Trustees Present: Harry Burt, James DeVaney, Anne Galbraith, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Present via Skype: Dr. Karen Blazey, Joan Geise

Trustees Excused: None

Staff Present: Dr. Barbara G. Risser, Dr. Robert Brown, Kathy Constantino, Joseph Delforte, Professor April Devaux, Dr. Richard Evans, James Fisher, Debra Frarey, Lenore Friend, Professor Theresa Gauthier, Richard Gray, Kathleen Guy, Karen Hopkins, Dr. Kerry Levett, Grace Loomis, Professor Patricia Malinowski, Joseph Nairn, Sharon Nedrow, Amy Pauley, Nancy Purdy, Ann Robinson, Lisa Thompson, Carol Urbaitis, Amanda Whitbeck, William White

Guests: Heather Swanson, reporter, Finger Lakes Times; Lorraine Jackson; Veterans Club members: Troy Knapp (president), Stephanie Kester (secretary), Anthony DeRosa, Tyler Barriere

At 5:03 pm, Trustee McCausland called the FLCC Board of Trustees meeting to order.

Administer the Oath of Office to James DeVaney
Trustee McCausland administered the oath of office to new trustee James DeVaney and welcomed him as a member of the FLCC Board of Trustees.

Privilege of the Floor
None at this meeting

Approval of the Consent Agenda
Trustee McCausland presented the March 7, 2012 Board of Trustees committee and meeting minutes for Board approval. There being no discussion, on motion by Trustee Burt and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the March 7, 2012 Board of Trustees committee and meeting minutes as written.

Chair’s Report
Resolution to name the Marty Dodge Woodsmen’s Team Practice Field
On motion by Trustee Hicks and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the resolution to name the Marty Dodge Woodsmen’s Team practice field effective immediately.

Resolution to Award Degrees & Certificates to the Approved List of Candidates May 2012
Trustee McCausland called for a motion to approve a resolution to award degrees and certificates to the approved list of candidates, May 2012. There being no discussion, on motion by Trustee Galbraith and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved a resolution to award degrees and certificates to the approved list of candidates, May 2012.
Appoint a Board Officers Nominating Committee
Trustee McCausland announced that Trustee Blazey has agreed to chair the 2012-13 Board Officers Nominating Committee and Trustees Houseman and Burt have agreed to serve as members of this committee.

Letter from Town of Geneva re: Viticulture Center
Trustee McCausland referenced a letter he received from town of Geneva supervisor Mary Luckern expressing support for locating the FLCC Viticulture Center in Geneva.

April 6 Board of Trustees retreat agenda
Trustee McCausland reminded trustees that they received the April 6 Board retreat meeting packet, including the agenda, with their April 2012 Board meetings packet.

President’s Report
Recognize Middle States contributions
Dr. Risser invited Carol Urbaitis, Vice President of Enrollment Management and FLCC Middle States self-study co-chair, to recognize three employees who played instrumental roles during the self-study process and went above and beyond their job responsibilities.

Ms. Urbaitis expressed her appreciation for the opportunity to serve as co-chair of the college’s recently completed Middle States self-study report. She acknowledged that many people were involved throughout the two-year process and noted that three individuals demonstrated exemplary service:

Debra Frarey, secretary to the Vice President of Enrollment Management, who provided outstanding support to Ms. Urbaitis throughout the self-study process. Without her dedication, the self-study process would not have been as successful.

Lenore Friend, community affairs specialist, who brings a wealth of technical writing experience to her in position in Community Affairs. She edited the final draft of the lengthy self-study report to ensure consistency in voice, use of terms, abbreviations, grammar, punctuation and spelling.

Amanda Whitbeck, assistant director of marketing, who designed the final self-study report. Dr. Raymond Yannuzzi, the visiting team chair, stated that FLCC’s self-study report is the most visually impressive report he has ever seen.

Dr. Risser thanked Ms. Urbaitis for her exemplary leadership throughout the college’s rigorous Middle States self-study process.

Report on the Middle States visit
Dr. Risser explained the Middle States reaccreditation timeline:
March 2012 - A draft report is written by the visiting team during their site visit
March-April 2012 - The college president review for errors in fact and sends to the visiting team chair
April 20 - the college president and visiting team chair reach agreement that report is factually accurate
April 27 - the institutional response to the visiting team report is due to the Middle States Commission office
June 6, 2012 - the Middle States Commission meets to review the final copy of the visiting team report and college response; the Middle States Commission will issue its final report to the college

Dr. Risser announced that the visiting team concluded that the College is in compliance with all fourteen Middle States Standards of Excellence.
Impact of emerging technology - Mr. Dugan
Dr. Risser stated that due to the length of the agenda, this item will be tabled to the May meeting, and she will ask Mr. Dugan to prepare materials for review in advance of the meeting.

Veterans Yellow Ribbon program - Ms. Urbaitis
Ms. Urbaitis explained that the Yellow Ribbon program is a provision of the Post-9/11 Veterans Educational Assistance Act. The program allows degree granting institutions to voluntarily enter into an agreement with the Veterans Administration to fund tuition expenses that exceed the in-state undergraduate tuition rate. The institution can contribute up to fifty percent of the unmet rate and the Veterans Administration will match the same amount as the institution. Colleges participating in the Yellow Ribbon program have the option to choose the number of applicants they will cover and the amount of coverage available per applicant.

Ms. Urbaitis stated that during the fall 2011 semester, three students would have benefited from participation in this program. She noted that this program has been reviewed and endorsed by the President’s Cabinet, and the number of waivers would be limited to ten per year. The program would be implemented beginning with the 2012-13 academic year.

Report from FLCC veterans – Dr. Levett
Dr. Levett reported that as part of her job responsibilities she serves as a liaison to student groups, including the Student Veterans Club. She provided trustees with a snapshot of the veteran student population at FLCC including current enrollment demographics, fall to fall retention, headcount by program, existing services, the Veterans Advocacy Committee membership and its initiatives.

Dr. Levett invited two Student Veterans Club officers to share their experiences at FLCC: Troy Knapp (president) and Stephanie Kester (secretary).

Troy Knapp requested that FLCC become a more military-friendly college by providing increased support for student veterans, i.e., a dedicated resource center, a webpage dedicated to the veteran population, and consideration of waiving certain fees in recognition of veterans’ service to their country.

Stephanie Kester explained that veterans are accustomed to a regimented lifestyle, many have families, and they typically have an increased level of maturity. Because our country has been at war for ten years there is an increase in the number of veteran students with Post Traumatic Stress Disorder (PTSD). Many veteran students require a quiet space to study because loud noises trigger heightened levels of stress and distraction.

Trustee McCausland asked if a proposal to enhance services for veteran students has been developed. Dr. Levett replied that in 2010 a Veterans Advocacy Committee was formed that is advised by Dr. Robert Brown, Dr. Kerry Levett and Richard Gray. The committee has defined long-term goals and will request support for veterans through the strategic planning process. Initiatives have been developed to meet veteran students’ needs in the short term, including a mentoring program for new veteran students and an initiative with the VA to provide a mental health counselor on campus part-time.

Trustee McCausland indicated his interest in services veteran students would like to see at FLCC so trustees can be involved in the planning and decision-making process. He also suggested providing regular updates to trustees.
Committee Reports

Finance & Facilities Committee: Trustee Burt

Trustee Burt presented the following resolution for action that was discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc. **On motion by Trustee Hicks and second by Trustee Galbraith, the FLCC Board of Trustees unanimously approved tabling this resolution.**

Trustee Burt presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: purchase of chest freezer, 2) Bid acceptance: purchase of pocket compass, 3) transit/professional compass, and 4) Bid extension: purchase of desktop computers. **On motion by Trustee Burt and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.**

Trustee Burt presented the following resolution for action that was discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Approve the Cornell Agricultural & Food Technology Park in Geneva, NY as the site of the FLCC Viticulture Center. **On motion by Trustee Burt and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to approve the Cornell Agricultural & Food Technology Park in Geneva, NY as the site of the FLCC Viticulture Center.**

Education & Planning Committee: Trustee Blazey

Trustee McCausland presented the following resolutions for approval that were discussed at the FLCC Board of Trustees Education & Planning Committee meeting: 1) Approve 2012-2013 Faculty Promotions, 2) Deny Administrative Appointment, 3) Adjust the Professional Service Roster and 4) Grant an Administrative Appointment.

There being no discussion, **on motion by Trustee McCausland and second by Trustee Varga, 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 27, 2012. Agenda items included a discussion of changes in the dining area as a result of relocation to the Student Center, housing issues as they are developing, and summer utilization of College Suites – the Hill Cumorah Pageant has signed a contract to use housing. The Newark Pilots will host a major soccer tournament.

Foundation Board: Trustee Geise

Trustee Geise reported that the FLCC Foundation Board of Directors will meet on April 24, and she will have a report at the May 2 Board of Trustees meeting.

FLCC Projects Committee: Trustee Burt

Trustee Burt reported that the FLCC Projects Committee will meet on April 5.

Student Corporation: Trustee Mihalik

Trustee Mihalik reported that there is a sense among students that the Student Corporation has supported college-wide initiatives in good faith. She stated that students feel like they have lost ground because of a decrease in the amount of club space and space for student interaction in the new Student Center. She noted a sense of frustration on the part of students because the student life experience may be compromised.
Dr. Risser commented that due to relocation of the Student Affairs offices that some of the original space allocated to students was lost. She stated that the college will be reassessing the location of student life space in the near future.

Trustee McCausland stated that he has asked Trustee Mihalik to provide trustees with a Student Corporation financial report at the May 2 Board of Trustees meeting.

**Student Perspective: Trustee Varga**
Trustee Varga reported that overall the student population is extremely pleased with the new student center. In response to a request from Trustee McCausland for his reaction to the veteran students’ presentation, Trustee Varga shared that veteran students are concerned about the lack of quiet space and available resources.

**Executive Session**
Trustee McCausland called for a motion to convene an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the acquisition of real property and collective bargaining. **At 5:45 p.m., on motion by Trustee Houseman and second by Trustee Burt, the FLCC Board of Trustees 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 bargaining.**

Public session will not reconvene following executive session.

At 5:52 p.m., **on motion by Trustee Burt and second by Trustee Varga, the FLCC Board of Trustees moved out of executive session.**

There being no further business, **at 5:52 pm, on motion by Trustee Burt and second by Trustee Varga, the FLCC Board of Trustees meeting adjourned.**

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

Submitted by,  
Trustee Charles P. McCausland  
Chair, FLCC Board of Trustees

_next meeting: Wednesday, May 2, 2012, 4:30 p.m.; B440_
At 3:30 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Trustee Hicks thanked Trustee Burt for his leadership in making the FLCC Viticulture Center a reality.

**New Business**

**FLCC 2011-2012 operating budget update: Mr. Fisher**

Mr. Fisher reported that tuition and fees revenues are tracking on budget, and that summer 2012 tuition has not yet been accounted for. Three of four state aid payments have been received and sponsor contributions have been received on schedule. Chargeback revenue is tracking at 86%, and spring/summer chargebacks are still being received. Mr. Fisher reported that out-of-state revenue is expected to be greater than budgeted. Several equipment purchases are pending, and utilities expenses are tracking under budget.

In response to a question from Trustee Burt about why tuition is tracking higher than expected, Mr. Fisher explained that this is due in part to offering unique programs and enrollment of out-of-state students, and in-state students who do not produce a certificate of residency.

As follow up to discussion at the March Finance & Facilities Committee meeting, Mr. Fisher prepared and distributed to trustees a document explaining the status of the college’s fund balance.

**Transfer Report**

Mr. Fisher briefly explained the transfer report; no discussion.

**Resolutions**

**Bid acceptance: purchase of chest freezer**

Mr. Fisher presented this resolution to accept the sole responsive/responsible bid of Lowe’s Home Centers, Inc., for the purchase of a chest freezer, bid B12045, at the total delivered price of $241.82. He explained that this purchase relates to Professor Hewlett’s NSF grant, and that he is in the process of clarifying the purchasing procedure for this grant with Ontario County officials.

**Bid acceptance: purchase of pocket transit/professional compass**
Mr. Fisher presented this resolution to accept the low overall responsive/responsible bid of Optics Planet, Inc., 3150 Commercial Ave, Northbrook, IL for the purchase of a pocket transit/professional compass, bid B12047, at the total delivered price of $473.25. He explained that this purchase also relates to Professor Hewlett’s NSF grant.

**Bid extension: purchase of desktop computers**

Mr. Fisher presented this resolution to extend the contract of GLED/Source Code (formerly Great Lakes Electronics), 1961 Wehrle Dr, Suite 8, Buffalo, NY for one additional twelve-month period from May 5, 2012 through May 4, 2013 with a price increase of 3.1% which is within the CPI requirements of the contract.

**Approve the Cornell Agricultural & Food Technology Park in Geneva, NY as the site of the FLCC Viticulture Center**

Mr. Fisher presented this resolution to approve the Cornell Agricultural and Food Technology Park as the site of the FLCC Viticulture Center. Mr. Fisher announced that he would soon meet with Matthew Horn, Michael Manikowski, and Susan Noble from the Cornell Agricultural and Food Technology Park to begin the ground lease development process.

**Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc.**

Mr. Fisher presented this resolution to authorize the College to enter into a lease agreement with the FLCC Foundation, Inc. in order for the FLCC Foundation, Inc. to purchase property located at 3301-3315 and 3365 County Road 364, Town of Canandaigua, County of Ontario, State of New York. Mr. Fisher stated that the college’s lease payments would qualify for state rental aid. Dr. Risser reminded trustees that this resolution was tabled following discussion at the March 2012 Board of Trustees meeting to allow for trustees’ review of the completed lease agreement.

Trustee Hicks announced that within the last two days he had discussed the status of the Lincoln Hill site with a half-dozen key supervisors, the county administrator, and the county attorney. He stated that all parties voiced support for county ownership of said property. He questioned Dr. Risser about the legitimacy of the county attorney’s office approval of the proposed lease. Dr. Risser assured trustees that the county attorney’s office has, in writing via email, approved the lease agreement as amended per their review and suggestions. Dr. Risser expressed her concern that Trustee Hicks spoke with several county officials but did not approach anyone from the college to discuss potential concerns about the lease agreement. Trustee Hicks responded that due to his business obligations that he did not have time to contact anyone at the college.

Trustee Hicks read from emails he received from the county attorney reversing their original approval of the proposed lease. He further stated that Constellation Brands may have an interest in purchasing said property as does the county and recommended establishing a committee comprised of representatives from FLCC, Ontario County, the FLCC Foundation and Constellation Brands to further discuss future ownership of said property. In response to a question from Trustee Blazey, Ms. Pauley stated that the seller wants to close by May 1, 2012.

At 3:58 pm, **on motion by Trustee McCausland and second by Trustee Burt**, the FLCC Finance & Facilities Committee entered into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the acquisition of real property. The committee will return to public session.

At 4:25 pm, **on motion by Trustee Burt and second by Trustee Varga**, the FLCC Finance & Facilities Committee returned to public session.

**Updates**
Facilities: Mr. Fisher
Geneva Campus Center permits have been received and a meeting has been scheduled to begin the building project. The Phase 1B project is progressing on schedule.

Student Center opening: Dr. Risser
Dr. Risser reported a smooth transition of offices, employees and students to the new student center.

