

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 18, 2015 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present:

Excused: Ms. Jane Bowen
Mr. Jeffrey L. Edwards

Mr. John M. Camardo
Ms. Melina Carnicelli (via video conference)
Mr. John A. Karpinski
Mr. John J. Klink (via phone conference) did not vote
Mr. Kenneth R. Morhiser
Mr. Joseph L. Runkle
Dr. Richard P. Stankus
Dr. Linda P. Van Buskirk

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 Associate Vice President 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
Deborah Purcell, Senior Typist/CEWD
Teresa Rogalski, Senior Typist/Financial Aid/Co-President ESP
Robert Szczepanski, Custodian
Eric Zizza, Associate Professor/President Faculty Association
Carrie Chantler, The Citizen Reporter

Dr. Van Buskirk called the meeting to order at 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC
None.

Dr. Van Buskirk asked for a motion to add **3.3.7 “Managerial/Confidential Interim Appointment”** to the agenda. Motion to approve made by Mr. Camardo, seconded by Mr. Runkle, and carried unanimously.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the January 21, 2015 Board Meeting Minutes, the January 2014, January 2015 Budget Statements, Monthly Bills totaling \$1,326,366.96, the 2014-2015 Stipend List #11, #12 totaling \$177,607.00.

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

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

3.1.1 Declaring that the College has no educational interest or use for the property commonly known as 1-7 State Street, Auburn, New York:

Mr. Klink read the following resolution:

Whereas, at the request of the Cayuga Community College, the City of Auburn, New York conveyed to County of Cayuga parcel of property commonly known as 1-7 State Street, Auburn, New York, Tax Map No. 115.60-2-47; said parcel of real property to be held by the County of Cayuga in trust for the Cayuga Community College for the uses and purposes of the community college; and

Whereas, the it was anticipated that there would be constructed on the site an educational and theater facility with monies supplied by the State of New York and the Music Theatre, Inc.; and

Whereas, the Music Theatre, Inc. chose not to move forward with an educational and theatre project at 1-7 State Street, New York; and

Whereas, now that the project for the property located at 1-7 state Street, New York is not being pursued, the Cayuga Community College has no educational uses or purposes for the parcel and hereby wishes to relinquish its interest in the parcel commonly known as 1-7 State Street, Auburn, New York; now therefore be it

Resolved, that the Board of Trustees of Cayuga Community College hereby declares that it has no interest in, use and purpose for the property commonly known as 1-7 State Street, Auburn, New York and hereby relinquishes its educational interest there in and hereby releases the County of Cayuga from its obligations under New York State Education Law Section 6306 to hold the property commonly known as 1-7 State Street, Auburn, New York in trust for the uses and purposes of the Cayuga Community College.

Motion to approve made by Ms. Carnicelli, seconded by Mr. Morhiser. A roll-call was taken with Ms. Carnicelli, Mr. Morhiser, Mr. Runkle, Dr. Stankus, and Dr. Van Buskirk voting "yes", Mr. Karpinski, voting "no" and Mr. Camardo abstaining. Mr. Karpinski stated that this is basically cutting the heart out of the musical theatre. Ms. Carnicelli stated that the Musical Theatre has declared that they are no longer interested in this particular piece of property for their theatre. A roll-call vote was re-taken with Ms. Carnicelli, Mr. Karpinski, Mr. Morhiser, Mr. Runkle, Dr. Stankus, and Dr. Van Buskirk voting "yes" and Mr. Camardo abstaining. The motion carried.

3.1.2 Energy Savings Performance Contract:

Mr. Klink read the following resolution:

WHEREAS, Cayuga County Community College is entering into a Guaranteed Energy Savings Performance Contract (GESPC) with Building Controls & Services, Inc. dba SmartEdge; and

WHEREAS, the GESPC is funded through a Tax-Exempt Lease Purchase Agreement with finances that project equipment and includes other documents in accordance with NYS Energy Law Section 9-103 of the Energy Law and the Internal Revenue Code; and

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.1 Buildings and Grounds (continued)

3.1.2 Energy Savings Performance Contract (continued):

WHEREAS, under the GESPC, SmartEdge guarantees savings which allows CCCC necessary funds to make payments under a Tax-Exempt Lease Purchase Agreement. SmartEdge is financially responsible to CCC for any savings shortfall under the GESPC; and

