

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, August 19, 2015 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. John Karpinski  
Ms. Melina Carnicelli  
Mr. Jeffrey L. Edwards  
Mr. John J. Klink  
Mr. Joseph L. Runkle  
Dr. Richard P. Stankus  
Dr. Linda P. Van Buskirk  
Mrs. Jane Bowen  
Ms. Molly Sharples, Student Trustee

Not Present: Mr. John M. Camardo  
Excused

Also Present: Dr. Brian M. Durant, President  
Dr. Dan DoBell, Vice President of Administration & Treasurer  
Dr. Anne Herron, Provost and Vice President for Academic Affairs  
Jeffrey Rosenthal, Vice President of Student Affairs  
John Lamphere, Interim Associate Vice President of the Fulton Campus  
Guy Cosentino, Executive Director, CCC Foundation  
John Kaftan, Dean of IT  
Kevin Drayer, Director of Capital Projects and Facilities  
David Harbaugh, Manager - Network Operations  
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP  
Theresa Rogalski, Senior Typist/Financial Aid/Co-President ESP  
Patty Hamberger, Senior Typist, Registrar's Office/AP Group  
Mindy Fedele, Part-time Typist  
Carrie Chantler, Auburn Citizen

Pamela Heleen, Secretary to the Board

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

**1.0 COMMENTS FROM THE PUBLIC**  
None.

**2.0 CONSENT AGENDA**  
Mr. Edwards presented the Consent Agenda which consisted of the July 15, 2015 Board Regular Session minutes, the July 2014/July 2015 Budget Statements, August 2015 Monthly Bills totaling \$1,011,297.26, and the 2014-2015 Stipend List #24, #25 totaling \$21,544.50.

Motion to accept and approve the Consent Agenda made by Mrs. Bowen, seconded by Mr. Klink. 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 & Grounds**

No Report

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

**3.2 Audit & Finance**

All is in order.

**3.3 Personnel**

Dr. Van Buskirk read the following resolutions as motions to approve:

**3.3.1 Administrative/Professional Appointment**

**RESOLVED**, that Lucinda Drayer of 85 Summerville Road, Hannibal, NY, 13074 be appointed to the position of Instructional Assistant at an annual salary of \$38,242.00 (Administrative /Professional Grade 2) effective August 20, 2015. *This position is funded by the partnership between CCC and CiTi BOCES and will end upon termination of the partnership.* This position is vacant due to a resignation.

The motion was seconded by Mr. Runkle and carried by a unanimous roll call vote.

**3.3.2 Administrative/Professional Appointment - Instructional Assistant - Computer Support**

**RESOLVED**, that Adam Weisblatt of 8395 Winterberry Way, Liverpool, NY, be appointed to the position of Instructional Assistant - Computer Support (Fulton) at an annual salary of \$46,000.00 (Administrative/Professional Grade 2) effective August 10, 2015. This position is vacant due to a resignation.

The motion was seconded by Mr. Klink and carried by a unanimous roll call vote.

**3.3.3 To Increase The Coordinator Of Cayuga Advantage To Full-Time On An Interim Basis For 2015-2016**

**WHEREAS**, Cayuga Advantage, the College's concurrent enrollment program, provides a critical role in delivering college-credit bearing courses to the high schools/BOCES in our service areas; and

**WHEREAS**, Cayuga Advantage enrollment has grown from 7 percent of our total Full Time Equivalency (FTE) in 2010-2011 to 11.4 percent in 2014-15; and

**WHEREAS**, the interim coordinator of Cayuga Advantage, Sarah Yaw, currently oversees the program on a part-time basis through 40 percent of her total work load; and

**WHEREAS**, the College remains committed to providing a comprehensive concurrent enrollment program that meets the National Alliance of Concurrent Enrollment Partnerships (NACEP) standards; and

**WHEREAS**, College administration has reallocated existing financial resources within approved budget parameters to accommodate this request for the 2015-2016 year, now therefore be it,

**3.3 Personnel (continued)**

**3.3.3 To Increase The Coordinator Of Cayuga Advantage To Full-Time On An Interim Basis For 2015-2016 (continued)**

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves an increase to the responsibilities of the interim coordinator of Cayuga Advantage, Sarah Yaw, to full-time for 2015-2016.

