Finger Lakes Community College Board of Trustees  
Finance & Facilities Committee  
Wednesday, December 5, 2012  
Presiding: Trustee Wayne Houseman

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

Trustees Excused: None

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

Guests: Jennifer Arbore (lead partner, Eldredge, Fox & Porretti, LLC), Chelsea Murray and Timothy McNamara, auditors from Eldredge, Fox & Porretti, LLC

At 4:05 p.m., Trustee Houseman called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business – Mr. Fisher

Annual audit presentation

Mr. Fisher introduced members of the audit team present at this meeting. Ms. Jennifer Arbore, lead partner, stated that the audit was performed in accordance with the Government Auditing Standards issued by the Comptroller General of the United States. There were no material weaknesses, no new significant accounting processes implemented during 2010-2011 and there were no issues, difficulties or disagreements with management during the audit process. Ms. Arbore reported that the audit team conducted a risk assessment prior to beginning the audit.

Ms. Arbore also referenced a change in the College’s accounting principle, defined as follows:

In fiscal 2012, the College changed its policy for revenue recognition for capital assets contributed by the State and County. Contributions of capital assets are now recognized when the assets are purchased by the State and County, as opposed to when the State and County make debt service payments on related borrowings. The College believes that this is a preferable method of revenue recognition and is consistent with accounting for capital grants. The methodology is most appropriate under the circumstances to fairly present this activity and will represent a more accurate and proper treatment of the transaction in the College’s financial statements as it relates to the purpose and receipt (commitment) of State and County funds for capital projects. The impact of this change on the year of implementation will result in the elimination of debt and related assets that are supported and paid by the State and County.

The change in accounting principle resulted in an increase in net assets invested in capital assets of $10,600,271 at September 1, 2011. Additionally, if we assumed retroactive application of this new revenue recognition method we would have reported a decrease in net assets invested in capital assets of $4,097,625 as of September 1, 2010.

Ms. Arbore reported that the College received an unqualified “clean” opinion and presented a summary of the audited financial statements, specifically referring to the audit opinion, management’s discussion and analysis, balance sheet, statements of revenues, expenses and changes in net assets, statements of cash flows, footnotes, New York State required reports, the OMB Circular A-133 federal single audit, and the summary of audited SAS 115 management letter.

Following her remarks, Trustee Houseman thanked Ms. Arbore for a comprehensive and informative presentation.
Resolutions
Municipal Cooperative Agreement to Provide Health Benefits Through a Cooperative Effort Known as the Non-Monroe County Municipal School District Program
Mr. Fisher presented this resolution to enter into a Municipal Cooperative Agreement to Provide Health Benefits through a cooperative effort known as the Non-Monroe County Municipal School District Program, and authorize the Director of Human Resources to sign such agreement on behalf of Finger Lakes Community College. Ms. Loomis explained that this resolution is the result of a change in the Consortium bylaws.

Bid extension: hauling & disposal of trash & recyclables
Mr. Fisher presented this resolution to extend the contract of Finger Lakes Refuse Disposal, Inc., PO Box 333, Canandaigua, NY for one additional twelve-month period from January 5, 2013 through January 4, 2014 at the current price structure indicated in the bid.

Bid acceptance: voice, & data networking, equipment & consultant services
Mr. Fisher presented this resolution to authorize the College to enter into a contract with CSNY Inc., 227 Castle Rd, Rochester, NY from December 6, 2012 through December 5, 2013 for voice and data networking, equipment and consultant services.

Bid acceptance: purchase of a 4x4 utility work vehicle
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of DJM Equipment, 7216 Palmyra Rd, Fairport, NY for the purchase a 4X4 utility work vehicle and ancillary equipment at a total cost of $52,217.00.

Updates
None at this meeting

There being no further business, at 4:25 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 Wayne Houseman
Assistant Secretary of the Board Chair, Finance & Facilities Committee

Trustee committee members: James DeVaney, Barbara Hamlin, John Hicks, Wayne Houseman, Donna Mihalik
FLCC staff liaisons: James Fisher, Joseph Delforte

Next meeting: Wednesday, January 9, 2013; 3:30 p.m.; Carpenter Board Room
At 4:26 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No comments from the floor

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

Chair’s Report
NYCCT Western NY Regional Meeting Report
Trustee Geise reported that she and Trustees Blazey, Hamlin and Mihalik attended the NYCCT western regional meeting held on November 29, 2012 at Erie Community College. The agenda included a discussion of the final chargeback report. Trustee Geise stated that trustees need to engage in a discussion of the chargeback report, which has serious implications for community colleges.

President’s Report
Approve the revised Student Code of Conduct
Dr. Risser reminded trustees that revisions to the student code of conduct were discussed at their November 7 meeting, and presented this resolution to approve the implementation of a revised Student Code of Conduct policy effective immediately. There being no discussion, on motion by Trustee Hamlin and second by Trustee McCausland the FLCC Board of Trustees unanimously approved the resolution to approve revisions to the student code of conduct.

Approve an Administrative Appointment: Heidi Marcin
Dr. Risser presented this resolution to grant an administrative appointment to Heidi Marcin, Director of Marketing, effective on June 30, 2013. Dr. Risser commented that Ms. Marcin has performed her job responsibilities in an exemplary manner and highly recommends approval of this resolution. There being no discussion, on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to grant an administrative appointment to Heidi Marcin, Director of Marketing, effective on June 30, 2013.

College Updates
Dr. Risser noted that David Mathis’ remarks to trustees earlier today at a pre-meeting workshop highlights several major issues, including the SUNY chargeback report, facing community colleges that could significantly and negatively impact FLCC. She stressed that it is important for trustees to understand these
issues and suggested that at the January 9, 2013 Finance & Facilities Committee meeting that trustees review and discuss the SUNY chargeback report.

Dr. Risser reminded trustees that she served on the SUNY Remediation Task Force and she presented an overview of the SUNY remediation report components. She stated that this report, which contains a number of useful recommendations, has been presented to the SUNY Board of Trustees for consideration.

The SUNY IT transformation, if complied with in its current form, would be a $3M project for FLCC. Dr. Risser reported that nine of the thirty community colleges currently do not utilize Banner software.

**Holiday Events**
Dr. Risser invited trustees to attend the FLCC holiday reception at her home on Saturday, December 8, 4:00 – 7:00 pm. She also mentioned the annual FLCC “Be An Angel” campaign that benefits the student emergency fund.

**Committee Reports**

**Finance & Facilities Committee: Trustee Houseman**
Trustee Houseman presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Municipal Cooperative Agreement to Provide Health Benefits Through a Cooperative Effort Known as the Non-Monroe County Municipal School District Program, 2) Bid extension: hauling & disposal of trash & recyclables, 3) Bid acceptance: voice, & data networking, equipment & consultant services, and 4) Bid acceptance: purchase of a 4x4 utility work vehicle along with a recommendation to accept the 2011-12 financial audit. There being no discussion, on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions and approved acceptance of the 2011-12 FLCC financial audit.

**Education & Planning Committee: Trustee Blazey**
No report

**Trustee Liaison Reports**

**FLCC Association: Trustee McCausland**
The FLCC Association met on November 15, 2012 and received its annual audit report and unqualified clean opinion. Mr. Steve Klintworth has been hired as the new director of The Book Nook.

**Foundation Board: Trustee Geise**
“A Christmas Carol” will be presented on December 13, 2012 in Stage 14 as a fundraiser for the FLCCF (as of 12.11.12 this event was cancelled). The Foundation also received its annual audit report and unqualified clean opinion. The golf tournament and Book Feast committees are working on next year’s events.

**FLCC Projects Committee: Trustee Houseman**
No report

**Student Corporation: Trustee Mihalik**
The Student Corporation received a clean audit report, and is making progress toward reclassifying itself as a 501 (c)(3) corporation.

**Student Perspective: Trustee Henry**
Numerous student-coordinated charitable projects are underway that have been well received by students and staff.
Executive Session
Trustee Geise 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 employment history of a particular person. At 4:45 p.m., on motion by Trustee Houseman and second by Trustee DeVaney, 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 the employment history of a particular person.

Trustee Geise stated that public session will reconvene following executive session.

At 7:30 pm, on motion by Trustee Geise and second by Trustee Blazey, the FLCC Board of Trustees moved out of executive session and into public session.

On motion by Trustee Geise and second by Trustee Hicks, the Finger Lakes Community College Board of Trustees voted unanimously to uphold the President’s determination dated October 24, 2012 to terminate an employee from Finger Lakes Community College and directed the Chair of the Board to communicate this decision to said employee within ten working days.

There being no further business, at 7:35 pm, on motion by Trustee Geise 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 9, 2013, 4:30 p.m.; Carpenter Board Room