WHEREAS, Cayuga County Community College is a tax-exempt, nonprofit organization under Section 501 (c) (3) of the Internal Revenue Code. The Internal Revenue Code does not allow CCCC and other 501 (c) (3) organizations to enter into Tax-Exempt Lease Purchase Agreements. Bond counsel has advised that the Internal Revenue Code only allows governmental entities to enter into Tax-Exempt Lease Purchase Agreements to funding the GESPC; and

WHEREAS, The CCCC facilities are owned in trust by Cayuga County and since the County owns the facilities in trust it is the only party involved that has the legal authority to be a party to a Tax-Exempt Lease Purchase Agreement; now therefore be it

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby authorize the administration to approve the contract between SmartEdge and Cayuga County Community College contingent on appropriate action by the Cayuga County Legislature, and approval of the Cayuga County resolution.

SUNY council stated that the College was not authorized to sign a lease purchase agreement. The County is the only one authorized to do that.

Motion to approve made by Mr. Karpinski, seconded by Mr. Runkle and carried following unanimous roll-call vote.

3.2 Finance

Mr. Runkle stated there was a meeting last week to discuss proposals as to what the College budget would look like in the next three years. The College is currently 30 FTE under budget. The bottom line is we are looking fine the way the budget is right now.

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 Thomas Casella, as Professor of Art, be accepted effective August 28, 2015. The Board of Trustees expresses its recognition of 36 years of service to the institution by Thomas Casella and wishes him a happy, prosperous, and fulfilling retirement.

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

3.3.2 Managerial & Confidential Title/Grade Change:

RESOLVED, that the job title of Dean of Community Education & Workforce Development be changed to Executive Dean of Community Education & Workforce Development at an annual salary of \$95,000 effective March 1, 2015.

Because of the Oswego County BOCES partnership, where Dean DeShaw will be in charge of both, the position has been restructured. BOCES will be paying for 56% of her salary.

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

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.3 Administrative/Professional Retirement

RESOLVED, that the resignation of James Forsythe, as Enterprise Systems Integrator, be accepted effective February 27, 2015.

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

3.3.4 Faculty 2015-2016 Term Appointments:

In compliance with Article XI, Section 3, of the 2011-2016 Contract between the College Board of Trustees and the Faculty Association, the following individuals are recommended for renewal of their Term Appointment for the 2015-2016 academic year:

Karen D. Grella, Ph.D./Disability Specialist
Joan Meyers/Director of Occupational Therapy

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

3.3.5 Faculty 2015-2016 Continuing Appointment:

In compliance with Article XI, Section Three of the 2011-2016 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for Continuing Appointment and promotion to Assistant Professor;

Christopher G. D'Arcy, D.C./Instructor of Biology

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

3.3.6 Sexual Assault Prevention and Responses Practices:

WHEREAS, the State University of New York and its campuses have long taken an active role in preventing and responding to acts of sexual violence; and

WHEREAS, the SUNY Board of Trustees passed a resolution in October of 2014 requiring all SUNY campuses to adopt a uniform Sexual Assault Victims' Bill of Rights to notify and assist victims of sexual assault of their right to contact campus, local, and/or State law enforcement, and to widely publicize the Bill of Rights to all students and distribute it to victims; and

WHEREAS, the resolution also required all SUNY campuses to adopt a system-wide definition of affirmative consent, a uniform, system-wide sexual assault student reporting amnesty policy, a uniform, system-wide Confidentiality and Reporting Protocol, and to conduct a uniform campus climate assessment; now therefore be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the State University of New York's comprehensive, system-wide, uniform set of sexual assault prevention and response practices.

Seconded by Mr. Camardo.

Dr. Van Buskirk emphasized that SUNY offers a clear affirmative consent; these policies are extremely important on college campuses.

Motion passed by unanimous voice vote.

3.0 **COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)**

3.3 **Personnel (continued)**

3.3.7 **Managerial/Confidential Interim Appointment:**

RESOLVED, that Pamela Heleen of 3394 East Lake Road, Skaneateles, NY, be appointed to the interim position of Assistant to the President/Board of Trustees at an annual salary of \$53,000, effective March 30, 2015. This position is vacant due to a retirement.