There being no further business, at **4:30 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.**

Prepared by, Submitted by,

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

**Trustee committee members:** John Hicks, Harry Burt, Wayne Houseman, Donna Mihalik

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

**Next meeting:** Wednesday, May 2, 2012; 3:30 p.m.; B440
At 4:30 pm, Trustee McCausland called the FLCC Board of Trustees Education & Planning Committee meeting to order.

**New Business**

**Certificate of appreciation for Sharon Nedrow**

Professor Malinowski introduced Sharon Nedrow, who retired on January 1, 2012, as a stellar administrator, dedicated educator, and exemplary mentor to the teachers and students in the GED program.

Trustee McCausland presented Ms. Nedrow with a certificate of appreciation on behalf of the entire Board of Trustees and college community in recognition of her service to the college and its students.

Ms. Nedrow remarked that it has been a privilege to work at FLCC and in the GED program. She expressed her appreciation for the opportunity to serve the college, students and the community. Ms. Nedrow said the support of the College and trustees over the years has been critical for the success of the GED program.

**Program review: AAS Information Technology – Professor April Devaux**

Professor Devaux provided trustees with a written overview of the AAS Information Technology program review and outcomes. She highlighted the six tenure-track and eighteen adjunct faculty members that teach in the program, job opportunities for graduates, program strengths and areas for improvement, recommendations resulting from the program review, the program assessment plan and components of the external review process.

Dr. Risser expressed her tremendous respect for members of the Computing Sciences faculty because they are required to constantly keep up with ever-changing technology.

**Sabbatical leave report – Professor Theresa Gauthier**

Professor Theresa Gauthier, Mathematics department faculty member, thanked the Board of Trustees for the opportunity to take a sabbatical leave to make substantive revisions to her math course for elementary teachers. She spent time in six schools and twenty classrooms during her sabbatical and wrote a survey to support her observations. Ninety-four surveys were disseminated and forty-seven were completed and returned.

Survey components included a request for specific information on the teachers’ number of years of teaching experience, NYS education laws, professional development opportunities, the curriculum and teachers’ level of satisfaction, and what they have learned through their teaching experience.
In response to a question from Trustee McCausland, Professor Gauthier said that her biggest surprise was how much teaching is accomplished in short time spans (brief lessons) and then reinforced throughout the day. She also said that she is happy to be back in her classroom and feels rejuvenated by her sabbatical experience.

**Resolutions**

Approve 2012-2013 Faculty Promotions – Dr. Topping

Dr. Risser stated that this resolution includes an outstanding list of faculty members for promotion and she recommended Board of Trustees approval of the 2012-13 faculty promotions.

Deny an Administrative Appointment – Ms. Loomis

Ms. Loomis presented this resolution to deny an administrative appointment to a current employee.

Adjust the Professional Service Roster – Ms. Loomis

Finger Lakes Community College has updated its position roster that lists position 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.

Add the following titles:
- Technical Specialist, Chemistry & Physics (full-time, ten-month)
- Technical Specialist, Viticulture & Wine Technology (part-time, grant-funded)

Revise the following titles:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Previous Title</th>
</tr>
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<tbody>
<tr>
<td>Director of Educational Planning &amp; Career Services</td>
<td>Director of Advisement &amp; Student Development</td>
</tr>
<tr>
<td>Help Desk Specialist</td>
<td>Help Desk Coordinator</td>
</tr>
</tbody>
</table>

Grant an Administrative Appointment – Ms. Loomis

Ms. Loomis presented this resolution to grant an administrative appointment to Susan Romano, director of financial aid. Dr. Risser stated that Ms. Romano is an outstanding director of financial aid.

**Updates**

None to report at this meeting

There being no further business, **at 4:58 p.m., on motion by Trustee Varga and second by Trustee Blazey, 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; Anne Galbraith, Esq.; Joan Geise; Lt. Gen. Charles McCausland; Joseph Varga

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

**Next meeting:** **Wednesday, May 2, 2012; 4:00 p.m.; B440**