Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, April 1, 2015  
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey, James DeVaney, M. Joan Geise, Barbara Hamlin, John Hicks, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustee Excused: Donald Cass, Stephen Martin

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Kristen Fragnoli, Karen Hopkins, Milton Johnson, Grace Loomis, Dr. Joseph Nairn, Dr. Debora Ortloff, Amy Pauley, Carol Urbaitis

Guests: None at this meeting

Media Present: no representatives present at this meeting

At 4:30 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business

Review March 2015 committee minutes
No discussion or revisions

Enrollment update
- SP15 2062.6 FTE target
- 2114 FTEs as of March 31
- 4.3% increase over SP14 and 2.5% above target, which includes Gemini
- Gemini: 408 FTE target; 484.1 FTEs realized

Strategic Plan Projects report series: Cooperation Along the Education Continuum
Dr. Risser explained that this strategic plan project falls under regional educational leadership in the college’s 2014-2018 Strategic Plan.

Dr. Debora Ortloff: Regional Education Continuum (REC)
- Targeted toward getting students and high school educators thinking about college readiness and what that means
- The project is beginning with a pilot program with Canandaigua Academy (CA) to ensure its effectiveness
- FLCC/CA participants: Math, English, Psychology, Special Education/Disability Services, History, Biology, Foreign Language faculty members
- Planned activities include a summit (content, curriculum, constraints), teacher exchanges, a follow-up survey, and a summer 2015 symposium (create action plans)
- Next steps will include: follow up on actions plans, invite two new school districts to join the project, a fall 2015 professional development workshop, 2015 participants serve as mentors to new faculty members joining the project, continue with exchanges and symposia

Discussion: relationship between Geneva 2020 and the increase in Gemini enrollment; ask Fred Fink to provide Gemini enrollment by school district; correlation to the Chancellor’s Cradle to Career initiative; involve guidance counselors in the next phase; potential fiscal/union constraints for the project
Resolutions
Award Degrees to Candidates at May 2015 Commencement
Trustee Blazey presented this resolution to approve the list of May 2015 candidates for degrees and certificates pending successful completion of spring 2015 semester course work.

Approve FLCC’s participation in the SUNY Distinguished Faculty Ranks program
Provost Fragnoli presented this resolution to approve Finger Lakes Community College’s participation in the SUNY Distinguished Faculty Ranks program effective immediately.

Approve 2015-2016 faculty promotions
Provost Fragnoli presented this resolution to approve the following teaching faculty for promotion in the 2015-2016 academic year:

From Assistant Professor to Associate Professor
Sarah Morgan
Mary Murphy
Jonathan Weissman

From Associate Professor to Professor
Barbara Chappell
Bryan Ingham
Jon Palzer

Provost Fragnoli provided an overview of the process to successfully achieve a faculty promotion.

Name the Harry S. Burt FLCC Viticulture & Wine Center Classroom
Dr. Risser presented this resolution to approve naming the Harry G. Burt Classroom in the FLCC Viticulture and Wine Center effective immediately.

Name the Walter S. Taylor, Founder, Bully Hill Vineyards Winery
Dr. Risser presented this resolution to approve naming the Walter S. Taylor, Founder, BULLY HILL VINEYARDS Winery effective immediately.

Name the Gregg Learned, Winemaker, Bully Hill Vineyards Lab
Dr. Risser presented this resolution to approve naming the Gregg Learned, Winemaker BULLY HILL VINEYARDS Lab effective immediately.

Name the John & Josephine Ingle, Jr., Heron Hill Winery Tasting Bar
Dr. Risser presented this resolution to approve naming the John and Josephine Ingle Jr. Heron Hill Winery Tasting Bar effective immediately.

Name the John C. Britting Reference Collection in the Charles M. Meder Library
Dr. Risser presented this resolution to approve naming the John C. Britting Reference Collection in the Charles M. Meder Library effective immediately.

Approve an Administrative Appointment for Sarah Butler, Graphic Designer, Project Coordinator
Ms. Loomis presented this resolution to grant an administrative appointment to Sarah Butler, Graphic Designer-Project Coordinator, effective on October 12, 2015.

Approve an Administrative Appointment for Jeffrey Kidd, Video Engineer & Technician
Ms. Loomis presented this resolution to grant an administrative appointment to Jeffrey Kidd, Video Engineer & Technician, effective on October 12, 2015.
Approve an Administrative Appointment for Michael Merriman, Associate Director of Admissions
Ms. Loomis presented this resolution to grant an administrative appointment to Michael Merriman, Associate Director of Admissions, effective on November 1, 2015.

There being no further business, at 4:59 p.m., on motion by Trustee Sheppard and second by Trustee Geise, the Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Barbara R. Hamlin
Assistant Secretary of the Board Member, Education & Planning Committee

Next meeting: Wednesday, May 6, 2015; 4:30 p.m.; Carpenter Board Room

Trustee committee members
Dr. Karen Blazey, M. Joan Geise, Barbara Hamlin, John Hicks, John Sheppard, Gabrielle Wilkins

FLCC staff liaisons
Kristen Fragnoli, Grace Loomis, Carol Urbaitis
At 5:02 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**Business**

**Review March 2015 committee minutes**
No revisions or discussion

**FLCC 2014-2015 operating budget**
Mr. Fisher provided an overview of revenues and expenses to date. He specifically noted that tuition revenue is at 94.65% of budget and that Gemini tuition is $250,000 above projections. He also addressed fees, non-credit revenue and chargebacks, a slight increase in supply expense and projected fund balance.

**Facilities update**
- FLCC Viticulture & Wine Center: punch list items are being addressed
- Geneva Campus Center: structural steel is being erected; a resolution will be presented at the FLCC Projects Committee meeting to address the corridor/fire stop issue
- Main campus first floor restrooms renovation: anticipate project completion in approximately three weeks

**Resolutions**

**Bid acceptance: maintenance & repair of boiler systems**
Mr. Fisher presented this resolution to accept the bid of Emcor Services Betlem, 704 Clinton Ave. South, Rochester, NY 14620 for maintenance and repair of boiler systems for FLCC for a total annual cost for contract #1 of $2,436.00 plus the cost of any repairs and parts needed, and the total annual cost for contract #2 of $1,950.00 plus the cost of any repairs and parts needed, and the rate for on demand repairs during business hours is $84.00 per hour, for nights and weekends is $120.00 per hour, and for holidays is $150.00 per hour for both contracts #1 and #2.

**Bid renewal: purchase of laptops & printers**
Mr. Fisher presented this resolution to accept the bid renewal from Toshiba America Information Systems, 8123 S. Hardy Dr., Tempe, AZ 85284 to purchase laptops at a cost of $787.55 each.
Request for proposal: electronic transcript ordering & distribution service
Mr. Fisher presented this resolution to accept the request for proposal of Parchment, Inc., 6263 N. Scottsdale Rd., Suite 330, Scottsdale, AZ 85250 for electronic transcript ordering and distribution services for FLCC at a cost per transcript of $2.00 for electronic delivery for an estimated annual cost of $18,000.

Request for proposal: job hazard analysis
Mr. Fisher presented this resolution to accept the proposal of Day Environmental, Inc., 1563 Lyell Ave., Rochester, NY 14606 for a job hazard analysis at a cost of $17,030.00 for a term from April 2, 2015 through November 30, 2015.

Authorization to enter into a lease agreement between FLCC & Our Lady of Peace Parish
Mr. Fisher presented this resolution to authorize the FLCC Vice President of Administration & Finance to sign a lease on behalf of the College with Our Lady of Peace parish for a one year agreement from April 1, 2015 to March 31, 2016, at an annual rental fee of $36,000.

There being no further business, at 5:13 p.m., on motion by Trustee Mihalik and second by Trustee Hamlin, 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

Next meeting: Wednesday, May 6, 2015, Carpenter Board Room; immediately following the Education & Planning Committee meeting

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

FLCC staff liaisons
James Fisher, Joseph Delforte
Finger Lakes Community College Board of Trustees  
Wednesday, April 1, 2015  
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustees Excused: Donald Cass, Stephen Martin

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Kristen Fragnoli, Karen Hopkins, Milton Johnson, Grace Loomis, Dr. Joseph Nairn, Amy Pauley, Carol Urbaitis

Guests: none present at this meeting

Media Present: no representatives present at this meeting

At 5:13 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor (Public Comment)
No speakers

Approve the Consent Agenda
Trustee Geise called for a motion to approve the following consent agenda items:
March 4, 2015 FLCC Board of Trustees committees and meeting minutes
Award degrees to candidates at May 2015 Commencement
Approve FLCC’s participation in the SUNY Distinguished Faculty Ranks program
Approve 2015-2016 faculty promotions
Approve Naming Opportunities:
    Harry S. Burt FLCC Viticulture & Wine Center Classroom
    Walter S. Taylor, Founder, Bully Hill Vineyards Winery
    Gregg Learned, Winemaker, Bully Hill Vineyards Lab
    John & Josephine Ingle, Jr., Heron Hill Winery Tasting Bar
    John C. Britting Reference Collection in the Charles M. Meder Library
Approve administrative appointments:
    Sarah Butler, Graphic Designer, Project Coordinator
    Jeffrey Kidd, Video Engineer & Technician
    Michael Merriman, Associate Director of Admissions
Bid acceptance: maintenance & repair of boiler systems
Bid renewal: purchase of laptops & printers
Request for proposal: electronic transcript ordering & distribution service
Request for proposal: job hazard analysis
Authorization to enter into a lease agreement between FLCC & Our Lady of Peace Parish

There being no discussion, on motion by Trustee Sheppard and second by Trustee Hicks, the FLCC Board of Trustees unanimously approved the aforementioned consent agenda items.

Chair’s Report
Trustee Geise referenced the written Chair’s Report included in trustees’ meeting packet.
The Modern Rules of Order
Trustee Hicks stated that he and Trustee Martin were unanimous in their recommendation that adoption of The Modern Rules of Order is the best solution. The bylaws will be revised to reflect this change in board operations. Trustee Sheppard commended Trustees Hicks and Martin for their efforts. However, he is opposed to the adoption of The Modern Rules of Order because of the inordinate amount of power given to the board chair and concerns about addressing issues that may arise which are not addressed by Modern Rules. He stated that he has been critical of the board leadership in the past and continues to be.

Trustee Blazey researched Roberts Rules of Order to determine if it can be simplified. Roberts Rules of Order undergoes over 300 amendments annually and it is impossible for anyone other than a Congressional parliamentarian to keep abreast of the changes. It would be more efficient for this board to adopt The Modern Rules of Order.

Trustee Hicks noted that additional concerns can be addressed through revision of the Board bylaws.

Trustee Geise asked Trustee Hicks to serve on the ad hoc committee because of his past board experience. She stated that when the Modern Rules of Order are adopted then the bylaws will be reviewed to ensure that concerns are addressed.

Trustees Hicks and Sheppard agreed to disagree on the issue of The Modern Rules of Order versus Roberts Rules of Order.

A motion to amend the bylaws to accept The Modern Rules of Order will be considered at the May meeting.

NYCCT Regional Conference
Trustee Geise encouraged trustees to attend the NYCCT Regional Conference on April 24-25, 2015 at FLCC.

ACCT conference report
Trustee Sheppard submitted a written report in advance and commented on the national scope of the organization.

2015-16 Nominating Committee
Trustee Blazey has agreed to chair the committee, and Trustees Hamlin and Martin have agreed to serve on this committee.

President’s Report
Dr. Risser referenced the written President’s Report included in trustees’ meeting packet.

New York State budget
The NYS Legislature approved a $100 increase in base aid along with no tuition freeze for community colleges. Also, the 10% hold back in base aid linked to performance based funding for community colleges is not included in the final state budget. Dr. Risser thanked Mr. Fisher and Ms. Pauley for their collaboration over the past few weeks as the budget was debated and finalized. Discussion followed regarding chargeback revenues and formula, fund balance, enrollment projections (including Gemini), and the state aid formula.

Committee Reports (as needed)
No reports

Trustee Liaison Reports
FLCC Association: Trustee Hamlin
Report in packet

FLCC Foundation: Trustee Geise
Report in packet
FLCC Projects Committee: Trustees Blazey, DeVaney
No report

FLCC Student Corporation: Trustee Hicks
Report in packet

Student Perspective: Trustee Wilkins
- Ms. Erdle distributed the mascot survey results and renderings of the three finalists for trustees’ information.
- Multicultural Festival: sand mandala and taste around the world events were very successful.
- E-CAP event hosted 150 fifth graders from Naples and Seneca Falls school districts.
- Student Corporation elections: students are campaigning for the open positions; online vote April 14-16; results announced April 16
- Girls from the Midlakes school district are participating in the Women’s Leadership Program.

