Finger Lakes Community College Board of Trustees  
Wednesday, February 1, 2012  
Chair: Trustee Charles P. McCausland, Chair

Trustees Present: Dr. Karen Blazey, Harry Burt, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Excused: Anne Galbraith, Joan Geise

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

Guest: Heather Swanson, Finger Lakes Times

At 4:50 p.m., Trustee McCausland called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
Public comments: none at this meeting

Approval of the Consent Agenda
Trustee McCausland presented the January 11, 2012 Board of Trustees committee and meeting minutes for board approval. There being no discussion, on motion by Trustee Hicks and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the January 11, 2012 Board of Trustees committee and meeting minutes as written.

Chair’s Report
April 6 retreat agenda
Chairman McCausland informed trustees that the April 6, 2012 Board of Trustees retreat agenda would include the following items: FLCC operating budget, College President’s goals, and a discussion of agenda items for monthly meetings.

President’s Report
NYCLEX test results
Dr. Risser announced that the Nursing NYCLEX test results have been received and FLCC scored a 96% pass rate. She commended the nursing faculty for their excellent work and dedication to graduating outstanding nurses from the program.

Young Entrepreneurs Academy (YEA!)
Dr. Risser announced that FLCC will co-sponsor with Canandaigua Chamber of Commerce the Young Entrepreneurs Academy in Canandaigua. YEA! teaches students to become entrepreneurs by offering them an opportunity to write a business plan, pitch to potential investors, obtain funding, and launch their company or social movement. Dr. Risser explained that FLCC will primarily provide the location for this initiative and Robert Matson will represent FLCC on the planning team. Recruiting will start in September 2012, and the Academy begins in November 2012.

Impact of emerging technology
Dr. Risser reported that Apple will begin offering college textbooks electronically, and suggested that Larry Dugan attend the March Board meeting to talk with trustees about the impact of technology on education.
Dr. Risser stressed the importance of the College continuing to be proactive about the implications of electronic technology.

March meeting at Victor Campus Center
Dr. Risser announced that the March 7, 2012 FLCC Board of Trustees meetings would be held at the Victor Campus Center in the multi-purpose room located on the second floor.

Letter to FLCC Projects Committee
Dr. Risser shared with trustees a recent letter she submitted to the FLCC Projects Committee requesting the completion of an updated cost analysis for the Geneva campus center project. She explained that a cost estimate was established in late 2009 and early 2010, and for nearly two years, Ontario County has been working to secure both an agreement on the purchase of the land and the appropriate approvals so that the project can move forward. The $12 million cost estimate is two years old and a project on the current site will now include additional unanticipated costs associated with historical preservation.

Lobbying in Albany on Monday, February 6
Dr. Risser informed trustees that she would be in Albany on Monday, February 6, 2012 to attend a SUNY presidents’ meeting with Chancellor Zimpher and meetings with local elected officials to discuss state aid to community colleges. She stated that the official SUNY position is to ask for a $205 increase in state aid over the flat funding currently included in the governor’s budget. SUNY is also looking at a five-year plan to return state aid to the established one-third allocation of college operating budgets.

February meetings in Albany
February 16 & 17: New York Community College Association of Presidents (NYCCAP) meeting
February 28: New York Community College Trustees (NYCCT) lobbying day

Articles
Trustee Burt read an article in the Finger Lakes Times about an FLCC agreement with Anthony Road Winery to offer student internships. Dr. Risser explained that the College’s viticulture program requires two things: a teaching vineyard and a teaching winery. The Anthony Road Winery agreement will allow students to gain hands on experience in a vineyard. Professor Brock collaborated with Cooperative Extension on a grant for the vineyard partnership.

Trustee Blazey requested a copy of an article on Minority Leader Brian Kolb where he was named as a recipient of the FLCC Distinguished Alumni Award. Dr. Risser added that Minority Leader Kolb is confirmed as the College’s 2012 commencement speaker.

Middle States draft report: chapters four and five
Ms. Urbaitis delivered a PowerPoint presentation on Chapter Four: Student Admission, Retention and Support Services. She specifically addressed the fundamental elements of each standard, how the chapter is organized, questions explored in this chapter, and recommendations.

Trustee Blazey commended Ms. Urbaitis for developing a comprehensive, well-written chapter of the College’s Middle States Self-Study report.

Dr. Deborah Farrell delivered a PowerPoint presentation on Chapter Five: Faculty. She also specifically addressed the fundamental elements of each standard, how the chapter is organized, questions explored in this chapter, and recommendations.
Discussion followed regarding the percentage of full-time versus adjunct faculty. Dr. Risser explained that although there is no Middle States requirement, the College has identified a goal of 60% of sections taught by full-time faculty.

Trustee Burt referred to page 90, second paragraph that references an adjunct faculty evaluation process. Dr. Topping explained that current practice is for each department to independently evaluate adjunct faculty members. Dr. Risser stated that a chapter five recommendation supports consistent adjunct evaluations across all departments.

Trustee Mihalik requested additional information on the Gladys M. Snyder Center. Dr. Topping explained that the Center has a coordinator and advisory board to oversee faculty and professional staff development opportunities, which are grant funded. Dr. Risser suggested inviting the Center coordinator, Jennifer Carney, to present at a future board meeting.

**Five-year budget model update**

Dr. Risser asked that this agenda item be held for a future meeting.

**Committee Reports**

**Finance & Facilities Committee: Trustee Burt**

Trustee Burt presented the following resolutions for approval that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: Student Services first aid supplies, 2) Approve Datatel software upgrade purchase, and 3) Approve a proposal: software purchase for the One Stop Center.

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

**Education & Planning Committee: Trustee Blazey**

Trustee Blazey stated that there are no resolutions for consideration at this meeting.

**Trustee Liaison Reports**

**FLCC Association: Trustee McCausland**

Trustee McCausland reported that the FLCC Association met on January 24, 2012. College Suites and the Child Care Center have achieved 100% occupancy, the college bookstore has experienced a high level of activity, Board members approved the 2012-13 College Suites room rate schedule, and approved a Memorandum of Understanding with the FLCC Office of Community Standards and the Office of Residence Life.

**Foundation Board: Trustee Geise**

In Trustee Geise’s absence, Ms. Pauley reported that the FLCC Foundation Board met on January 24, 2012 when Mr. Fisher presented the College’s five-year financial plan. The Foundation is actively seeking sponsors for the annual golf tournament, and planning for the Book Feast that will be held in September.

**FLCC Projects Committee: Trustee Burt**

Trustee Burt commented that Dr. Risser’s correspondence to members of the FLCC Projects Committee is very appropriate.
Student Corporation: Trustee Mihalik
Trustee Mihalik reported that the first FLCC Student Corporation meeting of the semester will be held in February and she will have a report at the March Board of Trustees meeting.

Student Perspective: Trustee Varga
No report

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 collective bargaining. At 5:43 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, 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 5:48 p.m., on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees moved out of executive session.

There being no further business, at 5:48 pm, on motion by Trustee Blazey and second by Trustee Burt, the FLCC Board of Trustees meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Charles P. McCausland
Assistant Secretary of the Board Chair, FLCC Board of Trustees

Next meeting: Wednesday, March 7, 2012, 4:30 p.m.; Victor Campus Center
Trustees Present: Dr. Karen Blazey, Harry Burt, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Excused: Anne Galbraith, Joan Geise

Staff Present: Dr. Barbara G. Risser, Joseph Delforte, Dr. Richard Evans, Dr. Deborah Ferrell, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guest: Heather Swanson, Finger Lakes Times

At 3:30 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business
FLCC 2011-2012 operating budget update: Mr. Fisher
Mr. Fisher provided an overview of the College’s monthly financial statement. He informed trustees that Gemini enrollment has yet to be finalized, and specifically addressed a fall 2011 shortfall in chargeback revenue that was offset by out-of-county and out-of-state tuition revenue. He reported that the College has received its second quarter state aid, and he expects to receive the second sponsor contribution installment in February or March 2012.

In response to comments by Trustee Hicks, Mr. Fisher agreed to identify the drivers for reduced out-of-county chargebacks, and research the increase in administrative costs as noted on the monthly financial statement.

Transfer report: Mr. Fisher
Mr. Fisher provided trustees with an overview of the transfer report; there was no discussion.

Resolutions
Bid acceptance: Student Health Services first aid supplies
Mr. Fisher introduced this resolution to purchase first aid supplies for Student Health Services. Trustee Houseman requested clarification of low versus lowest bid response. Mr. Fisher explained that because of the number of items included in each bid, the lowest overall supplier was selected to provide this service to the College.

Trustee Hicks questioned the purpose of this resolution and commented that administrative approval would be adequate for a purchase of this monetary amount. Mr. Fisher replied that this is part of the approved purchasing procedures. Dr. Risser explained that in order to make modifications to the financial criteria requiring Board of Trustees approval, the College’s purchasing policy would require revision. Trustee McCausland affirmed the need for trustees to revisit the financial approvals process and criteria for bringing resolutions before the board and the appropriate financial threshold for bids that require board approval. Trustee Blazey suggested that the Board officers discuss this with the College President and bring a recommendation to the full Board of Trustees for consideration.
Approve Datatel software upgrade purchase
Mr. Fisher introduced this resolution for the FLCC Board of Trustees to acknowledge the need to upgrade the Datatel software to Colleague Perpetual Term Software at Release 18 or higher to access the Microsoft SQL Server Database, including UNIX to Windows Operating System with DATATEL, INC. ("Datatel") and approve the software license fee of $60,000.

Approve a proposal: software purchase for the One Stop Center
Mr. Fisher introduced this resolution to approve a proposal from CSNY for installation of the software, a quote from NEC Corporation of America for the purchase of the software and a quote from Matrix for the licensing installation for the Unified Communications Business software. Mr. Fisher explained that the College will be seeking funding from the FLCC Student Corporation in the amount of $43,748 for this software purchase. Discussion followed regarding how this software would more adequately serve students and more effectively handle incoming telephone calls to the One Stop Center.

Updates
Facilities: Mr. Fisher
Phase 1A: progress has increased over the past few weeks, and plans are underway for office moves into the new Student Center over spring break. In response to comments by Trustee Mihalik, Mr. Fisher explained that delivery of the exterior building panels has been continuously delayed by the vendor.

Phase 1B: ahead of schedule

Discussion followed regarding the need to address drainage concerns and logistics of the food service move.

There being no further business, at 4:05 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, March 7, 2012; 3:30 p.m.; Victor Campus Center
Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, February 1, 2012  
Presiding: Trustee Karen Davison Blazey

Trustees Present: Dr. Karen Blazey, Harry Burt, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustee Excused: Anne Galbraith, Joan Geise

Staff Present: Dr. Barbara G. Risser, Professor Timothy Biehler, Joseph Delforte, Dr. Richard Evans, Dr. Deborah Ferrell, James Fisher, Lenore Friend, Professor James Hewlett, Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: Heather Swanson, Finger Lakes Times

At 4:05 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

New Business
Program review: AS Biotechnology – Professor Hewlett

Professor Hewlett distributed a summary of the AS Biotechnology program review. He specifically noted that the program has:

- A persistence rate of 54.5%, which is above the College average of 39.5%
- A 99% success rate for students who transfer or find employment
- An articulation agreement with RIT that ensures a seamless transfer for FLCC students

From 2005-2009:
- Head count has increased 78.6%
- FTE has increased 58.8%

Since 2009, enrollment has remained stable.

Professor Hewlett presented an overview of the budget and funding sources for this program. He noted that the program functions primarily on external funding from NSF-ATE grants ($550,000), DOL grants ($33,000) and industry “in-kind” and direct ($73,000).

Program growth initiatives include a biotechnology day and a pilot learning community where the students move through the program together as a cohort.

Professor Hewlett explained the external review board’s sustainability concerns about the program: “The external review board felt that the sustainability of the program is very tenuous. The board pointed out that the program:

- Does not have an official ‘coordinator’ or ‘director’
- Does not have its own budget and budget process
- Does not provide incentives for growth and leadership
- Is being financed by external revenue streams in order to maintain its leadership position in the biotechnology education community
Discussion followed regarding the number of program applicants, prerequisites and student internship/co-op opportunities at area businesses and industries.

Trustee Blazey asked Professor Hewlett how the Board of Trustees might assist with reinforcing the sustainability of the program; lengthy discussion followed regarding the expectation of continued grant funding, program growth opportunities and challenges, potential implications of not having a designated coordinator/director, and the program reporting structure and budget.

Trustee Mihalik asked about the process to implement or address the external reviewers’ recommendations. Ms. Ann Robinson explained that non-academic recommendations are addressed through the College’s operating budget process.

Dr. Risser asked Professor Hewlett what curricular discoveries he made as a result of the program review process. Professor Hewlett responded that the retention rate is lower than he thought (the goal is an 80% persistence rate), first-year students need biotechnology experience to remain engaged in the program, and department faculty need to create an introductory biotechnology course for first-year students and resolve how to incorporate this course into a rigorous curriculum.

Trustee Blazey recommended that the Education & Planning Committee review the NSF grant program in six months (at their August or September 2012 meeting).

Sabbatical report: Professor Timothy Biehler
Dr. Topping introduced Timothy Biehler, Associate Professor in Mathematics, who recently completed a sabbatical leave to develop a college algebra textbook. Professor Biehler stated that this is the second textbook he has written (his first – a Business Mathematics textbook).

Professor Biehler noted that during his twelve years at FLCC, Mathematics department faculty have never settled on a college algebra textbook. The faculty are looking for a more application-driven approach to teaching algebra, which is not supported by current college textbooks.

Professor Biehler provided trustees with an overview of the process he used to develop this textbook. He reported that four members of the Mathematics department are using his new textbook during the spring semester and he is collecting feedback from pilot classes to further refine the book. Professor Biehler expects that his new textbook will be used by the entire Mathematics department beginning in the fall 2012 semester.

Resolutions
None at this meeting

Updates
Enrollment – Ms. Urbaitis
Ms. Urbaitis reported that winter session enrollment increased 30% over last year. She reported that ninety-five new winter session students enrolled at the main campus and online, and data is currently being analyzed to identify the demographics of these students.

Ms. Urbaitis reported that spring 2012 enrollment is currently flat, and she is waiting to receive Gemini enrollment data. Dr. Risser commented that community college enrollment SUNY-wide is trending lower compared to FLCC’s enrollment, which is holding steady. Ms. Urbaitis noted that main campus enrollment
is down while enrollment at all campus centers and online has increased. She also noted that full-time headcount is down slightly, and part-time headcount is up.

There being no further business, at 4:45 p.m., on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Karen Davison Blazey
Assistant Secretary of the Board Chair, 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, March 7, 2012; 4:00 p.m.; Victor Campus Center