

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, February 24, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Excused: Mr. John Karpinski

Also Present: Dr. Brian M. Durant, President  
Dr. Anne Herron, VP of Academic Affairs and Provost  
Dr. Dan Dobell, VP of Administration and Treasurer  
Mr. Jeff Rosenthal, VP of Student Affairs  
John Lamphere, Assoc. VP, Dean of Fulton Campus  
Guy Cosentino, Executive Director, CCC Foundation  
Tom Corcoran, Director of Human Resources  
Marie Nellenback, Director of Business Services & Comptroller  
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP  
Theresa Rogalski, Account Clerk Typist, Co-President ESP  
Bob Frame, Theater Operations, President/AP Group  
Patti Hamberger, Senior Typist, Registrar's Office  
Deborah Purcell, Senior Typist/CEWD  
Bruce Walter, Manager of IT User Services  
Jean Close, The Bonadio Group  
John Miller, The Bonadio Group

Pamela Heleen, Secretary to the Board

Mr. Edwards called the meeting to order at 6:02 p.m.

**1.0 COMMENTS FROM THE PUBLIC**

None.

**2.0 CONSENT AGENDA**

Mr. Edwards presented the Consent Agenda which consisted of the January 20, 2016 Regular Board Meeting minutes, the January 2016 Monthly Bills totaling \$1,277,761.17, and the 2016 Stipend List #10 and #11 totaling \$114,344.15.

Motion to accept the Consent Agenda was made by Mrs. Bowen and seconded by Mr. Runkle. The motion carried following a unanimous voice vote.

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Buildings & Grounds**

There were no recommendations for Board approval. Mr. Klink reported that the committee met February 20, 2016 and was provided an update on Fulton, child care facilities, SmartEdge and the Facilities Master Plan.

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

**3.2 Audit & Finance**

Mr. Runkle stated that there were no actionable items this month. He introduced Jean Close and John Miller from the Bonadio Group who presented the Financial Highlights to the 2015 College Audit. Each Trustee received a copy of their PowerPoint presentation.

Mr. Camardo requested an accounting of the expenses associated with the discontinued Musical Theatre Capital Project. He asked why the \$1.5 million was recorded as an expense and not an accounts receivable. Ms. Close and Dr. DoBell stated that the accounting was based on whether it was realistic to expect reimbursement of the expense. Dr. DoBell said that he would look into it.

A motion to approve the audit was made by Mr. Runkle, seconded by Mr. Camardo and carried following unanimous roll call vote.

Dr. DoBell presented an overview on the 6% drop in FTE and a review of expenses to cover the loss of revenue. Dr. Durant commented that the work to control salaries demonstrates tremendous academic management. He continued by stating that the work is not done - we need to know where our revenues will end up and what our expenses will look like.

**3.3 Personnel**

Dr. Van Buskirk stated that the Personnel Committee met on February 11<sup>th</sup> and reported that Tom Corcoran and his staff are working hard to conduct an analysis of needs and priorities to guide the activities of Human Resources. No major changes in staffing will until thorough financial and needs analyses are done. Dr. Durant added that as we look at the future, we need to look at the requests for all positions to ensure that they are tied to the Strategic Plan. Mr. Corcoran will look at developing processes, systems, and forms so that a consistent approach is applied.

The following resolution was read into the record as a motion:

**3.3.1 Administrative/Professional - New Title - Community Education and Workforce Development**

RESOLVED, that the job title of Assistant Director of Community Education and Workforce Development be created at a salary range of \$53,142 - \$64,225 effective February 24, 2016. (Administrative/Professional Grade 5). This position is contingent upon continuation of the agreement between Cayuga Community College and CiTi BOCES.

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

**3.4 Educational Services & College Development**

Mr. Camardo stated that there were no actionable items this month. At the Committee meeting on February 10<sup>th</sup>, Mr. Rosenthal gave a brief Enrollment Update and preview of the Admissions Communications Plan.

#### 4.0 REPORTS

##### 4.1 President's Report

###### 4.1.1 President: Dr. Durant's report was included. Items highlighted were:

- He added this note to the Personnel resolution 3.3.1 - the cost share agreement allows us to staff this position.
- FSA leadership are working on plans for potential child care expansion to include year-round service for infants to pre-school, as well as exploring opportunities in Fulton. We should have a more formal recommendation next month. Availability of "good" child care has been a constant theme since Dr. Durant's arrival and it is frequently identified as a barrier to enrollment for some students. Potential space has been identified.
- Working to solidify our vision, refine costs and create specific plans for the Facilities Master Plan. Buildings & Grounds will provide updates.
- Partnership with CiTi - We are planning to modify and build out space to accommodate the move from Broadway to the River Glen campus in mid-April.
- Compass Consulting was in last week for discussions about regionalization. They were also asked for an updated consulting proposal which would change the scope of the projects outlined and generally restructure the agreement.

###### 4.1.2 Provost and Vice-President for Academic Affairs:

- Dr. Herron reported that the Nursing Class of 2015 achieved a 100% pass rate on their NCLEX exam and wanted to publicly congratulate the faculty, staff and students on this achievement.
- Comments on the Middle States Self-Study document are due by Feb. 28<sup>th</sup>; a final document is due to the team by March 14<sup>th</sup> in preparation for their visit beginning Sunday, April 24<sup>th</sup>.

###### 4.1.3 Vice-President for Administration: Dr. DoBell's report was included in the packet.

- Dr. DoBell has been working on the responses to the Audit report recommendations and getting fiscal year numbers together.

###### 4.1.4 Vice-President for Student Affairs: VP Rosenthal's report is included in the packet.

- Final edits are being made to the Enrollment Plan. Three to four week away from sharing with and getting comments from the College community.

###### 4.1.5 Fulton Associate Vice-President: Mr. Lamphere's report was included with the monthly packet.

###### 4.1.6 Student Trustee: Ms. Sharples summarized her report.

###### 4.1.6 CCC Foundation: No report was included in the packet

- Mr. Cosentino thanked the Board for their co-sponsorship of the Assessment Day reception on February 10<sup>th</sup>.

#### 5.0 OLD BUSINESS - No report.

#### 6.0 NEW BUSINESS - No report.

#### 7.0 COMMUNICATIONS - No information.

**8.0**    **INFORMATION**  
Noted.

**9.0**    **EXECUTIVE SESSION**

At 7:02 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss Collective Bargaining negotiations. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Mr. Runkle, seconded by Mrs. Bowen, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:24 p.m.

At 7:25 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session again to discuss sale/lease of real property and matters leading to an individual's appointment. The motion to adjourn into Executive Session was made by Mr. Camardo, seconded by Mr. Runkle, and carried following a unanimous voice vote. The Board returned from Executive Session at 8:15 p.m.

**10.0**    **ADJOURNMENT**

Mr. Runkle moved to adjourn the meeting, seconded by Mrs. Bowen and carried by unanimous voice vote. The meeting adjourned at 8:20 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

Jeffrey L. Edwards,  
Chair, Board of Trustees