

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, December 17, 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 A. Karpinski
Mr. John J. Klink
Mr. Kenneth R. Morhiser
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk

Excused: 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 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 Instructional Technology
Kevin Drayer, Director of Capital Projects and Facilities
Robert Frame, Director of Theatre Operations/President AP Group
Kevin Hamm, Student Success Advocate
Jo Ann Harris, Office Manager, Fulton campus/ESP co-president
Jeffrey Hoffman, Executive Director of the Foundation
Dale Lamphere, Custodian/President/AFL-CIO
Mary Brooke Oropallo, Senior Typist/Student Engagement
Marie Nellenback, Comptroller
Deborah Purcell, Senior Typist/CEWD
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Scott Whalen, Director of Human Resources
Professionals from The Bonadio Group/CPAs & Consultants
Carrie Chantler, The Citizen Reporter
Carolyn L. Guariglia, Secretary to the Board

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

Mr. Edwards asked for a motion to add **3.3.6 “Civil Service Retirement”** to the agenda. Motion to approve made by Mr. Camardo, seconded by Ms. Carnicelli, and carried unanimously.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the November 19, 2014 Board Meeting Minutes, the November 2013, November 2014 Budget Statements, Monthly Bills totaling \$1,347,098.86, the 2014-2015 Stipend List #6, #7, & #8 totaling \$31,286.03.

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

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 read the following resolution and moved its approval.

3.1.1 Revision to Hold on Specified Capital Projects:

Whereas, the Cayuga Community College Board of Trustees passed a resolution on May 22, 2013 that directed the College Administration to place on hold capital projects other than the downtown theatre, the River Glen campus expansion in Fulton, and the VOIP telephone system in Auburn until the Board has approved a balanced operating budget, outside loans have been repaid, and the unallocated fund balance is above five percent; and

Whereas, Cayuga Community College has identified the need for an athletic facility in Auburn to improve overall visibility and enrollment; and

Now, Therefore, Be It Resolved, that the Board of Trustees of Cayuga Community College hereby approves the Administration to move ahead with capital funding requests for an athletic facility. The hold will remain in place for all other capital project needs.

Motion seconded by Dr. Stankus and carried following unanimous voice vote.

3.2 Finance

Jean Close, from The Bonadio Group was present to review the audit for the year 2013-2014. There was a re-cap of the financial highlights, by Ms. Close.

Motion to approve the audit made by Mr. Klink, seconded by Mr. Karpinski and carried following unanimous voice vote.

3.3 Personnel

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

3.3.1 Faculty Retirement:

RESOLVED, that the retirement of Jane Kiernan, as Professor of Nursing, be accepted effective August 21, 2015. The Board of Trustees expresses its recognition of 15 years of service to the institution by Jane Kiernan and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.2 Faculty Appointment:

RESOLVED, that Delecia Weatherstone of 10070 Jordan Road, Jordan, NY be appointed to the ten month, tenure track position of Assistant Professor of Nursing at an annual salary of \$61,988 effective January 20, 2015. This position is vacant due to a retirement.

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

3.3 Personnel (continued)

3.3.3 Faculty Appointment:

RESOLVED, that Edith Smith of 3545 Honeysuckle Road, Auburn, NY be appointed to the ten month, tenure track position of Assistant Professor of Nursing at an annual salary of \$61,988 effective August 31, 2015. This position is vacant due to a retirement.

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

3.3.4 Managerial and Confidential Employee Policy Handbook:

RESOLVED, that the Policy Handbook for Managerial and Confidential Employees be revised to include longevity payments effective January 1, 2015.

3.3.5 Executive Staff Policy Handbook:

RESOLVED, that the Policy Handbook for Executive Staff be revised to include longevity payments effective January 1, 2015.

Motion to approve 3.3.4 & 3.3.5 made by Dr. Van Buskirk, seconded by Ms. Carnicelli and carried following unanimous roll-call vote.

3.3.6 Civil Service Retirement:

RESOLVED, that the retirement of Yvonne Warrick, as Account Clerk Typist, be accepted effective February 28, 2015. The Board of Trustees expresses its recognition of 10 years of service to the institution by Yvonne Warrick and wishes her a happy, prosperous and fulfilling retirement.