The motion was seconded by Ms. Carnicelli and carried by unanimous voice vote.

**3.3.4 To Increase The Coordinator Of Wellness And Intervention Services To Full-Time On An Interim Basis For 2015-2016**

**WHEREAS**, the Centers for Student Engagement and Academic Advisement are charged to provide critical student support services to enrolled students in support of the College's mission, and

**WHEREAS**, the part-time Coordinator of Wellness and Intervention Services provides direct personal and supportive counseling services in the Centers for Student Engagement and Academic Advisement on the Auburn campus, including crisis intervention, short-term counseling and information and referral services to community-based mental health providers, and

**WHEREAS**, such services would be equally beneficial to students on the Fulton campus, and

**WHEREAS**, College administration has reallocated existing financial resources within approved budget parameters to accommodate this request for the 2015-2016 year, now therefore be it,

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby approves an increase to the Coordinator of Wellness and Intervention Services position, currently held by Jeremy Blowers, from part-time to full-time on an interim basis for the 2015-2016 year.

The motion was seconded by Mrs. Bowen. Discussion began when Mr. Runkle asked whether there was a list on all positions that were held on an interim basis. Dr. DoBell will create a list for management; recommendations from the President concerning Interim status will be referred back to the Personnel Committee. The motion was passed following a unanimous voice vote.

**3.3.5 To Appoint Nicole Adsitt As Interim Director Of The Centers For Student Engagement And Academic Advisement For 2015-2016**

**WHEREAS**, the Centers for Student Engagement and Academic Advisement are charged to provide critical student support services to enrolled students in support of the College's mission, and

**WHEREAS**, the Centers for Student Engagement and Academic Advisement have been without a permanent full-time Director since Fall of 2013, and

**WHEREAS**, since 2013, oversight of the Centers has been done on an interim basis by existing Center staff, and

**3.3 Personnel (continued)**

**3.3.5 To Appoint Nicole Adsitt as Interim Director of The Centers for Student Engagement and Academic Advisement For 2015-2016 (continued)**

**WHEREAS**, the College seeks to address the many and varied issues related to student success in a more comprehensive and sustained manner, and

**WHEREAS**, Nicole Adsitt, Coordinator of Developmental Studies expressed an interest in working with Center faculty and staff, has met with Center faculty to assess how best to support the Center's mission and staff, and is agreeable to a change in her role at Cayuga, and

**WHEREAS**, College administration has reallocated existing financial resources within approved budget parameters to accommodate this request for the 2015-2016 year, now therefore be it,

**RESOLVED**, that the Board of Trustees of Cayuga Community College hereby appoints Nicole Adsitt, Coordinator of Developmental Studies as Interim Director of the Centers for Student Engagement and Academic Advisement on a full-time basis for the 2015-2016 year.

The motion was seconded by Mr. Runlke and carried following a unanimous voice vote.

**3.3.6 Managerial/Confidential Appointment**

**RESOLVED** that Pamela Heleen of 3394 East Lake Road, Skaneateles, NY be appointed to the position of Executive Assistant to the President and Secretary to the Board of Trustees at an annual salary of \$53,000 effective immediately. This position has been held on an interim basis since March 9, 2015.

The motion was seconded by Mrs. Bowen and carried following a unanimous roll call vote.

**3.3.7 Managerial and Confidential Salary Increase**

**WHEREAS**, 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.

**WHEREAS**, historically, the salary increases for the Managerial and Confidential Employees have mirrored (in timing, percent and amount) those outlined in the Faculty Association Contract, Article XV, Section Two, Paragraph 2.5.

