

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

Minutes of the regular meeting of the Board of Trustees held Wednesday, July 17, 2013,
in the Business Industry Center, James T. Walsh Regional Economic Center on the Auburn Campus.

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

Excused:

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
Jeffrey Hoffman, Executive Director of College Foundation
Maggie Killoran, Associate Vice President of Fulton Campus
Carla DeShaw, Dean of Community Education & Workforce Development
John Taylor, Dean of Information Technology
David Harbaugh, Manager of Network Operations and Server Administration
JoAnn Harris, Office Manager of Fulton Campus/ESP Co-President
Dale Lamphere, Custodian/Maintenance AFL-CIO President
Deborah Purcell, Senior Typist/ESP Vice President
Theresa Rogalski, Account Clerk Typist/ESP Co-President
Margaret Spillett, Director of Public Relations and Institutional Communications
Scott Whalen, Director of Human Resources
Eric Zizza, Associate Professor/President Faculty Association
Carolyn L. Guariglia, Secretary to the Board

Mr. Edwards called the meeting to order at 5:00 p.m.

Mr. Edwards asked for a motion to add 3.2.1 *Declare State of Financial Exigency for Budget Year 2013-2014* to today's agenda.

Motion to approve made by Mr. Kott, seconded by Dr. Van Buskirk and carried following voice vote.

1.0 COMMENTS FROM THE PUBLIC

Mr. Tom Piascik, 3059 Clinton Road, Weedsport, NY addressed the Board regarding a letter he wrote to then Chair of the Board, John Camardo dated March 20, 2013. Mr. Piascik stated in that letter he addressed concerns over the treatment of his wife as an employee of the FSA at the daycare center. On March 18, 2013, he verbally discussed his concerns again with Trustee Camardo asking for an answer to his letter of March 20th. Mr. Piascik indicated he felt that five months was a long time to wait for an answer and gave the Board until July 20, 2013 for a response; after that he would be seeking another solution.

2.0 CONSENT AGENDA

Mr. Edwards presented the Consent Agenda which consisted of the June 26, 2013, Board Meeting Minutes, the June 2012 Budget Statement, June 2013 Budget Statement, the June 2013 Monthly Bills totaling \$869,166.68, the 2012-2013 Stipend Lists #22 & #23 totaling \$370,973.02.

Motion to accept and approve the Consent Agenda made by Ms. Carnicelli, and seconded by Mr. Klink.

2.0 CONSENT AGENDA (continued)

Mr. Camardo asked that the minutes be changed to reflect his abstention on page 1 of the minutes under motion to **add 3.1.1 the Authorization Rejecting All Bids for the Schwartz Performing Arts Center Project**. Also on page 2 of the minutes his abstention on the **vote of 3.1.1 the Authorization rejecting all bids for the Schwartz Performing Arts Center**.

Motion carried following voice vote with Mr. Camardo abstaining (consent agenda page 9 of the monthly bills regarding Hancock Estabrook legal services \$3555.55 invoice).

(Appended 2.1, 2.2, 2.3, 2.4)

3.0 COMMITTEE RECOMMENDATIONS FOR BOARD APPROVAL

3.1 Buildings and Grounds

3.2 Finance

3.2.1 Declare State of Financial Exigency for Budget Year 2013-2014

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

~~Whereas, the full time equivalent student enrollment at Cayuga County Community College has decreased by 10.4% since 2011-12 and is expected to decline in 2013-14; and,~~

Whereas, budgetary expenditures for Cayuga County Community College exceeded revenue in 2011-12 and 2012-13; and,

Whereas, the fund balance for Cayuga County Community College has fallen below the New York State guidelines of five percent of the budget, and below the Middle States guidelines of five to fifteen percent of the budget; and,

Whereas, the Board of Trustees is dedicated to preserving the core academic mission of Cayuga County Community College; and,

Whereas, the Board of Trustees must take all necessary measures to bring expenditures in line with revenues during budget years 2012-14 and in subsequent years, and until the fund balance is restored to acceptable levels;

Now, Therefore, Be It Resolved, that the Board of Trustees of Cayuga County Community College through this resolution declares a state of financial exigency; and,

Be It Further Resolved, that the declaration of this state of financial exigency shall remain until such time as the Board of Trustees has taken all necessary measure to restore the College and its fund balance to a sound footing; and,

Be It Further Resolved, when the fund balance actually is restored to a sound footing, the Board of Trustees may at its discretion declare the state of financial exigency at an end.

3.2 Finance (continued)

Mr. Karpinski seconded the motion. Discussion took place and the resolution was amended by removing the first paragraph “**Whereas**, the full-time equivalent student enrollment at Cayuga enrollment at Cayuga County Community College has decreased by 10.4% since 2011-12 and is expected to decline in 2013-14”. Motion to amend the resolution made by Mr. Fearon, seconded by Mr. Klink and carried following roll-call vote with Ms. Bowen, Ms. Carnicelli, Mr. Edwards, Mr. Fearon, Mr. Karpinski, Mr. Klink, Mr. Kott, and Dr. Van Buskirk voting “yes”, and Mr. Camardo voting “no”.

3.3 Personnel

Dr. Van Buskirk reported that she would like to state publicly that the “listening tour” that she and Mr. Klink began was enormously successful and she was overwhelmed with the number of comments, good thoughts and advice that was shared with them both. It has been a wonderful eye-opening experience for us and her respect and admiration for the employees of this College is enormous. She stated that she will be using the comments from the group meetings as a way to go forward to help form some policies as her job as Chair of the Personnel Committee. In summary, she stated that it is clear that one of her goals will be to make sure that improved communication structures are put in place. The Board has a lot to straighten out and deal with and we are doing it as thoughtfully as can be done.

3.4 Planning

Ms. Carnicelli stated the Planning Committee met on July 10; because there was an absence of a quorum, a resolution on the Acceptable Use Policy will not be presented today. The next meeting of the Committee will be held on Thursday, August 1 at 10:00 a.m. A mission statement for the Board is being crafted by Ms. Carnicelli and will be brought to the Planning Committee for their review.

Ms. Carnicelli suggested a Board workshop at some time in the near future.

Mr. Edwards thanked all the Trustees for their willingness to serve on Board committees.

Mr. Edwards announced that the Board needed to adjourn into Executive Session to discuss personnel item.

Motion to adjourn into Executive Session made by Mr. Camardo, seconded by Mr. Fearon and carried following unanimous voice vote.

The Board adjourned into Executive Session at 5:19 p.m.

At 8:04 p.m. a motion was made by Mr. Camardo to return to regular session, seconded by Mr. Fearon and carried unanimously.

4.0 REPORTS

4.1 President's Report

There were no reports.

5.0 OLD BUSINESS

Mr. Kott stated that the College Athletic Director has contacted him three times asking to discuss a campaign with the Foundation to raise money for the athletic facility.

Mr. Camardo suggested this go to Building and Grounds and not to move forward with any projects.

Mr. Hoffman stated that this would be a difficult time to go into campaign, but he would discuss with his Board about a pre-campaign.

6.0 NEW BUSINESS

6.1 NYCCT Annual Membership Dues

Motion to approve made by Mr. Kott, seconded by Mr. Klink and carried following unanimous roll call vote.

7.0 COMMUNICATIONS

None.

8.0 INFORMATION

None.

9.0 EXECUTIVE SESSION

10.0 ADJOURNMENT

Mr. Kott moved to adjourn the meeting, seconded by Ms. Bowen and carried by unanimous voice vote. The meeting adjourned at 8:09p.m.

Recorded and transcribed by:

Carolyn L. Guariglia
Secretary to the Board

Respectfully submitted:

John J. Klink,
Secretary, Board of Trustees