

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

Minutes of the regular meeting of the Board of Trustees held Monday, November 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
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

Excused: Mrs. Melina Carnicelli

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, Vice President of Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
Maggie Killoran, Associate Vice President/Dean of the Fulton Campus
Cheryl Anderson-Lindsay, Dean of Enrollment Management
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
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
Mr. Thomas Piascik, Guest

Mr. Camardo called the meeting to order at 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC

Mr. Thomas Piascik stated that he was at the Board meeting in September and asked the Board to investigate the hiring of the Director of Childcare. He has not received any information regarding his request for answers.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the October 24, 2012 Board Meeting Minutes, the October 2011 Budget Statement, October 2012 Budget Statement, the October 2012 Monthly Bills totaling \$2,585,767.14, the 2012-2013 Stipend Lists #5 & #6, totaling \$215,406.43.

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

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.

3.2 Finance

No Report.

3.3 Personnel

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

3.3.1 Civil Service Appointment:

RESOLVED, that Ernest Leonard of 12128 Duck Lake Road, Red Creek, NY be appointed to the permanent position of Building Maintenance Person at the Fulton Campus at an annual salary of \$37,875, effective November 26, 2012. This position is vacant due to a retirement.

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

3.3.2 Civil Service Appointment:

RESOLVED, that Mark Becker of 45 Pine Street, Port Byron, NY, be appointed to the permanent position of Building Maintenance Helper at the Auburn campus at an annual salary of \$35,000, effective December 3, 2012. This position is vacant due to a retirement.

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

3.3.3 Faculty Retirement:

RESOLVED, that the retirement of Agnes F. Crothers, as Professor of English, be accepted effective January 21, 2013. The Board of Trustees expresses its recognition of 30 years of service to the institution by Agnes F. Crothers and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.4 Spring 2013-Fall 2013 Faculty Promotions:

RESOLVED, that effective February 1, 2013, Patricia Powers-Burdick and Michael L. Pacelli be promoted to the rank of Professor.

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

3.3.5 Spring 2013-Fall 2013 Faculty Promotion:

RESOLVED, that effective February 1, 2013, Mark Montgomery be promoted to the rank of Associate Professor.

Motion seconded by Mr. Klink 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 October/November and gave the following President's report:

- Dr. Van Buskirk asked if any progress had been made on the IAGT property and noted what a great resource it is and how increasingly important it will be in the future, especially after storms like Sandy. Dr. Larson stated that the College continues to work through that and exploring possibilities. The purchases of two parcels of property on Prospect Street are being requested in the next state budget.
- Mr. Klink asked about the "Pizza with the President". Dr. Larson stated that there has been good discussion among the students.
- Enrollment - Fall 2012 FTE will be approximately 3% less than Fall 2011 FTE. Online and Advantage are up. A special meeting will be held on Monday to address next steps with regard to students who have been awarded financial aid, but do not follow through to register.
- Ninety-four students have registered for London.
- Spring 2013 is 3% higher than spring 2012 at the same point in time.

Mr. Edwards asked if the Board could get an overview of the next two or three years meeting our financial obligations.

4.1.2 **Provost and Vice President of Academic Affairs:** Vice President Herron gave the following highlights:

- Reported on the Program Development Committee analysis of workforce development opportunities.
- Theatre Association of NYS's Annual Festival honors Cayuga's Harlequin Productions.
- Cayuga Community College was one of several institutions invited by Tompkins County Community College to join an expanded group of pilot colleges from across the country in a grant-funded initiative that supports student success.
- A web-based contact and tracking system created to engage unregistered students is being worked on. This will allow us to track and compare data over time.

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

- A meeting with the Finance Committee is being arranged to discuss the annual audit.
- 2012-2013 budget update was given.
- River Glen construction update was given.

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

- Disability services faculty and staff have requested a change in the name of the Office of Disability Services to the *Office of Accessibility Resources*.
- The Retention and Completion Committee will have a report by the semester's end.
- Preliminary discussions continue with Hueber-Breuer Construction Company to explore a potential partnership with the College. Next step will be to meet with the Building and Grounds Committee.

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

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

- Gave an update on the Alumni Association and the great work that they are doing. The Cayuga Community College Foundation is something that the College should be very proud of.
- In January there will be a re-organization of the Foundation Board with a couple of openings.

4.1.6 **Fulton Associate Vice President:** Highlights from Associate VP Killoran's report:

- Officially thanked the Board for their advocacy and support with the River Glen campus and a thank you to the Fulton employees.

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:** Dean DeShaw gave the following report:

- Literacy Zone application went out last week. Community Colleges are now eligible applicant. Looking at the Broadway campus as a Literacy Zone location in Oswego County and West Middle School as a possible location in Cayuga County.
- Continue to work with Welch Allyn.

4.1.7.2 **Dean of Enrollment and Retention:** Dean Anderson-Lindsay report was distributed to the Board.

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

- Two candidate solutions have been developed for sharing of agenda items electronically. Testing with both will be done with Carolyn Guariglia and two volunteer trustees in December before making a choice early next year.
- A new online report request form has been implemented for use by all offices.

4.1.8 **Student Trustee:** No report.

5.0 **OLD BUSINESS**

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 property acquisition and personnel issue.

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

The Board adjourned into Executive Session at 7:06.

At 7:45 a motion was made by Dr. Van Buskirk to return to regular session, seconded by Mrs. Bowen and carried unanimously.

10.0 ADJOURNMENT

Mr. Fearon moved to adjourn the meeting, seconded by Mrs. Bowen and carried by unanimous voice vote. The meeting adjourned at 7:46 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Stanley J. Kott, Secretary
Board of Trustees

12/2012