

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

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

Present:	Mr. Jeffrey L. Edwards Mr. John Camardo Ms. Melina Carnicelli Mr. John Karpinski Mr. John J. Klink Dr. Linda P. Van Buskirk Mrs. Jane Bowen Ms. Molly Sharples, Student Trustee	Excused:	Mr. Joseph Runkle Dr. Richard Stankus
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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
Guy Cosentino, Executive Director, CCC Foundation
Kevin Drayer, Director of Capital Projects and Facilities
Carla DeShaw, Dean, Community Education & Workforce Development
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Bob Frame, Theater Operations, President/AP Group
Patti Hamberger, Senior Typist, Registrar's Office
Deborah Purcell, Senior Typist/CEWD
Joan Meyers, Director of Occupational Therapy
Margaret Devereaux, Library Director
Carrie Chantler, Auburn Citizen

Pamela Heleen, Secretary to the Board

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

Mr. Edwards asked for a motion to approve the addendum adding 3.1.1 Approval of Annual SUNY Capital Request/Plan to the recommendations. Motion to approve was made by Mr. Klink, seconded by Ms. Carnicelli and carried following unanimous voice vote.

1.0 COMMENTS FROM THE PUBLIC

Dr. Walt Aikman of 17 Liberty Street, Auburn, NY 13021, (CCC adjunct faculty teaching Biology and Geology) spoke about two items - first, his concern that someone is feeding the deer on the Nature Trail and second, his passion for teaching and his understanding of the College's limited resources. He is concerned that the College is apathetic to the financial difficulties of the adjunct faculty.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the October 22, 2015 Board Regular Session minutes, the October 2015 Monthly Bills totaling \$1,887,584.53, and the 2015 Stipend List #3, #4, and #5 totaling \$1,548,643.97.

Motion to accept as amended the Consent Agenda made by Mrs. Bowen, seconded by Mr. Karpinski. Discussion followed and noted that the reason to go to Executive Session needed to be identified in the minutes. The motion carried with seven "yes" votes and one abstention for Mr. Camardo (excused from the October meeting).

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink read the resolution into the record as a motion to approve:

3.1.1 Approval of Annual SUNY Capital Request/Plan

WHEREAS, Cayuga Community College submits an annual listing of Capital Projects to SUNY; and

WHEREAS, the SUNY Facilities Group has provided guidance in the creation of the Community College Capital Request/Plan so that Cayuga Community College could capture the maximum “in-kind” dollars; and

WHEREAS, the submission of the Community College Capital Request Plan to SUNY does not lock the Administration of Cayuga Community College into any particular listed project, but is a required mechanism to request state funding; now therefore, let it be

RESOLVED that the Cayuga Community College Board of Trustees acknowledges acceptance of the 2015 - 2016 Capital Request/Plan by SUNY.

The motion was seconded by Dr. Van Buskirk and passed following a unanimous voice vote.

3.2 Audit & Finance

Mr. Runkle stated that there were no actionable items this month. Dr. DoBell’s report contains this month’s information.

3.3 Personnel

Dr. Van Buskirk read the following resolutions into the record as a motion:

3.3.1 Faculty Promotion to Professor

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

Mark Montgomery, Associate Professor of English

RESOLVED, that effective January 23, 2016, Mark Montgomery be promoted to the rank of PROFESSOR.

The motion was seconded by Mr. Klink and approved following a roll call vote.

3.3.2 Faculty Promotion to Associate Professor

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

Jeffrey Shea, Assistant Professor of Mathematics

RESOLVED, that effective January 23, 2016, Jeffrey Shea be promoted to the rank of ASSOCIATE PROFESSOR.

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

3.3 Personnel (continued)

3.3.3 Managerial and Confidential Appointment:

RESOLVED, that Thomas J. Corcoran of 4892 Buxton Drive Syracuse, NY be appointed to the full time position Director of Human Resources at an annual salary of \$85,000, effective December 14, 2015.

The motion was seconded by Ms. Carnicelli and approved following a roll call vote.

3.4 Educational Services & College Development

Ms. Carnicelli read the following resolution into the record as a motion to approve:

3.4.1 APPROVAL OF CAYUGA COMMUNITY COLLEGE'S FALL 2016 -SUMMER 2021 ACADEMIC CALENDAR

WHEREAS, it is fundamental to the operation of Cayuga Community College to maintain a five-year Academic Calendar; and

WHEREAS, the current five-year Academic Calendar ends in Summer 2016; and

WHEREAS, an Academic Calendar Committee with representatives from all constituent groups at the College worked together to ensure the accuracy and verification of dates required in all parts of term while meeting SUNY's policy on credit/contact hours; and

WHEREAS, the faculty approved the academic calendar as required by the Faculty Contract (2011-2016 Faculty Contract, Article XVIII, Section One); and

WHEREAS, the President has recommended that the Board of Trustees approve the new five (5)-year Academic Calendar; now therefore, be it

RESOLVED, the Board of Trustees of Cayuga Community College hereby approves the Fall 2016-Summer 2021 Academic Calendar.

The motion was seconded by Dr. Van Buskirk. Dr. Herron thanked Dawn Matijas for her service on the project. The resolution carried following a unanimous voice vote.

Ms. Carnicelli also reported that the committee will be working on a Code of Conduct statement for the December meeting.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant's report was included. He thanked the Admissions staff and faculty for very successful Open Houses on both campuses. He also recognized the 43 students who were selected to be included in Who's Who Among Students in American Colleges & Universities. He presented Molly Sharples, Student Trustee, with a certificate as one of the students recognized.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron's report was distributed.

4.1.3 Vice-President for Administration:

- Dr. DoBell reported that the Financial Aid Audit will be completed early.
- Discussion took place about IT savings on the newest internet provider contract which allowed the College to purchase redundant systems.

4.1 President's Report (continued)

4.1.4 Vice-President for Student Affairs: VP Rosenthal distributed his Student Affairs, Enrollment Management and Institutional Planning report, as well as new marketing materials for the School of Business and "Discover Cayuga."

4.1.5 Fulton Associate Vice-President:

- Mr. Lamphere was excused. His report was included with the monthly packet.

4.1.7 Student Trustee: Ms. Sharples summarized her report.

4.1.8 CCC Foundation: Mr. Cosentino reported:

- Welcome Receptions in both Auburn and Fulton were very well received. Many contacts and introductions were made.
- The Foundation is coordinating the mailing for the annual United Way campaign.
- Welch Allyn is again make an "in-kind" donation.

5.0 OLD BUSINESS - No report.

6.0 NEW BUSINESS - No report.

7.0 COMMUNICATIONS
None.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION
None

10.0 ADJOURNMENT
Ms. Carnicelli moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 6:32 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees