

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, June 21, 2017 in the Business Industry Center on the Auburn Campus of Cayuga Community College.

Present:	Dr. Linda P. Van Buskirk, Vice-Chair Mr. John Camardo Ms. Melina Carnicelli Mr. John J. Klink Ms. Marian Brown Ms. Stephanie Hutchinson Duanna Johnson, Student Trustee	Excused:	Ms. Angela Daddabbo Mr. Patrick Mahunik Dr. Richard Stankus
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Also Present: Dr. Brian M. Durant, President
Dr. Anne Herron, VP of Academic Affairs and Provost
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
Rob Humphrey, Professor, Faculty Rep
Rebecca Devendorf, Assistant Registrar
David Harbaugh, APG Rep
Jo-Ann Harris, Fulton Campus/Co-President ESP
Lorelee Lardear, Typist, Fulton Campus
Kelly Rochleau, Auburn Citizen

Pamela Heleen, Secretary to the Board

Dr. Van Buskirk called the meeting to order at 5:14 p.m.

1.0 COMMENTS FROM THE PUBLIC

None.

A motion to amend the agenda to include an additional Personnel item (resolution 3.3.1) was requested by Dr. Van Buskirk. Mr. Klink made the motion, seconded by Ms. Hutchinson and approved following a unanimous voice vote.

2.0 CONSENT AGENDA

Dr. Van Buskirk presented the Consent Agenda which consisted of the April 26, 2017 Regular Board Meeting minutes, the April, 2017 Monthly Bills totaling \$483,418.99, the 2017 Stipend List #14 - #18 totaling \$530,657.43.

Motion to accept the Consent Agenda was made by Dr. Van Buskirk and seconded by Ms. Hutchinson. The motion carried - 6 Aye, 0 No, 1 Abstain (Mr. Camardo).

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings & Grounds

Mr. Klink reported the following activities:

- The College is preparing the campus for graduation.
- The new chiller in the Library is up and running.
- The concrete floors for the new pole barns have been poured and are ready for use.
- Work continues on the old Registrar's Office to create the new Nursing area.

No resolutions were brought forth.

3.2 Finance & Audit

Ms. Hutchinson read the following resolution as a motion to approve:

RESOLVED, that the operating budget, September 1, 2017 - August 31, 2018, of Cayuga County Community College in the amount of \$29,677,076 with a County of Cayuga Sponsor's share of \$2,985,947 be adopted.

Mr. Klink seconded the motion. Dr. Durant commented that budget information was being rolled out to the College community. Affordability for students is still a top priority. The budget is balanced without a draw on the reserve fund. The President congratulated and thanked everyone involved. A question was asked - what would happen if the College does not get the 1.5% increase in County support. Dr. Durant answered that we would move the necessary funds from our reserves to cover the small shortfall. Applications for Fall 2017 are up 12%; applications from all counties are up.

The resolution carried following a unanimous roll call vote.

3.3 Personnel

Ms. Carnicelli read the following resolutions into the record as a motion to approve.

3.3.1 Managerial and Confidential Appointment:

RESOLVED, that Keiko Kimura, residing at 444 Yerba Buena Avenue, Los Altos, CA 94022 be appointed to the position of Associate Vice President for Academic Affairs and Dean of the Fulton Campus effective July 31, 2017 at an annualized salary of \$102,000.

The motion was seconded by Ms. Brown. Dr. Van Buskirk noted her excitement for this appointment. Dr. Durant thanked the search committee and noted the great College community engagement and feedback during this process. Dr. Herron thanked Profs. Liz McCormick and Mary Anne Felter for their efforts. Mr. Camardo noted that the Board should be notified if the College extends an employment offer over the range that was advertised. The motion carried following a unanimous roll call vote.

Ms. Carnicelli reviewed the Personnel Changes Report.

3.4 Governance & Planning

Ms. Carnicelli read the following resolutions into the record as a motion to approve.

3.4.1 RESOLUTION TO DESIGNATE JOHN KARPINSKI TRUSTEE EMERITUS of Cayuga Community College

Whereas the by-laws of the Board of Trustees of Cayuga Community College allow distinguished trustees to be given the honor of being named Trustee Emeritus; and

Whereas John Karpinski served on the Cayuga Community College Board of Trustees for multiple terms without interruption (1986 - 2016); and

Whereas John Karpinski also served as chair of committees as appointed; and

Whereas John Karpinski served as officer and Chair of the Board of Trustees; and

Whereas John Karpinski served the college with insight, intelligence, and the utmost dedication, following his family tradition of serving the college with the greatest possible devotion to its purposes of providing educational opportunities for people of all ages and situations in life,

The Board of Trustees of Cayuga Community College honors him with the designation of Trustee Emeritus in perpetuity from this day forward.

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

3.4.2 To Amend the Faculty Contract to Allow Faculty to Grant Permission to Access Online Courses, Hybrid Courses, and Web-Enhanced Courses for Student Support Services

WHEREAS, Cayuga Community College's Board of Trustees has the authority to incorporate the agreements into the 2016-2020 Contract between the College Board of Trustees and the Faculty Association; and

WHEREAS, the Faculty and the Administration of the College have agreed that the following Article and Section entitled Permission to Access Online Courses, Hybrid Courses, and Web-Enhanced Courses for student support services should be incorporated into the 2016-2020 Contract between the College Board of Trustees and the Faculty Association:

Article IX Section 6.6 Observations and Recording

New 6.6.B Permission to Access Online Courses, Hybrid Courses, and Web- Enhanced Courses for student support services
(Current 6.6.B - IVS Courses - becomes 6.6.C)

Faculty members may give permission to access Online Courses, Hybrid Courses, and Web-Enhanced Courses for the purposes of student support services, including, but not limited to, helping students find and print course materials; tutoring and other study support; providing student technical support; and assisting students with disability-related accommodations. Faculty permission to access a course for student support services shall not be used for the purposes of evaluating the faculty member nor does it grant permission for the use of the content in that course.

All Memoranda of Agreement shall become part of the existing Agreement and shall be subject to the grievance procedure of the Agreement.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Cayuga Community College hereby approves to incorporate the addition noted above to the Faculty Contract, Article IX, section 6.6. B Permission to Access Online Courses, Hybrid Courses, and Web-Enhanced Courses for student support services (Current 6.6.B- IVS Courses- becomes 6.6.C).

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

3.4 Governance & Planning (continued)

3.4.3 Restructuring of Board Committees

WHEREAS, the College By-Laws allow for amendment of the By-Laws with a majority vote of the Trustees present at any Board meeting, provided notice of the proposed amendment shall have been contained in the notice of the meeting; and

WHEREAS, notice of a proposed amendment of the By-Laws was contained in the notice of the May 2017 meeting of the Board; and

WHEREAS, Article VIII, Sections A - E describe the roles and responsibilities of Board Committees; now, therefore be it

RESOLVED that effective July 1, 2017, the Board of Trustees By-Laws be changed as follows:

Finance and Audit Committee

The Finance and Audit Committee shall review recommendations of the College President in the areas of College budget, personnel, facilities and capital projects. The Committee will require that all financial claims against the College be reported monthly and make provision that all invoices and salaries be paid monthly. The Committee will also review and approve the proposed College Budget and monitor the annual audit. The Committee will also review recommendations of the College President concerning appointments, promotions, leaves, retirements, and separations, as well as matters affecting the pay, hours, or working conditions of College employees. If necessary, the Committee shall make recommendations to the Board, which will take action on such recommendations.

The Committee shall be familiar with College maintenance, operation, and construction, and shall make appropriate recommendations to the Board concerning acquisition, development, or alteration of land, buildings, fixtures, or major items of equipment, and construction of new buildings, and naming of facilities, spaces, and programs pursuant to the Naming Policy and Procedures.

- After approval of the College Board of Trustees, the operating budget shall be ratified by the local sponsor and approved by the State University of New York trustees.
- The Finance and Audit Committee will receive notification from College personnel about the status of potential and existing grants, together with a statement of the manner in which such sums shall be raised and appropriated.

The following must be presented to the Board of Trustees in advance for approval via resolution:

- Any expenditure greater than \$10,000 that is separate from and not part of an already approved operating budget;
- Any memorandum of agreement (“MOA”) with any union which modifies or will be incorporated into a collective bargaining agreement.
- In the event of an emergency, the College President or Chief Operating Officer must gain approval of the CCC Board of Trustees Chair and Finance Committee Chair before authorizing an ex-budget expense.
- All contracts/leases greater than \$10,000 must be dual signed by College President and Board of Trustees Chair.

Governance and Planning

The Governance and Planning Committee shall review and make recommendations to the Board regarding planning for the future of the College, including strategic plans and facilities master plans, formulation of new and revision of existing College and Board policies, and revisions of the Board By-Laws. On recommendation of the College President, the Committee shall review proposed academic programs or program status changes, appropriate policy recommendations for academic affairs, student affairs and enrollment. The committee will make recommendations to the Board of Trustees in these related areas.

- The Committee Chair or designee shall serve as the Board representative on College strategic and facilities planning committees and teams.

3.4 Governance & Planning (continued)

3.4.3 Restructuring of Board Committees (continued)

- The committee shall facilitate adherence to the Board checklist of tasks and compliances (Article V, Section L)

The motion was seconded by Ms. Brown. Discussion took place around the importance of managing the agenda and keeping track of comments via meeting notes. The revision to the Governance and Planning Committee specifically includes issues of Student Affairs and Enrollment Management.

The motion carried following a unanimous voice vote.

4.0 REPORTS

4.1 President's Report

4.1.1 President: Dr. Durant's report was included. Items highlighted were:

- The College budget will be presented to the County in June.
- The 2 Sparty celebrations were well attended and a great way to end the semester.
- Stories were shared about the importance of celebrating Commencement and the impact Cayuga makes.
- The Facilities Group has been doing a wonderful job moving us forward identifying and costing out summer projects.
- Men's and Women's cross country will be added to Cayuga's athletic offerings as early as fall 2017 and will be funded by the FSA.
- The May SUNY President's Meeting included Nancy Zimpher's retirement celebration and an 8 - 9 year reflection of the SUNY strategic plan.
- We should have more information on Excelsior guidelines, rules and procedures by the end of the month.

4.1.2 Provost and Vice-President for Academic Affairs: Dr. Herron highlighted her report.

- Division Chairs and faculty were thanked for another successful year.
- Steve Keeler's students have produced a video and DVD again this year.

4.1.3 Vice-President for Administration: Dr. DoBell's report was included in the packet. Budget process has been robust. The tech fee will be used in part to rotate in new computer lab equipment.

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

- Enrollment projections for 2016 - 2017 have been met.
- Excelsior Information Sessions were held on Fulton (20 attendees) and on May 18th in Auburn. On May 22 at 1:00 p.m. the Commissioner of the Department of Labor will be on campus to discuss the Excelsior program.
- An update from the Diversity Taskforce was presented.

4.1.5 Student Trustee: No report.

4.1.7 CCC Foundation: No report was included in the packet

- Alumni Voices was sent out today.
- Alumni Reception will be held in the Rotunda immediately following Commencement.
- The closing on the Franklin Street property will be held next week.
- President's Circle Dinner will be held on June 22.

5.0 OLD BUSINESS - None

6.0 NEW BUSINESS - None

7.0 COMMUNICATIONS
None.

8.0 INFORMATION
Noted.

9.0 EXECUTIVE SESSION

At 6:24 p.m., Dr. Van Buskirk announced that the Board needed to adjourn into Executive Session to discuss Collective Bargaining negotiations. No action will be taken by the Board after Executive Session. The motion to adjourn into Executive Session was made by Ms. Brown, seconded by Ms. Carnicelli, and carried following a unanimous voice vote. The Board returned from Executive Session at 7:00 p.m. following a motion by Ms. Carnicelli, seconded by Mr. Camardo and carried following a unanimous voice vote.

10.0 ADJOURNMENT

Ms. Carnicelli moved to adjourn the meeting, seconded by Ms. Brown and carried by unanimous voice vote. The meeting adjourned at 7:01 p.m.

Recorded & transcribed by:

Pamela Heleen
Secretary to the Board

Respectfully submitted:

Dr. Linda Van Buskirk
Chair, Board of Trustees