, with real national visibility. Dr. Larson discussed NACCE (National Association for Community College Entrepreneurship) and the Kaufmann Foundation.
- The re-design work on the Theatre continues to move forward. We have had several meetings this past month. The target is to insure that we can build that building and bring it in for the estimate that was approved. More to show you within the next 60 days or so.

4.1.2 **Provost and Vice President of Academic Affairs:** Vice President Herron's report was shared with the Board.

4.1.3 **Vice President of Administration:** Vice President Hutchinson's budget update was presented by Mr. Kott.

Dr. Van Buskirk arrived at 6:25 p.m.

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

- The FSA \$1.13 million 2012-2013 budget was approved. VP Rosenthal gave a list of services that the FSA supports each year.
- Gave an update on the Subway franchise.
- No decisions have been made on the next steps for student housing.
- The Cayuga Advantage Program will offer CAY 100 and CAY 101 to their students. Mr. Fearon asked when these courses would begin and VP Rosenthal stated as soon as the spring semester - January 8, 9, & 10.
- A Retention and Completion Committee report will be given in the near future.

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

- Fall fundraising is up and running.
- Foundation Board met today and much of the meeting was spent talking about the audit review and discussion about planning ahead for April 1, 2016 when the balloon payment for River Glen is due.
- November 13 there will be a combined meeting with the Executive Committee of the Foundation and the Officers of the Board of Trustees.
- November 8th, Yvonne Conte, author and motivational speaker will be on the Auburn campus.

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's report was distributed to the Board.

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

4.1.7.3 **Dean of Technology:** No Report.

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

- The SGO President stepped down and a new President has taken over.
- Veteran's week is November 5-9.
- Working to get a flag pole installed on the Fulton campus.

5.0 **OLD BUSINESS**

Mr. Kott gave the results of the Board self-evaluation.

6.0 **NEW BUSINESS**

7.0 **COMMUNICATIONS**

Communication item was noted.

8.0 **INFORMATION**

Information items were noted.

Mr. Klink commented that he had traveled on the Alumni trip to Gettysburg and that it was a wonderful trip. He mentioned Professor John Lamphere and the outstanding job he did with hosting the trip.

He met with Professor Susan Gilmore right before the Board meeting to discuss her on-line programs and was very impressed.

Mrs. Carnicelli stated that she was happy to hear that Yvonne Conte would be coming to the College to speak.

9.0 **EXECUTIVE SESSION**

10.0 **ADJOURNMENT**

Mr. Kott moved to adjourn the meeting, seconded by Mrs. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 6:58 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees