At 4:34 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 January 9, 2013 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee McCausland and second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved the January 9, 2013 committee and meeting minutes as written.

Chair’s Report
Revised College policies requiring Board of Trustees approval
Trustee McCausland has completed his review of the revised policies requiring Board of Trustees approval. He suggested minor revisions to certain policies and consolidation of similar policies. Trustee McCausland informed trustees that these policies are available for review in person or via email from Karen Hopkins. At their March 6, 2013 meeting, trustees are expected to consider a resolution to approve the revised policies.

President’s Report
Impact of Governor Cuomo’s proposed budget
Dr. Risser stated that there are two main issues in the Governor’s budget that will impact community colleges. The primary issue is that base aid remains flat. As part of a five-year plan to restore state funding to one-third of college operating budgets, SUNY requested a $260 increase. Dr. Risser, Trustee Geise and Amy Pauley plan to attend SUNY Day in Albany on February 11 to meet with local elected officials to advocate for an increase in base state aid.

The second issue is the Governor’s AAS/certificate program proposal. There are many serious logistical issues to address, including the implementation timeline (impacts the 2013-14 academic year), and the absence of a process or forms for a mandatory report due annually in November to demonstrate compliance with all requirements contained in the proposal. This report is required to provide proof of compliance with the established criteria for programs to be eligible for state aid (affects 1/3 of FLCC’s FTEs). Dr. Risser stated that this is a proposal only and community colleges have received no guidance from the State, SUNY, or the NYS Department of Labor.
In order for credit-bearing AAS, AOS and Certificate programs to be eligible for state aid, the programs must meet these conditions:

1. The program is a partnership between the college and one or more employers to train and employ students in a specific occupation.

2. The program meets current or emerging local workforce needs based on available market data or is endorsed by the Regional Economic Development Council in our area.

3. The program has an advisory board made up of a majority of members that are employers in the occupation or sector that employ or commit to employ workers in the region.

4. The advisory committee serves to advise the community college on the program’s curriculum, recruitment, placement and evaluation so that it remains up to date with employer’s needs.

SUNY IT initiative
Presidents of the four Datatel community colleges along with technology and financial staff members met on January 23 at Onondaga Community College with SUNY IT staff to discuss the SUNY IT initiative. Dr. Evans commented that the purpose of this meeting was to convince these colleges to convert to the Banner platform, which is owned by the same company that owns Datatel. Dr. Risser reported that she would host a meeting on February 7 with the four Datatel college presidents, CFOs and CIOs to talk through the issues related to converting to the Banner system. She noted that Datatel is a very functional system that provides all necessary data and reports.

Approve revised organizational chart
Dr. Risser requested trustees’ approval of the College’s revised organizational chart. There being no discussion, on motion by Trustee Hicks and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the revised FLCC organizational chart.

Wine Spectator magazine
Dr. Risser informed trustees that the current issue of Wine Spectator magazine contains a lengthy article on Finger Lakes wines along with a photo of Paul Brock and his wife, Shannon.

Gemini Program
Dr. Risser informed trustees that Fred Fink, director of the Gemini program, has been working with the Wayne FL BOCES superintendents group to update the program. Dr. Risser will routinely update trustees on this initiative.

Strategic Plan 2014-18: interview results
Dr. Risser presented a summary of the 265 interviews conducted by members of FLAG during the first phase of developing the College’s 2014-18 Strategic Plan. Dr. Risser shared a summary of responses to the following questions from community members, employees and students:

1. When you think of FLCC, what is the first thing that comes to mind?
2. From your perspective, what is the biggest change you have noticed at FLCC in the last five years? Is it a positive or a negative change?
3. Do you feel that FLCC is moving in the right direction or in the wrong direction in serving our students and the community? Explain.
4. What are the top three things that should be preserved at FLCC and why?
5. What should the college stop doing in order to redirect its energy to more important strategic efforts?
6. What strategic direction(s) would you like to see FLCC tackle in the next five years?

Now that the interview phase is complete, Dr. Risser explained that the first step in phase two is for College Council to review the College mission statement for relevancy based on survey responses and strong national trend toward career programs to drive the economy. Dr. Risser asked for guidance from trustees on the appropriateness of adding a reference to the mission statement about College as an economic driver.

Trustee McCausland commented on the College’s involvement in workforce development training both as credit programs (AAS, certificate) and non-credit courses offered through PDCE.

Trustee Geise suggesting adding this topic on the March retreat agenda and including copies of the current strategic plan in retreat packets.

Dr. Risser stated that small groups would be established to craft draft mission statements. She commented that there needs to be a serious discussion of the college’s mission statement and the role of a comprehensive community college.