**RESOLVED** that the base salaries for Management and Confidential employees be increased by 1.9% plus \$200 of his/her base salary effective September 1, 2015.

The motion was seconded by Mr. Klink who asked if the item was budgeted. Dr. DoBell confirmed that it was. The motion was carried after a unanimous roll call vote.

**3.3.8 Executive Salary Increase**

**WHEREAS**, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.

**WHEREAS**, historically, the salary increases for the Executive Staff have mirrored (in timing, percent and amount) those outlined in the Faculty Association Contract, Article XV, Section Two, Paragraph 2.5.

**3.0 Personnel (continued)**

**3.3.8 Executive Salary Increase (continued)**

**RESOLVED** that the base salaries for Executive Staff be increased by 1.9% plus \$200 of his/her base salary effective September 1, 2015.

The motion was seconded by Ms. Carnicelli and passed after a unanimous roll call vote.

**3.4 Educational Services & College Development**

Ms. Carnicelli thanked Mr. Edwards for bring this resolution and read it into the record as a motion:

**3.4.1 CCC Board of Trustee Supports Continued Discussions towards a Regional Sponsorship Model**

**WHEREAS**, the Board of Trustees of Cayuga Community College understands that the future governance and financial performance of Cayuga Community College may be best suited under regionalization; and

**WHEREAS**, Cayuga and Oswego counties have suggested preliminary input on possible models to move towards regionalization; and

**WHEREAS**, Cayuga Community College sees regionalization as a leading solution towards the future of both the Auburn and Fulton campuses, located in two different counties; and

**WHEREAS**, the CCC Board of Trustees is researching the concept of regionalization; let it therefore be

**RESOLVED** that the Cayuga Community College Board of Trustees supports initiatives designed to create a regional sponsorship model for Cayuga Community College working in conjunction with legislatures of both counties.

The motion was seconded by Mrs. Bowen and carried after unanimous voice vote. Dr. Durant has already attended meetings with both county legislatures. Dr. DeCinque will continue to assist us with the process. Dr. Durant will include a regionalization update in his monthly President's reports.

**4.0 REPORTS**

**4.1 President's Report**

**4.1.1 President:** Dr. Durant did not provide a formal report, but said that everyone has been very welcoming. He is pleased with a solid senior staff and is conducting meetings on bot campuses. He is anxious to start working together to take on the critical issues facing CCC.

**4.1.2 Provost and Vice-President for Academic Affairs:** Dr. Herron had no formal report, but commented that:

- A new comprehensive employee orientation will be delivered on both campuses over the next two weeks.
- The inaugural issue of the Creative Arts Journal was distributed to the Board. It is the work product of the Creative Writing Club. Mark Montgomery serves as the club's advisor.

**4.1.2 Provost and Vice-President for Academic Affairs (continued)**

- Two more programs were reviewed with the Educational Services and College Development committee. A marketing piece from the GIS program was distributed to the Board. Ms. Carnicelli remarked that this program is another gem that this organization should publicize

**4.1.3 Vice-President for Administration:**

- SUNY budget report has been submitted; it was approved by the County Legislature at the end of July.
- Search for Director of Human Resources has yielded 29 candidates to date, including 3 attorneys. Mr. Edwards asked if the HR Director's job description was changed. Dr. DoBell stated that the job description was reviewed to ensure that the emphasis on important functions was accurate. The order of items was changed to stress more heavily the work with collective bargaining units and compliance (Title IX). The salary range is within budget parameters.
- Working daily with Guy Cosentino on Foundation issues related to the Fulton campus.
- Year-end purchasing is going on.
- Currently looking at cash sweep options
- Kudos to the IT staff for a successful move back for the Data Center

