Finger Lakes Community College Board of Trustees  
Wednesday, August 1, 2012  
Presiding: Trustee M. Joan Geise, Chair

**Trustees Present:** Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, Andrew Henry, John Hicks, Wayne Houseman, Donna Mihalik

**Trustees Excused:** Charles McCausland

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

**Guests:** Heather Swanson, Finger Lakes Times

At 3:01 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

**Approval of the Consent Agenda**

Trustee Geise presented the following FLCC Board of Trustees committee and meeting minutes for Board approval:

- June 4, 2012 Board of Trustees special meeting
- June 6, 2012 Board of Trustees committee & meeting minutes
- June 25, 2012 Board of Trustees special meeting

Trustee Houseman noted a revision to the June 6 annual meeting minutes: “On behalf of trustee Blazey, Nominating Committee Chair,......”

There being no further discussion, on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the above listed FLCC Board of Trustees committee and meeting minutes as revised.

**Chair’s Report**

**Resolution of Appreciation to Anne S. Galbraith**

Trustee Geise presented the following resolution of appreciation to former trustee, Anne S. Galbraith, for trustee approval:

**WHEREAS,** Anne S. Galbraith has served with dedication and distinction as a member of the Finger Lakes Community College Board of Trustees since being appointed in March 2000 by New York State Governor George Pataki; and

**WHEREAS,** over the course of her tenure as a trustee, Ms. Galbraith has held significant leadership roles, including Board Chairman 2007-10, Vice Chairman 2006-07, Secretary 2004-06, and trustee liaison to the FLCC Foundation Board of Directors; and

**WHEREAS,** Finger Lakes Community College has made significant strides toward fulfilling its mission and achieving the goals and objectives of its strategic plan over the course of Ms. Galbraith's years of service; and

**WHEREAS,** Ms. Galbraith serves as a role model for the entire FLCC community through her unwavering commitment to the community and higher education as demonstrated by holding numerous executive volunteer leadership posts; and

**WHEREAS,** the College President, the FLCC Board of Trustees and the entire FLCC community hold Anne S. Galbraith in the highest esteem;
NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees and College President express their sincerest appreciation and deepest gratitude to Anne S. Galbraith for her exemplary service to FLCC, its students and higher education in the Finger Lakes region.

There being no discussion, on motion by Trustee Blazey and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved this resolution of appreciation to Anne S. Galbraith.

Appoint new trustees as committee members
Trustee Geise appointed Barbara R. Hamlin to the FLCC Board of Trustees Finance & Facilities Committee.

President’s Report
2011-12 FLCC operating budget update: Mr. Fisher
Mr. Fisher reported that the College’s 2011-12 operating budget is 92% complete. Revenues are tracking at 99% of budget with the remainder of the state aid and sponsor contributions still to be received. Chargeback revenue is tracking below projections due to a decrease in enrollment. Expenses are tracking under budget in supplies and utilities, personnel expenses are on budget, and college employees are working diligently to end the fiscal year at 96% of budget spent in expenses.

Facilities update: Mr. Fisher
*Phase 1B:* August 18 is the target completion date in key areas that impact classrooms; contingency plans regarding furniture are being developed because the furniture order was delayed at the county level and is due to arrive on or about August 31; the majority of the asbestos abatement process has been completed, however, additional abatement may be required if or when asbestos is discovered; work has begun on renovation of the D wing elevator.

*Phase 1A:* another shipment of exterior panels is expected to arrive in late August; the Student Center exterior sign is being replaced because the letters blend with the silver panels and the sign is not clearly visible.

*Geneva Center:* public hearings are underway to present conceptual designs to the community. Dr. Risser shared the design conceptual drawings with trustees and provided an overview of design revisions. Discussion followed regarding community reaction and feedback to the design concept.

Trustee Houseman commented on a letter from Supervisor Russell regarding the August 1, 2012 public hearing in Geneva. A second meeting was scheduled because neighbors of the Geneva Campus Center were not officially notified of the July 25, 2012 meeting.

*Viticulture Center:* opening has been delayed until after the start of the fall 2013 semester; the county is in discussions with New York State Agriculture & Markets and Cornell representatives. Dr. Risser and Mr. Fisher stated that the College is anxious to move forward on the project.

Trustee Mihalik requested a status report on the auditorium. Mr. Fisher reported that the project is essentially complete and that the contractor and college are working with county code enforcement officials on final details. He stated that the projectors will not be installed until a later date due to a delay in submitting the order by the County purchasing department. Dr. Risser announced that the first event in the new auditorium will be the Lake Music Festival on August 17, 2012 at 7:30 pm.

Trustee Henry asked when the second floor and library would be accessible from the student center. Mr. Fisher replied that he expects students to be able to access the main building from the Student Center at the start of the fall semester.
Approve revisions to the Workplace Violence policy
Dr. Risser recommended Board of Trustees endorsement of this resolution to approve revisions to the FLCC Workplace Violence policy to include stalking as a threat to personal safety. Trustee Mihalik noted that the definition of stalking is similar to harassment. Ms. Loomis responded that the college has a separate policy to address harassment. Dr. Risser reported that revisions to this policy are the result of a Safety Committee recommendation to specify stalking in the workplace violence policy. There being no further discussion, on motion by Trustee Houseman and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved revisions to the FLCC workplace violence policy.

Resolutions
Approve the 2012-2013 Management Confidential employees salary schedule
Dr. Risser recommended approval of this resolution to approve the recommended 2012-13 salary schedule for management confidential employees effective September 1, 2012 – August 31, 2013. She stated that the overall 1% salary increase is merit based. There being no discussion, on motion by Trustee Hicks and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the 2012-2013 management confidential employees salary schedule.

Trustee Geise presented the following naming opportunities resolutions for approval as a block:
- Naming opportunity: LeChase Construction Services Auditorium Lobby
- Naming opportunity: William J. Bachar Academic Support Center, Victor Campus Center
- Naming opportunity: George M. Ewing, Sr. Student Center Atrium
- Naming opportunity: Griswold Family Student Center Conference Room
There being no discussion, on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned naming opportunities resolutions.

Execute 2012-13 Agreements with Seneca, Wayne & Yates Counties for Course Offerings
The Boards of Supervisors of Seneca and Wayne Counties and the Yates County Legislature anticipate authorizing college-level course offerings in their respective counties by Finger Lakes Community College during the 2012-2013 academic year. This resolution authorizes the chairperson of the FLCC Board of Trustees to execute agreements with Seneca, Wayne and Yates counties to offer college-level courses by Finger Lakes Community College during the 2012-2013 academic year. Dr. Risser explained that service area agreements are executed on an annual basis.

There being no discussion, on motion by Trustee Mihalik and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to execute 2012-13 agreements with Seneca, Wayne & Yates counties for course offerings by Finger Lakes Community College.

Approve Non-Unit Employees Reappointments: 2012-2013
Dr. Risser presented a brief overview of this resolution to approve the reappointment of the following non-unit employees to their respective positions for the period September 1, 2012 to August 31, 2013:

- Dr. Thomas E. Topping, Vice President of Academic & Student Affairs
- James R. Fisher, Vice President of Administration & Finance
- Carol S. Urbaitis, Vice President of Enrollment Management
- Lisa M. Thompson, Vice President of Advancement
- Grace H. Loomis, Director of Human Resources
- Dr. Richard W. Evans, Director of Information Technology
- Joseph T. Nairn, Executive Assistant to the President
- Joseph L. Delforte, Controller
- Jan June, Director of Buildings & Grounds
- Robert F. Lowden, Director of Athletics
Trustee Hicks requested permission to split his vote. There being no further discussion, on motion by Trustee Houseman and second by Trustee Blazey, the FLCC Board of Trustees approved the 2012-2013 non-unit employees reappointments. Trustee Hicks stated that he disapproves the reappointment of the director of development.

Approve an Administrative Appointment: Samuel Iraci
Ms. Loomis presented this resolution to grant an administrative appointment to Samuel Iraci, Enterprise Technology Coordinator, effective on February 4, 2013. There being no discussion, on motion by Trustee Houseman and second by Trustee Blazey, the FLCC Board of Trustees approved the an administrative appointment for Samuel Iraci effective February 4, 2013.

Approve Sponsor Services Included in the 2012-13 FLCC Operating Budget
Mr. Fisher provided an overview of sponsor services included in the adopted 2012-2013 FLCC operating budget. In response to a question from Trustee Mihalik, Mr. Fisher clarified the decrease in cost for workers' compensation services. There being no further discussion, on motion by Trustee DeVaney and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the sponsor services included in the 2012-2013 FLCC operating budget.

Approve Write-off of Accounts Receivable
The FLCC Vice President of Administration & Finance and the FLCC Controller have examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts, and recommend that these accounts be written off by the College's independent auditor, EFP Rotenberg LLP, to Allowance for Student Tuition and to Due to Other Funds as specified:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Tuition</th>
<th>Fees</th>
<th>Books</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 – 2010</td>
<td>470,740</td>
<td>27,922</td>
<td>43,062</td>
<td>92,900</td>
<td>$634,624</td>
</tr>
</tbody>
</table>

In response to a question from Trustee Mihalik, Mr. Fisher provided trustees with clarification of expenses included in the 'other' category. There being no further discussion, on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the write-off of accounts receivable deemed uncollectible by internal and external efforts.

2011-2012 FLCC Operating Budget Amendment No.2 – Grants
Dr. Risser explained that certain grants were funded by outside agencies during the College’s 2011-2012 fiscal period, and the 2011-2012 FLCC operating budget has been amended and increased $1,985,600.71 from $41,935,621.00 to $43,921,221.71, the sponsor's share remaining unchanged. Discussion followed regarding receipt of any new grants and/or increases in current grant awards. Following discussion, on motion by Trustee DeVaney and second by Trustee Henry, the FLCC Board of Trustees unanimously approved the 2011-2012 FLCC operating budget amendment #2 – grants.

Approve a Month-to-Month Contract Extension for Janitorial Services: Wayne Co. & Victor Campus Centers
This contract with Temco Service Industries, Inc., 7374 Pittsford Palmyra Rd, Fairport, NY would be extended on a month-to-month basis at the current price structure from August 31, 2012 through October 31, 2012 to allow time to negotiate a new contract. Discussion followed regarding the contract acquisition process. Following discussion, on motion by Trustee Henry and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved a month-to-month contract for janitorial
services at the Wayne County and Victor campus centers for the period August 31, 2012 through October 31, 2012.

Trustee Geise presented the following bid acceptance resolutions for approval as a block:

- Bid acceptance: Purchase of Nursing & Medical Supplies
- Bid acceptance: Purchase of Music Studio Equipment & Software
- Bid acceptance: Purchase of Furniture
- Bid acceptance: NSF Grant Purchase of Various Science Education Supplies & Equipment
- Bid acceptance: Landscaping Projects for the FLCC Serenity Garden

There being no discussion, on motion by Trustee Blazey and second by Trustee Blazey Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned bid acceptance resolutions.

There being no further business, at 3:46 pm, 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: Wednesday, September 5, 2012, 4:30 p.m.; Carpenter Board Room