**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) Bid acceptance: purchase of a digital signage system, 2) Bid acceptance: security guard services at the FLCC Geneva Campus Center, 3) Standardization of automatic door opener equipment, 4) Standardization of clock maintenance & hardware at the FLCC main campus, 5) Authorization to sign a contract for academic support & tutoring services, and 6) Bid extension: purchase of restroom supplies. There being no discussion, on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

**Education & Planning Committee: Trustee Blazey**

Trustee Blazey presented the following resolutions for action that were discussed at the FLCC Board of Trustees Education & Planning Committee meeting: 1) Grant Professional Association administrative appointments, and 2) Adjust the FLCC professional service positions roster. There being no discussion, on motion by Trustee McCausland and second by Trustee Henry, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

**Trustee Liaison Reports**

**FLCC Association: Trustee McCausland**

Trustee McCausland reported that the FLCC Association met on January 29, 2013. The agenda included a review of the employee retirement program and other routine business. He also reported that bookstore sales are down 3% and College Suites is at full capacity.

**Foundation Board: Trustee Geise**

The FLCC Foundation Board of Directors met January 22, 2013. Trustee Geise reported that the FLCC Foundation is conducting its annual fundraising campaign and encouraged trustees to consider a contribution. Amy Pauley will provide information for the March meeting packets.

**FLCC Projects Committee: Trustee Houseman**

Trustee Houseman reported that the Geneva Campus Center financial report will be presented at the March FLCC Projects Committee meeting.
Student Corporation: Trustee Mihalik
Trustee Mihalik stated that the Student Corporation Board of Directors will hold its first meeting of the spring semester on February 20.

Student Perspective: Trustee Henry
Trustee Henry noted that several new student residents of College Suites have shared concerns with him about the process to assign roommates and a perceived lack of privileges for Resident Assistants. Trustee McCausland will bring these concerns to the next FLCC Association Board of Directors meeting.

Trustee Henry reported receiving positive feedback from students on the quality of the new classrooms.

There being no further business, at 5:35 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, March 6, 2013, 4:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Finance & Facilities Committee
Wednesday, February 6, 2013
Presiding: Trustee Wayne Houseman

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

Trustees Excused:

Staff Present: Dr. Barbara Risser, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Sasha MacKenzie, Mary Murphy, Joseph Nairn, Amy Pauley, Ann Robinson, Ryan Staychock, Bruce Treat, Carol Urbaitis

Guests: Erinn Cain, The Daily Messenger; Julie Anderson, Finger Lakes Times

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

New Business

FLCC 2012-2013 operating budget
Mr. Fisher updated trustees on the status of the College’s 2012-13 operating budget, including chargebacks, tuition and fees revenues, and expenses to date. He noted that tuition revenue to date compares similarly to spring 2012, and that revenues and expenses are tracking close to budget.

Resolutions

Bid acceptance: purchase of a digital signage system
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of K&K Technologies, LLC, 14545 Jansbury St., Gainesville, VA 20155, for the purchase of a digital signage system, bid B12136, at a total cost of $9,234.00. Mr. Fisher informed trustees that the RFP was sent to six vendors and three bids were received. Discussion followed about standardizing the purchase of digital signage.

Bid acceptance: security guard services at the FLCC Geneva Campus Center
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of C.O.P. Security, Inc., 1200A Scottsville Rd., Suite 390D, Rochester, NY at a cost of $19.00/hour - the Spring 2013 semester cost being $7,068.00 and the Fall 2013 semester cost being $6,954.00 for an annual total cost of $14,022.00. Mr. Fisher informed trustees that the RFP was sent to five vendors and two bids were received.

Discussion: security guards are not union/college employees, guidelines for CSEA “meet and confer”, confirmation that these security guards are not armed, and confirmation that background checks for all security employees are conducted as a component of the bonding portion of the contract.

Standardization of automatic door opener equipment
Mr. Fisher presented this resolution to accept the single source utilization of Horton Automatics, 25 Garfield Rd, West Harford, CT as the manufacturer of automatic door equipment in current and future projects for FLCC.
Standardization of clock maintenance & hardware at the FLCC main campus
Mr. Fisher presented this resolution to accept Primex Wireless, 965 Wells St., Lake Geneva, WI as the single manufacturer for the maintenance and hardware of clocks for the FLCC main campus.

Authorization to sign a grant-funded contract for academic support & tutoring services
Mr. Fisher presented this resolution to authorize a grant-funded contract with EnCompass: Resources for Learning, Inc., (“EnCompass”), 275 Pinnacle Rd, Rochester, NY to provide academic support and tutoring in connection with FLCC’s ProjectSuccess program for the period of February 11, 2013 through May 16, 2013 for an amount not to exceed $15,990.00.

Bid extension: purchase of restroom supplies
Mr. Fisher presented this resolution to extend the contract of Economy Paper Co., Inc., 1175 E. Main St., Rochester, NY for the purchase of bath tissue & dispensers at current pricing from March 8, 2013 through March 7, 2014.

Updates
Facilities – Mr. Fisher
Viticulture Center: the contract has been signed by Ontario County and returned to the NYS Department of Agriculture and Markets for signature and execution. The deadline to return bids in response to the RFP for architectural services is February 19, 2013. Discussions are ongoing with the Cornell Agriculture & Technology Farm to finalize the 90-year ground lease, which the Board of Trustees will be asked to review and approve in the future.

Phase 1B: projects are progressing in coordination with class schedules; Mr. Fisher commended the affected employees for their willingness to collaborate on construction-related issues as they arise.

