

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

Minutes of the regular meeting of the Board of Trustees held Monday, January 16, 2013,
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
Dr. Linda P. Van Buskirk

Excused: Mrs. Melina Carnicelli
Mr. Stanley J. Kott

Also: Dr. Daniel P. Larson, President
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey E. Rosenthal, Vice President of Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
John Taylor, Dean of Information Technology
David Harbaugh, Manager of Network Operations and Server Administration
Deborah Purcell, Senior Typist/ESP Vice President
Theresa Rogalski, Account Clerk Typist/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Carolyn L. Guariglia, Secretary to the Board

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 December 19, 2012 Board Meeting Minutes, the December 2011 Budget Statement, December 2012 Budget Statement, the December 2012 Monthly Bills totaling \$1,419,163.94, the 2012-2013 Stipend Lists #9 & #10, totaling \$28,202.64.

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

Mr. Fearon questioned the payment to Bartolotta Finish Carpentry.

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 stated that the Building & Grounds Committee has reviewed the contract for a construction management firm for the Schwartz Performing Arts Center and moved that the following be approved.

WHEREAS, the County of Cayuga, local sponsor of Cayuga Community College, and the State of New York have provided the requisite funding to complete the construction of a Performing Arts Center; and,

WHEREAS, subsequent to the rejection of the bids on June 20, 2012, the Board of Trustees of Cayuga Community College directed the President to negotiate a contract for the services of the firm Pioneer Management Group, LLC of Syracuse, New York as the construction manager for this project; and,

WHEREAS, it is the desire of the Board of Trustees of Cayuga Community College to authorize the execution of a contract for the services of the firm Pioneer Management Group, LLC of Syracuse, New York as construction manager for this project; now, therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby authorizes and directs the College administration to sign on behalf of the Board of Trustees a contract, with the fee to be negotiated by the President and not to exceed \$450,000 for construction management services, with the firm of Pioneer Management Group, LLC of Syracuse, New York for the construction of a Performing Arts Center.

Motion seconded by Dr. Van Buskirk and carried following roll-call vote with Mrs. Bowen, Mr. Coleman, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, and Dr. Van Buskirk voting "yes" and Mr. Camardo "abstaining".

3.2 Finance

No Report.

3.3 Personnel

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

3.3.1 Faculty Appointment:

RESOLVED, that Julie A. White of 216 Linden Street, Rochester, NY be appointed to the twelve month tenure track faculty position of Director, Centers for Student Engagement and Academic Advisement at an annual salary of \$65,089, Instructor Rank effective February 25.

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 December/January and gave the following President's report:

- Dr. Larson stated that work is continuing regarding questions about tuition and international students. More information will be forthcoming at the February Board meeting.
- The President's office has been notified that Professor Thomas Paczkowski has been selected to receive the Freedoms Foundation Leavey Award for Excellence in Private Enterprise Education.
- A meeting with the neighbors regarding student housing was held on January 8. There was a good turnout and a follow-up letter will go out the end of this week. Senior staff is finalizing a presentation for Standard and Poor's.

4.1.2 **Provost and Vice-President for Academic Affairs:** Vice-President Herron was absent due to illness.

4.1.3 **Vice-President for Administration:** Vice-President Hutchinson gave the following highlights:

- 2012-2013 finance/budget update. Unlikely that we will meet our enrollment goals - not reaching the enrollment in Fulton and may be somewhat less than what we were at the end of 2011-2012. Senior staff has been looking at reductions. Mr. Klink asked what percentage of students in Cayuga County go to another community college. Also, it was suggested that a freeze be put on spending. Mr. Edwards asked Dr. Larson if he was confident that enough was being done to turn the low enrollment around. Again, an outside consultant was mentioned to look at increasing the enrollment. Mr. Edwards asked who was ultimately responsible if the student housing does not meet its capacity. Dr. Larson stated Cayuga Community College.

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

- FSA continues to grow and is taking a greater role in the life of the College. We have partnered with the IAGT to provide Cayuga's students with a very unique opportunity to work with that kind of geospatial technology.
- The Retention/Completion Committee report is in its final stages and a PowerPoint presentation will be done in the near future.

4.1.5 **Foundation Executive Director:** Executive Director Hoffman thanked everyone for attending the joint Foundation/Board of Trustees meeting.

4.1.6 **Fulton Associate Vice-President:** Associate VP Killoran's report was distributed to the Board in her absence.

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: No Report.

4.1.7.2 Dean of Enrollment and Retention: No Report.

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

- Preparing for video-conferencing. There will be one pilot this spring between Auburn and Fulton classes.
- Installed some software on Mr. Klink's ipad. Prepared to do video-conferencing as a test in February.

4.1.8 Student Trustee: No Report.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

6.1 Executive Staff Development Fund Application

Associate Vice President Killoran has requested monies through the Executive Staff Development Fund.

Motion to approve \$1,000 made by Mrs. Bowen, seconded by Dr. Van Buskirk and carried following unanimous roll-call vote.

6.2 Health Care Consortium Appointments

RESOLVED, that the Vice President of Administration or designee and Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that John A. Karpinski, member of the Board of Trustees of Cayuga Community College be appointed as an alternate to said Board.

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

6.3 Policy and Procedure for Public to be Heard

Policy

The public portion of all regular meetings of the Board of Trustees is open to individuals who may wish to address issues regarding the College. Individuals wishing to address the Board shall be permitted to do so according to the Procedure below.

Procedure

Speakers shall sign in on College sheets before the Board meeting comes to order.

1. Speakers shall be visible to the Board by standing at the podium or by being located adjacent to the physical meeting configuration.
2. Before addressing the Board, speakers shall state their name, address, and organization affiliation, if any.
3. All comments shall be addressed to the entire Board, not to individual Board members, College personnel, or audience members.
4. Speakers who address the Board shall not bring displays, signs, or banners or similar items to show at the meeting.

6.0 NEW BUSINESS (continued)

6.3 Policy and Procedure for Public to be Heard (continued)

5. Board members shall respond to questions or engage in dialogue with speakers during the Public Comment period upon initiation by the Board Chair.
6. Remarks shall be limited to a maximum of three minutes for each speaker and shall concern issues only involving the Board or the College.
7. Issues involving specific College personnel shall be directed to the College President outside of the Board meeting. Issues involving the College President shall be directed to the Board Chair outside of the Board meeting.
8. Speakers shall observe commonly accepted rules of courtesy, decorum, dignity, and good taste, avoiding abusive, intemperate, and defamatory language, which shall be ruled out of order. Speakers who do not observe these commonly accepted rules shall be dismissed from further comment by the Board Chair.
9. In lieu of oral remarks, the Board will make an appropriate and timely response to the individual speaker.

Motion to approve made by Mr. Edwards, seconded by Mr. Fearon and carried following unanimous voice vote with recommended changes.

7.0 COMMUNICATIONS

Communications 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 proposed current pending litigation.

Mr. Camardo excused himself from the Executive Session.

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

The Board adjourned into Executive Session at 7:45.

At 7:55 a motion was made by Mr. Edwards to return to regular session, seconded by Dr. Van Buskirk and carried unanimously.

10.0 ADJOURNMENT

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 7:56 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Jane J. Bowen, Acting Secretary
Board of Trustees