

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, November 19, 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
John Lamphere, Interim Dean of the Fulton Campus
Carla DeShaw, Dean of Community Education & Workforce Development
Kevin Drayer, Director of Capital Projects and Facilities
Patti Hamberger, Senior Typist/Registrar's Office
Kevin Hamm, Student Success Advocate
David Harbaugh, Manager of Network Operations & Server Administration
Jo Ann Harris, Office Manager, Fulton campus/ESP co-president
Dale Lamphere, Custodian/President/AFL-CIO
Pete Liddell, Assistant Athletic Director
Deborah Purcell, Senior Typist/CEWD
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Scott Whalen, Director of Human Resources
Darren Wynne, CCC Soccer Coach
Steve Wynne, CCC Assistant Soccer Coach
Carrie Chantler, The Citizen Reporter
Carolyn L. Guariglia, Secretary to the Board

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

Dr. DeCinque introduced CCC Soccer Coach, Darren Wynne, who introduced the team and Assistant Coach, Steve Wynne. President DeCinque stated that this is the best season the soccer team has ever had.

1.0 COMMENTS FROM THE PUBLIC

Dr. Greg Sevik, 283 Rigi Ave, Syracuse, NY spoke on behalf of his adjunct colleagues. Over 650 students and 200 staff have signed a petition for the right of the adjuncts to form a union. This past spring, over 70% of the 200 adjuncts signed cards expressing their desire to form a union. He went on to say that this recognition has been tied up with legal proceedings and has cost the College money; money that could be used for educational purposes. President DeCinque stated that the College has not taken an objection for the adjuncts to form a union and that they (the Board) have exercised their rights under the state laws as it relates to the public employment relations board in the process of forming a union. We have met every deadline; no one has challenged your cards or your signatures. However, you need to respect this board's right as well to exercise its right under the law to assure that they're comfortable with the placement and other aspects of a new union. The next hearing date is December 19 and hopefully we can come to resolution at that meeting. He went on to say that he has nothing but respect for the adjunct faculty at this institution and I ask you to respect this Board.

1.0 COMMENTS FROM THE PUBLIC (continued)

Ellie Beck, 4903 Rockefeller Road, Auburn, NY spoke on behalf of the adjuncts at CCC.
Ann Horan, 41 Edgewood Drive, Baldwinsville, NY spoke on behalf of the adjuncts at CCC.
Rebecca Ruy, 10 Fire Lane 19, Moravia, NY spoke on behalf of the adjuncts at CCC.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the October 15, 2014 Board Meeting Minutes, the October 2013/October 2014 Budget Statements, Monthly Bills totaling \$2,785,979.20, the 2014-2015 Stipend List #4 & #5 totaling \$683,628.83.

Motion to accept and approve the Consent Agenda made by Ms. Carnicelli 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 met on November 10 @ 6:00 p.m. where they worked on two different resolutions.

Motion made by Mr. Klink to approve the following resolution:

3.1.1 Approval of Architectural Firm to Update Facilities Master Plan

WHEREAS, the Cayuga County Community College Board of Trustees authorized the administration to prepare and issue a Request for Proposal to develop an update to the College's 2007 Facilities Master Plan for the college's current and future facility's needs; and

WHEREAS, a Request for Proposal was released August 29, 2014, the College received seven responses, and a thorough analysis of all responses was conducted; and

WHEREAS, the State University of New York will require updated facilities master plans for submission to the State University of New York for the next five year funding plans; now, therefore be it

RESOLVED, that the Cayuga Community College Board of Trustees does hereby authorize and direct the College Interim President to award the Update to the 2007 Facilities Master Plan to Clark Patterson Lee, 205 St. Paul Street, Rochester, New York, 14604 and to sign a contract, with fees, not to exceed ~~eighty eight thousand one hundred ninety dollars (\$88,190).~~

Mr. Runkle asked if this was budgeted; VP Hutchinson said "no". Mr. Runkle questioned the dollar amount of \$88,190. The paperwork on this proposal is quoted as \$87,190.00. VP Hutchinson stated that it was a mistake on the part of Clark Patterson Lee.

A motion to amend the resolution to read "eighty seven thousand one hundred ninety dollars" (\$87,190) made by Ms. Carnicelli, seconded by Mr. Runkle. Motion to approve the resolution with the change in amount was approved by unanimous roll-call vote.

3.1 Buildings and Grounds (continued)

3.1.2 Resolution to approve energy performance contract

Mr. Klink read the following resolution and moved its approval.

WHEREAS, the Cayuga County Community College has issued a Request for Proposal for the selection of an energy services company to assist Cayuga Community College to become as energy efficient as possible through installation of energy measures and implementation of optimal operation and maintenance procedures; and

WHEREAS, several proposals were received and evaluated by the leadership of Cayuga Community College and its Buildings and Grounds Committee on July 15, 2014; and

WHEREAS, the Cayuga Community College Board of Trustees determined that the proposal submitted by Smart Edge is the most comprehensive and best suits the needs of the College to become as energy efficient as possible through installation of energy conservation measures and implementation of optimal operation and maintenance procedures; now therefore be it

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby authorize and approves the contract between SmartEdge and Cayuga Community College contingent on appropriate action by the Cayuga County Legislature, approved lease financing, and approval of the Cayuga County resolution.

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

3.2 Finance

Mr. Runkle stated that the auditors have completed their year-end audit. A Finance Committee meeting will take place in early December.

3.3 Personnel

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

3.3.1 Faculty Appointment:

RESOLVED, that Elizabeth Seton Mignacca of 2375 Woodward Street, Philadelphia, PA, be appointed to the twelve-month tenure track position of Director of Assessment at an annual salary of \$80,400, Assistant Professor rank, effective January 20, 2015. This position is vacant due to a resignation.

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

3.3.2 2015-2016 Faculty Promotion:

In compliance with Article XI, Section Seven, of the 2011-2016 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for promotion to Associate Professor:

Resolved, that **Sarah Yaw**, Assistant Professor, be granted promotion to **Associate Professor** effective the **spring semester 2015**.

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

3.3 Personnel (continued)

3.3.3 2015-2016 Faculty Promotions:

In compliance with Article XI, Section Seven, of the 2011-2016 Contract between the College Board of Trustees and the Faculty Association, the following individuals are recommended for promotion to Professor:

RESOLVED, that effective **spring semester, 2015**, **Joel Humphrey** and **Robert Humphrey** be promoted to the rank of **Professor**.

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

3.4 Educational Services & College Development

Ms. Carnicelli stated that the committee met on November 12 and as a result, the committee would like to bring forward the following Values Statement for the Board's approval to be added to the Board Bylaws.

3.4.1 Cayuga Community Board of Trustees Values Statement:

Cayuga Community College Board of Trustees speaks as a body-of-the-whole and commits to these core values:

RESPECTFULNESS - an engaged Board of Trustees encourages and welcomes vibrant discussion and divergent thinking/opinions among its members as essential components of effective leadership and decision-making.

INTEGRITY - unwavering ethical behavior/adherence to the Board of Trustees Code of Ethics; honest/open communication among its members and with College sponsor, president and community members.

EFFICIENT/FREE FLOW of INFORMATION - all information pertinent to the fiduciary responsibilities of the Board of Trustees will flow freely to/among members from Board Chair, President, and committee chairs.

ACCESSIBILITY - members are fully-present and prepared for all regularly scheduled meetings; available for committee-work as assigned by the Board Chair; available, as often as possible, for Cayuga Community College special events, meetings, requests, and engage in timely response to needs and requests of College sponsor, President, community members, business partners, and each other.

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:

- Dr. DeCinque stated that regionalization discussions have been going well. Dr. DeCinque and Gary Winger have attended meetings with the Cayuga County Legislature as well as representatives from Oswego County Legislature to discuss the concept in detail.
- Two neighbor meetings were held on the Auburn campus to discuss student housing and athletic field opportunities. Dr. DeCinque thought the meetings went very well. This is a great first step.

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

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

- Handed out information on the NYS P-Tech, funding that will be provided through NYS Education Department to prepare more than 10 thousand New York students for high-skills jobs of the future.
- SUNY Oswego invited Cayuga CC to participate in a \$2.88 million federal grant to improve completion rates in upstate New York. Along with Cayuga, SUNY Oswego will be working with OCC, MCCC and On Point for College.

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

- Working with the auditors on year-end audit. It is going well.

4.1.4 Vice-President for Student Affairs: VP Rosenthal was at a conference, but his report was given to the Board.

- Dr. DeCinque reported that VP Rosenthal has taken the lead on the Governors new policies and procedures on campus sexual assault.
- Housing demand study should be coming to a close soon.
- Open houses in Fulton & Auburn - both went exceedingly well.

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

- The expansion is going very well. Furniture will be delivered on December 16 and right on schedule and budget. Fitness Center is on schedule. Food service individuals have done a walk through.

4.1.6 Deans:

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

- Plastics lab is moving forward.
- BOCES formal partnership is now in the hands of the attorney.

4.1.6.2 Dean of Technology: Dean Kaftan's report was shared with the Board in his absence.

4.1.6.3 Dean of Enrollment and Retention: No Report.

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

- Both campuses have been working on several fundraisers.
- \$4,000-5,000 has been raised for various charities.

5.0 OLD BUSINESS

5.1 Presidential Search Committee update:

Dr. Van Buskirk stated that the committee met on November 14 and it was a very good meeting. A lot of great ideas were shared. The committee reviewed the job description, and the ad has been placed. Dr. Van Buskirk commented that George Anker, the SUNY liaison, is extraordinarily helpful. Mr. Klink mentioned that Mr. Anker forwarded to him a list of search firms that have been used recently by several community colleges that were in a search for a president. Mr. Klink will be in touch with board chairs of these colleges to get their recommendations on the firms that were used.

5.0 OLD BUSINESS (continued)

5.1 Presidential Search Committee update (continued):

These search firms may be something the Board could use to vet candidates.

6.0 NEW BUSINESS

None.

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

Ms. Carnicelli stated that she would like the Board to go into Executive Session to discuss negotiations. Motion to adjourn into Executive Session made by Ms. Carnicelli, seconded by Mr. Runkle and carried by unanimous voice vote.

The Board adjourned into Executive Session at 7:05 p.m.

At 7:39 p.m. a motion was made by Ms. Bowen to return to Regular Session, seconded by Mr. Klink and carried unanimously.

10.0 ADJOURNMENT

Ms. Carnicelli moved to adjourn the meeting, seconded by Ms. Bowen and carried by unanimous voice vote. The meeting adjourned at 7:39 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees