

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, May 18, 2016 in the second floor Conference Room on the Fulton Campus.

Present:	Mr. Jeffrey L. Edwards, Chair Dr. Linda P. Van Buskirk, Vice-Chair Mrs. Jane Bowen Mr. John Karpinski Mr. John J. Klink Mr. Patrick Mahunik (arrived late) Ms. Molly Sharples, Student Trustee	Excused:	Mr. John Camardo Ms. Melina Carnicelli Dr. Richard Stankus
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Also Present: Dr. Brian M. Durant, President
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
Carla DeShaw, Dean of Workforce Development
Liz McCormick, Professor and Faculty Association Rep
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

Mr. Edwards called the meeting to order at 6:05 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the April 20, 2016 Regular Board Meeting minutes, the April 2016 Monthly Bills totaling \$1,105,962.56, the 2016 Stipend List #16, #17, and #18 totaling \$102,855.27, and Budget vs. YTD Actual Unaudited Balance Sheet.

Dr. Van Buskirk noted an incorrect paragraph on the last page of the minutes (carried over from the previous month) which should be deleted.

Motion to accept the Consent Agenda with the noted change to the minutes was made by Mr. Klink and seconded by Mrs. Bowen. 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.

It was noted that the previously published date for the June B&G meeting was in conflict with the Foundation's Presidents' Circle Dinner. The B&G Committee meeting will be rescheduled.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Audit & Finance

Mr. Edwards filled in for Dr. Stankus who was excused from this month's meeting. Mr. Edwards asked that the following resolution be accepted as written:

3.2.1 CAYUGA COUNTY COMMUNITY COLLEGE TUITION AND FEES RESOLUTION - 2016-2017

WHEREAS, the Board of Trustees of Cayuga County Community College has endeavored to maintain tuition and fee rates at the lowest possible levels, and,

WHEREAS, the Board of Trustees of Cayuga Community College must establish tuition and fee rates which will insure the fiscal stability of the College, and,

WHEREAS, the tuition and fee rates must be established at this time to allow students and the families the opportunity to plan accordingly, now, therefore be it

RESOLVED, that the Cayuga County Community College Board of Trustees does hereby set the following tuition and fee rates for 2016-2017:

TUITION

Full-Time Enrollment (12-19 credit hours)	\$4,499
Part-Time Enrollment (1-11 credit hours)	\$187 per credit hour

FEES

Health Program Fee	\$62.50 per credit hour
Wellness Fee	\$20 per semester
Matriculation fee	\$40 for new, degree-seeking students
Science Lab Fee	\$25 per course
General Lab Fee	\$25 per course
Overload fee	\$187 per credit hour
Technology Fee	\$11 per credit hour for over 19 credit hours
SUNY Learning Network Fee	\$10 per credit hour

Dr. Van Buskirk stated that these fees had been well researched and more in line with other peer institutions.

The motion was made by Mrs. Bowen, seconded by Dr. Van Buskirk, and passed following a unanimous roll call vote.

3.2.2 CAYUGA COUNTY COMMUNITY COLLEGE OPERATING BUDGET FOR FY2016-2017

RESOLVED, that the operating budget, September 1, 2016 - August 31, 2017, of Cayuga County Community College in the amount of \$29,689,073 with a County of Cayuga Sponsor's share of \$2,941,820 be adopted.

Mr. Edwards read the resolution as a motion to approve, seconded by Dr. Van Buskirk.

Dr. Durant stated that the budget included a 3.99% increase in tuition and a 2510 FTE projection which is down from 2655. Retention and Cayuga Advantage initiatives should minimize the decrease in FTE. A \$100 increase in State aid per FTE is included in the budget. Also, the delay in the out-of-county chargeback formula will work in our favor for this budget period.

The resolution passed following a unanimous roll call vote.

3.3 Personnel

Dr. Van Buskirk thank Tom Corcoran for all his efforts and read the following three (3) resolutions into the record as motions to approve:

3.3.1 Faculty Retirement

RESOLVED, that the retirement of Loraine Miller, Professor and Division Chair, be accepted effective August 1, 2016. The Board of Trustees expresses its recognition of more than 25 years full and part-time service to the institution by Ms. Miller and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.2 Faculty Retirement:

RESOLVED, that the retirement of Margaret Devereaux, Library Director, be accepted effective August 5, 2016. The Board of Trustees expresses its recognition of more than 27 years of service to the institution by Ms. Devereaux and wishes her a happy, prosperous, and fulfilling retirement.

