Trustees Present: Donald Cass, Joan Geise, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Dr. Karen Blazey, James DeVaney, Barbara Hamlin

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, Lenore Friend, James Fisher, Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: Erinn Cain, Daily Messenger; Julie Anderson, Finger Lakes Times

At 5:30 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No comments from the floor

Approval of the Consent Agenda
Trustee Geise presented the March 6, 2013 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee Henry and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the March 6, 2013 committee and meeting minutes as written.

Chair’s Report
Resolution to Award Degrees & Certificates to the Approved List of Candidates May 2013
Trustee Geise called for a motion to approve a resolution to award degrees and certificates to the approved list of candidates, May 2013. There being no discussion, on motion by Trustee McCausland and second by Trustee Cass, the FLCC Board of Trustees unanimously approved a resolution to award degrees and certificates to the approved list of candidates, May 2013.

Appoint a Board Officers Nominating Committee
Trustee Geise announced that Trustee Blazey has agreed to chair the 2013-14 Board Officers Nominating Committee and will identify trustees to serve on the committee.

NYCCT Operating Chargebacks forum held March 22
Trustee Geise reported that she, Dr. Risser and Trustees Hamlin, Mihalik and Henry attended the March 22, 2013 NYCCT operating chargebacks forum held at Genesee Community College. Discussion focused on community colleges lobbying as a group to encourage New York State to sponsor one-third of operating budgets. Student Trustee Henry commented on the financial difficulties faced by community colleges and the need to identify additional revenue streams.

President’s Report
Trustee Mihalik’s Award
Dr. Risser congratulated Trustee Donna Mihalik on receiving a 2013 Victor Woman of Achievement Award.

Niagara County Community College Proposed Viticulture & Enology Program
Dr. Risser shared with trustees her letter to Dr. James Klyczek, president of Niagara County Community College, in which she stated that the College vigorously opposes their proposed program in Viticulture and Enology, and his letter of response.
Strategic Plan 2014-18
Dr. Risser shared the draft structure of the 2014-18 strategic plan and asked Trustee Geise to convene a group of 2-3 trustees to work on the College vision statement. Dr. Risser noted that development of the 2014-18 strategic plan is moving rapidly and creation of a draft vision statement is time sensitive.

Dr. Risser noted that the operational goals have been drafted, and that a strategic goal may created based on the vision statement.

Committee Reports
Finance & Facilities Committee: Trustee Houseman
Trustee Houseman requested a motion to block the following resolutions for approval: 1) Bid acceptance: purchase of restroom supplies, 2) Bid extension: printing of letterhead & envelopes, 3) Lease agreement: NY Wine & Culinary Center, 4) Approve the College’s External Audit Firm, 5) Accept a gift in kind: laboratory hoods, 6) Approve Axcess Ontario License Agreement. On motion by Trustee Hicks and second by Trustee McCausland, the FLCC Board of Trustees approved the motion to block the aforementioned resolutions for action.

Trustee Houseman presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: purchase of restroom supplies, 2) Bid extension: printing of letterhead & envelopes, 3) Lease agreement: NY Wine & Culinary Center, 4) Approve the College’s External Audit Firm, 5) Accept a gift in kind: laboratory hoods, 6) Approve Axcess Ontario License Agreement. There being no discussion, on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Committee Reports
Finance & Facilities Committee: Trustee Houseman
Trustee Houseman requested a motion to approve the following resolution as a single item: Approve a Collective Bargaining Agreement with FLCC, Ontario County & FLCC Teaching Faculty Alliance. There being no discussion, on motion by Trustee McCausland and second by Trustee Cass, the FLCC Board of Trustees unanimously approved the resolution to approve a collective bargaining agreement with FLCC, Ontario County and the FLCC Teaching Faculty Alliance.

Trustee Houseman requested a motion to approve the following resolution as a single item: Authorization to enter into a ground lease between FLCC, Ontario County & Cornell Agriculture and Food Technology Park. There being no discussion, on motion by Trustee Mihalik and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the resolution to enter into a ground lease between FLCC, Ontario County & Cornell Agriculture and Food Technology Park.

Education & Planning Committee: Trustee Blazey
Trustee Geise presented the following resolutions for action that were discussed at the FLCC Education & Planning Committee meeting: 1) Approve 2013-2014 faculty promotions, 2) Grant tenure status, and 3) Adjust the FLCC professional service positions roster. There being no discussion, on motion by Trustee Henry and second by Trustee Cass, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Trustee Liaison Reports
FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association Board of Directors met on March 26, 2013 to discuss routine business, and hear a presentation by Steve Klintworth, bookstore manager, on the future of electronic books and interactive technology. Trustee McCausland reported that the FLCC bookstore plans to implement a book rental system and make E-books available to students. In response to a December 2012 memo from Chancellor Zimpher and the Freeh Report on the Penn State child sexual abuse case, the Association engaged a law firm to develop an implementation plan that was approved by
the Board of Directors. Trustee McCausland recommended that the College draft a similar policy, which Dr. Risser agreed to act on.

**Foundation Board: Trustee Geise**
Trustee Geise reported that the FLCC Foundation will meet on April 30, 2013, and she will have a report at the May 1 Board of Trustees meeting.

**FLCC Projects Committee: Trustee Houseman**
Trustee Houseman had no report.

**Student Corporation: Trustee Mihalik**
Trustee Mihalik tabled her report to the May 1, 2013 Board of Trustees meeting.

**Student Perspective: Trustee Henry**
Trustee Henry had no report.

There being no further business, at 5:48 p.m., on motion by Trustee McCausland and second by Trustee Houseman, the FLCC Board of Trustees meeting adjourned.

Prepared by, 
Karen A. Hopkins  
Assistant Secretary of the Board

Submitted by, 
Trustee M. Joan Geise  
Chair, FLCC Board of Trustees

Next meeting: Wednesday, May 1, 2013, 4:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Finance & Facilities Committee
Wednesday, April 3, 2013
Presiding: Trustee Wayne Houseman

Trustees Present: Donald Cass, Joan Geise, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Dr. Karen Blazey, James DeVaney, Barbara Hamlin

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: John Garvey, Ontario County Administrator; Supervisor Richard Russell; Erinn Cain, Daily Messenger; Julie Anderson, Finger Lakes Times

At 3:31 p.m., Trustee Houseman called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business
Geneva Campus Center – Mr. Garvey, Mr. Russell
Supervisor Russell addressed concerns that were raised at the March 14, 2013 FLCC Projects Committee meeting.

The logistics of moving from the Geneva campus center to DeSales high school and back to the center:

- FLCC will definitely move back into the Geneva campus center when the renovation/building project is complete
- A lease has been finalized with Our Lady of Peace Roman Catholic Church
- The move to DeSales will occur in late May after the spring 2013 semester concludes
- Summer classes will be held in the temporary space in DeSales high school
- DeSales staff are working on the necessary renovations to meet the College’s needs
- Bid requests are out for the asbestos abatement and demolition portions of the Geneva Center project
- Asbestos abatement and demolition will occur over the summer and be complete by early fall 2013

Securing the funding required to build a high-quality campus center:

- A new roof will definitely be installed on the addition
- The building exterior will be fully re-clad and insulated
- The major difference from the original scope of the project is with the HVAC system – only the computer room will be fully air conditioned
- The remainder of the building will be cooled through heat pumps to maintain a comfortable environment
• The County remains committed to maintaining a $12M budget and the architect’s revisions achieve this goal

• The County will contract with an independent bidding group to facilitate the bidding process

• Supervisor Russell told trustees that if the project comes in over $12M, the FLCC Projects Committee will reevaluate the scope of the project

• Supervisor Russell stated that if an additional $600,000 is required to build a quality campus center then he would personally make a request to the Financial Management Committee

Dr. Risser provided copies of the proposed floor plan to trustees.

Discussion items:

• Provisions for the College to add to the air conditioning system – Supervisor Russell stated that future upgrades to the air conditioning system can be done room by room or zone by zone.

• Air circulation system – the architect has indicated this system would maintain 65-70 degrees in each room; Supervisor Russell stated the system would maintain 75-80 degrees with low humidity during the summer months, and that the system has the flexibility to allow for future expansion.

• Dr. Risser noted that according to the floor plan that the data center will be air conditioned but not the two computer labs and requested that Supervisor Russell clarify which spaces would be air conditioned. She affirmed that the two labs, which will contain many computers, will require air conditioning in order for the computers to function properly. Supervisor Russell stated that the diagram indicates room air conditioners in the computer labs and this issue will need to be discussed with the architect.

• Will the proposed change in the air conditioning system have a negative impact on maintenance? Supervisor Russell deferred to discussion at the April 4, 2013 FLCC Projects Committee meeting

• Is the $12M inclusive of asbestos abatement work in the pool area? Supervisor Russell stated that $1.8M has been budgeted for abatement.

• If the project budget exceeds $12M, what is the time delay to reevaluate the project? Supervisor Russell assured trustees that if in June/July it appears that a quality building cannot be constructed within the $12M budget due to unexpected costs that he will go to Financial Management Committee to discuss additional financial support from the County.

Trustees Geise and Houseman thanked Mr. Garvey and Mr. Russell for their commitment to this project.

FLCC 2012-2013 operating budget – Mr. Fisher
Mr. Fisher presented an overview of the month-end operating budget and fund balance reports, including revenues and expenses to date.

**Resolutions**

*Bid acceptance: purchase of restroom supplies*
Mr. Fisher presented this resolution to accept the low responsible bids for the purchase of restroom supplies from the following vendors located in Rochester, NY: Economy Paper Co., and Regional Distributors, Inc. The annual cost will depend on budget and usage throughout the twelve-month contract period.

**Bid extension: printing of letterhead & envelopes**
Mr. Fisher presented this resolution to accept the following low responsive/responsible bidders that met specifications: Moore Printing Co., Inc., Canandaigua NY, and Dupli Envelope & Graphics, Syracuse NY.

**Lease agreement: NY Wine & Culinary Center**
Mr. Fisher presented this resolution to approve the rental lease renewal between Finger Lakes Community College and the New York Wine & Culinary Center for the period from September 1, 2012 through August 31, 2013. The College will rent NYWCC facilities on a course by course basis at a cost not to exceed $225 per hour per section.

**Approve the College’s External Audit Firm**
Mr. Fisher presented this resolution to appoint The Bonadio Group to audit the Finger Lakes Community College operating accounts for the following academic years and to conduct an audit of federal funds of FLCC at the following, not to exceed costs, including out-of-pocket expenses:

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The Bonadio Group may provide additional consulting services at a rate to be negotiated between the two parties in the event that the College and The Bonadio Group determine that such services are deemed necessary and approved in advance.

**Accept a gift in kind: laboratory hoods**
Mr. Fisher presented this resolution to accept a gift of one 4’ Labconco laboratory hood and one 6’ Labconco laboratory hood from the State University of New York College at Brockport for use by the FLCC Environmental Conservation department.

**Approve Axcess Ontario License Agreement**
Deferred to executive session

**Approve a Collective Bargaining Agreement with FLCC, Ontario Co. & FLCC Teaching Faculty Alliance**
Deferred to executive session

**Authorization to enter into a ground lease between FLCC, Ontario County & Cornell Agriculture and Food Technology Park**
Deferred to executive session

**Updates**
**NYS budget – Dr. Risser**
Dr. Risser presented a summary of the impact of the New York State budget on community colleges and FLCC in particular. Mr. Fisher provided an explanation of the new chargeback formula. Discussion followed relative to clarification of capital versus operating chargeback rates, and the process to phase in the new chargeback formula rate.

**Facilities – Mr. Fisher**
Geneva Center:
- Dan Long is the architect for the DeSales high school renovation project
- If the approximately 30-45 day renovation begins at the end of April then the College can move into the space in mid-June
- A salvage sale will be held in mid-May
- The target date to vacate the current campus center is late July
- Demolition is scheduled to begin by August 1

Trustee Mihalik thanked Dr. Risser and Mr. Fisher for maintaining poise and calm during this process.

**Executive Session**
Trustee Houseman called for a motion to convene an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss collective negotiations and to discuss the proposed lease of real property. **At 4:14 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee unanimously approved a motion to enter into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss collective negotiations and to discuss the proposed lease of real property.**

At 4:41 p.m., **on motion by Trustee Mihalik and second by Trustee Cass, the FLCC Board of Trustees Finance & Facilities Committee moved out of executive session.**

There being no further business, at 4:42 p.m., **on motion by Trustee Hicks and second by Trustee Geise, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.**

Prepared by,  
Submitted by,

Karen A. Hopkins  
Trustee Wayne Houseman
Assistant Secretary of the Board  
Chair, Finance & Facilities Committee

**Trustee committee members**
James DeVaney, Barbara Hamlin, John Hicks, Wayne Houseman, Donna Mihalik

**FLCC staff liaisons**
James Fisher, Joseph Delforte

**Next meeting:** Wednesday, May 1, 2013; 3:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, April 3, 2013
Presiding: Trustee Charles P. McCausland

Trustees Present: Donald Cass, Joan Geise, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Dr. Karen Blazey, James DeVaney, Barbara Hamlin

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, Lenore Friend, James Fisher, Karen Hopkins, Anthony Indorato, Grace Loomis, Joseph Nairn, Ann Robinson, Susan Romano, Dr. Thomas Topping, Carol Urbaitis

Guests: Theresa Chastain, American Student Assistance; Erinn Cain, Daily Messenger; Julie Anderson, Finger Lakes Times

At 4:43 pm, in Trustee Blazey’s absence, Trustee McCausland called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Old Business
None to report at this meeting

New Business
Program review: AA Childhood Education (Teacher Education Transfer): Anthony Indorato
Dr. Topping introduced Anthony Indorato, faculty member in the Social Science department. Mr. Indorato reported that the AA Childhood Education program review took place in December 2011. He informed trustees that the external review team was comprised of a cross-section of professionals in the childhood education/teacher education profession. The program review yielded the following information:

Program strengths: learning outcomes appropriately established, satisfactory outlook on contemporary issues, manageable and robust curriculum, thirty hours of guided field observations required, and Mr. Indorato, the program coordinator, is innovative and stays current in the field.

Areas of improvement: review advisement loads, consider course sequencing to include education courses in the first year second semester, enhance partnerships with transfer institution, and focus on inclusive education.

Needs addressed: held program-wide mass advisement sessions, eliminated some pre-requisites to allow students to take education courses in their first year, and enhanced partnerships with local school districts.

Mr. Indorato reported to trustees that he is pleased with the program’s student success rate – 90% of students meet the performance targets.

In response to a question from Trustee McCausland, Mr. Indorato explained that students who choose not to transfer to a four-year institution generally become employed as a teaching assistant or teacher aide.

SALT student financial aid presentation - Ms. Urbaitis
Ms. Urbaitis introduced Susan Romano, FLCC Director of Financial Aid, and Theresa Chastain, regional account executive with American Student Assistance (ASA), a private nonprofit whose public purpose mission is to empower students and alumni to successfully manage and repay their college loan debt.
Ms. Chastain gave an informative presentation on SALT™, which is the industry-leading empowerment program created by American Student Assistance® (ASA) to help students and alumni manage student debt. It delivers the financial savvy they need by providing:

- Real world money skills
- Practical and successful financial guidelines
- Tools for managing loans and finding scholarships and jobs
- Expert counseling and other essential support

At its core, SALT™ is a movement to address the nation’s student debt problem by revolutionizing how students and alumni finance and repay their higher education, which will consequently help them make better consumer debt decisions after college and create a financially savvier next generation. SALT’s goal is to increase financial empowerment, improve student loan repayment outcomes, and reduce student loan debt through a game-changing new membership program that provides students with money skills for life.

Acting as a “money coach,” SALT™ helps students and alums feel confident and empowered about paying for college and managing any resulting student debt. ASA delivers decision support, engaging content, and one-on-one loan repayment guidance in a simple, useful, and motivating experience. Specific features and benefits for SALT™ members include:

- Proactive communication about student loan repayment options
- One-on-one repayment counseling with student loan experts
- Personalized online dashboard to track all their federal and private student loans in one place and compare payment options
- Highly interactive Web financial education curriculum and other educational content
- Multiple "self-serve" Web tools and calculators to assist with budgeting
- In-person group financial education training at their higher education institution
- Advocacy and assistance with resolving complex student loan related problems
- Meaningful benefits and incentives that lower the total cost of college attendance such as scholarship services, job/internship searches, or discounts on discretionary items.

Gemini - Dr. Risser

Dr. Risser reported that for approximately the past two years she has been working with the Wayne Finger Lakes BOCES Superintendents Advisory Group on several issues, including the College’s Gemini program.

Mr. Fred Fink, Director of Concurrent Enrollment, has been actively working to reinvent the Gemini program to increase its strength and improve access. Dr. Risser noted that currently Gemini courses cost more than Advanced Placement (AP) courses. Many high school students generally prefer the Gemini program but often make their final decision about which program to enroll in based on cost. Dr. Risser explained that the Gemini program is more desirable because students earn SUNY credit and their grade is based on homework, projects, and examinations. Also, Gemini courses are easily transferred.

In meetings with high school guidance counselors, Mr. Fink learned that enrollment in the Gemini program is hampered by cost. Therefore, he has researched cost options and has devised a plan to offer Gemini for free while maintaining a business model that works for the College. This proposed plan would take approximately one year to implement. The College would not receive tuition, but would receive state aid, and the additional enrollments would result in chargeback revenue along with increased state aid. Dr. Risser stated that offering Gemini courses at no cost would be a tremendous benefit to high school students. She noted that the area district superintendents are very enthusiastic about the program.
Resolutions
Approve 2013-2014 faculty promotions
Dr. Risser and Dr. Topping attested to the outstanding list of faculty members for promotion included in this resolution recommended Board of Trustees approval of the following 2013-14 faculty promotions:

From Instructor to Assistant Professor
Paul Brock, II

From Assistant Professor to Associate Professor
Jennifer Carney
Dr. Amber Wyman
John Foust
Christopher McNamara

From Associate Professor to Professor
Milton Johnson
Jacob Amidon
Dr. Trista Merrill
Dr. Robert Brown
Dr. Robert Wink
Geoffrey Smith

Grant tenure status
Dr. Topping presented this resolution to grant tenure status to Anthony Indorato, faculty member in the Social Science Department, effective September 1, 2013.

Adjust the FLCC professional service positions roster
Finger Lakes Community College has updated its position roster that lists titles determined by the Finger Lakes Community College Board of Trustees to be in the professional service as defined by §6306 (2) of New York State Education Law as approved by the Chancellor of the State University of New York.

The following position titles have been added to the roster:
- Director of Institutional Effectiveness
- Technical Specialist, Social Science

Updates
Updated Director of Institutional Effectiveness job description
Dr. Risser noted that the Director of Institutional Effectiveness job description has been updated since the March Board of Trustees meeting.

There being no further business, at 5:21 p.m., on motion by Trustee Henry and second by Trustee Geise, the FLCC Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Charles P. McCausland
Assistant Secretary of the Board Member, Education & Planning Committee

Trustee committee members:
Dr. Karen Blazey, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Andrew Henry

FLCC staff liaisons: Grace Loomis, Dr. Thomas Topping, Carol Urbaitis

Next meeting: Wednesday, May 1, 2013; 4:00 p.m.; Carpenter Board Room