Discussion Item: Continuing Fiscal Responsibility
Mr. Fisher delivered a PowerPoint presentation entitled “Continuing Fiscal Responsibility” that included a discussion of:
- College revenues by category
- Percent of budget that is college controlled and non-college controlled
- Ten-year revenue and expense growth history
- Operating revenues as a percent of net operating costs for FY 2013-14
- Increased student costs due to lagging state and local funding
- 2014-15 budgeted operating expenses
- Managing salaries and benefits
- Percent of budget expended on instruction
- Net operating costs per FTE year to year percent increase over ten years
- Achieving financial responsibility through a multi-layered budgeting process
- Maintaining fiscal control through modeling
- Projection model revenue and expense inputs
- Managing expenses: budgeted versus actual
- Managing the future: fund balance growth and use

Discussion:
- FLCC comparison to similar community colleges regarding sponsor contribution
- Remaining competitive with tuition rates
- Affordability

Trustee Hicks stated that he is proud of Ontario County’s sponsorship of the college, including capital project support. He asked for clarification that the operating chargeback, not capital chargeback, is included in the sponsor percentage.

Trustee Geise stated that she is impressed with FLCC’s level of investment in instruction.

Trustee Sheppard requested that the PPT be sent to him via email. The PPT was included in Trustee Sheppard’s electronic board meeting packet.

Announcements
No announcements at this meeting

Status of the TRIO Grant
Trustee Sheppard requested a discussion of the current status of the TRIO grant in public session.
Dr. Risser explained that the TRIO grant funds the college’s Project Success initiative. As a result of missing the grant submission deadline, the college was not eligible to be considered for this year’s grant competition. In response to a question from Trustee Hicks, Dr. Risser stated that the grant amount was $1.7M over five years.

**Executive Session**

At 6:37 pm, Trustee Geise called for a motion to move into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss a personnel matter. The FLCC Board of Trustees will not return to public session. **On motion by Trustee Blazey and second by Trustee Sheppard, the FLCC Board of Trustees moved into executive session.**

At 7:13 pm, **on motion by Trustee Hicks and second by Trustee Sheppard, the FLCC Board of Trustees moved out of executive session.**

There being no further business, at 7:13 pm, **on motion by Trustee Hamlin and second by Trustee Blazey, 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:** Wednesday, May 6, 2015, Carpenter Board Room
Immediately following the Finance & Facilities Committee meeting
FLCC Board of Trustees Retreat  
Friday, April 17, 2015

Trustees Present: Karen Blazey, Donald Cass, Joan Geise, Barbara Hamlin, John Hicks (10:40 am arrival), Donna Mihalik, John Sheppard

Trustees Excused: James DeVaney, Stephen Martin, Gabrielle Wilkins

Staff Present: Dr. Barbara Risser, James Fisher, Karen Hopkins, Mary McLean-Scanlon

Guests: none present at this retreat

At 8:30 am, Trustee Geise called the FLCC Board of Trustees retreat to order.

2015-16 FLCC Operating Budget (Fisher)

Trustees present for discussion: Blazey, Cass, Geise, Hamlin, Mihalik, Sheppard

- Key revenue assumptions: enrollment, tuition, state aid, sponsor contribution
  - Part-time tuition increase of 10% to begin to bring the rate in line with full-time tuition: trustees reached consensus to approve the increase
- Proposed 2015-16 fee schedule; explanation of rationale for specific fee increases
- 2015-16 operating budget by division: 3.59% increase in 2015-16
- Overview of the projection model
- Sheppard: made the point that the college may need to consider program cuts if financial resources are not sustainable

FLCC Strategic Plan - April Interim Update (McLean-Scanlon)

Trustees present for discussion: Blazey, Cass, Geise, Hamlin, Hicks, Mihalik, Sheppard

- Strategic plan philosophy
- Mid-year data collected for this interim report will be helpful for comparison purposes in April 2016
- Overview of key performance indicators related to measures of the goals of the strategic plan
- October 2015 Board meeting: add a slide on the continuous improvement of the evaluation/assessment process

Board of Trustees operations

Trustees present for discussion: Blazey, Cass, Geise, Hamlin, Hicks, Mihalik, Sheppard

Criteria for disclosure of information: board officers or full board

- Geise: concerned about receipt of anonymous correspondence; suggests that trustees develop a process to address anonymous correspondence
- Campus Safety recommends that all anonymous correspondence be compiled in a single file in their department
- Hicks: anonymous correspondence is not unusual; does not mean the information is not credible
- Mihalik: err on the side of prudence and submit all anonymous correspondence to Campus Safety
- Hicks: Whistleblower policy has safeguards for people; handles all correspondence himself – most is signed
- Sheppard: line between what a trustee receives in writing and what is hearsay; puts little credence to anonymous letters; will retain discretion about what is actionable information received via hearsay
• **Hicks**: sees no need to change his 40 years of behavior in response to information received as a trustee; he investigates on his own and decides whether or not to bring the issue to the president; stated that the board could bring him up on charges if it so chooses, however, he will not change his behavior

• **Hicks**: agrees that receipt of anonymous threatening correspondence should be turned over to Campus Safety; not in favor of submitting all anonymous correspondence to Campus Safety

• **Sheppard**: derogatory information needs to be shared; reluctant to further formalize a process to handle correspondence; impedes outside communication with trustees; not in favor of submitting all anonymous correspondence to Campus Safety

• **Hamlin**: concern as a trustee that Trustee Sheppard received an anonymous letter that was identified and discussed in a public meeting; gives the letter and the writer credence, validity and inspiration to perhaps continue; if writer does not have integrity to sign the letter, why give credibility in a public meeting; the topic of the letter is not the issue

• **Geise**: referred this issue to the Audit & ERM committee

**May 2015 agenda**

• **Trustee Geise**: Modern Rules of Order will be on the May agenda for action

**Committee staffing**

• **Geise**: committee membership is at the discretion of the chair; recommends that the next chair consider adding one more trustee to the committee where the student trustee is assigned to ensure a quorum at committee meetings

• **Hicks**: committees should be 5 trustees each

• **Blazey**: nominating committee includes Trustees Hamlin and Martin; the committee unanimously agreed on the proposed 2015-16 slate of officers: Mihalik – chair; Hamlin – vice chair; DeVaneby – secretary; discussion of board members reaching consensus about ascension to officer roles based on years of service

• **Hicks**: expressed his concern to the board chair about not being appointed to the chairman position when it was his turn; he recounted conversations with Trustee Burt (as chair of the nominating committee) about the slate of officers; he declared that he and Trustee Burt discussed his ascension to the chair position after serving as vice chair; he heatedly accused the current board chair of making sure that he was not voted in by asking Trustee McCausland to drive her to the board meeting to ensure a quorum (she had recently had surgery and was unable to drive, but was cleared to resume normal activities as allowable); stated that improper/behind the scenes efforts took place to prevent his nomination to the chair position

• **Hicks**: in favor of board chair having authority to make decisions and correctly interpret the bylaws; will ask incoming chair to state her position on specific issues before agreeing to support the trustee serving as board chair; suggested asking trustees to volunteer for officer positions

• **Hicks**: rehashed his lobbying efforts four years ago to locate the FLCC Viticulture and Wine Center in Geneva; vehemently accused Dr. Risser of not supporting the Geneva location and of working behind the scenes to locate the Center in Canandaigua on the Lincoln Hill property

• **Risser**: during the fund-raising phase for the FLCC Viticulture and Wine Center, two sites were under consideration – Canandaigua and Geneva; balanced materials were made and distributed for each; we were very clear that the site selection would be dependent upon securing funding for one of the locations; when Senator Nozzolio was
able to provide NYS funding for the Geneva location, the building was located there; while the Lincoln Hill property would have been the site of the Viticulture Center if it were built in Canandaigua, the Foundation’s primary interest in purchasing the Lincoln Hill property was to protect the college’s interests; if the property were to become available again, the Foundation remains interested in securing it since it is a very visible “back door” to the FLCC campus

- **Sheppard:** continues to be critical of the procedural aspects of the board; sees himself in a “clean-up” position; Hicks comments are disturbing to him; commented on the presence of evidence of borderline impropriety by the college

- **Sheppard:** nominating committee membership – at the discretion of the board; should be identified publicly

- **Blazey:** informed Sheppard that the nominating committee membership was made public at the April 2015 board meeting

- **Sheppard:** quorum – once reached, have authority to take action at the committee level; should be no more than 5 members on a committee

There being no further business, at 11:52 am, the retreat concluded.

Prepared by,                  Submitted by,

Karen A. Hopkins                  M. Joan Geise
Assistant Secretary of the Board    Chairperson, FLCC Board of Trustees