

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, August 17, 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 (late arrival)
Ms. Melina Carnicelli, Secretary
Mr. John Camardo
Ms. Angela Daddabbo
Ms. Stephanie Hutchinson
Mr. John J. Klink
Mr. Patrick Mahunik
Ms. Duanna Johnson, Student Trustee

Excused: Dr. Richard Stankus

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
Carla DeShaw, Dean, Community Education & Workforce Development
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
Patti Hamberger, Senior Typist, Registrar's Office

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 5:00 p.m.

1.0 COMMENTS FROM THE PUBLIC
None.

Dr. Van Buskirk made a motion to change the agenda - to table resolution 3.3.6 and to discuss resolutions 3.3.7, 3.3.8, and 3.3.9 in Executive Session and take action on these three resolutions after Executive Session, if necessary. The motion was seconded by Mr. Klink, and carried following a unanimous voice vote.

2.0 CONSENT AGENDA
Dr. Van Buskirk presented the Consent Agenda as a motion to approve the July 20, 2016 Regular Board Meeting minutes, the August 1, 2016 Special Board Meeting minutes, the July 2016 Monthly Bills totaling \$939,201.66, and the 2016 Stipend List #23 and #24 totaling \$294,043.60.

Motion was seconded by Ms. Carnicelli and carried after a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

The B&G Committee met on Aug. 9th at which time updates were presented by Doug Kinney, Director of Public Safety and Kevin Drayer, Director of Buildings & Grounds. Mr. Klink reported that Public Safety will be added as a responsibility of this committee. Mr. Kinney reviewed the College's new 18-month Emergency Action Plan. Mr. Drayer reported that the move to IAGT and the required construction are progressing. In addition, SmartEdge work on the boiler and lighting is ongoing, the demolition of the building on Prospect Street occurred today, and the ribbon cutting for the new Child Care Center will be August 25th at 10:00 a.m. No actionable items were presented to the Committee.

Dr. Van Buskirk thanked Bob Brower and his staff for their assistance during these moves.

3.2 Finance & Audit

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

- 3.2.1 **WHEREAS**, upon the evaluation of the year-end 2015 - 2016 operating budget, it has been determined that \$100,000 can be transferred to a project reserve fund for the purpose of renovating existing space for the future Occupational Therapy Assistants Lab on the Fulton campus in fiscal year 2016 - 2017.

NOW LET IT BE RESOLVED, that the Board of Trustees of Cayuga Community College hereby authorize and direct the College administration to establish said fund and execute all plans necessary to create the Occupational Therapy Assistants Lab on the Fulton campus.

Mr. Klink seconded the motion which was carried after a unanimous roll call vote.

Dr. Durant stated that a review of the Audit and year-end financials will be done at the next Finance & Audit Committee meeting.

3.3 Personnel

Ms. Carnicelli read the following resolutions as motions to approve:

- 3.3.1 **Civil Service Reclassification (clarification of July resolution to reclassify Building Maintenance Person position to Building Maintenance Mechanic effective August 1)**
RESOLVED, that the Fulton based reclassification of a Building Maintenance Person position to Building Maintenance Mechanic position be awarded to incumbent Fulton Building Maintenance Person Ernest Leonard effective August 1, 2016.

Mr. Klink seconded the motion which was carried after a unanimous voice vote.

- 3.3.2 **Faculty Retirement:** (date modification)
RESOLVED, that the retirement date for Loraine Miller, Professor and Division Chair, be modified to August 18, 2016, thus allowing Ms. Miller to utilize accrued vacation prior to her retirement.

Mr. Camardo seconded the motion which was carried after a unanimous voice vote.

3.3 Personnel (continued)

3.3.3 Faculty Retirement: (date modification)

RESOLVED, that the retirement of Margaret Devereaux, Library Director, be modified to August 26, 2016 thus allowing Ms. Devereaux to utilize accrued vacation and retain eligibility for retirement incentives, per August 5, MOA as outlined in Article XV section 10.2 of the 2011-2016 Faculty collective bargaining agreement.

Mr. Camardo seconded the motion which was carried after a unanimous voice vote.

3.3.4 Faculty Retirement:

RESOLVED, that the retirement of Ronald R. Grube, PhD. Professor of History be accepted effective August 20, 2016. The Board of Trustees expresses its recognition of more than 20 years full and part-time service to the institution by Dr. Grube and wishes him a happy, prosperous, and fulfilling retirement.

Mr. Camardo seconded the motion which was carried after a unanimous voice vote.

3.3.5 Faculty Appointment: (supporting documents are attached)

RESOLVED, that Dr. Greg Sevik be appointed to the position of Instructor of English for a one year, 10 month temporary appointment effective with the Fall 2016/2017 academic year at an annual base salary of \$56,538. (Faculty Association contract, Instructor rate)

Mr. Klink seconded the motion which was carried following a unanimous roll call vote.

Dr. Herron and Dr. Durant thanked the search committee for their work. Dr. Durant commented on the flexibility that this budget strategy provides for hiring temporary positions.

3.4 Educational Services & College Development

Ms. Carnicelli read the following resolution into the record as a motion:

3.4.1 Approval of Online Event and Tourism Management A.A.S. Program

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 proposed online event and tourism management A.A.S. program has been approved by the faculty of the College; and

WHEREAS, the Central New York Regional Economic Development Council (REDC) Five-Year Strategic Plan (2012-2016) noted "Tourism is a \$1 billion industry in Central New York, and current global economic conditions, including the weak dollar, create opportunities for our region to draw additional international visitors across our shared boundary with Canada and from entry points downstate;" and

WHEREAS, the Finger Lakes Regional Office of Empire State Development for New York State identified destination tourism as one of the top 10 industries in the area; and

WHEREAS, the College's Program Development Committee Report on Workforce Development Programs has identified the tourism management industry as an area of growth and the College's external Business Program Advisory Committee has recommended the College pursue tourism management as an area for program development; and

WHEREAS, the proposed two (2) year fully online A.A.S. program in the area of event and tourism management prepares students for entry-level careers in destination marketing organizations (DMO)/tourism promotion agencies, tour companies, tourism bureaus, visitor centers, cruise lines, inns and hotels; and

3.4.1 Approval of Online Event and Tourism Management A.A.S. Program (continued)

WHEREAS, the proposed A.A.S. program meets the needs of the community served by the College, while at the same time expands upon existing offerings related to the business program; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an online A.A.S. program in Event and Tourism Management.

