

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, November 16, 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
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
Dr. Dan DoBell VP of Administration and Treasurer
Jeff Rosenthal, VP of Student Affairs
John Lamphere, Associate VP and Dean of Fulton Campus
Sue Gilmore, Professor, Faculty Assoc. Rep.
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Deborah Purcell, Senior Typist/CEWD
David Harbaugh, Manager - Network Operations, APG Rep
Guy Cosentino, Executive Director, CCCC Foundation

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 6:00 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

2.0 CONSENT AGENDA

Dr. Van Buskirk asked for a motion to approve the Consent Agenda including the October 19, 2016 Regular Board Meeting minutes, the October 2016 Monthly Bills totaling \$1,528,069.82, and the 2017 Stipend List #4 and #5 totaling \$501,356.43.

Motion was made by Mr. Klink, seconded by Ms. Carnicelli and carried after a unanimous voice vote.

A motion was made by Mr. Klink and seconded by Mr. Mahunik to remove Resolution 3.3.5 from the agenda. The motion carried after a unanimous voice vote.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink reported that the B&G Committee received an update on the search for an athletic field. Every option and possibility to locate the field on our own footprint is being explored. A survey will be completed to assist in this due diligence, as well as to assist with costing out the different pathways. No decisions have been made.

No resolutions were brought forth from the Buildings & Grounds Committee.

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

3.2 **Finance & Audit**

Mr. Edwards stated that there were no actionable items to present. He also reported that the committee met with the Auditors for their mid-point update. The committee will be reviewing Board specific procedures to check to see if they are all being followed and have asked the President and Vice Presidents to review the Board Policies and Procedures, as well.

3.3 **Personnel**

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

3.3.1 **Faculty Promotion to Associate Professor - Mary Driscoll**

RESOLVED, that Mary Driscoll, MS, RN, CNE, Assistant Professor of Nursing, be promoted to the rank of Associate Professor of Nursing commencing with the start of the Fall, 2017 academic year.

Mr. Klink seconded the motion. Dr. Herron supported this promotion enthusiastically. The motion carried following a unanimous roll call vote.

3.3.2 **Nursing Lab Instructor - Job Description and Classification**

RESOLVED, that the new title of Nursing Lab Instructor be created effective January 1, 2017. This is an adjunct faculty position.

Ms. Daddabbo seconded the motion which carried following a unanimous voice vote.

3.3.3 **Academic Fieldwork Coordinator - Job Description and Classification**

RESOLVED, that the new title of Academic Fieldwork Coordinator be created effective November 16, 2016. This full time faculty position will be affiliated with the Occupational Therapy Assistant program.

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

3.3.4 **Associate Vice President for Academic Affairs and Dean of the Fulton Campus - Job Description and Classification**

RESOLVED, that the new executive title of Associate Vice President for Academic Affairs and Dean of the Fulton Campus be created effective November 16, 2016. This position is classified as a Managerial Confidential position with a broad band salary range of \$90,000 - \$100,000.

Ms. Hutchinson seconded the motion which carried following a unanimous voice vote.

Discussion occurred to explain how this position is related to the restructuring of the Fulton campus and will support Academic Affairs. Organizational charts will be updated to reflect the new structure.

3.3.6 **Health Insurance Consortium Resolution**

RESOLVED, THAT *THE AMENDED MUNICIPAL COOPERATION AGREEMENT* between COUNTY OF CAYUGA, CAYUGA COMMUNITY COLLEGE, CAYUGA COUNTY SOIL AND WATER CONSERVATION DISTRICT, and the CITY of AUBURN, all of which are referred to as "Participants", be approved by the Cayuga Community College Board of Trustees.

Also, **BE IT RESOLVED** that the Board authorizes the Chair of the Board of Trustees to execute the agreement on behalf of the Board and the College.

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

3.3 **Personnel** (continued)

3.3.6 **Health Insurance Consortium Resolution** (continued)

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

3.3.7 **Administrative Professional Appointment:**

RESOLVED, that Shannon M. Patrie, residing at 5202 Forest Edge Drive, Syracuse, NY be appointed to the position of Registrar at an annual starting salary of \$71,583. This Administrative Professional Grade 6 appointment is effective December 12, 2016.

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

3.4 **Governance and Planning**

Ms. Carnicelli stated that the committee did not meet this month, but will be working on reorganizing the Board Committee structure and procedures. No actionable items were forwarded to the full Board.

4.0 **REPORTS**

4.1 **President's Report**

4.1.1 **President:** Dr. Durant highlighted his monthly activity report and added the following items:

- November has been a month of observations - he attended the SOMA Talent Showcase and both Open Houses where the energy was infectious.
- Congratulations to the Nursing Program for their 100% pass rate on the NCLEX exam. The consistency of excellence from this program is amazing.
- The YMCA partnership is still in an exploration phase. We will be evaluating our sites if we were to go forward.

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

Dr. Herron's monthly report was included and she reported on the passing of Bob Wojnar, a great College friend and supporter of our Wine Studies programs.

4.1.3 **Vice-President for Administration:** Dr. DoBell highlighted his report and noted that:

- The Auditors mentioned how pleased they were about the Reserve for Doubtful Accounts. Generally, the meeting was very positive.

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

- Enrollment is consistent with projections.
- Staff is busy registering and advising students for the Spring semester.
- We had to very successful Open Houses with a record high number of visitors which shows our outreach and marketing efforts are working.
- Applications for Fall 2017 are up 18%.
- A film crew will be on campus this week to begin production of new commercials.

4.1.5 **Fulton Associate Vice-President:** Mr. Lamphere added the following information to his report:

- We have a tentative rental agreement with CNY Arts Center.
- Fire inspectors have been on both campuses and all passed.

4.1.6 Student Trustee: Ms. Johnson provided an oral report:

- The SGO is sponsoring a Thanksgiving Food Drive to benefit the Calvary Food Pantry.
- Clubs will be having a competitive food drive for Christmas.
- Clothing Drive is underway.
- Gender-neutral bathrooms will be designated near the new Admissions area.

4.1.7 CCCC Foundation: Mr. Cosentino provided the following updates:

- Presidential Scholar luncheon will take place on December 9th between 12:00 and 1:30.
- CCCC Foundation Audit is on-going.
- Alumni Association trip to NYC was successful.
- June 2017 is the next trip to Gettysburg.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

None

7.0 COMMUNICATIONS

7.1 Jane Bowen's Thank You letter

8.0 INFORMATION

Included in the Board packet and reviewed. Mr. Klink will not be present at the February and March Board Meetings, but will be on the conference call.

9.0 EXECUTIVE SESSION

At 6:35 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss real estate, personnel and collective bargaining matters. The motion to adjourn into Executive Session was made by Ms. Carnicelli, seconded by Ms. Hutchinson, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:39 p.m. following a motion by Mr. Edwards, seconded by Mr. Mahunik and carried following a unanimous voice 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 7:40 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

Melina Carnicelli
Secretary, Board of Trustees