

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, October 15, 2014 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Absent: Ms. Melina Carnicelli
Mr. Joseph L. Runkle

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 Kaftan, Dean of Information Technology
Robert Frame, Director of Theatre Operations/President A/P Group
Patti Hamberger, Senior Typist/Registrar's Office
Kevin Hamm, Student Success Advocate
Jo Ann Harris, Office Manager, Fulton campus/ESP co-president
Dale Lamphere, Custodian/President/AFL-CIO
Michael Pastore, Registrar
Deborah Purcell, Senior Typist/CEWD
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Christie Waters, Division Chair/Science/Mathematics/Engineering
Scott Whalen, Director of Human Resources
Adam Williams, Webmaster
Carrie Chantler, Citizen Reporter
Carolyn L. Guariglia, Secretary to the Board

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

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the September 17, 2014 Board Meeting Minutes, the September 2013/September 2014 Budget Statements, the August 2014 (pre-audit) budget statement, Monthly Bills totaling \$802,912.14, the 2014-2015 Stipend List #2 & #3 totaling \$1,364,008.41.

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

Mr. Klink stated that the Building & Grounds Committee would meet on November 10 @ 6:00 p.m. SmartEdge representatives will be in attendance to go over the comprehensive analysis and answer any questions. Copies of the proposal will be sent to the committee members ahead of the meeting.

3.2 Finance

No report.

3.3 Personnel

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

3.3.1 Approval of AFSCME Local 932-C Contract:

RESOLVED, that the 2011-2016 Contract between the Board of Trustees of Cayuga Community College and AFSCME Local 932-C be approved subject to the approval by the Cayuga County Legislature.

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

3.3.2 Managerial/Confidential Retirement:

RESOLVED, that the retirement of Carolyn Guariglia, as Assistant to the President/Board of Trustees, be accepted effective March 27, 2015. The Board of Trustees expresses its recognition of 18 years of service to the institution by Carolyn Guariglia and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.3 Faculty Appointment:

RESOLVED, that Margaret Devereaux, Interim Library Director, be appointed to the twelve-month position of Library Director at her current salary of \$97,588, Professor rank, effective October 20, 2014.

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

3.3.4 Civil Service Layoff:

RESOLVED, that the layoff of Melissa Jenkin, as Typist, be accepted effective October 17, 2014. This is due to the end of a NYS RAEN contract position.

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

3.3.5 Executive Staff Interim Appointment:

RESOLVED, that Melissa Jenkin of 247 Wheat Street, Cayuga, NY be appointed to the position of Program Coordinator RAEN at an annual salary of \$44,000 (Administrative/Professional Grade 3) effective October 20, 2014. This position is state funded and terminates at the conclusion of the state contract.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Educational Services & College Development

In Ms. Carnicelli's absence, Mr. Camardo gave the following ES&CD report: The committee is working on a Code of Ethics/Conflict of Interest Statement that will come to Board of Trustees in December for their approval. Also working on a Board of Trustees Value Statement. Agreed to recommend to the Board to incorporate Vision Statement into the Board Bylaws.

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque gave the following report:

- Dr. DeCinque spoke about the regionalization concept and that process. Michael Chapman, Cayuga County Chair, will be setting up a meeting with his key leadership at the County. Mr. Chapman will be appointing a committee and Mr. Edwards will appoint a couple of Board members and along with Oswego County representatives we will be moving that process along fully, trying to answer questions.
- Looking at land acquisition for the Auburn campus.
- The build-out of the Fulton campus for a student lounge is coming along nicely.
- A neighborhood meeting will be organized with regards to informing them of the student housing options with the hope that the community concern will be diminished.

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

- We are in the last phase of the program development with the TAACCCTP grant.

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

- Ending this year on a good note, but with words of caution.
- VP Hutchinson provided pie charts on expenditure budget and actual expenditures.

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

- Wished the Board could have been at the College today; it was particularly vibrant and active. There was a transfer fair, blood drive, and Anderson/Strickler was here. Open auditions for Cayuga's next TV commercial was taking place.
- Shared the 2014-2015 Enrollment Forecast Report. It is a comprehensive review. VP Rosenthal thanked the group that prepared the report. It is our best guess where we will land in 2015-2016.

4.1.5 Fulton Associate Vice-President: Interim Associate VP Lamphere shared his report:

- The past two days the Fulton campus build-out has seen ceiling installed and drywall completed. Looking at a Halloween date for opening.
- Working with public safety and looking at a shift schedule that may cut that budget by \$100,000.

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

4.1.6 Deans:

4.1.6.1 Dean of Community Education and Workforce Development: Dean DeShaw gave her report:

- Update on plastics lab
- BOCES formal partnership

4.1.6.2 Dean of Technology: Dean Kaftan gave his report:

- Working with Associate VP Lamphere at the Fulton campus to install fiber optic network cable to the new student lounge.
- Working to get fiber optic cable to the bank building in Fulton that will be used the joint CCC/BOCES joint effort.

4.1.6.3 Dean of Enrollment and Retention: No Report.

4.1.7 Student Trustee: Student Trustee, Ken Morhiser gave the following report:

- Thanked everyone for allowing him to be part of the Board.

5.0 OLD BUSINESS

5.1 Presidential Search Committee update:

Dr. Van Buskirk stated the committee had its initial meeting where the Vice Chancellor of Community Colleges gave her remarks to the Committee. A search survey will be sent to the faculty and staff of the College, along with Board members. The survey will be used to define a job description, ads, etc. George Anker, SUNY Financial Analyst will be the liaison for the committee. The next meeting will be held on Friday, October 31 @ 9:30. At that time, the Chancellor will be joining the meeting through video conference to give her charge to the committee.

Student Trustee, Ken Morhiser arrived at 6:55 p.m.

6.0 NEW BUSINESS

6.1 Certificate Program in Plastics Manufacturing

WHEREAS, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

WHEREAS, the proposed certificate program has been approved by the faculty of the College; and

WHEREAS, the proposed certificate program will prepare students for a career in the evolving local industry of plastics manufacturing with hands on skills in the materials and processes, and production tools and equipment used in industry; and

WHEREAS, the proposed certificate program will allow students to be work place ready in one year, with the opportunity to apply the certificate credits towards the College's Mechanical Technology A.A.S. degree; and

WHEREAS, the program has been developed as part of the TAACCCT grant funded SUNY Training & Education in Advanced Manufacturing (T.E.A.M.) Educational Pathways Project—a statewide Community College collaboration, with Cayuga's faculty leading the

development of program requirements with input from local industry content experts;
and

CCCC Board of Trustees Meeting
October 15, 2014

Page 5

6.0 NEW BUSINESS (continued)

WHEREAS, ITT Goulds Pumps and Currier Plastics have either donated outright or at no cost loan equipment for the College's new Advanced Manufacturing Lab; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of a Certificate Program in Plastics Manufacturing.

Motion to approve made by Dr. Van Buskirk and seconded by Mr. Klink. Motion carried by unanimous voice vote.

Dean DeShaw said she would like to publicly thank Currier Plastics for all their support with this project.

7.0 COMMUNICATIONS
Noted.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 7:07 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees

cg
11/2014