

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, November 13, 2013 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present:	Mr. Max Appleby	Excused:
	Ms. Jane J. Bowen	
	Mr. John M. Camardo	
	Ms. Melina Carnicelli	
	Mr. Jeffrey L. 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, Provost & Vice President of Academic Affairs
- Jeffrey E. Rosenthal, Vice President of Student Affairs
- Jeffrey Hoffman, Executive Director of College Foundation
- Carla DeShaw, Dean of Community Education & Workforce Development
- John Callan, Banner Support Specialist
- Robert Frame, Director of Theatre Operations/President A/P Group
- JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President
- Dale Lamphere, Custodian/President, Local 66 AFL-CIO
- Marie Nellenback, Comptroller
- Michael Pastore, Registrar
- Deborah Purcell, Senior Typist/ESP Vice President
- Theresa Rogalski, Account Clerk Typist/ESP Co-President
- Adam Williams, Webmaster
- Sarah Yaw, Associate Professor
- Kelsey Durham, Reporter/The Citizen
- Peter Jones, Attorney with Bond Schoeneck and King
- Carolyn L. Guariglia, Secretary to the Board

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

Dr. Larson administered the official oath of office to new Student Trustee, Max Appleby.

1.0 COMMENTS FROM THE PUBLIC

None.

Mr. Edwards announced that the Board needed to go into Executive Session.

A motion was made by Mr. Kott to go into Executive Session to discuss personnel and litigation. Motion seconded by Mr. Karpinski, and carried by voice vote.

Mr. Camardo excused himself from attending the Executive Session.

The Board adjourned into Executive Session at 6:05 p.m.

At 6:45 p.m. a motion was made by Dr. Van Buskirk to return to Regular Session, seconded by Ms. Bowen and carried unanimously.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the October 16, 2013 Board Meeting Minutes, the October 2012 Budget Statement, October 2013 Budget Statement, the October 2013 Monthly Bills totaling \$2,925,465.26, the 2013-2014 Stipend List #4 & #5 totaling \$557,391.76.

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

Motion carried following voice vote with Mr. Camardo abstaining from the two payments to Hancock Estabrook LLP, on page 16 of the invoices.

(Appended 2.1, 2.2, 2.3, 2.4)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Mr. Klink, Chair of the Building & Grounds Committee read the following resolution and moved its approval.

RESOLVED, that, upon the evaluation and recommendation by JMZ Architects & Planners, P.C., of the six bids together with supporting documents, post-bid documents, and contractor's qualification, the Board of Trustees of Cayuga Community College hereby accepts the bid and approves, contingent upon the formal approval by the Cayuga County Attorney of the contracts and their form and by the insurance agent of the Certificates of Insurance, that the bid be awarded as listed below; and further, be it

RESOLVED, that the Board of Trustees of Cayuga Community College does hereby authorize and direct the College administration to execute and deliver all necessary and appropriate documents, certificates, and agreements, and to furnish all information in connection with the Fulton campus project at River Glen.

For exterior signage for the amount of one hundred forty five thousand seven hundred eighty seven dollars and sixty six cents (\$145,787.66) to: Sign and Lighting Services, LLC, P.O. Box 597, Ontario, New York 14519.

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

3.2 Finance

Mr. Kott gave a finance report and noted that he expects the fund balance to remain around \$218,910.00. An internal audit will be done in December. The SUNY review of finances has not been received and we are anxious for one. Attorney fees for the MTF amounting to \$120,000 have been spent to date. Mr. Kott is requesting that the Musical Theatre Festival reimburse the College 50% of that amount as their share of the expense.

All the trustees received a report from Mr. Fearon from the Office of the State Comptroller regarding Cayuga's inquiry for an audit. In their response, they suggest that we would need to present a more refined approach. It was decided that the Board would wait until we receive the internal audit report and the SUNY report to determine if we needed any further investigations.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel

Dr. Van Buskirk stated that we are very, very close to the line and we are clearly operating under conditions of financial exigency. We are absolutely operating under a budget neutral format. We cannot do anything that will cause additional monies.

Beginning the second week of December, Kathy Colella will replace Carolyn Guariglia for a short period of time.

Dr. Van Buskirk presented the following personnel items and moved their approval.

3.3.1 Administrative/Professional Appointment:

RESOLVED, that Emily Cameron of 8 North Park Avenue, Auburn, NY be appointed to the position of TAACCCTP Counselor at an annual salary of \$41,453 (Administrative/Professional Grade 3) effective December 2, 2013. This position is grant funded and terminates at the conclusion of the grant program.

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

3.3.2 Faculty Promotion:

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 promotion to Associate Professor.

RESOLVED, that Peter E. Liddell, Assistant Professor/Athletic Director be granted PROMOTION to Associate Professor effective the spring semester 2014.

Dr. Van Buskirk stated that this promotion is contractual and was in the 2013-2014 budget.

Mr. Klink seconded the motion and was approved by unanimous roll-call vote.

3.3.3 Executive Layoff:

RESOLVED, that the layoff of Jeffrey Hoffman, as Executive Director of the College Foundation, be accepted effective January 1, 2014. The College Foundation has accepted responsibility for this position.

Motion seconded by Mr. Kott and approved by unanimous roll call vote.

3.3.4 Appointment of Interim President:

WHEREAS, Dr. Daniel P. Larson has served as the President of Cayuga Community College since August 1, 2007, and

WHEREAS, Dr. Daniel P. Larson has announced his retirement from his position as President of Cayuga Community College effective, November 20, 2013, and

WHEREAS, the Cayuga Community College Board of Trustees recognizes that presidential leadership is necessary for the efficient and effective operation of the college until such time as a permanent president is selected, and

WHEREAS, the Cayuga Community College Board of Trustees has determined to fill the presidential leadership void that Dr. Larson's departure will create by appointing an interim president, and

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3.4 Appointment of Interim President (continued)

WHEREAS, the Cayuga Community College Board of Trustees has taken the steps necessary to identify competent and qualified individuals who could be appointed to serve as interim president, and

WHEREAS, the Cayuga Community College Board of Trustees has identified Dr. Gregory DeCinque as the person it seeks to appoint as interim president of Cayuga Community College, and

WHEREAS, the Cayuga Community College Board of Trustees acknowledges that pursuant to Education Law 6306(2), the State University of New York Board of Trustees must approve its appointment of an interim president, therefore be it

RESOLVED, that the Cayuga Community College Board of Trustees appoints Dr. Gregory DeCinque as interim president of Cayuga Community College, at the salary of \$176,500, to be effective upon the approval of the State University of New York Board of Trustees.

Motion to approve made by Dr. Van Buskirk seconded by Mr. Kott and carried by unanimous roll-call vote.

3.4 Planning

Ms. Carnicelli gave an update from the Planning Committee meeting that took place on November 4.

- The plastics lab will be located at the old bookstore.
- There were three guests (Andrew Fish, Steve Lynch and Bob Brower) that spoke on the new Start-up New York Tax Free Zone. The Planning Committee would create an action plan on how to create a tax free zone on the Auburn campus.

4.0 REPORTS

4.1 Presidents 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:

- Enrollment was discussed and figures were reviewed. Dr. Larson said that enrollment is 2% ahead of where it was last fall.
- Spring registration has commenced.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron reviewed her written report.

4.1.3 Vice-President for Administration: Vice-President Hutchinson is at a Middle States self-study conference

4.0 **REPORTS (continued)**

4.1 **Presidents Report (continued)**

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

- Enrollment update
- Capture rates
- Tree removal at River Glen campus
- Tobacco-free policy enforcement

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

- The Foundation received a check for \$189,000 which was excess escrow and will flow back to the College.

4.1.6 **Fulton Associate Vice-President:** AVP Killoran's report was distributed in her absence.

4.1.7 **Deans:**

4.1.7.1 **Dean of Community Education and Workforce Development:** Dean DeShaw reported:

- The Collegewill receive over \$80,000 in SUNY contract training money.
- Twenty-six students participated in the national testing for high school equivalency.
- Much progress on the plastics lab. The target date is February/March.

4.1.7.2 **Dean of Enrollment and Retention:** No Report.

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

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

- PTK is doing a bottle/can drive
- Nursing Club is raising money for Matthew House
- Tutor Club is participating in a food drive
- Both campuses have had a blood drive

5.0 **OLD BUSINESS**

None.

6.0 **NEW BUSINESS**

6.1 **Revision of Board Bylaws**

The Planning Committee met to review the Board Bylaws to include the Board Mission Statement that was approved by the Board at the October Board meeting.

Motion to approve made by Ms. Carnicelli seconded by Dr. Van Buskirk. Mr. Karpinski asked that the Bylaws be amended to include the statement "oversee the College's fiscal stability".

Motion to amend the Bylaws to include "oversee the College's fiscal stability" made by Mr. Karpinski seconded by Mr. Klink and carried following unanimous voice vote.

6.0 NEW BUSINESS (continued)

6.2 Executive Staff Development Fund Application

Motion to approve made by Dr. Van Buskirk seconded by Mr. Kott and carried following unanimous roll call vote.

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Kott moved to adjourn the meeting, seconded by Ms. Bowen and carried by unanimous voice vote. The meeting adjourned at 7:40 p.m.

Recorded and transcribed by:

Respectfully submitted:

Carolyn L. Guariglia
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees

cg
12/3/2013