

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, March 20, 2013, in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus, with videoconferencing at 1109 Harbor Drive South, Venice, Florida

Present: Mr. John M. Camardo
Mrs. Melina Carnicelli (attended via videoconference)
Mr. Kevin D. Coleman
Mr. Jeffrey Edwards
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. John J. Klink (attended via videoconference)
Mr. Stanley J. Kott (attended via conference call - unable to vote & not counted as part of the quorum)
Dr. Linda P. Van Buskirk

Excused: Mrs. Jane Bowen

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
Maggie Killoran, Associate Vice President of Fulton Campus
Jeffrey Hoffman, Executive Director of College Foundation
Cheryl Anderson-Lindsay, Dean of Enrollment Management
John Taylor, Dean of Information Technology
Sharon Coolican, Professor of Science/Faculty Association Representative
Robert M. Frame, Director of Theatre Operations/President A/P Group
David Harbaugh, Manager of Network Operations and Server Administration
JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President
Dale Lamphere, Custodian/Maintenance AFL-CIO President
Deborah Purcell, Senior Typist/ESP Vice President
Joshua Rogalski, Network Technician
Theresa Rogalski, Account Clerk Typist/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Timothy Lattimore, Cayuga County Legislator
Joseph Runkle, Deputy Chairman, Cayuga County Legislature
Neighbors from surrounding area
Members of the College community
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 February 20, 2013 Board Meeting Minutes, the February 2012 Budget Statement, February 2013 Budget Statement, the February 2013 Monthly Bills totaling \$2,418,890.96, the 2012-2013 Stipend Lists #13 & #14, totaling \$1,580,383.53.

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

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

Mr. Camardo asked for a motion to add *6.1 Change of May Board Meeting Date* to today's agenda. Motion made by Mr. Fearon, seconded by Mr. Karpinski and carried unanimously.

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 Administrative/Professional Retirement:

RESOLVED, that the retirement of William J. Marventano, as Director of Public Safety, be accepted effective March 15, 2013. The Board of Trustees expresses its recognition of 15 years of service to the institution by William J. Marventano and wishes him a happy, prosperous, and fulfilling retirement.

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

3.3.2 Creation of Administrative/Professional Position:

RESOLVED, that the position of Director of Student Financial Assistance and Compliance, Administrative Professional Grade 7, be created effective March 20, 2013.

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 February/March and gave the following President's report:

- The NYS Assembly is closer to a final budget. The Senate and Assembly have heard our lobbying efforts to increase aid by \$150 per FTE.
- Our capital project for our outdoor athletic facility maybe put back into the budget by the Senate and Assembly.
- Funding for the Childcare Program that was deleted from the State budget is being restored by the Senate and Assembly.
- A student housing report will be given after the spring break.

4.1.2 Provost and Vice-President for Academic Affairs: Vice-President Herron gave the following report:

- In the recent publication of National Association of Community College Entrepreneurship, Dr. Larson is on the inside cover and faculty member, Amy Valente is on the cover.

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

- A question that was asked by Mr. Camardo from last month and the reason the College was paying Mr. Cosentino - VP Hutchinson stated that it is pay for fourteen interviews that he conducts for our Telecom Program in the TV studio.
- Updates on budget reduction were discussed.
- A Finance Committee meeting will be held when Trustee Kott returns to Auburn in April.

4.0 REPORTS (continued)

4.1 President's Report (continued)

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

- The Retention and Completion Report will be brought to the Board after the College community has had more time to review. VP Rosenthal stated that he is grateful to those that read the report and gave feedback. The report will be reviewed in April and sent to Dr. Herron.

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

- A pre-campaign committee has been formed with Trustees Melina Carnicelli, John Klink, and Linda Van Buskirk, along with Foundation Directors Kim Townsend, Bob Wallace, and Guy Cosentino. Also serving will be Dr. Anne Herron, Peggy Ogden from the Allyn Foundation and Robert Pine, former CCC Foundation Board President and CCC Trustee. This committee's charge will be to discuss going forward with a comprehensive capital campaign and if so, to identify projects for fund and to decide if we wish to commission a feasibility study.
- The newest member of the College Foundation Board is former President, Dr. Dennis Golladay.

4.1.6 Fulton Associate Vice-President: Associate VP Killoran gave the following report:

- Putting forth effort to increase awareness of the campus to the public.
- Working toward more relationship with the community. She would like to see it become a community center.
- There are still student lounge issues.

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 made the following presentation.

- A marketing PowerPoint presentation was made, with information regarding admissions data, applications by degrees and other enrollment data. Trustee Kott asked that Dean Anderson-Lindsay and President Larson develop a plan to attract more students to Cayuga. He also asked if there is any way to track how many local graduating seniors go to other community colleges as opposed to Cayuga.

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

- Thanked Bruce Walter and Josh Rogalski for setting up the meeting today via video conferencing.
- Working on setting up a demonstration for the Board portal.

4.1.8 Student Trustee: Mr. Coleman highlighted the following:

- Indicated veteran's need more recruitment
- Reported on student activities

5.0 OLD BUSINESS

Two policies; Code of Ethics and Conflict of Interest should be reviewed by the Planning Committee and then forwarded to the Board for their approval.

6.0 NEW BUSINESS

6.1 The May Board meeting will need to be changed from May 15 to May 22. The meeting will take place at the Fulton campus beginning at 5:00 p.m.

Motion to approve the change made by Mr. Fearon, seconded by Ms. Carnicelli and carried following unanimous voice vote.

7.0 COMMUNICATIONS

Communications were noted.

A letter addressed to Trustee Camardo from the Faculty Association requesting a meeting was discussed and decided it would be a meeting between the leadership from both groups.

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 collective bargaining and pending litigation.

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

The Board adjourned into Executive Session at 7:33 p.m.

For the portion of the meeting that litigation was discussed, Mr. Camardo excused himself.

At 8:44 p.m. a motion was made by Mr. Fearon to return to regular session, seconded by Mr. Karpinski and carried unanimously.

10.0 ADJOURNMENT

Mr. Fearon moved to adjourn the meeting, seconded by Mr. Coleman and carried by unanimous voice vote. The meeting adjourned at 8:45 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board