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

3.3.3 Faculty Retirement:

RESOLVED, that the retirement of Professor Patricia S. Gridley, PhD be accepted effective August 21, 2016. The Board of Trustees expresses its recognition of more than 15 years of full and part-time service to the institution by Ms. Gridley and wishes her a happy, prosperous, and fulfilling retirement.

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

3.4 Educational Services & College Development

Mrs. Bowen read the following resolution for Ms. Carnicelli as a motion to approve:

3.4.1 Revision of College Policy: Professor Emeritus Status Criteria and Privileges

WHEREAS, Cayuga Community College desires to encourage more eligible faculty to apply for Emeritus status, which may encourage them to continue service to the College post-retirement; and

WHEREAS, the existing Professor Emeritus Status Criteria policy was adopted in 1998 and is outdated and inadequate to attract eligible faculty; and

WHEREAS, an updated Professor Emeritus Status Criteria has been drafted by Cayuga's Provost and Vice President of Academic Affairs, Dr. Anne Herron and SUNY Distinguished Service Professor Steve Keeler and vetted and supported by Division Chairs and the College's Executive Team; and

WHEREAS, the newly drafted policy has been endorsed by the Educational Services and College Development Committee;

Therefore, be it **RESOLVED** that the Cayuga Community College Board of Trustees does hereby approve and adopt the revised Professor Emeritus Status Criteria policy dated May, 2016.

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

4.0 REPORTS

4.1 President's Report

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

- Middle States - The visiting team, led by Dr. Will Austin, reports that we are meeting all 14 standards. We can't get a better report than the one we got. Thanks to everyone involved.
- Budget - we are in detailed discussions and presentations in preparation for the presentation to County Legislative Committees.
- The 3rd annual S-Party event was held. In addition to food and good friends, recognition awards and "years of service" awards were given, retirees and Chancellor Award winners were recognized. 4 President's Awards were given to the co-chairs of Middle States Self-Study Team and the co-chairs of the S-Party, Adam Williams and Bruce Walter. The ESP Group Award was presented to Sue Arliss.
- Fred Westphal met with Dr. Durant and Pam Heleen to discuss the Board's Code of Conduct. He was presented with the draft developed by the ES&CD committee, the background of other SUNY Colleges, and will be joining the ES&CD committee at their June meeting to give his opinion of any proposed changes.

4.1.2 Provost and Vice-President for Academic Affairs:

- Was meeting in Auburn on behalf of Dr. Durant and was excused from the meeting.

4.1.3 Vice-President for Administration: Dr. DoBell's report was included in the packet. The Audit field work will be completed in July and October. The allowance for doubtful accounts should be handled this year.

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

- Monthly Enrollment Report - we are where we hoped we would be
- Admissions Packet - new materials and acceptance letter. Dr. Durant commented that when lack of student responsibility leads to de-registration perhaps we need to go back to some "old school" techniques. This packet and other initiatives address this.

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

- All five Chancellor Award winners are based on the Fulton campus
- New partnerships are being developed with the Oswego Anti-Poverty Coalition Task Force. We will host their meetings.

4.1.6 Student Trustee: Ms. Sharples summarized her report.

4.1.7 CCC Foundation: No report was included in the packet

- Mr. Cosentino reminded the Board that the Alumni Award recipients will be recognized at 12:45 p.m. following Commencement in the Rotunda.
- June 7th is the Presidents' Circle Dinner at Emerson Pavilion.
- Checks are being cut for Commencement Award winners.

5.0 OLD BUSINESS - No report.

6.0 NEW BUSINESS

6.1 Nominating Committee

Mr. Edwards charged the Nominating Committee (Mr. Klink, Dr. Stankus and Mr. Karpinski) to meet within the month and bring forth to the full Board at their June meeting a slate of candidates for Officers of the Board.

6.2 Special Committee Assignment

Mr. Edwards and Mr. Klink are charged with analyzing the property tax issues on the Fulton property. The project will take 6 months at the longest.

6.3 Space Utilization on the Auburn Campus

Dr. Durant noted that during the month of June, staff will be studying space needs on the Auburn campus (including IAGT) and will bring any recommendations to the Buildings & Grounds committee.

6.4 President's Evaluation

Copies were distributed to all Trustees with a postage paid envelope. Trustees were asked to complete it in advance of the June meeting and to retain a copy of their completed evaluation for their personal records.

7.0 COMMUNICATIONS

None.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

At 6:48 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss the sale/lease of real property, employment issues, 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 Dr. Van Buskirk, seconded by Mr. Klink, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:31 p.m. following a motion by Mrs. Bowen, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Mrs. Bowen and carried by unanimous voice vote. The meeting adjourned at 7:32 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

John Klink
Secretary, Board of Trustees