At 4:30 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business
Review May 2015 committee minutes
No discussion or revisions

Enrollment update
Ms. Urbaitis provided enrollment data for summer and fall 2015.

**Summer 2015**: as of May 29, there is an 11.9% decrease, and initiatives have been implemented to increase enrollment for the second and third summer sessions. Trustee Hicks asked how Gemini enrollment data affects summer enrollment. Ms. Urbaitis responded that Gemini is not a factor in summer enrollment data. Trustee Sheppard asked when the summer enrollment period ends. Ms. Urbaitis explained that there are three summer sessions with separate enrollment deadlines.

**Fall 2015**: the enrollment process is underway, and as of May 29, there is a 3.5% decrease over the same time last year.

Trustee Mihalik asked about initiatives to enroll returning students. Ms. Urbaitis replied that several existing and new initiatives are currently underway.

Resolutions
Adjust the Professional Service Positions Roster
Ms. Loomis presented this resolution to adjust the professional service positions roster as follows:

<table>
<thead>
<tr>
<th>New Position Title</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Center for Excellence in Teaching, Learning, and Leadership</td>
<td>4.15.15</td>
</tr>
</tbody>
</table>

This position has been created to support the Persistence Task Force strategic plan project, *Center for Excellence in Teaching, Learning and Leadership*, that was approved for funding at the May 2015 Board of Trustees meeting.

Administrative appointments: Richard Gray, Sarah Moon, Cheryl TenEyck
Ms. Loomis presented three resolutions to approve administrative appointments for the following professional service employees:
Richard Gray, Financial Aid Counselor (effective December 13, 2015)
Sarah Moon, Director of Library Learning Resources (effective September 9, 2015)
Cheryl TenEyck, Manager of Instructional Technology Services (effective December 2, 2015)

Approve tenure track faculty reappointments
Provost Fragnoli presented this resolution to approve the following tenure track faculty members for reappointment:

Third Year Reappointment
Shannon McCarthy-Leone (effective January 16, 2016)

Fourth Year Reappointment
Delia Darnall (effective January 17, 2016)
Johnelle Keck (effective January 23, 2016)

There being no further business, at 4:43 p.m., on motion by Trustee Martin and second by Trustee Geise, the 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

Next meeting: Wednesday, August 5, 2015; 4:30 p.m.; Carpenter Board Room

Trustee committee members
Dr. Karen Blazey, M. Joan Geise, Barbara Hamlin, John Hicks, John Sheppard, Joshuah Barry

FLCC staff liaisons
Kristen Fragnoli, Grace Loomis, Carol Urbaitis
At 4:43 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business

Review May 2015 committee minutes
No discussion or revisions

FLCC 2014-2015 operating budget
Mr. Fisher provided an overview of revenues and expenses to date and gave a fund balance status report.

Facilities update

Geneva Campus Center: the architect has determined that the exterior brick color will remain tan; the 1965 wing roof is being installed; exterior stone and brick work, interior work, and roofing is being done on the addition; site work has begun on the new parking lot; and a plan is being developed to move from the temporary DeSales location to the Geneva campus center.

FLCC Viticulture & Wine Center: roof issues have been identified and solutions are being explored; issues remain with the cooling system; site work for the vineyard is underway; and remaining equipment is being procured.

Main Campus: the second-floor D-wing exit at the far end of the courtyard will be closed for a few days for tile installation; the IT helpdesk on the third floor will get a glass window in early June; ceiling and floor tile in the 4th-floor C-wing that was damaged in last fall's trash can fire will be replaced in mid-June; 4th-floor C-wing classrooms in the fire damaged area will be painted in July; and the stairwell from the 2nd-floor to 3rd-floor B wing that leads to the D-lot parking will be repainted mid-July.

Resolutions

Adopt the 2015-2016 FLCC operating budget
Mr. Fisher presented this resolution to adopt the Finger Lakes Community College 2015-2016 operating budget in the amount of $46,817,560.00, subject to the approval of the Ontario County Board of Supervisors and the Board of Trustees of the State University of New York.

Approve 2015-2016 sponsor services
Mr. Fisher presented this resolution to approve the following sponsor services included in the 2015-2016 Finger Lakes Community College Operating Budget:
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewer Rental</td>
<td>$48,000</td>
<td>$48,000</td>
</tr>
<tr>
<td>Snow Removal</td>
<td>1,500</td>
<td>-0-</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>195,000</td>
<td>160,000</td>
</tr>
<tr>
<td>County Attorney</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Purchasing Services</td>
<td>62,000</td>
<td>62,000</td>
</tr>
<tr>
<td>Construction Project Management</td>
<td>250,000</td>
<td>250,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$566,500</td>
<td>$530,000</td>
</tr>
</tbody>
</table>

Adopt the 2015-2016 FLCC tuition schedule

Mr. Fisher presented this resolution to adopt the 2015-15 FLCC tuition schedule, which reflects a 2.9% tuition increase.