Geneva Campus Center: initial estimates are being reviewed; College and County personnel met 2-6-13 to discuss leasing space during the construction period; a meeting will be held on February 11 to discuss value engineering opportunities; this project will be discussed at the February 28, 2013 FLCC Projects Committee

Student Center: another group of exterior panels are expected to be delivered in approximately 2 weeks.

There being no further business, at 3:50 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, March 6, 2013; 3:30 p.m.; Carpenter Board Room
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, Richard Allen, Joseph Delforte, Dr. Richard Evans, Lenore Friend, James Fisher, James Hewlett, Karen Hopkins, Grace Loomis, Sasha MacKenzie, Jason Maitland, Mary Murphy, Joseph Nairn, Amy Pauley, Kari Ripley, Ann Robinson, Ryan Staychock, Carol Urbaitis, Jeffrey Weaver

Guests: Jeffrey Harloff, Ontario Co. Emergency Management; Erinn Cain, The Daily Messenger; Julie Anderson, Finger Lakes Times

At 3:50 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Old Business
Emergency Preparedness – Mr. Nairn, Mr. Harloff
Mr. Jeffrey Harloff, Ontario County Director of Emergency Management, explained the duties and responsibilities of his office, which include training programs for county fire service personnel, emergency training programs, and operation of a safety training facility. He highlighted the long-standing beneficial partnership between FLCC and the Office of Emergency Management and noted that both entities are exploring additional opportunities to provide training programs.

New Business
Program review: AAS Chemical Dependency Counseling – Professor Mary Murphy
Professor Mary Murphy, AAS Chemical Dependency Counseling program coordinator, stated that the program review was completed in February 2012.

Student demographics: typical students are ages early 20s – 60s, and many have a past history with chemical dependency.

Enrollment: 55 full-time and 23 part-time students enrolled for fall 2012; students are prepared to either enter the workforce following graduation or transfer into a bachelor degree program.

External review members: Chair of the Social Work department at Keuka College, Professor of Chemical Dependency Counseling at Tompkins-Cortland Community College, and the executive director of the Finger Lakes Addictions Counseling & Referral Agency, Inc. (FLACRA).

Identified program strengths: the program coordinator’s vision and willingness to learn in order to grow the program, stabilizing relationships with field work sites, outstanding academic support services, and advisor’s strong relationship with each student.

Identified area for improvement: include alumni in the advisory process; the program coordinator has added an alumna to the advisory committee.
Professor Murphy reported that she expects the program to receive NYS Office of Alcoholism & Substance Abuse Services (OASAS) certification by fall 2013. She noted that course descriptions and outlines have been revised in compliance with OASAS requests. Discussion followed regarding the requirements students must successfully complete to become a credentialed alcohol and substance abuse counselor.

Dr. Risser commended Professor Murphy for her outstanding efforts to update the curriculum.

NSF grant update: Professor James Hewlett
Professor Hewlett presented a concise overview of activities and progress to date. One major accomplishment is that all partners have created their own web pages on the grant site: www.ccuri.org. Professor Hewlett encouraged trustees to visit the main website and partner sites to learn more about the project.

Professor Hewlett reported that NSF is pilot testing a new program, WIDER, to expand currently funded programs in order to have a greater impact nationally. NSF received over 500 proposals and accepted 28, including FLCC’s proposal, which resulted in the College receiving a $133,000 grant.

Professor Hewlett and NSF grant employees will attend a conference in March 2013 in Washington, DC to give a presentation on the logistics of running an undergraduate research program. Professor Hewlett is also offering a Research Methods in Biology course this spring and enrolled students will attend the March conference to share what they have learned.

Trustee Blazey asked Professor Hewlett to present management challenges that have been learned as the grant moves forward at his next update.

Resolutions
Grant Professional Association administrative appointments
Grace Loomis introduced the following employees who will receive administrative appointments following successful completion of a five-year probationary period: Richard Allen, Lawrence Dugan, Sasha MacKenzie, Kari Ripley, Ryan Staychock, and Jeffrey Weaver. She noted that administrative appointments are reviewed every five years.

2013 67th Northeast Woodsmen’s Competition
Dr. Risser invited Ryan Staychock to talk about the 2013 67th Northeast Woodsmen’s Competition that will be held at FLCC on April 19-20. Twenty colleges are expected to compete for championship trophies and this event will receive national exposure on several media outlets. Stihl, Inc. is the corporate sponsor and fundraising activities and exploration of partnership opportunities are ongoing. During this event, the Marty Dodge Woodsmen’s Practice Field will be dedicated.

Adjust the FLCC professional service positions roster
Finger Lakes Community College has updated its position roster that lists 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.

Revised job descriptions for previously approved job descriptions:
   Public Relations and Events Specialist            1-11-13
   Director of Public Relations and Community Affairs 1-3-13
   Director of Workforce Development                1-14-13
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 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, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Andrew Henry

FLCC staff liaisons
Grace Loomis, Dr. Thomas Topping, Carol Urbaitis

Next meeting: Wednesday, March 6, 2013; 4:00 p.m.; Carpenter Board Room