

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, May 22, 2013, in the Conference Room on the Fulton Campus

Present: Mrs. Jane Bowen  
Mr. John M. Camardo  
Ms. Melina Carnicelli  
Mr. Kevin D. Coleman  
Hon. George C. Fearon  
Mr. Jeffrey Edwards  
Mr. John J. Klink  
Dr. Linda P. Van Buskirk

Excused: Mr. John A. Karpinski

Also: Dr. Daniel P. Larson, President  
Dr. Anne J. Herron, Provost & Vice President of Academic Affairs  
Diane L. Hutchinson, Vice President of Administration & Treasurer  
Jeffrey E. Rosenthal, Vice President of Student Affairs  
Maggie Killoran, Associate Vice President of Fulton Campus  
Jeffrey Hoffman, Executive Director of College Foundation  
Cheryl Anderson-Lindsay, Dean of Enrollment Management  
Carla DeShaw, Dean of Community Education & Workforce Development  
John Taylor, Dean of Information Technology  
Judith Campanella, Associate Professor  
Rebecca Devendorf, Assistant Registrar  
David Harbaugh, Manager of Network Operations and Server Administration  
Elizabeth McCormick, Associate Professor  
John Lamphere, Assistant Professor  
Margaret Spillett, Director of Public Relations and Institutional Communications  
Scott Whalen, Director of Human Resources  
Carolyn L. Guariglia, Secretary to the Board

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

**1.0 COMMENTS FROM THE PUBLIC**

Marie Nellenback, Director of Business Services/Comptroller, spoke on behalf of VP Diane Hutchinson and the recent vote of no confidence by the Educational Professional Support Group and the Faculty Association with regard to VP Hutchinson. Ms. Nellenback spoke highly of Diane Hutchinson as a professional as well as a colleague. She noted that it was unfair for others to blame VP Hutchinson for the current financial problems at the College.

David Harbaugh, Manager of Network Operations, stated that he was speaking for himself, and not on behalf of the Administrative/Professional Union. Mr. Harbaugh mentioned a statement released by the Board that talked about "re-structuring" and "right-sizing" He asked the Board to choose their words carefully, as these words are unsettling and undermine the faith that the Administrative/Professional Group has shown by signing their MOA.

Mr. Camardo asked for a motion to add *Affirmation of Support for the Schwartz Family Performing Arts Center* under 3.1 Building and Grounds. Motion to approve made by Mr. Kott, seconded by Mr. Klink and carried following unanimous voice vote.

May 22, 2013

**2.0 CONSENT AGENDA**

Mr. Camardo presented the Consent Agenda which consisted of the April 17, 2013, April 30, 2013, May 6, 2013, and May 13, 2013 Board Meeting Minutes, the April 2012 Budget Statement, April 2013 Budget Statement, the April 2013 Monthly Bills totaling \$1,196,211.62, the 2012-2013 Stipend Lists #18 & #19 totaling \$27,786.10.

Motion to accept and approve the Consent Agenda made by Ms. Carnicelli, and seconded by Dr. Van Buskirk.

Motion carried following unanimous voice vote. (Appended 2.1, 2.2, 2.3, 2.4)

**3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL**

**3.1 Buildings and Grounds**

Dr. Van Buskirk stated that the following resolution was thoroughly discussed in the Building and Grounds Committee meeting. It has no financial implications at this time, but does allow progress for its support.

Dr. Van Buskirk read the following resolution and moved its approval.

**Whereas**, Cayuga Community College has been engaged for the past few years in planning and designing the Schwartz Family Performing Arts Center in downtown Auburn; and,

**Whereas**, the Schwartz Family Performing Arts Center will serve Cayuga students as an educational resource and will be a Summer venue for the Finger Lakes Musical Theatre Festival, which anticipates drawing more than 150,000 visitors annually to Central New York, as one of the top destinations for musical theatre in the nation; and,

**Whereas**, this \$7.72 million capital project is fully approved by New York State with its 50% share of capital funding in place; and,

**Whereas**, the Finger Lakes Musical Theatre Festival has funds committed to this project, covering the entire 50% local share of funding;

**Now, therefore, be it resolved**, that the Cayuga Community College Board of Trustees does hereby affirm its commitment to the Schwartz Family Performing Arts Center as a critical capital project for the College in partnership with the community. The Board of Trustees does hereby request that the City of Auburn complete the SEQRA process, and it directs that the College continue to make appropriate progress to bring the project to fruition.

Motion seconded by Mr. Klink and carried following roll call vote, with Ms. Bowen, Mr. Coleman, Mr. Edwards, Mr. Fearon, Mr. Klink, Mr. Kott and Dr. Van Buskirk voting "yes" and Mr. Camardo and Ms. Carnicelli abstaining.

**3.2 Finance**

Mr. Kott gave a finance report and asked that in preparation for the June meeting a draft budget to include what the budget would look like with 2900 FTE be presented. He would like to see a complete budget at the 2900 level and further cost cuts that would have to occur.

Motion to approve made by Mr. Edwards, seconded by Mr. Kott and carried following unanimous voice vote.

### 3.2 Finance (continued)

Mr. Kott read the following resolution:

Be it resolved that any expenditure greater than \$9,999 that is separate from and not part of an already approved annual operating budget, must be presented to the Board of Trustees in advance for approval. In the event of an emergency, the College President or Chief Operating Officer must gain approval of the Cayuga Community College Board of Trustees Chair and one other Trustee before authorizing an ex-budget expense.

Motion to approve made by Mr. Klink, seconded by Mr. Edwards. Discussion ensued and the resolution was amended to read as follows:

***Be it resolved, that the Cayuga Community College Board of Trustees does hereby direct that any expenditure greater than \$10,000 that is separate from and not part of an already approved annual operating budget must be presented to the Board of Trustees for advance approval. In the event of an emergency, the College President or Vice-President for Administration and Treasurer must obtain approval of the Chair of the Board of Trustees and the Chair of the Finance Committee before such expense. The Vice-President, in the monthly budget report, will include any other budget variances.***

Motion carried following unanimous roll-call vote.

Mr. Kott read the following resolution and moved its approval.

Resolved that Cayuga Community College put on hold all capital projects other than the downtown theatre and the Fulton River Glen expansion until the Board of Trustees has approved a balanced operating budget, loans have been repaid and the fund balance is above 5%.

Mr. Edwards seconded the motion. Discussion took place and the resolution was amended to read as follows:

***Be it resolved, that the Cayuga Community College Board of Trustees does hereby direct the College Administration to place on hold capital projects other than the downtown theatre, the River Glen campus expansion in Fulton, and the VOIP telephone system in Auburn until the Board has approved a balanced operating budget, outside loans have been repaid, and the unallocated fund balance is above five percent.***

Motion carried following a roll-call vote with Ms. Bowen, Ms. Carnicelli, Mr. Coleman, Mr. Edwards, Mr. Fearon, Mr. Klink, and Mr. Kott voting "yes", and Dr. Van Buskirk voting "no", and Mr. Camardo "abstaining."

### 3.3 Personnel

Mr. Edwards presented the following personnel items and moved there approval.

#### 3.3.1 Administrative/Professional Retirement:

Resolved, that the retirement of Barbara Rooker as Assistant Director of Financial Aid, be accepted effective June 30, 2013. The Board of Trustees expresses its recognition of 25 years of service to the institution by Barbara Rooker and wishes her a happy, prosperous and fulfilling retirement.

Motion seconded by Ms. Bowen and carried following unanimous voice vote.

**3.3 Personnel (continued)**

**3.3.2 Faculty Spring 2014-Fall 2014 Term Appointment**

In compliance with Article XI, Section 3, of the 2004-2011 Contract between the College Board of Trustees and the Faculty Association, the following individual is recommended for renewal of their Term Appointment for the Spring 2014-Fall 2014.

Sheila Myers - Coordinator of Experiential Learning

Motion seconded by Ms. Bowen and carried following unanimous voice vote.

**4.0 REPORTS**

**4.1 President's Report**

**4.1.1 President:** Dr. Larson stated the Trustees received a copy of his activities for April/May and gave the following President's report:

- Enrollment was discussed and figures were reviewed.

**4.1.2 Provost and Vice-President for Academic Affairs:** Vice-President Herron gave the following report:

- Business Instructor, Amy Valente will be developing a certificate program in hospitality and tourism this summer.
- Cayuga and Onondaga Community Colleges will team up to help students earn degrees in health information technology/medical records.

**4.1.3 Vice-President for Administration:** Vice-President Hutchinson gave the following highlights:

- Budget update was given.

**4.1.4 Vice-President for Student Affairs:** Vice-President Rosenthal gave the following report:

- Efforts will continue throughout the summer to encourage students to register for summer and fall.
- College faculty and staff are participating in the development of a new environmental scan.

**4.1.5 Foundation Executive Director:** Executive Director Hoffman gave the following Foundation report:

- The River Glen Holding Board is working with the Foundation's Finance Committee to work on possible re-financing with Widewaters.

**4.1.6 Fulton Associate Vice-President:** Associate VP Killoran gave the following report:

- A draft Web-based commercial for the Fulton campus was presented.

**4.1.7 Deans:**

**4.1.7.1 Dean of Community Education and Workforce Development:** No report.

- Being the lead for the plastics lab is on hold in order to renovate somewhere.

**4.1.7.2 Dean of Enrollment and Retention:** Dean Anderson-Lindsay made the following presentation.

- Persistence data was presented.

**4.0 REPORTS (continued)**

**4.1 President's Report (continued)**

**4.1.7 Deans:**

**4.1.7.3 Dean of Technology:**

- The Acceptable Use Policy and the Bring Your Own Device Policy have been developed and will be brought to the Board in the near future.

**4.1.8 Student Trustee:** Mr. Coleman highlighted the following:

- SGO recently had a B-B-Q.

**5.0 OLD BUSINESS**

None.

**6.0 NEW BUSINESS**

**6.1 Nominating Committee**

The terms of current Board officers will expire on June 30. Mr. Camardo appointed Mr. Fearon to chair a nominating committee with Ms. Bowen and Ms. Carnicelli as members. He asked that a slate of candidates for 2013-15 be presented at the next meeting.

Dr. Larson mentioned that he and VP Hutchinson will be at major SUNY meetings the week of June 17 and asked that the June Board meeting be changed to June 26. Discussion took place and it was agreed by the Board that the June meeting would be changed to June 26 @ 5:00 p.m.

**7.0 COMMUNICATIONS**

**8.0 INFORMATION**

**9.0 EXECUTIVE SESSION**

Mr. Camardo announced that the Board needed to adjourn into Executive Session to discuss collective bargaining.

Motion to adjourn into Executive Session made by Ms. Bowen, seconded by Dr. Van Buskirk carried by unanimous voice vote.

The Board adjourned into Executive Session at 7:12 p.m.

At 7:45 p.m. a motion was made by Ms. Carnicelli to return to regular session, seconded by Mr. Klink and carried unanimously.

**10.0 ADJOURNMENT**

Mr. Fearon moved to adjourn the meeting, seconded by Mr. Klink and carried by unanimous voice vote. The meeting adjourned at 8:36 p.m.

Recorded and transcribed by:

Carolyn L. Guariglia  
Secretary to the Board

Respectfully submitted:

Stanley J. Kott,  
Secretary, Board of Trustees