Motion to approve made by Dr. Van Buskirk, seconded by Ms. Carnicelli and carried following unanimous voice vote.

3.4 Educational Services & College Development

3.4.1 Board of Trustees Code of Ethics:

Ms. Carnicelli stated that the committee met on December 9 and as a result, the committee would like to bring forward the following Code of Ethics Policy to be added to the Board Bylaws. Ms. Carnicelli stated that the Code had been vetted by County Attorney, Fred Westphal.

Motion to approve made by Ms. Carnicelli, seconded by Ms. Bowen and carried following unanimous voice vote.

3.4.2 Revisions to the Board Policies & Procedures Manual:

Article 1/The Board A.3 - delete existing language and replace with the New York State Open Meeting Law, Article 7, Section 105, Conduct of Executive Sessions.

Article 1/The Board A.4 - delete existing language and replace with Board Code of Ethics.

Article VII/Trustees' Recognition Fund - delete (no longer exists)

Article VIII/Recognition of Service - Members of the Board of Trustees B.1.d. delete "spouse" and replace with "his/her guest"

Motion to approve made by Ms. Carnicelli, seconded by Ms. Bowen and carried following unanimous voice vote.

Ms. Carnicelli stated that the committee is working on committee descriptions.

4.0 **REPORTS**

4.1 **Presidents Report**

4.1.1 **President:** Dr. DeCinque gave the following report:

- Dr. DeCinque pointed out an article on Associate VP Lamphere that appeared in the Oswego County Business Magazine.
- This has been a good fall semester; we are right on target with our budget and enrollment. There will be serious issues, however, when preparing the budget for next year. Pending change in the chargeback model and out-of-area chargeback model and what it will do to our budget next year.
- A regionalization update was given.
- Hopefully a resolution can go before the board this year with regard to a location for an athletic facility.
- The demand for student housing study will be completed in January.
- Fulton build-out is coming along nicely.
- Dr. DeCinque thanked all of the association representatives for their attendance at the Board meetings.
- Wished everyone a Merry Christmas and a Happy New Year.

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

- First draft of the Middle States Self Study is being completed.
- VP Rosenthal, and Janet Nelson from Adult Learning, attended the CPEP (Cornell Prison Education Program) graduation ceremony at the Auburn Prison.
- Attended end of the semester course presentations.
- Attended several classes where students were doing e-portfolios.

4.1.3 **Vice-President for Administration:** Vice-President Hutchinson's report was shared with the Board in her absence.

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

- There has been a 20% increase in Cayuga / Advantage and the College may see a slight increase for the spring semester as well.
- Draft of the Strategic Plan has been completed and will be presented to the Board for their approval in January.

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

- Working with SUNY Oswego on seamless transfer for dual enrollment.

4.1.6 **Deans:**

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

- Plastics lab is 99.5% complete.

4.1.6.2 **Dean of Technology:** Dean Kaftan's report was shared with the Board.

- Blackboard training for HelpDesk and Library designed.
- Wireless Access points ordered for Auburn Library, fitness center and cafeteria.
- Student account creation has been automated to provide students with more consistent experience that takes less time.

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

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

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

- Raising money for charities; raised \$1900 for Toys for Tots; raising money for a pool table for the Fulton campus.
- Helped setup for the annual craft show held on the Auburn campus.

Executive Director of the CCC Foundation, Jeffrey Hoffman, was present and Dr. DeCinque asked if he had any information he would like to share with the Board. Mr. Hoffman stated that there has been great returns on the year-end giving. Working with Dean Kaftan and his staff on lost alumni address. The new alumni director is very busy.

5.0 OLD BUSINESS

5.1 Presidential Search Committee update:

Dr. Van Buskirk stated that the committee met on December 12, where over 30 applications were reviewed and cuts were made. The committee is developing a viable pool of candidates. A meeting has been scheduled for January 16th and interviews will be set up shortly thereafter.

6.0 NEW BUSINESS

Chair Edwards stated that he would be exploring the possibility of doing an evaluation on the Interim President.

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Ms. Carnicelli moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 7:15 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees