At 4:01 p.m., Trustee McCausland called the FLCC Board of Trustees meeting to order.

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 4:01 p.m., on motion by Trustee Geise 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 reconvene following executive session.

At 4:30 p.m., on motion by Trustee Geise and seconded by Trustee Mihalik, the FLCC Board of Trustees moved out of executive session and returned to public session.

Privilege of the Floor
Public comments: none at this meeting

Approval of the Consent Agenda
Trustee McCausland presented the December 7, 2011 Board of Trustees committee and meeting minutes for board approval. There being no discussion, on motion by Trustee Burt and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the December 7, 2011 Board of Trustees committee and meeting minutes as written.

Chair’s Report
Utilization of Volunteers policy review
Dr. Risser requested that trustees delay action on this policy because revisions are being proposed through the internal governance review process.

President’s Report
Dr. Risser reported that on January 17, 2012, Governor Cuomo’s annual budget will be released, and that she will communicate financial information to trustees as soon as possible.

Middle States draft report: Chapter Three
Dr. Risser highlighted the document format that will carry through the entire report. All seven chapters have been finalized and Lenore Friend has proofread the entire document for voice consistency, grammar and spelling.
Dr. Evans delivered to trustees a PowerPoint presentation of Chapter Three: Institutional Planning, Assessment, Resources and Resource Allocation. Chapter Three includes Middle States Standards of Excellence Two (Planning, Resource Allocation and Institutional Renewal), Three (Institutional Resources) and Seven (Institutional Assessment). The PowerPoint included a definition of each standard, how the chapter is organized, primary components and one recommendation.

In response to a question from Trustee Mihalik, Mr. Nairn confirmed that all supporting documents will accompany each chapter. Trustee Mihalik also commented on emphasizing accountability in the report. Dr. Risser explained that accountability for specific actions is clearly defined in the operational plans, and in the Strategic Plan matrix document that is updated as information becomes available.

Dr. Risser reported to trustees that she believes the college is in an excellent position with its Middle States Self-Study Report.

Discussion followed regarding county share and chargeback percentages. Trustee Houseman stated that the information in chapter three is well documented.

MS Executive Summary
Dr. Risser noted that trustees would review chapters four and five at their February meeting, and chapters six and seven at their March meeting. She presented an overview of the executive summary, which includes key findings, suggestions, and official recommendations for each chapter.

Dr. Risser reiterated that the college has completed a thorough self-study process which has resulted in a comprehensive document.

Institutional Animal Care and Use Committee (IACUC) status report
Mr. Nairn explained that an Institutional Review Board (IRB) addresses research involving human subjects and an Institutional Animal Care and Use Committee (IACUC) reviews protocols utilized in animal research.

Mr. Nairn has been designated as the IACUC institutional administrator, and Dr. Topping is the institutional officer.

The committee has approved three protocols to date from the Environmental Conservation & Horticulture department. Mr. Nairn stated that one member vacancy exists on the committee – the Doctor of Veterinary Medicine. He is currently working to fill that vacancy.

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) Contract extension: Demand contracts to provide architectural & engineering services, and 2) Contract extension: Dixon Schwabl for creative services.

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

Education & Planning Committee: Trustee Blazey
Trustee Geise presented the following resolutions that were reviewed by the Education & Planning Committee for full board approval: 1) Approve tenure track faculty reappointments, and 2) Grant tenure status.
There being no discussion, on motion by Trustee Geise and second by Trustee Galbraith, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Trustee Liaison Reports

FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association Board of Directors last met on December 13, 2011 to discuss the College Suites operating budget. The next meeting will be held on January 24, 2012.

Foundation Board: Trustee Geise
The FLCC Foundation next meets on January 25, 2012 and Trustee Geise will have a report at the February 1, 2012 Board of Trustees meeting.

FLCC Projects Committee: Trustee Burt
No additional report

Student Corporation: Trustee Mihalik
Trustee Mihalik reported that the Student Corporation last met in December 2011. Because LEED certification for the new Student Center includes a carpooling requirement, the Student Corporation has been encouraging students to carpool beginning in the spring semester. Corporation members also reviewed their annual goals and engaged in a discussion of spring 2012 goals. The Corporation is also working to obtain 501(c)3 status and developing a conflict of interest policy to comply with the new 501(c)3 status. The next meeting will be held in February 2012 and Trustee Mihalik's next report will be at the March 7, 2012 Board meeting.

Student Perspective: Trustee Varga
No report

There being no further business, at 5:22 pm, on motion by Trustee Galbraith 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, February 1, 2012, 4:30 p.m.; B440
At 3:35 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business

FLCC 2010-2011 operating budget update: Mr. Fisher
Mr. Fisher clarified that tuition revenue is tracking at 86% of the operating budget because spring 2012 billing has occurred. He reported that the college has received its second state aid payment, and spring 2012 registration is ongoing.

Transfer report: Mr. Fisher
Mr. Fisher provided trustees with an overview of the two Professional Development & Community Education-related transfers; there was no discussion.

Resolutions

Contract extension: Demand contracts to provide architectural & engineering services
Mr. Fisher introduced this resolution to extend the contracts of the following firms for a second and final twelve-month period from February 4, 2012 through February 3, 2013:
   - FRA, 255 East Avenue, Rochester, NY 14604
   - LoMonaco Associates, 129 Canterbury Road, Rochester, NY 14607
   - LaBella Associates PC, 300 State Street, Suite 201, Rochester, NY 14614

Contract extension: Dixon Schwabl for creative services
Mr. Fisher introduced this resolution to approve a second extension of a contract with Dixon Schwabl, 1595 Moseley Rd, Victor, NY 14564 for creative services at FLCC at a fee not to exceed $25,000.

Updates

Grants: Ms. Pauley
Ms. Pauley informed trustees that the college is reapplying for the SUNY Alliance, US DOL Trade Adjusted Act Community Colleges Training Program grant. She also reported that the college is partnering with the Veterans Administration on a grant to provide services to veterans.

Trustee Burt inquired about the accessibility of veterans’ services grants to promote programs for veterans and increase enrollment. He also asked if there are additional steps that the college could take to meet the educational needs of veterans. Dr. Risser responded that the college has an active veterans committee that works with the college’s approximately 120 veteran students; discussion followed regarding the college’s efforts to reach out to veterans.
Facilities: Mr. Fisher
Project 1A is not substantially complete (December 23, 2011 was the target date). The contractors are working from a 60-day schedule to substantially complete work by the established March 1, 2012 deadline. The college continues planning to move offices into the new building in mid-March 2012.

Project 1B is progressing and asbestos abatement work has been completed.

Geneva campus center – Ontario County has received correspondence from SHPO that contains specific criteria for preserving portions of the original building.

FLCC Viticulture building – design discussions are ongoing, and the next step is to develop a full proposal.

Dr. Risser stated that it is time to begin the process of updating the college’s Facilities Master Plan.

There being no further business, at 3:50 p.m., on motion by Trustee Houseman and second by Trustee Hicks, 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, Brooke Lupton, Donna Mihalik

FLCC staff liaisons: James Fisher, Joseph Delforte

Next meeting: Wednesday, February 1, 2012; 3:30 p.m.; B440
Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, January 11, 2012  
Presiding: Trustee Joan Geise

**Trustees Present:** Harry Burt, Joan Geise, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

**Trustee Excused:** Dr. Karen Blazey, Anne Galbraith, Brooke Lupton, Joseph Varga

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

**Guests:** Heather Swanson, Finger Lakes Times

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

**New Business**
Program review: no report at this meeting

**Resolutions**

**Approve tenure track faculty reappointments**
Dr. Topping presented this resolution to approve tenure track faculty reappointments effective September 1, 2012:

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<tr>
<th>Second Year Reappointment</th>
<th>Fourth Year Reappointment</th>
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<tr>
<td>Paul Engin</td>
<td>Edward Einhouse</td>
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<td>Eileen Grooms</td>
<td>Charles Hoffman</td>
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<td>Maura Sullivan</td>
<td>Mary Murphy</td>
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<td>Christine Parker</td>
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<th>Third Year Reappointment</th>
<th>Fifth Year Reappointment</th>
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<td>Paul Brock, II</td>
<td>Kellie Aitchison</td>
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<td>Laurie Freeman</td>
<td>Jonathan Belec</td>
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<td>Margaret Gillio</td>
<td>Charlotte Cline</td>
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<td>William McLaughlin</td>
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<td>Maria Petricola</td>
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<td>Jacqueline Tiermini</td>
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<td>Michael VanEtten</td>
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<td>Richard Walsh</td>
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**Grant tenure status**
Dr. Topping presented this resolution to grant tenure status to the following faculty members effective September 1, 2012:

John Foust, Environmental Conservation & Horticulture
William Langston, Mathematics
Rochelle Smith, Environmental Conservation & Horticulture
Ann Still, Business
**Updates**

**Enrollment – Ms. Urbaitis**  
Ms. Urbaitis reported that winter session enrollment has increased 32% FTE over last year.

The spring 2012 registration period began 3 weeks later than last year. Students are no longer required to pay a $50 deposit for spring 2012; however, a $20 application fee has been implemented. As of January 6, enrollment has increased 1.6% FTE in comparison to spring 2011. Deregistration will occur in late January and Ms. Urbaitis will present an updated enrollment report at the February 2012 Education & Planning Committee meeting.

There being no further business, **at 4:00 p.m., on motion by Trustee Burt 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 M. Joan Geise  
Member, 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, February 1, 2012; 4:00 p.m.; B440**