

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, August 20, 2014 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Ms. Jane Bowen
Mr. John M. Camardo
Ms. Melina Carnicelli
Mr. Jeffrey L. Edwards
Mr. John J. Klink
Mr. Kenneth R. Morhiser
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk

Excused: Mr. John A. Karpinski

Also: Dr. Gregory T. DeCinque, Interim President
Diane L. Hutchinson, Vice President of Administration & Treasurer
Dr. Anne Herron, Vice President of Academic Affairs
Jeffrey E. Rosenthal, Vice President of Student Affairs
John Lamphere, Interim Dean of the Fulton Campus
Carla DeShaw, Dean of Community Education & Workforce Development
John Callen, IT Department
Emily Cameron, T.E.A.M. Center
Robert Frame, Director of Theatre Operations/President A/P Group
David Harbaugh, Manager of Network Operations and Server Administration
Jo Ann Harris, Office Manager, Fulton campus/ESP co-president
Doug Hart, Instructional Assistant/Computer Lab
Marie Nellenback, Comptroller
Deborah Purcell, Senior Typist/CEWD
Theresa Rogalski, Senior Typist/Financial Aid Office
Karen Thomas-Lillie, Graphic Designer
Scott Whalen, Director of Human Resources
Carrie Chantler, Citizen Reporter
Carolyn L. Guariglia, Secretary to the Board

Mr. Edwards called the meeting to order at 5:00 p.m.

Mr. Kenneth Morhiser was sworn-in as the 2014-2015 Student Trustee by President DeCinque.

Mr. Edwards asked for a motion to add *3.2.1 SUNY Recharges, 3.2.2 Next Steps for On-campus Student Housing, and 3.4.3 Amendment to Bylaws.*

Motion made by Mr. Runkle, seconded by Mr. Klink and carried following unanimous voice vote.

1.0 COMMENTS FROM THE PUBLIC

Thomas Hundley, 240 Seymour Street, Auburn, NY, a student at Cayuga Community College, stated that there are transfer issues with the Centro Bus system. He asked if someone could talk to Centro about the matter. VP Rosenthal will look into the problem.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the July 16, 2014 Board Meeting Minutes, the July 2013/July 2014 Budget Statements, the July 2014 Monthly Bills totaling \$901,346.62, the 2013-2014 Stipend List #22, #23, #24 totaling \$335,115.52.

Motion to accept and approve the Consent Agenda made by Mr. Runkle and seconded by Mr. Klink.

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

Ms. Carnicelli arrived at 5:10 p.m.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

Mr. Klink stated that the Building & Grounds Committee meet and reviewed two plans - Smart Edge was selected as our ESCO. The Committee approved the following resolution.

Mr. Klink read the resolution and moved its approval:

3.1.1 Enter into Project Development Agreement (PDA):

WHEREAS, Cayuga County Community College has engaged in a preliminary energy assessment with Smart/Edge that identified potential energy conservation measures; and

WHEREAS, Cayuga County Community College and Smart/Edge have reported the findings to the Board of Trustees; and

WHEREAS, it has been estimated that annual energy savings could support a program value of \$1,200,000 to \$1,400,000 depending on which energy conservation measures are implemented; therefore, let it be

RESOLVED, that the Cayuga County Community College Board of Trustees hereby approves entering into a project development agreement (PDA) that allows Smart Edge, the Energy Service Company (ESCO), to develop a Comprehensive Energy Analysis (CEA) that will become the basis for a final contract and guarantee. Based on the analysis, the Board of Trustees will decide at a later date if it benefits the College to enter into the formal energy performance contract.

Dr. Van Buskirk seconded the motion and approved following unanimous roll-call vote.

3.1.2 Approve sending out to bid renovation work at Fulton campus:

Mr. Klink brought forward a resolution that was discussed and approved at the August 18 Building & Grounds Committee meeting.

Mr. Klink read the resolution and moved its approval:

WHEREAS, Cayuga County Community College has developed a vision for developing the storefront spaces at the Fulton Campus; and,

WHEREAS, Cayuga County Community College has identified the need for a student lounge with meeting space and a fitness center; and,

3.1 Buildings and Grounds (continued)

3.1.2 Approve sending out to bid renovation work at Fulton campus (continued):

WHEREAS, it has been estimated that it will cost approximately one hundred forty thousand dollars (\$140,000) for the renovations; now, therefore, be it

RESOLVED, that the Cayuga County Community College Board of Trustees hereby approves sending out to bid the renovation work at the Fulton Campus for student lounge and fitness center spaces in the storefronts.

Motion seconded by Dr. Van Buskirk and carried following unanimous roll-call vote.

3.1.3 Support for Build-out of Fulton Storefronts:

Mr. Klink read the resolution and moved its approval:

Whereas, Cayuga Community College wishes to expand its usable space in the storefronts at the Fulton Campus located in the River Glen Plaza; and

Whereas, the College wishes to immediately undertake Phase I of this project to include the creation of a student lounge and fitness center at a total cost not to exceed \$240,000 with completion before December 1, 2014; and

Whereas the College has secured \$100,000 in funding from the Fulton Capital Fund to support Phase I of this project to be used specifically for furnishings and equipment in the new space; now therefore be it

Resolved, that the Cayuga Community College Board of Trustees does hereby request \$140,000 from the Cayuga Community College Foundation for this project to be used specifically for the construction of this usable space; and be it further

Resolved, that the Board of Trustees empowers the College administration to forward requests to the CCC Foundation for these funds in total or in incremental amounts as needed during the course of this project.

Dr. DeCinque explained that the request of \$140,000 from the Foundation is so that the College can begin to move on the project. Because the Foundation owns the property, the College cannot spend state money on the construction phase; \$140,000 will be for the construction and \$100,000 will be for furnishings.

Motion seconded by Dr. Van Buskirk and carried following a unanimous roll-call vote.

3.2 Finance

Mr. Runkle read the following resolution and moved its approval:

3.2.1 SUNY Recharges:

Whereas, System Administration of the State University of New York has proposed to implement an annual assessment to all campuses to offset budget shortfalls in the system administration budget; and

Whereas, Cayuga Community College faces similar budget challenges which have been addressed by the reduction of expenditures at the campus level; and

3.2 Finance (continued):

3.2.1 SUNY Recharges continued:

Whereas, other community colleges within the system are facing similar challenges that they must address by their own actions; and

Whereas, Cayuga Community College and other community colleges already pay a substantial amount to SUNY System for recharges on services which have been requested and agreed upon; and

Now, therefore be it resolved that the Cayuga Community College Board of Trustees strongly opposes any system-wide assessment that has not been requested and approved by both the Cayuga Community College Board of Trustees and Cayuga County as the sponsor; and

May it be further resolved, that the Cayuga Community College Board of Trustees does fully endorse and support the August 12, 2014 letter addressed to Chancellor Zimpher from the New York Community College Trustees.

Motion carried following unanimous voice vote.

3.2.2 Next Steps for On-Campus Student Housing:

Mr. Runkle read the resolution and moved its approval.

WHEREAS, the Interim President of Cayuga Community College recommends engaging the firm of Anderson Strickler, LLC to conduct a market analysis to determine the level and type of demand for on-campus student housing at Cayuga Community College; 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 Anderson Strickler, LLC to include the scope of services as outlined in the attached proposal; therefore let it be

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 \$21,000 plus reasonable out of pocket expenses for consulting services with the firm of Anderson Strickler, LLC.

Discussion continued with the President stating that the housing study needs to be updated in order to receive financing if there is a demand for housing. Also, this study will include housing on the Fulton campus. Mr. Camardo asked to ensure that the public is involved. Ms. Carnicelli inquired where the \$21,000 plus expenses would be coming from. After discussion, the resolution was amended to include: "fee and expenses to be paid through the general fund".

Motion to amend the resolution with the quoted language made by Ms. Carnicelli, seconded by Mr. Runkle and carried following 7-2 roll-call vote with Ms. Bowen, Mr. Camardo, Ms. Carnicelli, Mr. Klink, Mr. Morhiser, Mr. Runkle, and Dr. Stankus voting "yes" and Mr. Edwards, and Dr. Van Buskirk voting "no".

Motion to approve the resolution as amended made by Mr. Runkle, seconded by Mr. Klink and carried following voice vote.

3.3 Personnel

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

3.3.1 Approval of the Administrative Professional Group Contract:

RESOLVED, that the 2012-2016 Contract between the Board of Trustees of Cayuga Community College and the Cayuga Community College Administrative Professional Group be approved subject to the approval by the Cayuga County Legislature.

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

3.3.2 Administrative Professional Appointment:

RESOLVED, that Patrick Waldron of 14 Wheeler Street, Auburn, NY be appointed to the position of Instructional Assistant at an annual salary of \$33,708 (Administrative/Professional Grade 1) effective September 1, 2014. This position is currently filled part-time.

Motion seconded by Ms. Bowen and carried unanimously by roll-call vote.

3.3.3 Administrative/Professional Appointment:

RESOLVED, that Byron Norelius of 857 Westmoreland Ave., Syracuse, NY be appointed to the 10 month position of Instructional Assistant/Science at an annual salary of \$34,544 (Administrative/Professional Grade 3) effective September 1, 2014. This position is vacant due to a retirement.

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

3.3.4 Management Confidential Appointment:

RESOLVED, that John Kaftan of 128 Circle Road, Syracuse, NY, be appointed to the position of Dean of Information Technology at an annual salary of \$92,000 effective September 8, 2014. This position is vacant due to a resignation.

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

3.3.5 Faculty Appointment:

RESOLVED, that Joan Meyers of 3529 S.E. Townline Road, Marcellus, NY, be appointed to the twelve-month tenure track position of Director, Occupational Therapy Assistant Program at an annual salary of \$74,386, Assistant Professor rank, effective September 15, 2014. This position was created at the April 2014 Board of Trustees meeting.

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

3.3.6 Faculty Temporary Appointment:

RESOLVED, that Paul Warren of 10 Eisenhower Avenue, Oswego, NY, be appointed to the temporary position of Instructor of Criminal Justice at the Fulton campus at an annual salary of \$55,288, effective September 1, 2014.

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

3.3 Personnel (continued)

3.3.7 Creation of Administrative/Professional Position:

RESOLVED, that the position of Program Coordinator RAEN (Administrative/Professional Grade 3) be created effective September 1, 2014. This position is grant funded and terminates at the conclusion of the grant program.

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

3.3.8 Managerial and Confidential Salary Increase:

In compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED, that the base salaries for Management and Confidential employees be increased by 1% + \$500 effective September 1, 2014.

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

3.3.9 Executive Salary Increase:

In compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salaries by annual resolution.

RESOLVED, that the base salaries for Executive Staff be increased by 1% + \$500 effective September 1, 2014.

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

3.4 Educational Services & College Development

3.4.1 Partnership between Cayuga Community College and Oswego County BOCES:

Ms. Carnicelli read the following resolution and moved its approval:

WHEREAS, it is fundamental to the mission of Cayuga Community College to advance strategic partnerships in the counties it serves;

WHEREAS, Cayuga Community College and Oswego County BOCES desire to form a strategic, cost-sharing, collaborative partnership between Oswego County BOCES Adult Education and Cayuga Community College's Office of Workforce Development and Community Education; and

WHEREAS, the purpose of the collaborative partnership is to provide comprehensive adult and continuing education program that serves Oswego County residents' needs; and

WHEREAS, the proposed partnership will expand both organizations' ability to offer new and enhanced programs and services through a sharing of resources and a collaborative approach to managing operations; and

WHEREAS, the proposed partnership will provide alignment and coordination of noncredit and credit programming creating career pathways and multiple entry points for adult and secondary students; and

WHEREAS, the programs developed will be aligned with the workforce development needs of employers in Oswego County increasing the economic vitality and quality of life of the employer and the adult student respectively; now therefore be it

RESOLVED, the Board of Trustees of Cayuga Community College hereby approves the concept of a formal, strategic partnership with Oswego County BOCES to deliver adult and continuing education programs and services.

3.4 Educational Services & College Development (continued)

3.4.1 Partnership between Cayuga Community College and Oswego County BOCES (continued):

Motion seconded by Mr. Klink and carried following unanimous voice vote.

Dr. DeCinque stated that Christopher Todd, the Superintendent for the Oswego County BOCES would be presenting a companion resolution to his board tonight as well.

3.4.2 2009-2012 Strategic Plan Extension:

Ms. Carnicelli read the following resolution and moved its approval:

WHEREAS, the College's Institutional Planning Committee was charged in spring 2008 to develop and recommend for approval a comprehensive strategic plan for Cayuga Community College; and

WHEREAS, a strategic plan was formally approved by the College Faculty and the Cayuga Community College Board of Trustees in October, 2009; and

WHEREAS, progress in the achievement of strategic plan objectives was documented in fall, 2012; and

WHEREAS, the College's strategic plan expired at the end of the 2012 calendar year; and

WHEREAS, the Cayuga 20/20 Task Force is drafting new vision, mission, and values statements upon which a new strategic plan will be developed; and

WHEREAS, a new strategic plan is expected to be presented to the Cayuga Community College Board of Trustees in December, 2014 for implementation commencing January, 2015; and

WHEREAS, the Compass Consulting Final Report included a recommendation to extend the current strategic plan through 2014 to spend the remainder of the year conducting an evaluation of the College's overall effectiveness in achieving its mission and goals;

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the extension of the 2009-2012 Strategic Plan until December 31, 2014.

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

3.4.3 Amendment to Board Bylaws:

RESOLVED, that Article VII, Section A1 - Finance Committee, of the Cayuga County Community College Board of Trustees Bylaws be amended to read: "Audit and Finance Committee".

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

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque gave the following report:

- On Friday, September 19, the College will hold the second “State of the College” address followed by a reception.
- Thanked the AP Group for their willingness to come to an agreement with the College. A formal vote will be brought before the County Legislators next Tuesday.
- Thanked the MC and Executive staff for their patience.
- Exciting things are happening at the Fulton campus.
- We are having similar discussions with the Cayuga/Onondaga BOCES in shared partnership.
- Thanked the Board for their support in sending a message to SUNY System with regard to the re-charge issue.

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

- Welcomed Student Trustee Ken Morhiser.
- Ongoing meetings with the Cayuga/Onondaga BOCES regarding shared partnership.
- Final transition for moving our on-line system from Angel to Black Board.
- Will be conducting an adjunct orientation.
- A faculty forum will take place right before classes begin.
- State Ed approved our Advanced Manufacturing Program.
- Working with Dean DeShaw through the superintendents in Cayuga and Oswego Counties for an application for PTech program.

4.1.3 Vice-President for Administration: Vice-President Hutchinson shared her report with the board.

- 2013-2014 budget highlights
- Request for proposal for Architectural and Engineering Planning services to provide an update to the College’s 2007 Facilities Master Plan
- Cash flow
- The College is on target to have Hueber Breuer paid in full for student housing architectural work in December 2014 per the agreement.
- Submitted SUNY budget.

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

- In July we started a fall marketing campaign “small classes/great professors”
- Late July we had a big spike from Facebook
- Pleased to share that we are up 4% in new first time students. We will continue to monitor.

4.1.5 Fulton Associate Vice-President: No report.

4.1.6 Deans:

4.1.6.1 Dean of the Fulton Campus: Interim Dean, Lamphere gave the following report:

- First staff meeting was held today.
- Word is getting around about the revisions to the storefronts.
- Working with Public Safety regarding both campuses.

4.0 **REPORTS (continued)**
4.1 **Presidents Report (continued)**

4.1.6.2 **Dean of Community Education and Workforce Development:** Dean DeShaw reported that she has been working on several grants.

- The fall catalog is on the web and should be in the mail within the next 10 days.

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

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

4.1.7 **Student Trustee:** No Report.

5.0 **OLD BUSINESS**

Mr. Runkle stated that he, VP Hutchinson and the Audit & Finance Committee have been working on a contingency budget. A plan has been created in case that is necessary. The plan does not include any layoffs.

6.0 **NEW BUSINESS**

Dr. Van Buskirk and Mr. Klink, co-chairs of the Presidential Search Committee, stated that the committee will meet mid-September and they will be reporting on the results of those committee meetings on a monthly basis going forward.

7.0 **COMMUNICATIONS**

Noted.

8.0 **INFORMATION**

Noted.

9.0 **EXECUTIVE SESSION**

10.0 **ADJOURNMENT**

Dr. Van Buskirk moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 6:18 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees