Finger Lakes Community College Board of Trustees  
Finance & Facilities Committee  
December 4, 2013  
Presiding: Trustee James DeVaney

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, Wayne Houseman, Stephen Martin, Charles McCausland, Donna Mihalik

Trustees Excused: Donald Cass, Carley Shick

Staff Present: Dr. Barbara Risser, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Dr. Debora Ortloff, Dr. Karen Taylor, Dr. Thomas Topping, Carol Urbaitis

Guests: Bonadio Group - Craig Stevens, Partner; Jonathan Miller, Manager; Charles Wood, Principal

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

New Business – Mr. Fisher
FLCC 2013-2014 operating budget
There was brief discussion of the financial reports: FLCC 2013-14 operating budget revenue and expense summary as of November 25, 2013, and FLCC 2013-14 operating budget revenue and expense comparison to prior year.

Annual audit report – Bonadio Group
Mr. Fisher introduced the auditors representing The Bonadio Group: Craig Stevens, Partner; Jonathan Miller, Manager; and Charles Wood, Principal.

Mr. Stevens stated that the audit was performed in accordance with generally accepted audit principles; there were no material weaknesses; no material misstatements to the financial statements were discovered during the course of the audit; and there were no issues, difficulties or disagreements with management during the audit process. Mr. Stevens reported that Government Accounting Standard No. 63, “Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position,” was effective for the first time this year. Adoption of this new accounting standard had no effect on the College’s net position, revenues or expenses but did result in changes to the titles of the College’s financial statements.

Mr. Miller provided a summary of the audit process. He stated that the basic financial statements of the College include the Student Corporation, Foundation, Association and Association Housing as discretely presented component units. Other audit requirements include an audit of federal funds. Trustees were briefed on the College’s total assets, total liabilities and total net position; status of the unrestricted fund balance; unrestricted revenue and expenses; net operating costs in comparison to net FTE; unrestricted fund balance as a percent of operating costs; and distribution of expenses.

Following the auditors’ presentation, at 3:55 pm, Trustee DeVaney requested a motion to enter into executive session to discuss the financial history of a particular corporation (particular matters related to the execution of the financial audit process). On motion by Trustee Mihalik and second by Trustee Blazey, the FLCC Board of Trustees Financial & Facilities Committee entered into executive session to discuss the financial history of a particular corporation.

At 4:10 pm, on motion by Trustee Mihalik and second by Trustee Blazey, the FLCC Board of Trustees Finance & Facilities Committee moved out of executive session and returned to public session.

Resolutions - Mr. Fisher
Bid Acceptance: Demolition of 1984 Temporary Classroom Building
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of Empire Enterprises JKB, Inc., 1575 Welcher Rd., Newark, NY 14513 for the demolition of the 1984 temporary classroom building at the FLCC main campus at a cost of $31,800.00.
Bid Acceptance: Carpet Cleaning
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of the Carpet Doctor, PO Box 67608, Rochester, NY 14617 for carpet cleaning at a cost of $16,000.00.

Amended Bid Acceptance: Janitorial Services for FLCC Campus Centers
Mr. Fisher explained that bid acceptance resolution 77-13, dated November 6, 2013, has been amended due to a math error submitted on Ontario County’s bid tab spreadsheet. He then presented this resolution to accept the low responsive/responsible bid of Temco Facility Services, Inc., 7374 Pittsford Palmyra Rd., Fairport, NY at an amended annual cost of $93,608.00.

Bid Renewal: Security Guard Services at the FLCC Geneva Campus Center

Adopt a Standard for Access Control Systems
Mr. Fisher explained that the College administration has determined that there is a need to utilize a single manufacturer for the purchase of access control systems. The single utilization of Galaxy Control Systems access control products will allow the College to integrate with the existing ONSSI video surveillance system, a scalable system with functions compatible to FLCC network capabilities and provides remote operation and monitoring.

Mr. Fisher then presented this resolution to accept the single utilization of Galaxy Control Systems, 3 N. Main St., Walkersville, MD.

Consent for the Friends of CMAC to Lease Space to Verizon Wireless
Mr. Fisher presented this resolution to approve the execution of the Verizon sublease agreement by the Friends of CMAC and recognize that the agreement is in the best interest of the College and County to improve the availability of telecommunication services to both Finger Lakes Community College students and staff as well as patrons of the Constellation Brands - Marvin Sands Performing Arts Center. The College hereby acknowledges the right of the Friends of CMAC to enter into said Verizon sublease agreement and to honor the terms of said Verizon sublease agreement should the sublease agreement between the Friends of CMAC and OCIDA be terminated for any reason.

At Trustee McCausland’s request, Mr. Fisher explained the rationale behind requiring the College’s approval of this lease.

Approve the Revised Agreement between FLCC & FLCC Association, Inc.
Mr. Fisher presented this resolution to approve revisions to the agreement between the College and the FLCC Association to ensure relevancy and accuracy. Page 2 – art 2b – license rather than lease; Page 8 – provision for annual review; licensing agreement with housing entity; page 3 item F – changes to college name and logo use.

Accept the 2012-13 Financial Audit
A reference to Monroe Community College was noted in the financial statements, which will be corrected by the auditors. Members of the FLCC Board of Trustees Finance & Facilities Committee agreed to recommend approval of the 2013-14 FLCC financial audit as amended.

Updates – Mr. Fisher
Facilities
Music recording studio suite – remains under construction; majority of the construction is expected to be complete by early January 2014. Installation of equipment consoles will follow, and April 1, 2014 is the anticipated occupancy date.

Viticulture Center – College officials recently met with the architectural consultants and an estimate was presented to the FLCC Projects Committee indicating that the project is an additional $330,000 over budget (above the $400,000 previously supplemented by the FLCC Foundation and New York State). Additional savings have been identified: plumbing modifications, changing the roof material to architectural shingles, and completion of blacktop project will be done in stages rather than completed all at once. A meeting will be held on December 6th to review the construction schedule. The College is insistent that occupancy occur in time for the spring 2015 semester.
Trustee Martin asked if there is a contingency on a new build. Mr. Fisher replied that it has varied from project to project. For instance, currently in the Geneva Center project the design contingency is at 10% and the construction contingency is at 5% whereas for the Viticulture building project the design contingency is being carried at 5% (due to it being a clean build and having already vetted much of the design through previous work) and the construction contingency at 10%.

Discussion followed regarding a clerk of the works from the college and having an understanding that any contingency is designated for the project/college, not the contractor or vendors.

*Geneva Center* – the construction site has been fenced and is being prepared for demolition. Weekly conference calls are held to discuss various issues associated with the project. The current bid award date is June 2014, so Mr. Fisher has requested that Mr. Pike, Mr. Harvey, and Mr. Zilch prepare a revised construction schedule. He stated that the delay is due to the architectural drawings and the lengthy approval process (FLCC Projects Committee, Ontario County Financial Management Committee and Board of Supervisors). The original date given to the College was full occupancy in time for the fall 2015 semester or early August 2015. This is very unlikely at this point.

**FLCC Master Plan**
Mr. Fisher reported that a meeting will be convened on December 17th with the Master Plan consultants, and invited trustees to provide feedback to him on the plan priorities prior to the meeting. Trustee Houseman reminded the Board that trustees also had an opportunity to provide input via one-on-one interviews facilitated by the consultants.

There being no further business, at 4:44 pm, on motion by Trustee Mihalik and second by Trustee Houseman, the FLCC Board of Trustees Finance & Facilities Committee 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, Wayne Houseman, Stephen Martin, Donna Mihalik

FLCC staff liaisons
James Fisher, Joseph Delforte

Next meeting: Wednesday, January 8, 2014; 3:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
December 4, 2013  
Presiding: Trustee Karen Blazey  

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, Wayne Houseman, Stephen Martin, Charles McCausland, Donna Mihalik  

Trustees Excused: Donald Cass, Carley Shick  

Staff Present: Dr. Barbara Risser, Dr. Richard Evans, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Dr. Debora Ortloff, Amy Pauley, Dr. Karen Taylor, Dr. Thomas Topping, Carol Urbaitis  

Guests: none at this meeting  

At 4:44 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.  

Old Business  
None to report at this meeting  

New Business  
Assessment – Dr. Debora Ortloff  
Dr. Debora Ortloff gave a PowerPoint presentation entitled, “Academic Assessment at FLCC: Moving Toward a Robust Process.” She provided an explanation of what academic assessment means, a history of assessment at FLCC, criteria for effective academic assessment, the current status of the College’s assessment initiative, including current projects, and future goals/next steps. Dr. Ortloff shared how impressed she is by the campus community’s willingness to engage in the assessment initiative.  

Resolution  
Approve an unpaid leave of absence: James Sconfietti  
Dr. Topping presented this resolution to approve Associate Professor of Criminal Justice James Sconfietti’s request for an unpaid leave of absence for the period January 16, 2014 through May 17, 2014.  

Updates  
Enrollment – Ms. Urbaitis  
Ms. Urbaitis reported that winter session enrollment is currently up by 7.3%, and that the Marketing office recently implemented a winter session promotional campaign. Spring 2014 enrollment is currently trending down by 9.3%. However, initiatives are underway to encourage current eligible students to complete the pre-registration process and the number of new applications has increased over the same time last year.  

There being no further business, at 5:09 p.m., on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees Education & Planning Committee adjourned.  

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

Submitted by,  
Trustee Karen Davison Blazey  
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, January 8, 2014; 4:00 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees  
December 4, 2013  
Presiding: Trustee M. Joan Geise, Chair

**Trustees Present:** Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, Wayne Houseman, Stephen Martin, Charles McCausland, Donna Mihalik

**Trustee Excused:** Donald Cass, Carley Shick

**Staff Present:** Dr. Barbara Risser, Dr. Richard Evans, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

**Guests:** None at this meeting

At 5:15 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

**Administer the Oath of Office to Trustee Stephen R. Martin**  
Trustee Geise administered the oath of office to Stephen R. Martin and welcomed him as a member of the FLCC Board of Trustees.

**Privilege of the Floor**  
None

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

**Chair’s Report**  
**Policies requiring action**  
The following policies have been reviewed by trustees and are ready for action: Institutional Effectiveness and Academic Standards of Progress. Trustee McCausland made a motion to approve the aforementioned policies and Trustee Blazey made a second to this motion. Discussion followed to amend the Academic Standards of Progress policy as follows:

“Students who have been placed on academic probation should will meet with their faculty advisor or a staff member in the Educational Planning and Career Services Office to discuss the requirements for good academic standing.”

On motion by Trustee Hamlin and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved an amendment to the Academic Standards of Progress policy as stated above.

The FLCC Board of Trustees unanimously approved the motion to approve the Institutional Effectiveness and Academic Standards of Progress policies as stated by the motion above.

**Policies for consideration**  
Dr. Risser asked trustees to disregard the FLCC Grading policy, which is undergoing additional revisions. Trustees will receive the policy for review after revisions have been finalized.

Trustee Geise presented the 24 Credit Hour Program and Immunization Requirements for College Students policies. There was no discussion.

**Resolution acknowledging John Hicks’ service as a member of the FLCC Board of Trustees**  
Trustee Geise presented this resolution to acknowledge John T. Hicks for his service to FLCC, its students and higher education in the Finger Lakes region. On motion by Trustee DeVaney and second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved this resolution.
December 13 Board Retreat
Trustee Geise reminded Board members of their retreat scheduled on Friday, December 13 beginning at 8:30 am in the Carpenter Board Room.

President’s Report
Draft 2014-18 Strategic Plan
Dr. Risser reported that College Council is meeting on December 5, 2013 to consider a resolution to endorse the College’s 2014-18 Strategic Plan that trustees will review at their December 13 retreat. It is anticipated that the Board of Trustees will consider a resolution to the 2014-18 Strategic Plan at their January 8, 2014 meeting.

Middle States progress report
Dr. Risser received confirmation from Middle States that the College’s progress report submitted in September 2013 has been accepted. The next report to Middle States is not due until the College’s Periodic Review Report in spring 2017.

Recommendation from College Council to arm peace officers
Dr. Risser commented that the recommendation from College Council to arm peace officers will be discussed at the December 13 Board retreat.

Holiday party
Dr. Risser reminded trustees of the community holiday open house on Saturday, December 7, from 4-7 pm at her home.

Human Resources training initiatives
Dr. Risser stated that because of time constraints this agenda item has been postponed to the January 8, 2014 Board meeting.

Committee Reports
Finance & Facilities Committee: Trustee DeVaney
Trustee DeVaney requested a motion to bundle all resolutions except the audit report resolution for action. On motion by Trustee Hamlin and second by Trustee McCausland, the FLCC Board of Trustees approved bundling the designated resolutions for action.

Trustee DeVaney requested a motion to approve the following resolutions that were reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid Acceptance: Demolition of 1984 Temporary Classroom Building, 2) Bid Acceptance: Carpet Cleaning, 3) Amended Bid Acceptance: Janitorial Services for FLCC Campus Centers, 4) Bid Renewal: Security Guard Services at the FLCC Geneva Campus Center, 5) Adopt a Standard for Access Control Systems, 6) Consent for the Friends of CMAC to Lease Space to Verizon Wireless, and 7) Approve the Revised Agreement Between FLCC & FLCC Association.

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

Trustee DeVaney requested a motion to approve the resolution to accept the auditors’ report on the audit of the College’s financial statements. On motion by Trustee Mihalik and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the motion to accept the aforementioned report on the audit of the College’s financial statements.

Education & Planning Committee: Trustee Blazey
Trustee Blazey requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Education & Planning Committee meeting: Approve an unpaid leave of absence: James Sconfietti.

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

Trustee Liaison Reports
FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association met on November 14, 2013 to conduct routine business.
FLCC Foundation: Trustee Geise
No report

FLCC Projects Committee: Trustee Houseman
Trustee Houseman reiterated that the state-of-the-art music recording studio will be impressive when completed. He also expressed his concerns about the Viticulture Center construction timeline and the potentially negative impact on the Viticulture program if the Center is not completed on time.

Trustee Geise suggested that the College arrange for the Board of Supervisors to tour the campus sometime in the future.

FLCC Student Corporation: varies
Trustee McCausland represented the Board at the November 13, 2013 meeting when he met Rory Edwards, the new Student Corporation president. Trustee McCausland reported that the Corporation Board addressed administrative matters and debriefed on the Veterans Day ceremony. He commented that Board members came to the meeting prepared and conducted the meeting in a professional manner.

Student Perspective: Trustee Shick
No report

There being no further business, at 5:32 p.m., on motion by Trustee DeVaney 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, January 8, 2014, 4:30 p.m.; Carpenter Board Room