The motion was seconded by Mr. Camardo. Dr. Van Buskirk asked about the transferability of the online only credits. Dr. Durant confirmed that the program will transfer regardless of modality. The resolution was approved after a unanimous voice vote.

Ms. Carnicelli also stated that the name change to Governance and Planning and the Trustee Checklist of Tasks and Actions was discussed and will come before the full Board in the form of a resolution at next month's meeting. The number and purpose of the current committee structure and their responsibilities will be discussed at the October Governance and Planning committee meeting.

4.0 REPORTS

4.1 President's Report

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

- Carla DeShaw and her staff were thanked for organizing the successful Open House and Ribbon Cutting of the Center for Career & Community Education of the Fulton campus. Instructors were available to talk about their programs and students seem very excited about starting their journey at CCC.
- The writing of the Faculty Contract is on schedule.
- Dr. Durant is working on financials, budget and progress reports for the year-end, as well as writing goals and objectives for 2016 - 2017.
- Dr. Durant thanked everyone for their work in bringing in the new class of students for the fall semester.

4.1.2 Provost and Vice-President for Academic Affairs:

Dr. Herron handed out her report. She also thanked Ms. Carnicelli and Mr. Klink for attending the Fulton ribbon cutting.

4.1.3 Vice-President for Administration: Dr. DoBell highlighted his report and noted that everyone is working on year-end and getting ready for the Auditors who will be on site in October for field work.

4.1.4 Vice-President for Student Affairs: VP Rosenthal highlighted the following information:

- First deregistration is tomorrow. Dr. Van Buskirk asked if we had a mechanism to determine why students inquire about CCC and do not come. Mr. Rosenthal stated that this inquiry is in the Enrollment Communication Plan, but has not been rolled out yet.
- Cornell Prison Program graduation ceremony will be occurring this fall. Dr. Herron will research the number of graduates.

4.1.5 Fulton Associate Vice-President: No report.

4.1.6 Student Trustee: Ms. Johnson reported that Orientation training was occurring.

Ms. Carnicelli asked about the phone system and calls being routing through Fulton. Dr. Durant stated that an internal work group was working on a solution.

4.1.7 CCCC Foundation: No report was included in the packet.

- Gettysburg Alumni trip has been cancelled for the fall.
- Alumni Office is taking reservations for the NYC trip.
- An invitation to the Cleo Parker Dance Ensemble performance will be in the mail shortly.
- Spartan magazine will be out shortly.
- 25 Presidential Scholarships have been awarded for the fall, 2016 semester.

5.0 OLD BUSINESS

Dr. Van Buskirk stated that all Trustees should be working on goals, both individually and for the Board as a whole. Her goal will be to have a Legislative Summit on campus in early January. This will provide SUNY, County legislatures, and congressional and Senate leadership to learn about Cayuga and the importance of a community college education. An early January event will precede budget activities.

Dr. Van Buskirk charged all committee chairs to develop individual and committee goals.

6.0 NEW BUSINESS

- The Governance and Planning Committee will be working on Trustee Orientation. Dr. Durant stated that it should include a College overview, providing a broad sense for each operating unit. Work will begin in late September.
- Dr. Van Buskirk proposed a rotating mentorship program which may provide a more unified Board.

7.0 COMMUNICATIONS

None.

8.0 INFORMATION

- The September Board meeting will begin at 6:00 p.m.

9.0 EXECUTIVE SESSION

At 5:50 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss contract negotiations and personnel matters. The motion to adjourn into Executive Session was made by Dr. Van Buskirk, seconded by Mr. Camardo, and carried following a unanimous voice vote. The Board returned from Executive Session at 6:37 p.m. following a motion by Mr. Edwards, seconded by Ms. Carnicelli and carried following a unanimous voice vote.

Open session business continued following executive session.

Dr. Van Buskirk read the following resolutions into the record as motions to approve:

3.3.7 Executive Salary Increase

WHEREAS, in compliance with Article X, Section 1 of the Policy Handbook for Executive Staff, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Executive Staff be increased by 1% not to an employee's base salary effective September 1, 2016 to be allocated on a biweekly payroll basis through the 2016 -2017 academic year.

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

3.3.8 Managerial and Confidential Salary Increase

WHEREAS, in compliance with Article IX, Section 1 of the Policy Handbook for Managerial and Confidential Employees, the Board of Trustees determines salary for each employee by annual resolution.

RESOLVED that the salaries for Managerial and Confidential Staff be increased by 1% not to an employee's base salary effective September 1, 2016 to be allocated on a biweekly payroll basis through the 2016 -2017 academic year.

The motion was seconded by Mr. Mahunik and carried following a unanimous roll call vote.

3.3.9 President Contract Renewal

The Board of Trustees hereby renews the contract for Brian M. Durant as President of the College at an annual salary of \$186,000 with a start date of September 1, 2016. This agreement includes a contract extension through the year 2021.

The motion was seconded by Ms. Carnicelli and carried following a unanimous roll call vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Ms. Carnicelli and carried by unanimous voice vote. The meeting adjourned at 6:41 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees