Trustees Present: James DeVaney, Joan Geise, Barbara Hamlin, Stephen Martin, Charles McCausland, Donna Mihalik

Trustees Present via videoconference: Dr. Karen Blazey

Trustees Excused: Donald Cass, Carley Shick

Staff Present: Dr. Barbara Risser, Joseph Delforte, April Devaux, Dr. Richard Evans, James Fisher, Lenore Friend, James Hewlett, Karen Hopkins, Milton Johnson, Jan June, Grace Loomis, Mary McLean-Scanlon, Amy Pauley, Anne Schnell, Dr. Thomas Topping, Carol Urbaitis, William White

Guests: Dr. Thomas Burr, Cornell University; Rob Southerland, Saratoga Associates; Richard Bald, TY Lin; John Addyman, Daily Messenger

Trustee Blazey asked Trustee McCausland to preside over the Education & Planning Committee meeting.

At 3:30 pm, Trustee McCausland called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Old Business
None to report at this meeting

New Business
Viticulture program partnership with Cornell – Dr. Risser, Dr. Thomas Burr

Dr. Risser introduced Dr. Thomas Burr, Cornell University Associate Dean and Director of the NYS Agricultural Experimentation Station (NYSAES) located in Geneva, NY.

Dr. Burr stated that the NYSAES is a leader in science-based, solutions-oriented food and agricultural research. The mission of the NYSAES is to pioneer new technologies, develop advanced plant varieties, and help NY farmers and food businesses generate profits. Dr. Burr highlighted the NYSAES’s partnership with FLCC’s Viticulture program and the College’s new Viticulture Center, which is expected to be completed in time for the January 2015 semester.

Dr. Risser praised the College’s unique partnership with Cornell and the NYSAES, and expressed her appreciation for the Cornell faculty who are very generous with their time and regularly guest lecture in FLCC classes. Dr. Risser also noted that Viticulture Professor Paul Brock is a graduate of Cornell University.

Resolutions
Faculty promotions

Professors Anne Schnell and April Devaux served as co-chairs of the faculty promotion committee. Professor Schnell confirmed that the faculty members being recommended for promotion are all exceptional educators and provided trustees with a brief overview of their accomplishments. She then presented this resolution to recommend that the following teaching faculty be approved for promotion in the 2014-2015 academic year:

From Instructor to Assistant Professor
Amy Flagler
Eileen Grooms
Grant an administrative appointment: William Pealer
Ms. Loomis presented this resolution to grant an administrative appointment to William Pealer, Media Production Specialist, effective October 5, 2014. Dr. Rick Evans congratulated Mr. Pealer on receiving his administrative appointment. He said that Mr. Pealer has made a positive impact college-wide, his media productions are outstanding, and he provided high quality technical expertise that resulted in the new FLCC commercial now airing.

Grant an administrative appointment: Keith G Gaylor
Ms. Loomis presented this resolution to grant an administrative appointment to Keith Gaylor, Information Technology Specialist, effective October 14, 2014. Dr. Rick Evans congratulated Mr. Gaylor on receiving his administrative appointment. He said that Mr. Gaylor provided critical oversight of the fiber ring project to connect all FLCC campuses.

Adjust the professional service positions roster
Ms. Loomis presented this resolution to adjust the professional service positions roster to include the following new position titles:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Academic Coach</td>
<td>12-16-13</td>
</tr>
<tr>
<td>IT Infrastructure Specialist</td>
<td>1-8-14</td>
</tr>
<tr>
<td>Coordinator of the Math Center</td>
<td>3-7-14</td>
</tr>
<tr>
<td>Placement Testing Assistant</td>
<td>2-18-14</td>
</tr>
</tbody>
</table>

Updates
None at this meeting

There being no further business, at 4:00 p.m., on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees Education & Planning Committee adjourned.

Prepared by,                               Submitted by,
Karen A. Hopkins                          Trustee Karen Davison Blazey
Assistant Secretary of the Board           Chair, Education & Planning Committee

Trustee committee members
Dr. Karen Blazey, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Carley Shick

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

Next meeting: Wednesday, May 7, 2014; 3:30 p.m.; Carpenter Board Room
At 4:00 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business

FLCC Master Plan presentation – Saratoga Associates
Mr. Fisher introduced Jan June, director of facilities and grounds, who is retiring on April 4, 2014 after seventeen years of service at the College. He thanked Ms. June for her oversight of the operation and maintenance of all college physical plant facilities and grounds, management of all utilities and other assigned services, and development of short- and long-term capital maintenance and improvement programs.

Mr. Fisher introduced Robert Southerland, Senior Campus Planner for Saratoga Associates. Utilizing a PowerPoint presentation, Mr. Southerland provided a summary of the projects included in the 2014-2024 FLCC Master Plan. He stated that this master plan provides Finger Lakes Community College with recommendations for projects to be eligible for funding as resources are available. This master plan also provides the opportunity for FLCC to continue to make the necessary critical investments in buildings, infrastructure and site enhancements, and guide the formulation and implementation of future projects that are aligned with SUNY requirements, the College’s academic and enrollment goals, mission and the 2014-18 strategic plan.

Discussion followed regarding the level of urgency in addressing physical plant upgrades. There are no immediate safety issues that require attention. Whether the scope includes sustainability certification parameters, which is the current standard practice.

FLCC 2013-2014 operating budget – Mr. Fisher
Mr. Fisher reported that fifty-eight percent of the budget year has been completed. He then provided trustees with a summary of revenues and expenses to date, revenues and expenses compared to the prior year and an ending fund balance projection as of March 24, 2014.

Pre-audit presentation – Bonadio Group
The Bonadio Group will make their presentation to trustees at the June 2014 meeting.

Resolutions

Bid renewal: purchase of letterhead and envelopes
Mr. Fisher presented this resolution to renew the contract of Dupli Envelope & Graphics, One Dupli Park Dr., Syracuse, NY 13204 for items 1-19, 22 and 23 at current pricing from May 2, 2014 through May 1, 2015.
Updates

Facilities

Viticulture Center: the plumbing bid has been accepted and funding has been secured for the two add alternates for the project.

Phase 1B: renovation of the music recording studio is on schedule and occupancy is expected in April 2014. However, there are punch list items that still need to be addressed. Mr. Fisher suggested that trustees may want to tour the space in May 2014.

Geneva Campus Center: the funding issue with DASNY has been resolved to restore $3.5M for capital projects.

There being no further business, at 4:43 p.m., on motion by Trustee Martin and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

Prepared by,                     Submitted by,
Karen A. Hopkins                  Trustee James DeVaney
Assistant Secretary of the Board   Chair, Finance & Facilities Committee

Trustee committee members: James DeVaney, Barbara Hamlin, Stephen Martin, Donna Mihalik

FLCC staff liaisons: James Fisher, Joseph Delforte

Next meeting: Wednesday, May 7, 2014; immediately following the Education & Planning Committee meeting
Carpenter Board Room
Finger Lakes Community College Board of Trustees
Wednesday, April 2, 2014
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: James DeVaney, Joan Geise, Barbara Hamlin, Stephen Martin, Charles McCausland, Donna Mihalik

Trustee Present via videoconference: Dr. Karen Blazey

Trustee Excused: Donald Cass, Carley Shick

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Mary McLean-Scanlon, Amy Pauley

Guests: John Addyman, Daily Messenger

At 4:52 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No speakers at this meeting.

Approval of the Consent Agenda
Trustee Geise presented the March 5, 2014 Board of Trustees committees, regular and special meetings minutes for Board approval. There being no discussion, on motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.

Chair’s Report
Policy requiring action: Weapons on Campus
There being no discussion, on motion by Trustee McCausland and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the Weapons on Campus policy.

Policy for consideration: Fraud & Irregularities/Whistleblower
Dr. Risser explained that this policy has undergone additional revisions since the March 2014 Board of Trustees meeting. Revisions include a title change to include Whistleblower (this policy will replace the current Whistleblower policy), replacing the Finance & Facilities Committee with the Audit & ERM Committee, aligning the definition of fraud & irregularities with the SUNY definition, and changing the compliance officer title to Vice President of Administration & Finance. Academic Senate also made non-substantive revisions to correct grammar and made revisions to clarify reporting based on evidence and not solely on suspicion. Dr. Risser will ask trustees to approve this policy at their May meeting.

New standing committee: Audit & Enterprise Risk Management (ERM)
Trustee Geise stated that this new standing committee is being established on advice from the college’s audit firm. In response to Trustee Geise’s request for volunteers, Trustees Martin and Mihalik agreed to serve on this committee.

At their May meeting, trustees will be asked to approve revisions to the Board of Trustees bylaws to incorporate the Audit & ERM committee. Trustee McCausland has suggested revisions to the committee charter that he will discuss with Mr. Fisher in advance of the May Board meeting.

Resolution to award degrees to candidates for May commencement
There being no discussion, on motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the resolution to award degrees to candidates for May commencement.
Appoint the 2014-15 Board officers nominating committee
Trustee Geise announced the members of the 2014-15 Board officers nominating committee: Trustee Blazey, chair, and Trustees DeVaney and McCausland.

Review revisions to the FLCC Board of Trustees Bylaws
Trustee McCausland suggested the following revision under Article VI: The Board of Trustees, Section 2 – Responsibilities and Duties of the Board of Trustees, paragraph two: replace ‘responsibility’ with ‘authority.’ Trustees will be asked to approve the revised bylaws as amended at their May meeting.

President’s Report
Update on NYS budget
Dr. Risser provided trustees with the following document entitled NYS Budget 2014-15 Impact on FLCC:

Community college base aid was increased by $75 /FTE  Approximate loss to FLCC: $300,000

SUNY and the community college presidents lobbied very hard for a $250/FTE increase in base aid. The governor’s budget proposed flat funding; the assembly proposed an increase of $50/FTE; the state senate proposed an increase of $200/FTE. The final budget settled on an increase of $75/FTE, which with declining enrollment at community colleges across the state is not really an increase at all.

Enrollment for base aid is calculated on the higher of last year’s actual FTE or the weighted last three-year average, and for FLCC that means in 2014-15 we will be “dropping off” our last high enrollment year. As a result, we anticipate that the increase of $75/FTE will be a total loss of state aid revenue for us of more than $300,000.

Implementation of a proposed change to the chargeback formula was delayed until 2016-17
The proposed change in the chargeback formula, if implemented next year as was the original plan, would have had an extremely negative impact on FLCC. The formula that was under consideration would have disproportionately impacted some community colleges. FLCC would have been in the top five community colleges in the state that would have been most negatively impacted by the change. We anticipate that FLCC would have faced a loss of more than $1.8 million in chargeback revenue next year.

We worked with our local legislators to help them understand the flaws in the proposed formula and how serious an impact the change in the chargeback formula would have had on FLCC. Our legislators advocated on our behalf and any change to the chargeback formula has been postponed until 2016-17. SUNY is required to submit a report on this issue by June 1, 2015, which will provide the time for a more equitable formula to be developed, if SUNY is willing to do so.

No increase in rental aid  Approximate loss to FLCC: $104,000
Rents are increasing across the state, but the total appropriation for rental aid remains flat. Rent is currently reimbursed at 47% vs. being historically reimbursed at 50%. This is because the total appropriation has not increased in several years but demand for the funds has risen across all community colleges. Without an increase again this year, we anticipate that the reimbursement rate will fall to at least 45%. At a 45% reimbursement rate vs a 50% rate, it means an estimated shortfall of rental aid of $104,000.

Restoration in funding for child care
Once again, the governor’s proposed budget slashed funding for community college child care centers. The final budget restores a total of $653,000 for child care centers.

TAP
TAP was increased to $5,165, which will provide more tuition assistance for our neediest students.

GAP funding restored
$1.7 million in funding to support innovative initiatives that improve outcomes for developmental students was cut by the governor but restored by the legislature.

Continuation of the Job Linkage Program
The governor proposed and the legislature agreed to continue the Job Linkage Program, which provides a total of $3 million to support the link between community college programs and local employment needs.

State match for locally supported community college capital projects included
There was great concern that community college capital projects that had formal financial support from the local sponsor might not be included in the budget to receive state matching funds. This would not have impacted FLCC directly, as our capital projects are not new and are still specifically included for funding. However, it would have been a very bad precedent. We are pleased to see that all of the new community college capital projects that required the state match have been included in the budget.
Dr. Risser stated that a base aid increase of $75 is a disappointment, and provided clarification of the 3-year weighted average. She affirmed that each community college president and board chair plan to sign a letter addressed to their local elected officials expressing their disappointment.

Dr. Risser reported that NYS Senator Michael Nozzolio was instrumental in achieving a delay in the implementation of the new chargeback formula and explained how the formula was revised.

Dr. Risser participated in a NYCCAP conference call earlier on April 2 when Chancellor Zimpher announced plans to bill all SUNY campuses a recharge fee for services. The Chancellor explained that SUNY does not have enough money to operate so all campuses will be charged to recoup funding for SUNY services. Dr. Risser will provide an update at the May Board meeting.

**Status of the Provost search**
On-campus interviews with the Provost finalists are occurring on April 1 & 3, 2014. The search committee recommended three finalists; however, one of the finalists withdrew from the search process. The two finalists are:
4/1 – Kristen Fragnoli, Dean of Liberal Arts, MCC
4/3 – Dr. Cheryl Lesser, VP of Academic & Student Affairs, Clinton CC

Dr. Risser thanked Milton Johnson and Teresa Daddis for co-chairing this important search committee.

**Status of the CIO search**
Mary McLean-Scanlon & Michael Fisher are co-chairs of the CIO search committee. The committee has reviewed seventy-five applications and has selected ten candidates for interviews.

**IT management response to assessment conducted by the Bonadio Group**
Dr. Risser noted that Dr. Rick Evans is present to answer any questions from trustees. Trustee McCausland asked a question about testing the disaster recovery schedule. Dr. Evans replied that a formalized plan will be developed when a newly created position in the Information Technology department has been filled.

**Strategic Plan**
*Matrix & Institutional Effectiveness dashboard*
Dr. Risser stated that the methodology document is currently in development, and the matrix is designed to illustrate progress toward meeting each measure/target in the strategic plan.

**Strategic Plan projects**
Dr. Risser reported that April 15, 2014 is the deadline to submit full proposals for consideration. A recommendation on which projects to fund will be presented to trustees at their May meeting.

**Institutional Effectiveness newsletter**
Mary McLean-Scanlon will send the inaugural Institutional Effectiveness newsletter to trustees electronically.

**College Events**
Dr. Risser thanked Trustee Mihalik for attending the Phi Theta Kappa induction ceremony.

Trustees are invited to attend the Geneva Chamber Citizens of the Year Award dinner honoring Harry & Ann Burt on April 24, 2014 at Belhurst Castle. Please contact Karen Hopkins to RSVP.

Dr. Risser asked trustees to review the list of upcoming events in April and May and contact Karen Hopkins with questions or to RSVP.
Standing Committees

Education & Planning Committee: Trustee Blazey
Trustee McCausland requested a motion to approve the following resolutions that were reviewed and discussed at the FLCC Board of Trustees Education & Planning Committee meeting: 1) Faculty promotions, 2) Grant an administrative appointment: William Pealer, 3) Grant an administrative appointment: Keith Gaylor and 4) Adjust the professional service positions roster.

There being no discussion, on motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Finance & Facilities Committee: Trustee DeVaney
Trustee DeVaney requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Bid renewal: purchase of letterhead and envelopes.

There being no discussion, on motion by Trustee Hamlin and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Trustee Liaison Reports

FLCC Association: Trustee McCausland
The FLCC Association Board of Directors met on March 11. Agenda items for discussion included the food service vendor proposal and the Association’s management of the college suites operation. Refinancing of college suites that was expected to close on April 1 was also discussed. Issues arose with the filing of a 990 form with the IRS and the proposed takeover is now under legal review and the refinancing is on hold. Discussion followed about the status of the lock-in interest rate for the refinancing.

Trustee McCausland also reported that four food service vendors participated in on-campus pre-bid discussions. On May 3 the RFPs will be reviewed and a decision is expected on May 5 to meet the July 1 implementation date.

FLCC Foundation: Trustee Geise
The FLCC Foundation Board of Directors will meet in late April, and Trustee Geise will have a report at the May Board of Trustees meeting.

FLCC Projects Committee: Trustee DeVaney
Trustee DeVaney reported that demolition is underway at the Geneva Campus Center site.

FLCC Student Corporation: varies
No report

Student Perspective: Trustee Shick
No report

There being no further business, at 5:38 p.m., on motion by Trustee DeVaney and second by Trustee Mihalik, the FLCC Board of Trustees meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee M. Joan Geise
Assistant Secretary of the Board Chair, FLCC Board of Trustees

Next meeting: Wed., May 7, 2014, immediately following the Finance & Facilities Committee meeting; Carpenter Board Room