**4.1.4 Vice-President for Student Affairs:** VP Rosenthal noted that it is an exciting time of year.

- Enrollment - Applications from Seneca and Wayne counties are up. Overall, new student applications are down slightly. Registration for recent graduates is up. This is an indication of the hard work done by Admission Reps in the schools.
- A recent change in the law require that code of conduct violations will now appear on transcripts.
- The Enrollment and Planning Councils have been working diligently on the SUNY Performance Improvement Plan which is due on September 30. Both groups are working to make this an inclusive continuous improvement process.
- Dr. Stankus asked if there is an on-line alternative to a filled class. VP Rosenthal responded that there are wait lists maintained for each class. When wait lists fill up, division heads generally add new sections. Student advisors actively assist students who may be bumped from a full class to find an alternative - whether on-line or lecture.
- A question was asked about our target FTE of 2814. VP Rosenthal responded that it is too early to tell if we will meet it. Not doing a "de-registration" had a dynamic effect on FTE. It gives students more time to deal with financial aid. We need to be nimble as we respond to how the FTE is changing.

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

- The RFP for the new 911 center looks like it was tailored for Cayuga Community College.
- Executives at the YMCA have asked that we deal with the proposed facility sooner.
- Director of Public Safety Kinney is identifying policies and procedures that we are lacking and selecting various procedures that he brought from OCC to implement here.
- A two hour meeting was held with the Oswego Legislature chair to discuss regionalization. The good news is that all of the activity on the Fulton campus are not independent projects. The partnerships and external relationships are critically important now. There is a huge learning curve.

**4.1.6.1 Community Education and Workforce Development:** Dean DeShaw reports to Dr. Herron; so, her report will now be part of Dr. Herron's report.

- There is tentative ribbon cutting ceremony on October 1<sup>st</sup> for the new Plastics Lab.

**4.0 Reports (Continued)**

**4.1.7 Student Trustee:** Ms. Sharples reported that activities are being finalized for Student Orientations on both campuses. Everyone is looking forward to the beginning of the semester.

**4.1.8 CCC Foundation:** Mr. Cosentino thanked the Board for being included in the educational Retreat held earlier in the month and reported that:

- Last year 26 Presidential scholarships were awarded. This year, there were 50. The CCC Foundation has approved the Presidential Scholarships for two more years.
- The Spartan Alumni Magazine will be published soon.
- IT and the building crew have been great getting Mr. Cosentino settled.

**5.0 OLD BUSINESS**

- Mr. Edwards will be in Albany on September 10<sup>th</sup> to meet with Johanna Duncan-Poitier and others to discuss how presidential searches are handled.
- Dr. Van Buskirk reported on the ACCT Governance Leadership Conference that she attended. She noted that we appear to be following best practices administratively. If there is one thing to improve, it would be to have regular and persistent outreach to our legislatures to advocate for community colleges. In addition, she noted that we all need to focus on removing roadblocks to retention. Remedial students are tougher to retain and, therefore, may need special attention.

**6.0 NEW BUSINESS** - Mr. Edwards read the following resolution into the record as a motion:

**6.1 APPOINTMENT OF HEALTH CARE CONSORTIUM REPRESENTATIVES**

**RESOLVED**, that the Vice President of Administration and Treasurer, Dan DoBell and Transfer Counselor and President of the CCC Faculty Association, Eric A. Zizza, be appointed as representatives to the Board of Directors of the Health Care Consortium and that Marie Nellenback, Director of Business Services and Comptroller be appointed as an alternate to said Board.

Further **RESOLVED** that these appointments supersede those made on January 21, 2015, but the expiration of the end on the term will continue to be on December 31, 2015.

The motion was seconded by Mr. Karpinski and passed after a unanimous voice vote.

**7.0 COMMUNICATIONS**

Noted.

**8.0 INFORMATION**

Noted.

**9.0 EXECUTIVE SESSION**

None.

**10.0 ADJOURNMENT**

Ms. Carnicelli moved to adjourn the meeting, seconded by Mrs. Bowen and carried by unanimous voice vote. The meeting adjourned at 5:57 p.m.

Recorded & transcribed by:

Pamela Heleen  
Secretary to the Board

Respectfully submitted:

John J. Klink,  
Secretary, Board of Trustees