

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, March 16, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Excused: Mrs. Jane Bowen

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  
Carla DeShaw, Dean, Community Education & Workforce Development  
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  
Sharon Coolican, Professor, Faculty Association  
2 Students from Keuka College

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.

Mr. Edwards began the meeting by announcing that Dr. Van Buskirk had been reappointed by the Governor's Office.

**2.0 CONSENT AGENDA**  
Mr. Edwards presented the Consent Agenda which consisted of the February 24, 2016 Regular Board Meeting minutes, the February 2016 Monthly Bills totaling \$1,202,230.55, and the 2016 Stipend List #12 and #13 totaling \$1,018,767.42.

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

Mr. Edwards welcomed Sarah Yaw to give the Board an update on Cayuga Advantage. Her PowerPoint presentation is attached for the record. Dr. Durant noted how this program will strengthen our relationship with school districts and communities.

**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 March 8, 2016 and was provided an update on the Occupational Therapist Assistant buildout in Fulton and the renovation of the Nature Center for child care facilities.

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

**3.2 Audit & Finance**

Dr. Stankus stated that there were no actionable items this month. An update on the budget and audit were given at the committee meeting.

**3.3 Personnel**

Dr. Van Buskirk stated that the Personnel Committee did not meet this month. There were no updates or actionable items.

**3.4 Educational Services & College Development**

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

**3.4.1 APPROVAL OF AMENDMENT TO 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 Board of Trustees approved the new five (5)-year Fall 2016-Summer 2021 Academic Calendar at the November 18, 2015 meeting; and

WHEREAS, the College's Enrollment and Student Success Council, recently concluded its research on the efficacy and sustainability of offering over ten parts-of-term, and recommended the College consider eliminating several parts-of-term: Sunday terms and the first, second, and third five weeks in the fall and spring semesters; and

WHEREAS, the faculty approved an amendment to the academic calendar eliminating the parts-of-term noted above; and

WHEREAS, the President recommends that the Board of Trustees approve the amendment to the five (5)-year Academic Calendar: now therefore, be it

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

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

**4.0 REPORTS**

**4.1 President's Report**

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

- The Lieutenant Governor visited the Auburn campus for a tour of the Advanced Manufacturing Institute. Thank you to Dean DeShaw for her persistence. The Lieutenant Governor met with John Currier and others. This visit highlights our partnerships with local industry.

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

- Thanks to all who worked on the Academic Strategic Plan.
- Criminal Justice Dept. will be conducting their 6<sup>th</sup> Annual Career Fair. Thank you to Theresa Misiaszek.

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

- Dr. DoBell noted that the first round of budget development meetings will be taking place next week with senior staff using a zero-based budgeting model.

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

- Fulton campus just had the highest attended Spring Open House.
- FTE count for Spring is 89% of Fall which is up from our estimates.
- "Take 3 for Free" has had positive results.

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

- JoAnn Harris won first place for her carrot cake.
- Fund raising efforts will send a second child to summer camp.

4.1.6 Student Trustee: Ms. Sharples summarized her report.

- She encouraged everyone to attend the Harlequin Production performance of "Billy Budd."

4.1.6 CCC Foundation: No report was included in the packet

- Mr. Cosentino noted that a new edition of the Spartan will be out in the next few weeks.

5.0 OLD BUSINESS - No report.

6.0 NEW BUSINESS - A critical dates list was distributed.

Mr. Edwards read the following resolution into the record as a motion to approve.

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 carry a term beginning January 1, 2016 and terminating on December 31, 2016.

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

7.0 COMMUNICATIONS

7.1 Mr. Runkle's resignation letter was noted.

8.0 INFORMATION

Noted.

**9.0**     **EXECUTIVE SESSION**

At 6:45 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. Karpinski, seconded by Dr. Van Buskirk, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:50 p.m. following a motion by Mr. Camardo, seconded by Mr. Karpinski and carried following a unanimous voice vote.

At 6:50 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session again to discuss the sale/lease of real property and Collective Bargaining negotiations. The motion to adjourn into Executive Session was made by Mr. Karpinski, seconded by Dr. Van Buskirk, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:23 p.m. following a motion by Mr. Camardo, seconded by Mr. Karpinski and carried following a unanimous voice vote.

**10.0**     **ADJOURNMENT**

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Karpinski and carried by unanimous voice vote. The meeting adjourned at 7:24 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees