

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, April 20, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Dr. Linda P. Van Buskirk, Vice-Chair
Mrs. Jane Bowen
Mr. John Camardo
Ms. Melina Carnicelli
Mr. John Karpinski
Mr. John J. Klink
Mr. Patrick Mahunik
Ms. Molly Sharples, Student Trustee
Dr. Richard Stankus

Excused: Mr. Jeffrey L. Edwards

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
John Kaftan, Dean of IT
Eric Zizza, Faculty Association
Theresa Misiaszek, Criminal Justice Professor
David Harbaugh, Manager - Network Operations
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Account Clerk Typist, Co-President ESP
Patti Hamberger, Senior Typist, Registrar's Office
Deborah Purcell, Senior Typist/CEWD

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 6:06 p.m.

Dr. Van Buskirk welcomed Mr. Pat Mahunik as our newly sworn-in Cayuga Community College Trustee.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the March 16, 2016 Regular Board Meeting minutes, the March 2016 Monthly Bills totaling \$2,152,960.85, and the 2016 Stipend List #14 and #15 totaling \$461,369.21.

Motion to accept the Consent Agenda was made by Mr. Karpinski and seconded by Ms. Carnicelli. 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.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Audit & Finance

Dr. Stankus stated that there were no actionable items this month. A basic review of the 2016 - 2017 budget was presented at the April 12th Committee meeting. Next month, detailed presentations for the 2016 - 2017 Tuition and Fee Schedule, as well as the Budget, will go through this committee and then to the full Board.

A motion to amend the agenda to include additional Personnel items was requested by Dr. Van Buskirk. Ms. Carnicelli made the motion, seconded by Mrs. Bowen and approved following a unanimous voice vote.

3.3 Personnel

Dr. Van Buskirk read the following eleven (11) resolutions into the record as motions to approve.

3.3.1 Administrative Professional Appointment:

RESOLVED, that Emily Cameron be appointed to the position of Assistant Director of Community Education and Workforce Development effective April 21, 2016 at a starting salary of \$53,142; Administrative Professional Grade 5. This position is contingent upon renewable Center for Career and Community Education (CCCE) partnership funding.

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

3.3.2 Renewal of Term Appointment - Dr. Elizabeth Seton Mignacca

RESOLVED, that Dr. Elizabeth Seton Mignacca's term as Director of Assessment be renewed in accordance with Article XI, 3.3 as stated in the 2011-2016 contract between the Board of Trustees of Cayuga Community College and the Cayuga County Community College Faculty Association.

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

3.3.3 Renewal of Term Appointment - Delecia Weatherstone

RESOLVED, that Delecia Weatherstone's term as Assistant Professor of Nursing be renewed in accordance with Article XI, 3.3 as stated in the 2011-2016 contract between the Board of Trustees of Cayuga Community College and the Cayuga County Community College Faculty Association.

The motion was seconded by Mrs. Bowen and approved following a unanimous voice vote.

3.3.4 Promotion to Professor - Sara Davenport

RESOLVED, that Sara Davenport be promoted to the rank of Full Professor and Technical Services Librarian commencing with the start of the fall 2016/2017 academic year.

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

3.3.5 Promotion to Professor - Eric Zizza

RESOLVED, that Eric Zizza be promoted to the rank of Full Professor and Transfer Counselor in The Centers for Student Engagement and Academic Advisement commencing with the start of the fall 2016/2017 academic year.

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

3.3 Personnel (continued)

3.3.6 Promotion to Associate Professor - Dr. Christopher D'Arcy

RESOLVED, that Dr. Christopher D'Arcy be promoted to the rank of Associate Professor of Biology commencing with the start of the fall 2016/2017 academic year.

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

3.3.7 Promotion to Associate Professor - Theresa Misiaszek

RESOLVED, that Theresa Misiaszek be promoted to the rank of Associate Professor of Criminal Justice commencing with the start of the fall 2016/2017 academic year.

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

3.3.8 Promotion to Associate Professor - Michael Cortese

RESOLVED, that Michael Cortese be promoted to the rank Associate Professor Music and Recording Arts commencing with the start of the fall 2016/2017 academic year.

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

3.3.9 Faculty Retirement

RESOLVED, that the retirement of Patricia Powers-Burdick as Counselor/Professor be accepted effective May 27, 2016. The Board of Trustees expresses its recognition of more than 25 years of service to the institution by Patricia Powers-Burdick and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.10 PROFESSOR EMERITUS - Howard Nelson

WHEREAS, Howard Nelson is an outstanding faculty member who serves the College with dignity and distinction for more than 45 years; and

WHEREAS, Professor Nelson is one of only two faculty members in the history of the College to receive two Chancellor's awards, for teaching (1998) and scholarly and creative activities (2002); and

WHEREAS, as a published poet and scholar, Professor Nelson has brought attention and prestige to Cayuga's English program, as well as the overall institution; and

WHEREAS, although retired, Professor Nelson continues his commitment to providing a rich cultural experience for our students and employees by organizing visits by poets and writers to campus; and

WHEREAS, even in his retirement, Professor Nelson teaches as an adjunct bringing his joy of writing to all his students; and

WHEREAS, he is respected by his students and his colleagues for his dedication to the teaching profession; and

FURTHER, that Howard Nelson be recognized for his many contributions to the College and the community; now therefore,

BE IT RESOLVED, that Howard Nelson be appointed Professor Emeritus of English with all rights, privileges, and honors pertaining thereto, effective April 20, 2016.

The motion was seconded by Mr. Camardo and passed following a unanimous voice vote.

3.3 Personnel (continued)

3.3.11 PROFESSOR EMERITUS - Thomas Casella

WHEREAS, Thomas Casella is an outstanding faculty member who has served the College with dignity and distinction since 1979; and

WHEREAS, Professor Casella has a long record of outstanding contributions to the College, including as Director of Audio-Visual Services, Professor of Art, and Art Program Coordinator in the School of Media and the Arts; and

WHEREAS, as Director of Audio-Visual Services, Professor Casella was responsible for the production of all the college's graphic materials, including publicity materials, the college catalog brochures, posters, booklets and view books; and

WHEREAS, Professor Casella developed the first photography courses and taught photography and darkroom techniques for 36 years, as well as developing all of the college's digital imaging courses; and

WHEREAS as Art Program Coordinator, Professor Casella took on the additional responsibilities of assisting with the selection of adjunct faculty, Art program development, and developing articulation agreements with high schools and four-year transfer institutions; and

WHEREAS, Thomas Casella has served with honor and distinction as both an administrator and teaching faculty member; now therefore,

BE IT RESOLVED, that Thomas Casella be appointed Professor Emeritus of Art with all rights, privileges, and honors pertaining thereto, effective April 20, 2016.

The motion was seconded by Mr. Camardo and passed following a unanimous voice vote.

At the April Personnel Committee, discussions occurred concerning the Interim Registrar, an integrated on-line Policies and Procedure manual, Family & Medical Leave Act compliance, and exploring a new system, FLAC.

3.4 Educational Services & College Development

Ms. Carnicelli reported that the Committee heard a presentation by Mr. Rosenthal on the new Enrollment Plan.

4.0 REPORTS

4.1 President's Report

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

- Inauguration - Thank you to all who helped make the event wonderful!
- Middle States - We have a big week ahead. Thanks to the leadership, especially co-chairs and steering committee, for all their hard work.

4.1.2 Provost and Vice-President for Academic Affairs:

- Had no written report due to Middle States preparation.
- A schedule and invitation was distributed for Honor Students' Capstone Projects

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

4.1.4 **Vice-President for Student Affairs:** VP Rosenthal distributed the following items:

- Monthly Enrollment Report
- Enrollment Checklist Packet
- Enrollment Plan - see attached PowerPoint presentation.

Thanks to Bruce Blodgett for all his work in preparing these documents.

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

- "Big" YMCA meeting to take place on May 5th. Financial people and senior staff will be present.

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

4.1.7 **CCC Foundation:** No report was included in the packet

- Mr. Cosentino distributed the new edition of the Spartan. 22,000 copies will be in the mail.

5.0 **OLD BUSINESS** - No report.

6.0 **NEW BUSINESS** - The following items were distributed:

- Board Committee Assignments
- ACCT Conference registration information

Dr. Van Buskirk reminded Trustees that the May meeting will take place on the Fulton campus.

7.0 **COMMUNICATIONS**

None.

8.0 **INFORMATION**

Noted.

9.0 **EXECUTIVE SESSION**

At 7:05 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss the sale/lease of real property and Collective Bargaining negotiations. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Mrs. Bowen, seconded by Ms. Carnicelli, 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 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 8:00 p.m. following a motion by Mr. Camardo, seconded by Mr. Mahunik 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 8:02 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees