

Cayuga County Community College
Auburn, New York

Minutes of the regular meeting of the Board of Trustees held Monday, December 19, 2012,
in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mrs. Jane Bowen
Mr. John M. Camardo
Mrs. Melina Carnicelli
Mr. Kevin D. Coleman
Mr. Jeffrey Edwards
Hon. George C. Fearon
Mr. John A. Karpinski
Mr. John J. Klink
Mr. Stanley J. Kott
Dr. Linda P. Van Buskirk

Excused: Mr. John Karpinski

Also: Dr. Daniel P. Larson, President
Dr. Anne J. Herron, Vice President of Academic & Student Affairs
Diane L. Hutchinson, Vice President of Administration & Treasurer
Jeffrey E. Rosenthal, Vice President of Student Affairs
Jeffrey L. Hoffman, Executive Director of the Foundation
Cheryl Anderson-Lindsay, Dean of Enrollment Management
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
David Harbaugh, Manager of Network Operations and Server Administration
JoAnn Harris, Office Manager/ESP Co-President
Wendy Marsh, Esq., Hancock Estabrook
Theresa Rogalski, Account Clerk Typist/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Sarah Yaw, Associate Professor
Andy Breuer, Hueber Breuer Construction
Bruce King, Holmes, King, Kallquist & Associates Architects
Timothy Lattimore, County Legislator
Mr. Thomas Piascik, Guest
Richard Ward, Cuddy & Ward, LLP
Carolyn L. Guariglia, Secretary to the Board

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

1.0 COMMENTS FROM THE PUBLIC
None.

2.0 CONSENT AGENDA

Mr. Camardo presented the Consent Agenda which consisted of the November 19, 2012 Board Meeting Minutes, the November 2011 Budget Statement, November 2012 Budget Statement, the November 2012 Monthly Bills totaling \$1,164,131.14, the 2012-2013 Stipend Lists #7 & #8, totaling \$81,982.42.

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

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

Vice President Rosenthal introduced Andy Breuer from Hueber-Breuer Construction Company and Bruce King from Holmes, King, Kallquist & Associates Architects. They presented an overview of the student housing project to the Board with a question and answer period.

3.2 Finance

Richard Ward, from Cuddy & Ward LLP was present to review the audit for the year 2011-2012 and to answer any questions from the Board. Mr. Ward stated that it was a clean audit, with no problems. There was a re-cap of the financial statements, and a note that there is a net decrease in cash by \$5.2 million

Motion to approve the audit made by Mr. Kott and seconded by Dr. Van Buskirk.

Motion carried following unanimous voice vote.

3.3 Personnel

Mr. Edwards presented the following personnel items and moved their approval.

3.3.1 Civil Service Retirement:

RESOLVED, that the retirement of Darlene Duger, as Principal Stenographer, be accepted effective December 31, 2012. The Board of Trustees expresses its recognition of 22 years of service to the institution by Darlene Duger and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.2 Civil Service Appointment:

RESOLVED, that David Benda of 4430 State Route 34, Scipio Center, NY be appointed from a Cayuga County Civil Service Commission certified list to the permanent position of Custodian at the Auburn Campus at an annual salary of \$33,224, effective January 2, 2013. This position is vacant due to a termination.

Motion seconded by Mrs. Bowen and carried following unanimous roll-call vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.3 Personnel (continued)

3.3.3 Faculty Job Title Change:

RESOLVED, that the job title of Disability Specialist be changed to Accessibility Specialist.

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

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Larson stated the Trustees received a copy of his activities for November/December and gave the following President's report:

- Dr. Van Buskirk asked about the progress of the IAGT property. Dr. Larson stated that things are moving along nicely. The FSA (Faculty Student Association) has approved some immediate infusion of revenue, along with support from the College Foundation in the amount of \$53,000.
- An initial draft of an agreement with the Auburn Enlarged City School District has been started for the outdoor athletic complex.
- Enrollment - Dr. Larson stated that enrollment is down a little from where we anticipated.

4.1.2 Provost and Vice-President for Academic Affairs: Vice-President Herron gave the following highlights:

- The SUNY Board of Trustees recently approved Professor Steve Keeler's appointment to the Distinguished Service Professorship for exceptional service to his campus and SUNY as well as to the community, region and the State.
- The National Association for Community College Entrepreneurship announced this week that business instructor, Amy Valente, was awarded a NACCE fellowship in the areas of curriculum and training.
- The Coordinator of the Office of Development Studies, Nicole Adsitt, put forward a comprehensive plan for a *Center for Transitional Studies* which will focus on creating more efficient pathways leading to college success for all students at Cayuga.
- The planting has been completed in the high-tunnel greenhouse.
- A group has been formed to provide professional development and communication opportunities for the College's clerical staff.

4.1.3 Vice-President for Administration: Vice-President Hutchinson gave the following highlights:

- 2012-2013 finance/budget update.
- 2013-2014 Budget Manager's meeting will take place in late January.
- There was a fall revenue shortage of 5% of our goal. We are analyzing the capture rate in Oswego County.
- Spending more time on cash management with Comptroller, Marie Nellenback.
- On January 7, further reductions will be made for spring.

Mr. Camardo asked about putting the audit out for bid.

Dr. Van Buskirk stated that the College should maintain enough support staff so we do not lose students who may be struggling.

4.0 REPORTS (continued)

4.1 President's Report (continued)

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

- Introduced Associate Professor Sarah Yaw, Chair of the Veterans Working Group, who spoke about the work that the group has done and introduced several veterans who are part of the Veterans Club. Brian Knapp from the Auburn campus and Kevin Coleman of the Fulton campus both stated that veterans on both campuses need a dedicated space with computers to work.

4.1.5 Foundation Executive Director: Executive Director Hoffman highlighted the following from his report:

- Giving from employees is up 50% this year.
- Joint meeting between Foundation Board and Board of Trustees will be held on Wednesday, January 16, at 4:30 to discuss the goals and objectives from the Board of Trustees to the Foundation Board.
- In January, there will be a re-organization of the Foundation Board with a couple of openings.

4.1.6 Fulton Associate Vice-President: Associate VP Killoran's report was distributed to the Board in her absence.

- Mr. Klink stated that he wanted to give full disclosure on his stand that the Boy Scouts have been very discriminatory against homosexuals and does not think that there is any room for discrimination on the part of Cayuga as an educational institution. Mr. Klink noted that his son is an Eagle Scout and that Mr. Klink still participates in Boy Scout fundraising activities. Dr. Herron responded in Associate VP Killoran's absence that the meeting with the Girl Scouts is an initial meeting and all will be taken into account.

4.1.7 Deans:

4.1.7.1 Dean of Community Education and Workforce Development: Dean DeShaw gave the following report:

- The Central New York Regional Economic Development Council has awarded \$93.8 million in funding for 73 projects. Currier Plastics will be awarded \$100,000 for lean manufacturing and is critical to our plastics program.

4.1.7.2 Dean of Enrollment and Retention: Dean Anderson-Lindsay gave the following report:

- Enrollment update was given and the strategies to increase enrollment and retention.
- Draft of articulation agreement between Cayuga Community College and North Maharashtra University was reviewed. The document proposes an in-state tuition rate for students coming from NMU to Cayuga for the degree programs identified in the articulation agreement. Five to ten students may come from India to Cayuga the first year.

Mr. Camardo asked VP Hutchinson for a breakeven point per FTE for in-state revenue that comes to the College.

4.0 REPORTS (continued)

4.1 President's Report (continued)

4.1.7.3 Dean of Technology: Dean Taylor gave the following report:

- Progress is being made on the upgrades to BANNER.
- Met with the Planning Committee regarding the acceptable use policy. More work will need to be done.

4.1.8 Student Trustee: Trustee Coleman gave the following report:

- The President and Vice President of SGO resigned.
- Pizza with the President has been very productive
- A canned food drive was done, along with a fundraiser for Toys for Tots.

5.0 OLD BUSINESS

6.0 NEW BUSINESS

Dr. Larson was asked about the College discrimination policy. He responded that he would investigate and bring information back to a future meeting.

7.0 COMMUNICATIONS

Communications were noted.

8.0 INFORMATION

Information items were noted.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Kott moved to adjourn the meeting, seconded by Mrs. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 8:27 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Board Stenographer

Respectfully submitted:

Jane J. Bowen, Acting Secretary
Board of Trustees