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

3.4 **Educational Services & College Development**

3.4.1 **Vision, Mission, Values Statement & 2015-2020 Strategic Plan:**

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

WHEREAS, the College's 2009-2012 Strategic Plan expired at the end of 2012 and was extended through December of 2014 by Board Resolution; and

WHEREAS, Interim President Gregory DeCinque charged the Cayuga 20/20 Committee in 2013 to use an inclusive, collaborative process to develop new College vision, mission, and values statements, and strategic plan; and

WHEREAS, after more than a year of meetings, discussions, drafts and rewrites involving more than 100 members of the College community; therefore be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the College's new Vision, Mission, and Values Statements and 2015-2020 Strategic Plan.

Motion seconded by Mr. Camardo.

Ms. Carnicelli read the following statements:

Mission:

We are Cayuga Community College, dedicated to providing students with diverse learning opportunities to discover their passions and advance their personal and professional growth.

Vision:

Recognized as an essential educational resource for the region, Cayuga Community College will develop engaged citizens and improve our communities through effective leadership, robust educational programs, community partnerships, and state-of-the-art facilities.

Core Values:

In pursuit of our mission, we value:

Engagement, by focusing first on student success through collaborative learning, individualized attention, and a supportive environment.

Integrity, by working each day guided by standards of excellence to meet the mission of the College and the needs of our communities.

Respect, by treating each member of the college community with compassion and dignity, celebrating our diversity and encouraging trusting relationships.

Collaboration, by working together and supporting one another for the greater good of our communities.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Educational Services & College Development (continued)

Themes:

- Provide robust educational programs
- Develop engaged citizens
- Ensure effective leadership
- Deepen community partnerships
- Strive for state-of-the-art facilities
- Provide responsible management and stewardship of the College's finances

Ms. Carnicelli thanked VP Rosenthal for his leadership and commented that it is a beautiful way to Culminate the work over the past year.

Motion passed unanimously.

4.0 REPORTS

4.1 Presidents Report

4.1.1 President: Dr. DeCinque gave the following report:

- The president shared his written report with the Board, which will be distributed to the entire College tomorrow.
- SUNY is advocating for a \$250 increase in state base aid.
- Work will begin on bringing the budgets to the directors so that they can start building their own.
- First meeting with the Oswego and Cayuga Counties to discuss regionalization.
- President DeCinque is working with Compass Consultant, Gary Winger on a regionalization model.
- Administrative changes:
 - Associate VP, John Lamphere will assume responsibility for Public Safety.
 - VP Rosenthal to take the responsibility of coordination the College Plan. Director of Institutional Research, Carol Runge, will join Jeff's staff.
 - Dean Carla DeShaw will now report to VP Anne Herron.
- Twelve presidential candidate interviews have been completed by Gary Winger from Compass Consulting.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron's report was shared with the Board.

- Dr. William Austin, President of Warren County Community College in New Jersey will chair the Middle States team that will visit our College in the spring of 2016.
- On February 11th, the College participated in the annual Assessment Day. Longevity awards were presented that day to College employees. Dr. Herron thanked Bruce Walter and Adam Williams for their efforts in organizing this event.

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

- 2014-2015 budget highlights
- Year-end tax documents
- Student loan default rate
- 2015-2016 budget
- Down about 70 FTE from budget

4.0 REPORTS (continued)

4.1 Presidents Report (continued)

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

- Open House on March 14 @ the Fulton campus and March 21 on the Auburn campus. If Trustees are available, please stop by and see how well the faculty and staff represent the College to perspective students.
- The College's partnership with Channel 9 is ending this month. A new partnership with Channels 3, 5 & 6 will start on March 1 through the summer.

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

- We are finalizing the contract for a food vendor on the Fulton campus.

4.1.6 Deans:

4.1.6.1 Dean of Community Education and Workforce Development:

- Finalized MOA with CITI.

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

- Re-negotiated our internet connection.
- Decided Student Technology Fee today.

4.1.6.3 Dean of Enrollment and Retention: No Report.

4.1.7 Student Trustee: Trustee Morhiser gave the following report:

- Penny war wrapped up today.
- Great new pool table at the Fulton campus.
- A SGO sponsored trip to Washington for students - \$70.00

5.0 OLD BUSINESS

5.1 Presidential Search Committee update:

Update was given.

6.0 NEW BUSINESS

None.

7.0 COMMUNICATIONS

Noted.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Morhiser and carried by unanimous voice vote. The meeting adjourned at 7:10 p.m.

Recorded & transcribed by:

Respectfully submitted:

Carolyn L. Guariglia
Secretary to the Board

John J. Klink,
Secretary, Board of Trustees

cg
3/2015