

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

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

Present: Dr. Linda P. Van Buskirk, Chair
Mr. Jeffrey L. Edwards, Vice-Chair
Ms. Melina Carnicelli, Secretary
Mr. John Camardo
Ms. Angela Daddabbo
Mr. John J. Klink
Mr. Patrick Mahunik
Dr. Richard Stankus
Ms. Duanna Johnson, Student Trustee

Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
Mr. Jeff Rosenthal, VP of Student Affairs
Guy Cosentino, Executive Director, CCC Foundation
Tom Corcoran, Director of Human Resources
Steve Keeler, Faculty Association Rep
Eric Zizza, Faculty Association Rep
Bob Frame, Administrative & Professional Group Rep
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Account Clerk Typist, Co-President ESP
Deborah Purcell, Senior Typist/CEWD
Lorelee Lardear, Typist

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 5:05 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the June 15, 2016 Regular Board Meeting minutes, the July 5, 2016 Special Board Meeting minutes, the June 2016 Monthly Bills totaling \$1,615,700.17, and the 2016 Stipend List #21 and #22 totaling \$413,214.49.

Motion was made by Mr. Klink and seconded by Ms. Carnicelli. Mr. Camardo asked questions about the invoice from Hancock Estabrook and for an update on consolidation of service providers. Dr. Durant stated that Dr. DoBell would research the issues and get back to him. The motion was carried after a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

The B&G Committee met on July 18th at which time Kevin Drayer provided updates on the movement of offices to the IAGT space. No actionable items were presented to the Committee.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.2 Finance & Audit

Mr. Edwards reported that the Committee did not meet and there were no actionable items to present to the Committee. Dr. Durant stated that attempts will be made to get information out earlier. Year-end projections will be available to present to the Committee next month.

3.3 Personnel

Dr. Stankus read the following resolutions into the record:

3.3.1 Civil Service Reclassification (pulled from BOT agenda last month)

RESOLVED, that the title of Building Maintenance Person be reclassified to Building Maintenance Mechanic effective August 1 as approved by the Cayuga County Civil Service Commission on May 11, 2016 resulting in an \$6,371.00 increase to base salary. New base salary will be \$51,286.00.

A motion to approve was made by Ms. Carnicelli, seconded by Mr. Mahunik and carried after an 8 - 0 yea roll call vote with one abstention (Ms. Johnson).

3.3.2 Administrative Professional Resignation:

RESOLVED, that the resignation of Dr. Carol Runge, Director of Institutional Research be accepted effective July 15, 2016. The Board of Trustees expresses its recognition of 12 years of service to the institution by Ms. Runge.

A motion to approve was made by Ms. Carnicelli, seconded by Mr. Klink and carried after a unanimous voice vote.

3.3.3 Employee Support Professional Retirement

RESOLVED, that the retirement of Patricia Fiorillo-Bullock be accepted effective July 11, 2016. The Board of Trustees expresses its recognition of 16 years of service to the institution by Ms. Fiorillo-Bullock and wishes her a happy, prosperous, and fulfilling retirement.

A motion to approve was made by Ms. Carnicelli, seconded by Mr. Klink and carried after a unanimous voice vote.

3.3.4 Faculty Appointment:

RESOLVED, that Sara Davenport be appointed to the position of Interim Library Director for a one year, 12 month temporary appointment effective August 8, 2016 at an annual base salary of \$83,068. (Faculty Association contract, Professor rate) A 20% differential is also paid per contract provisions for 12 month positions.

A motion to approve was made by Ms. Carnicelli and seconded by Mr. Edwards. There was no discussion and the motion carried after a unanimous roll call vote.

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

3.3.5 Faculty Appointment:

RESOLVED, that Holly Kuhl be appointed to the position of Interim Librarian for Instruction and Assessment for a one year, 12 month temporary appointment effective August 8, 2016 at an annual base salary of \$56,538. (Faculty Association contract, Instructor rate) A 20% differential is also paid per contract provisions for 12 month positions.

The motion was seconded by Ms. Carnicelli and approved after a unanimous roll call vote.

3.4 Educational Services & College Development

Ms. Carnicelli reported that the Committee met on Monday, July 18th. Discussion about deactivation of a program due to low enrollment occurred and is the step before discontinuation. This change is in line with the changes made earlier this year to the academic calendar. The following resolution was read into the record as a motion:

3.4.1 Approval to Deactivate Liberal Arts and Sciences/ Humanities and Social Science: Accelerated Format Only

WHEREAS, it is central to the mission of Cayuga Community College to offer degree and certificate programs that prepare students for career employment or further study; and

WHEREAS, the deactivation of the A.A. Liberal Arts and Sciences/ Humanities and Social Science: ACCELERATED FORMAT ONLY program offered at Cayuga Community College has been approved by the faculty of the College; and

WHEREAS, the Cayuga Community College received approval to offer it's A.A. in Liberal Arts and Sciences/ Humanities and Social Sciences: ACCELERATED FORMAT in 2001 to accommodate busy adults, who were underserved by the College's traditional programming; and

WHEREAS, the format was successful for many years, but has declined over the last five (5) years with fewer than five students in the program with expenses far exceeding program revenues; and

WHEREAS, online education now offers more convenient options for non-traditional students; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the deactivation of the A.A. Liberal Arts and Sciences/ Humanities and Social Science: ACCELERATED FORMAT ONLY program.

The motion was seconded by Mr. Klink and approved after a unanimous voice vote.

Based on County Attorney, Fred Westphal's recommendation in June that the Board develop and implement a checklist of annual certifications and compliance reviews, Ms. Carnicelli presented an outline draft of a New Trustee Orientation, Annual Compliance Review and Certification, Annual Goal Setting, and Retreat Agenda. She asked that the Board review the document and forward comments to her by the end of the month.

4.0 REPORTS

4.1 President's Report

4.1.1 **President:** Dr. Durant's activity and monthly report were included and he highlighted the following items:

- Cayuga County approved the College's budget with a 1.5% increase in county sponsorship. We are currently loading the budget in Banner.
- Working on strategic planning to lay out our progress to date.
- Dr. Durant will be scheduling meetings with himself, each Board committee chair, and the administrative liaison(s) to assist in the creation of the Board packet and the general flow of information.
- Dr. Durant thanked everyone for their efforts in faculty negotiations. The FIN process works.

- CCCE ribbon cutting in Fulton is scheduled for August 2 at 11:00 a.m. All Board members are invited to attend.
- Shared space with IAGT will better support students and academic areas.

4.1.2 Provost and Vice-President for Academic Affairs:

Dr. Herron had no written report, but highlighted the following information:

- Accreditation of our Nursing Program will take place in spring, 2017. Preparations are beginning now.
- OTA Program accreditation will take place in December
- CCCE (highlighting the partnership between the College and BOCES in Fulton) - August 2nd.
- Meetings are taking place with Division Chairs to discuss office moves and the opportunities to better serve students.
- Searches and interviews are on-going for Librarian, Director of Marketing and Communication, and English professor.
- No expansion of the nursing program is planned.

4.1.3 Vice-President for Administration: Dr. DoBell is on vacation and his report was included in the packet.

4.1.4 Vice-President for Student Affairs: VP Rosenthal provided an enrollment update in a PowerPoint presentation. Discussion took place.

4.1.5 Fulton Associate Vice-President: Mr. Lamphere was on vacation and was excused from the meeting. His report was included with the monthly packet.

4.1.7 CCCC Foundation: No report was included in the packet

- 2 new scholarships will become available shortly - CNY Community Fund and Novelis Engineering and Manufacturing Award.
- Gettysburg Alumni trip has been cancelled for the fall.

5.0 OLD BUSINESS

New committee assignments are included. Any changes should be forwarded to Dr. Van Buskirk as soon as possible. A new county appointee, Stephanie Hutchinson, will be sworn in in August.

6.0 NEW BUSINESS

- Dr. Van Buskirk referenced page 6, "Model Standards of Good Practice for Trustee Boards" in the most recent issue of *Trustee Quarterly*. She would like the Trustees to think about goals for the Board as this will be a priority for the fall.
- A draft of the 2016 - 2017 meeting schedule is included. Trustees should review the document and forward any changes to Pam Heleen.

7.0 COMMUNICATIONS

None.

8.0 INFORMATION

Noted.

9.0 EXECUTIVE SESSION

At 6:21 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss contract negotiations. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Mr. Klink, seconded by Mr. Mahunik, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:09 p.m. following a motion by Mr. Klink, seconded by Mr. Edwards and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Dr. Stankus and carried by unanimous voice vote. The meeting adjourned at 7:09 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees