

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 15, 2016 in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

Present: Mr. Jeffrey L. Edwards, Chair  
Dr. Linda P. Van Buskirk, Vice-Chair  
Ms. Melina Carnicelli  
Mr. John Camardo  
Mr. John Karpinski  
Mr. John J. Klink  
Mr. Patrick Mahunik  
Dr. Richard Stankus  
Ms. Molly Sharples, Student Trustee (arrived late)

Excused: Mrs. Jane Bowen

Also Present: Dr. Brian M. Durant, President  
Dr. Dan Dobell, VP of Administration and Treasurer  
Mr. Jeff Rosenthal, VP of Student Affairs  
Guy Cosentino, Executive Director, CCC Foundation  
Tom Corcoran, Director of Human Resources  
Duanna Johnson, Student Trustee '16 - '17  
John Kaftan, Dean of IT  
Steve Keeler, 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  
Deborah Purcell, Senior Typist/CEWD  
Lorelee Lardear, Typist

Pamela Heleen, Secretary to the Board

Mr. Edwards called the meeting to order at 5:05 p.m.

**1.0 COMMENTS FROM THE PUBLIC**  
None.

**2.0 CONSENT AGENDA**  
Mr. Edwards presented the Consent Agenda which consisted of the May 18, 2016 Regular Board Meeting minutes, the May 2016 Monthly Bills totaling \$630,649.79, and the 2016 Stipend List #19 and #20 totaling \$13,936.75.

Motion was made by Ms. Carnicelli, seconded by Dr. Van Buskirk and carried by 7 yea's, 1 abstain (Mr. Camardo) and two absences (Mrs. Bowen and Ms. Sharples).

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Buildings & Grounds**

The B&G Committee meeting was held on June 8<sup>th</sup> at which time updates were presented on a number of projects. No actionable items were presented to the Committee.

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

#### 3.2 Audit & Finance

Dr. Stankus reported that the Committee met on June 9<sup>th</sup> and received an update on the budget process which appears to be in good shape for next year. No actionable items were presented to the Committee.

#### 3.3 Personnel

Dr. Van Buskirk reported that the Committee received updates on the Family & Medical Leave Act, the Health Care Consortium. She noted that changes may be brought to the Committee in the coming months. In addition, the Committee was notified of two MOA's that had been executed for Jerimy Blowers and Paul Warren to extend their temporary full-time appointments into the 2016 - 2017 academic year. Dr. Durant noted that two more MOA's had not been executed yet - for Nicole Adsitt and Sarah Yaw.

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

##### 3.3.1 Faculty Retirement:

RESOLVED, that the retirement of Robert Torrasi, Associate Professor of Sociology be accepted effective December 21, 2016. The Board of Trustees expresses its recognition of more than 16 years full and part-time service to the institution by Mr. Torrasi and wishes him a happy, prosperous, and fulfilling retirement.

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

##### 3.3.2 Civil Service Reclassification:

This resolution was pulled from the packet and will go to Personnel Committee next month.

#### 3.4 Educational Services & College Development

Ms. Carnicelli reported that the Committee met on June 13<sup>th</sup>. No actionable items were presented. The Committee received an update on the need for changes to the current Board Code of Conduct from County Attorney, Fred Westphal. Mr. Westphal reported that he reviewed the Board by-laws and code of conduct and concluded that no changes were needed, but recommended that the Board develop and implement a checklist of annual certifications and compliance reviews. Mr. Edwards suggested that the Monthly Agenda Items chart be updated and the Committee focus on developing an orientation process for new Trustees.

### 4.0 REPORTS

#### 4.1 President's Report

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

- Dr. Durant introduced Duanna Johnson, the Student Trustee for the 2016 - 2017 academic year.
- Dr. Durant attended the NYCCAP meeting this month and reported that a competitive grant process is being finalized so that we can anticipate what is coming. Our SUNY 2020 application from September, 2015 is still being considered.
- We will be working to develop and implement a comprehensive plan to meet SUNY's requirements for a Chief Diversity Officer. There will be multiple ways that we can meet SUNY's expectations.

- Dr. Durant thanked the Board for attending the President's Circle Dinner. Mr. Cosentino and Mrs. Kriever were thanked for all their efforts to put on the event. It is a great message of support to our donors.

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

- Dr. Herron was on vacation and was excused from the meeting. Her report is included.

**4.1.3 Vice-President for Administration:** Dr. DoBell's report was included in the packet. He reported that the budget moved through the County's Gov't Ops Committee with the 1.5% increase in local sponsorship. Dr. Durant will present the budget to the full Board later this month.

**4.1.4 Vice-President for Student Affairs:** VP Rosenthal report was included. The Board had no questions.

**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.

**4.1.6 Student Trustee:** Ms. Sharples had no report as the academic year had been completed. The Board and Dr. Durant thanked her for her service and presented a gift card.

**4.1.7 CCC Foundation:** No report was included in the packet

- Mr. Cosentino thanked the Board for attending the Alumni Award recipients' reception following Commencement in the Rotunda.
- We've received feedback that it was nice to have the Presidents' Circle Dinner back in Cayuga County.
- Mr. Cosentino thanked the Board for their contributions to the Trustees' Scholarship Fund. Contributions were 50% high than in previous years.
- A donation was made on behalf on Martha MacKay from the Foundation and Trustees.

**5.0 OLD BUSINESS** - No report.

**6.0 NEW BUSINESS** - Mr. Edwards read the following resolution as a motion to approve:

**6.1 Resolution of Condolence**

**WHEREAS**, the Board of Trustees of Cayuga Community College does record with a deep sense of loss the death of Martha (Marty) Seward MacKay on Friday, May 27, 2016; and

**WHEREAS**, Marty MacKay was appointed by Governor Nelson Rockefeller to the Cayuga County Community College Board of Trustees in 1971 where she served for 18 years with honor and integrity; and

**WHEREAS**, during her tenure as Trustee, Ms. MacKay gave generously of both her time and counsel to the benefit of the College, especially its students; now, therefore, be it;

**RESOLVED**, that the Board of Trustees of Cayuga Community College on behalf of the entire College community, recognizes the contributions of Martha Seward MacKay and mourns the death of a fellow Board member, and does hereby express its deepest condolences to her family, and;

**FURTHER**, requests that this be so noted in the minutes of the Board of Trustees and that a copy of this resolution be presented to her family.

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

**6.2 Administrative and Service Review of the Fulton Operation**

Mr. Edwards charged Dr. Durant to complete a full strategic, administrative and operational review of the Fulton campus.

**6.3 Annual Statement of Financial Disclosure**

Mr. Edwards stated that if any Trustee had not completed their Annual Statement of Financial Disclosure for the County, they should do so immediately. A copy of the form is included in the Trustee packet.

**6.4 Election of New Officers**

Mr. Edwards noted that there were two developments that complicated the announcement of the new slate of officers. First, historically, the Nominating Committee was made up of three Trustees, not five as is outlined in the By-laws. Second, Mr. Klink was asked to continue as Secretary for another year, but the by-laws state that consecutive terms for the same officer was not allowed. Ms. Carnicelli stepped up to be added to the slate of officers. These developments precluded the proper notification of the slate of officers to the full Board. **Mr. Edwards asked for a motion to suspend the by-law requiring the notification so that a vote could take place today.** The other alternative would be to hold a special Board Meeting to vote on the slate of officers. **Ms. Carnicelli made the motion to suspend the notification by-law, seconded by Dr. Stankus and carried following a unanimous voice vote.**

Mr. Edwards asked Mr. Klink to announce the proposed slate of officers:

Mr. Klink chaired the nominating committee for Board Officers and brought forth the following motion to accept, in accordance with the suspension to the Board By-laws just adopted:

Dr. Van Buskirk as Chair  
Mr. Edwards as Vice Chair  
Ms. Carnicelli as Secretary

Motion seconded by Dr. Stankus and carried by unanimous roll call vote.

Mr. Edwards thanked Dr. Stankus and the other members of the nominating committee for their efforts.

**7.0 COMMUNICATIONS**

None.

**8.0 INFORMATION**

Noted.

**9.0 EXECUTIVE SESSION**

At 5:41 p.m., Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss 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 7:14 p.m. following a motion by Mr. Klink, seconded by Dr. Van Buskirk and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Mr. Klink moved to adjourn the meeting, seconded by Mr. Camardo and carried by unanimous voice vote. The meeting adjourned at 7:15 p.m.

Recorded & transcribed by:

Respectfully submitted:

Pamela Heleen  
Secretary to the Board

John Klink  
Secretary, Board of Trustees