

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, December 21, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Dr. Linda P. Van Buskirk, 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. Dan DoBell VP of Administration and Treasurer
Jeff Rosenthal, VP of Student Affairs
John Lamphere, Associate VP and Dean of Fulton Campus
Tom Corcoran, Director of Human Resources
Bob Frame, Director of Theater Operations, APG Pres.
Jo-Ann Harris, Office Manager, Fulton Campus/Co-President ESP
Theresa Rogalski, Financial Aid, Co-President ESP
Deborah Purcell, Senior Typist/CEWD
Patti Hamberger, Registrar's Office
Adam Williams, Web Master, APG Rep
Guy Cosentino, Executive Director, CCCC Foundation

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 5:59 p.m.

1.0 COMMENTS FROM THE PUBLIC
None.

Dr. Van Buskirk informed the Board of John Klink's sister, Joan Klink Gallo's passing and expressed condolences to his family.

2.0 CONSENT AGENDA
Dr. Van Buskirk asked for a motion to approve the Consent Agenda including the November 16, 2016 Regular Board Meeting minutes, the November 2016 Monthly Bills totaling \$784,868.32, the 2017 Stipend List #6 and #7 totaling \$38,204.53 and the unaudited November Financial Reports.

Motion was made by Ms. Daddabbo, seconded by Mr. Klink and 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 had no resolutions, but received an update:

- The boiler (as part of the SmartEdge contract) has been installed.
- It has been learned that a sewer line runs through the College property thought to be the site for the new athletic field. The surveyor will investigate other configurations and the associated costs. These should be available at our February committee meeting.
- 2 pole barns have been finished.
- The Student Housing Report has been sent to the Trustees for review.

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

3.2 **Finance & Audit**

Ms. Hutchinson stated that there were no actionable items to present. She reported that Dr. DoBell presented a year-end update to the Finance Committee.

3.3 **Personnel**

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

3.3.1 Faculty Retirement:

RESOLVED, that the retirement of Professor Linda Rooker be accepted effective December 1, 2016. The Board of Trustees recognizes the dedication of Ms. Rooker having served more than 46 years as a full and part-time member of the college faculty.

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

3.3.2 Educational Support Professional Retirement:

RESOLVED, that the retirement of Jill Gage, Senior Typist, be accepted effective December 30, 2016. The Board of Trustees expresses its recognition of more than 30 years of full and part-time service to the institution and wishes Ms. Gage a happy, prosperous, and fulfilling retirement.

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

3.3.3 Civil Service Custodian Appointment:

RESOLVED, that Daniel O'Neil, residing at 1 Hawley Street, Seneca Falls, NY be appointed to the position of Custodian at an annual base salary of \$35,129 effective January 3, 2017. This position is represented by Council 66 of the American Federation of State, County and Municipal Employees Local 932-C AFL-CIO.

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

3.3.4 Family and Medical Leave Act Policy:

RESOLVED, that the college adopt the Cayuga Community College Family and Medical Leave Act (FMLA) Policy in accordance with federal guidelines effective January 1, 2017.

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

3.4 **Governance and Planning**

Ms. Carnicelli stated that the committee received a Functional Area Review of the Health Services area at their monthly meeting. Ms. Carnicelli read the following resolutions as motions to approve:

3.4.1 APPROVAL OF ELECTRICAL TECHNOLOGY A.A.S. FULTON CAMPUS

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 program has been approved by the faculty of the College; and

WHEREAS, the proposed program will prepare students prepare students for employment and advancement in the field of electronics; and

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Governance and Planning (continued)

3.4.1 APPROVAL OF ELECTRICAL TECHNOLOGY A.A.S. FULTON CAMPUS (continued)

WHEREAS, the proposed program has been offered for many years on the Auburn campus, and approval of the program for the Fulton campus is necessary in order to offer a Certificate Program in Industrial Maintenance Technology and Electrical Technology A.A.S. Industrial Maintenance Program Option degree—both programs identified by Oswego County industrial partners as necessary to provide a skilled workforce; and

WHEREAS, the proposed program will allow students who earn credits in the College's Industrial Maintenance Technology Certificate to apply those credits toward the College's Electrical Technology A.A.S.; and

WHEREAS, industrial partners in Oswego County—Novelis Corporation, the Oswego Industrial Development Agency, Operation Oswego County, Huhtamaki, and the Fulton Companies will support capital expenses for the proposed program, remaining capital expenses must be met by grant monies or further industry donations before an approved program proposal is sent to SUNY and NYSED; now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an Electrical Technology A.A.S. Program on the Fulton Campus.

Ms. Carnicelli stated that Dr. Herron presented the efficacy of the program and that employers are waiting for our graduates.

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

3.4.2 APPROVAL OF ENVIRONMENTAL STUDIES A.S. PROGRAM AUBURN AND FULTON CAMPUSES

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 Environmental Studies A.S. transfer program has been approved by the faculty of the College; and

WHEREAS, the College's Division of Natural and Health Sciences, Mathematics and Technology identified an environmental studies transfer program as an area for program development; and

WHEREAS, the College's Division Chair for Natural and Health Sciences, Mathematics and Technology and Professor of Geographic Information Systems (GIS) conducted the research, design and development of the program; and

WHEREAS, the proposed transfer program leverages existing resources in the areas of facilities, curriculum and faculty expertise; and

WHEREAS, the proposed transfer program would prepare graduates to continue their studies towards the baccalaureate in environmental studies or in related majors such as environmental science, conservation biology, natural resources management, wildlife, etc., now therefore, be it

RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves the establishment of an Environmental Studies A.S. Program on the Auburn and Fulton campuses.

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL (continued)

3.4 Governance and Planning (continued)

3.4.2 APPROVAL OF ENVIRONMENTAL STUDIES A.S. PROGRAM AUBURN AND FULTON CAMPUSES
(continued)

Ms. Carnicelli reported that this program has already gone through an extensive process before getting to the Board. The resolution was seconded by Mr. Camardo and carried following a unanimous voice vote.

3.4.3 REVISION TO THE BY-LAWS (ARTICLE VIII.E) REGARDING PERSONNEL DECISIONS
(amendment to ARTICLES IV AND VIII.C)

WHEREAS, the President of Cayuga Community College is in a contractual agreement with the Trustees of said college to administer the College with due regard for the fiduciary responsibility of the Trustees; and

WHEREAS, Cayuga Community College must respond to changes in enrollment, programmatic offerings, and technology; and

WHEREAS, the President of Cayuga Community College has final responsibility for the personnel employed by the College; and

WHEREAS, the President will abide by all contractual relationships between the College and its employees; and

WHEREAS, the President of the College is obliged to inform the Board of Trustees of all personnel actions in concert with the committee structure of the Board of Trustees; now

BE IT RESOLVED THAT the Board of Trustees explicitly grants the President of the College express authority to hire, to dismiss, and to make change of status decisions relating to personnel other than those employed in the executive and management/confidential categories in accordance with the programmatic and technical needs of the college.

Mr. Camardo stated that the existing procedure has always been a good way of doing business - a good checks and balances and he would not support the resolution.

The resolution was seconded by Mr. Klink and carried following a roll call vote - 8 yes, 1 no (Mr. Camardo).

3.4.4 Conflict of Interest & Disclosure of Certain Interests Policy

RESOLVED, that the Board of Trustees adopt the Conflict of Interest & Disclosure of Certain Interests Policy in accordance with SUNY and Cayuga County guidelines effective January 1, 2017. Also, let it be **RESOLVED**, that said policy will be incorporated into the Annual Compliance, Review, and Certification process outlined in the Cayuga Community College Board of Trustees' By-Laws (Article V, Section L).

The resolution was seconded by Ms. Daddabbo and carried following a unanimous voice vote.

Annual certification of this policy will follow the County schedule and will be done by the end of May. A recent Audit finding will be satisfied.

4.0 REPORTS

4.1 President's Report

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

- Dr. Durant attended the touching memorial service for Lin Rooker.
- We are continuing to focus on projects and will present a new Board committee structure next month which we hope will be mindful of Trustees' time.
- We'll be proposing changes to the Recognition program outlined in the 2011 Board minutes and will provide further context and procedures.
- We're in the early stages of revenue projections for 2017 - 2018.
- We are cautiously optimistic about improvements in retention.
- Budget development timelines will be available next month.
- State aid-able FTE and the chargeback rate will both be down. We will know more about the impact next month. Dr. Van Buskirk asked Dr. Durant for a printed explanation and sample calculation of the chargeback rate so that we can walk through the technical adjustments that might be made.
- Auditors will be in at the February meeting.

4.1.2 Provost and Vice-President for Academic Affairs:

Dr. Herron's monthly report was included; she was excused from the meeting. The new Continuing Ed catalog and Creative Writing publication were distributed.

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

- The Auditors will be in on February 9th for an exit conference.
- Salary planning training has taken place and will become a powerful tool for budgeting.

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

- Fall/Spring persistence rates are very promising. We will know more in late January.
- Diversity Task Force has sent to the College community a Draft Diversity and Inclusiveness Survey. The survey will ultimately be used to help assess the College's efforts to support diversity and inclusiveness. A job description for a Chief Diversity Officer is in development.
- The FSA has hired a new Executive Director.

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

- A strategy to give credit for prior Criminal Justice learning assessments will be taken to the faculty in January.

4.1.6 Student Trustee: Ms. Johnson provided a summary of the lessons SGO has learned from the fall semester:

- SGO should not book back-to-back events.

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

- A donation to the Hospice of the Finger Lakes has been made in Lin Rooker's memory.
- June 2017 is the next trip to Gettysburg. A second Gettysburg trip is planned, as well as a trip to NYC.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

Dr. Van Buskirk announced the formation of a 5-member Nominating Committee to select a new Vice Chair of the Board to serve out Jeff Edward's remaining 18-month term. They will report back at the next Board meeting:

Melina Carnicelli - Chair
John Klink
Stephanie Hutchinson
Pat Mahunik
John Camardo

7.0 COMMUNICATIONS

None

8.0 INFORMATION

Dr. Durant thanked everyone for their support of our students and wished everyone a wonderful holiday.

9.0 EXECUTIVE SESSION

At 6:46 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 Mr. Mahunik, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:24 p.m. following a motion by Mr. Mahunik, seconded by Mr. Klink and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Camardo moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 7:29 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen
Secretary to the Board

Melina Carnicelli
Secretary, Board of Trustees