At 4:30 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No speakers at this meeting

Approval of the Consent Agenda
Trustee Geise presented the December 4, 2013 Board of Trustees committee and regular meetings minutes for Board approval. There being no discussion, on motion by Trustee Houseman 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
Trustee Geise presented the following policies for Board of Trustees consideration and action: 24 Credit Hour Program and Immunization Requirements for College Students.

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

Policies for consideration
Trustee Geise presented the following policies for Board of Trustees consideration: Environmental, Health & Safety External Audits/Inspections, and Right to Know (HEA/HEOA). Trustee Geise stated that the Board would be asked to take action on these policies at their February 5 meeting.

Guidelines for reports to the Board of Trustees
Trustee Geise introduced the document, titled Guidelines for Reports to the Board of Trustees. These guidelines will be provided to all speakers presenting to trustees at board meetings. Trustee Mihalik suggested including information on the enrollment capacity of academic programs, and the guidelines have been revised to reflect this suggestion.

Guidelines for Reports to the Education & Planning committee
- Please limit time/remarks to 10 minutes MAXIMUM
- Submit any brief background reading material central to the presentation prior to the meeting
  - Example: for a presentation on adult education - reading material could include:
    - philosophy of FLCC on adult education, an overview of adult education, primary goals of the FLCC program or adult education demographic trends
- Presentation needs to be concise and focus on:
  - Presentation purpose (update, new program, progress report)
Program’s or initiative’s relationship to the strategic plan - where does it fit?
Where the program is in achieving goals or targets in the plan
Based on goal or targets, what have been the major successes?
Based on goals or targets what are the major opportunities for improvement?
What if any are major barriers to success/what is in place to address these barriers?

**Guidelines for Program Assessment Reports**
1. What degrees and/or certifications does your program offer?
2. What is the general profile of students and completion rates?
3. When did assessment occur?
4. Who was on the assessment team?
5. What was the result of the assessment?
   - Main strengths and areas of improvement
6. What actions have you planned or completed based on the assessment?
7. What do students do after completing a program?
   - % who transfer to other Institutions of higher education; % employed
8. What is the enrollment capacity of this program?

**Guidelines for Sabbatical Reports**
1. What was the goal of the sabbatical?
2. What/how did you accomplish the goal?
3. What did you learn?
4. How will you apply what you learned to your position at FLCC?

**President’s Report**

**Approve the 2014-18 FLCC Strategic Plan**

Dr. Risser introduced RJ Rapoza and Sarah Whiffen who are the College Council officers representing the governance body that worked diligently throughout the lengthy process to develop the college’s new strategic plan. Dr. Risser and the trustees thanked Mr. Rapoza and Ms. Whiffen for their dedicated leadership throughout this process.

Dr. Risser presented the resolution to approve the 2014-18 FLCC Strategic Plan. **On motion by Trustee DeVaney and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the 2014-18 FLCC Strategic Plan.**

**Board of Trustees drive**

Daniel Farsaci, Director of Instructional and Desktop Technologies, provided trustees with printed instructions on how to access the intranet/internet from both on and off campus. He also went through the process visually so trustees could have an opportunity to see the process firsthand and ask questions.

**Additions to the Board of Trustees handbook**

Dr. Risser noted that additional documents for the trustee handbook are the result of discussion at the December 2013 board retreat.

**Meetings with new supervisors**

Dr. Risser is meeting with each new supervisor to give them background information on the college and answer any questions they may have.

**Opening Day speech**

Dr. Risser invited trustees to attend Opening Day activities on Tuesday, January 21 beginning at 9:00 am in the cafeteria.
**StartUp NY Plan**
Dr. Risser reported that FLCC’s StartUp NY plan was submitted on time on December 31, 2013. She noted that the plan provides flexibility for the college in designating tax-free areas.

**Human Resources training initiatives**
Dr. Risser introduced Patti Zimmer, Human Resources Specialist, who presented an overview on training initiatives at the college, and documents housed on the college intranet under the Human Resources team site.

**Standing Committees**
**Finance & Facilities Committee: Trustee DeVaney**
Trustee DeVaney requested a motion to bundle all resolutions for action. **On motion by Trustee Martin and second by Trustee Houseman, 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: mail courier services, 2) Bid acceptance: sprinkler & back flow inspection, and 3) Re-bid acceptance: purchase pickup trucks.

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

**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 tenure track faculty reappointments.

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

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: Grant tenure status to Edward Einhouse, Charles Hoffman, Mary Murphy and Christine Parker.

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

**Trustee Liaison Reports**
**FLCC Association: Trustee McCausland**
The FLCC Association Board of Directors met on December 10, 2013 when they heard a report from the college’s athletic director. A special meeting will be convened on January 8, 2014 to discuss the refinancing of Campus Suites.

**FLCC Foundation: Trustee Geise**
No report at this meeting

**FLCC Projects Committee: Trustee Houseman**
No report at this meeting

**FLCC Student Corporation: varies**
Trustee Hamlin represented the Board at the December 2013 Student Corporation meeting. She noted that Rory Edmonds, Student Corporation President, conducted a well-run meeting. The Board of Directors approved a new treasurer and stipends for board members. They also approved 1:00 – 2:00 pm as the meeting time for the spring semester.
Agenda items included a review of activities that occurred over the past month, food service focus groups with students, Honors House events, the upcoming Honors conference in Toronto in April 2014, the upcoming Safety Awareness Day in the student lounge, and the need for improved exterior lighting from G lot to the building for walkers due to safety concerns.

Student Perspective: Trustee Shick
Trustee Shick reported that preparations are underway for the spring semester.

There being no further business, at 5:02 p.m., on motion by Trustee DeVaney and second by Trustee Martin, 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, February 5, 2014, immediately following the Finance & Facilities Committee meeting; Carpenter Board Room
Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, January 8, 2014  
Presiding: Trustee Karen Blazey

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

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, Daniel Farsaci, James Fisher, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: None at this meeting

At 3:30 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Old Business
No old business to report at this meeting.

New Business
Overview of the process to achieve tenure status – Dr. Topping
Dr. Topping explained that tenure at FLCC is based on the continuation of teaching excellence. He delivered a PowerPoint presentation that explained the tenure track five-year review process for faculty members from initial appointment through the tenure recommendation process.

Dr. Topping also explained the post-tenure review process that faculty members participate in every five years.

Review Process (5 Year Cycle)
  a) Establish a goal for improving classroom instruction – fall semester in year 2
  b) Implement a strategy to meet the goal over 3 semesters (spring, fall & spring)
  c) Fall of year 4 – submit a self-evaluation based on the goal and meet with the Associate Vice President

Discussion followed regarding the role of the Board of Trustees if tenure status is not achieved, how FLCC’s tenure model compares to other community colleges, and the process to extend reappointment for an additional year if the faculty member has not demonstrated readiness for tenure status.

Resolutions
Approve tenure track faculty reappointments
Dr. Topping presented this resolution to reappoint the following faculty members effective September 1, 2014:

Second Year Reappointment
Eric Dutchess
Lacey McKinney
Dr. Debora Ortloff
Lori Vail

Fourth Year Reappointment
Paul Engin
Eileen Grooms
Maura Sullivan

Third Year Reappointment
Lisa McAnn
Jamie Rotter

Fifth Year Reappointment
Paul Brock, II
Amy Flagler
Margaret Gillio
Sean Maley
William McLaughlin
Maria Petricola
Dr. Linda Ross
Jacqueline Tiermini
Grant tenure status
Dr. Topping presented this resolution to grant tenure status to the following faculty members effective September 1, 2014:

   Edward Einhouse, Business department
   Charles Hoffman, Mathematics department
   Mary Murphy, Social Science department
   Christine Parker, Science & Technology department

Updates
Enrollment – Ms. Urbaitis
Ms. Urbaitis reported that winter session enrollment increased by 19.1% in FTEs. She credited the college’s marketing initiative with making current students aware of the courses being offered during the winter session.

Spring 2014 enrollment is currently down 7.3% FTEs. Ms. Urbaitis explained that the major enrollment period is January 3-21, 2014, and many efforts are underway to enroll students for the spring semester.

At the February 5, 2014 Education & Planning Committee meeting, Mr. Urbaitis will provide trustees with information on the college’s enrollment projections model that was developed by the Strategic Growth Committee.

Other Business
Dr. Risser reminded trustees that Dr. Topping will retire effective August 31, 2014. The new Provost search is underway, and there is a link on the college’s homepage with pertinent information relative to this search.

There being no further business, at 3:57 p.m., on motion by Trustee Hamlin and second by Trustee McCausland, 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, Carley Shick

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

Next meeting: Wednesday, February 5, 2014; 3:30 p.m.; Carpenter Board Room
At 4:07 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business

FLCC 2013-2014 operating budget
Mr. Fisher reported that thirty-three percent of the budget year has been completed. He then provided trustees with an overview of operating budget revenues, expenses and grant activity.

Resolutions

Bid acceptance: mail courier services
Mr. Fisher presented this resolution to accept the bid of Aromet Corporation d.b.a. Jet X Delivery Service, 270 Buell Rd, Rochester, NY 14624 for courier service of mail delivery and pickup between the FLCC main campus and all campus centers, including Wayne County Campus Center, Geneva Campus Center and Victor Campus Center for a total annual cost of $19,176.00.

Bid acceptance: sprinkler & back flow inspection
Mr. Fisher presented this resolution to accept the bid of Great Lakes Building Systems, 116 Gruner Rd, Buffalo, NY 14227 for a sprinkler and back flow inspection for a total annual cost of $3,665.00.

Re-bid acceptance: purchase pickup trucks
Mr. Fisher explained that the purchase of pickup trucks is being rebid because the original vendor would not honor the bid pricing for B13110 due to the manufacturer’s build out date for 2014 models ending on October 24, 2013. As a result, the vendor was unable to deliver the pickup trucks at the bid pricing. He then presented this resolution to accept the re-bid of the following vendors:

West Herr Chevrolet of O.P., 3575 Southwestern Blvd., Orchard Park, NY 14127
Item #1: new 4-wheel drive pick-up truck at a cost of $32,208.00
Item #2: extended outside mirrors upgraded at a cost of $72.00

Fenton Ford, 9515 State Route 13, Camden, NY 13316
Item #6: new 2-wheel drive pick-up truck at a cost of $25,786.00

Updates

Facilities
Viticulture: A meeting will convene on January 17 to review the architect’s prints. Bid documents will be prepared following this meeting.

Geneva: College officials expect to receive bid estimates in the near future.
Phase 1B: The music recording studio project remains on schedule.

FLCC Master Plan
The next Master Plan Steering Committee meeting will be held on January 29, 1-3 pm in the Carpenter Board Room. All trustees are invited to attend. Master Plan priorities have been established and sent to the consultants who are developing cost estimates for each priority.

There being no further business, at 4:30 pm, on motion by Trustee Mihalik and second by Trustee Blazey, 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, February 5, 2014; immediately following the Education & Planning Committee meeting; Carpenter Board Room