Adopt the 2015-2016 FLCC student services fee schedule

Mr. Fisher presented this resolution to adopt the 2015-16 FLCC student services fee schedule.

Bid acceptance: FLCC auditorium light fixtures

Mr. Fisher presented this resolution to accept the bid with Power Management Co., LLC, 1600 Moseley Rd., Suite 100, Victor, NY 14564 for the purchase of light fixtures for the auditorium at a cost not to exceed $69,050.

Trustee Sheppard asked about the involvement of the FLCC Projects Committee in this project, and Mr. Fisher explained that he has discussed this project with both Mr. Harvey and Mr. Russell.

Authorization to accept the successful bid: gymnasium light fixtures

Mr. Fisher presented this resolution to authorize the FLCC Vice President of Administration & Finance to accept the successful bid for the purchase of light fixtures for the gymnasium at a cost not to exceed $110,000.

Trustee Sheppard asked if a precedent is being set by delegating this level of authority to a Vice President. He suggested authorizing the President who could then delegate this bid acceptance to the Vice President of Administration & Finance.

Following discussion, on motion by Trustee Sheppard, and second by Trustee Geise, the FLCC Board of Trustees Finance & Facilities Committee unanimously approved authorization of the President for this bid acceptance.

Bid renewal: security guard services at the campus centers

Mr. Fisher presented this resolution to accept the following bid renewals:

Primary Vendor:
Wisdom Protective Services, 16 W. Main St., Suite 708, Rochester, NY 14614
  For unarmed security guard services at $18.33 per hour: $35,486.88
  For armed security guard services at $20.99 per hour: $40,636.64

Secondary Vendor:
  For unarmed security guard services at $22.48 per hour: $43,521.28
  For armed security guard services at $24.98 per hour: $48,361.28

Bid renewal: professional printing services

Mr. Fisher presented this resolution to renew the contract of Cohber, Inc., 1000 John St., W. Henrietta, NY 14586, for professional printing services for an additional twelve-month period from August 7, 2015 through August 5, 2016 at the current price structure indicated in the bid B13068.
Mr. Fisher presented this resolution to accept a proposal: default prevention program for delinquent borrowers
Mr. Fisher presented this resolution to accept the proposal of EdFinancial Services, LLC, 298 N. Seven Oaks Dr., Knoxville, TN 37922 for a default prevention program for delinquent borrowers at a cost of $34.10 per person for an estimated amount not to exceed $70,000.

Discussion:
Trustee Hamlin inquired about the college’s delinquency rate, which Mr. Fisher reported currently stands at 22%.

Trustee Sheppard asked if this program would be applied only to students who meet the criteria. Mr. Fisher responded that all students who are at risk will be eligible. In response to questions from Trustee Sheppard about college initiatives to stave off loan delinquency and past behavior related to writing off bad debt, Mr. Fisher explained that strategies have been and will continue to be implemented to counsel and educate students about loan repayment and the consequences of delinquency.

Accept proposals: demand contracts for architectural & engineering services
Mr. Fisher presented this resolution to accept proposals from the following firms:

Engineering led Services:
- EC4B Engineering PC, 15 Schoen Pl., Suite 300, Pittsford, NY 14534
- Hunt Engineers, Architects & Land Surveyors, PC, 4 Commercial St., Suite 300, Rochester, NY 14614

Architectural led Services:
- Advanced Architecture & Planning, P.C., 2801 Long Pond Rd, Grand Island, NY 14072
- PLAN Architectural Studio, PC, 250 South Ave., Suite 100, Rochester, NY 14604

Authorization to sign a contract for EMS courses
Mr. Fisher presented this resolution to authorize the College to enter into a three-year contract with the Finger Lakes Regional Emergency Medical Services Council, Inc., located at the Geneva Campus Center, 63 Pulteney St., Geneva, NY 14456 effective September 1, 2015 through August 31, 2018 to provide EMS courses that are part of the current New York State Department of Health curricula or are necessary components of pre-hospital care training.

There being no further business, at 5:18 p.m., on motion by Trustee Mihalik and second by Trustee Cass, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee James DeVaney
Assistant Secretary of the Board Chair, Finance & Facilities Committee

Next meeting: Wednesday, August 5, 2015, Carpenter Board Room
Immediately following the Education & Planning Committee meeting

Trustee committee members
James DeVaney, Donald Cass, Barbara Hamlin, Stephen Martin, Donna Mihalik

FLCC staff liaisons
James Fisher, Joseph Delforte
Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Joshua Barry

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Grace Loomis, John Taylor, Carol Urbaitis

Guests: no guests present at this meeting

Media Present: no representatives present at this meeting

At 5:18 pm, Trustee Geise called the FLCC Board of Trustees annual meeting to order.

Resolution to Approve the 2015 –2016 Slate of Officers
Trustee Blazey reported that the committee created qualification statements for each officer.

Secretary - Trustee James J. DeVaney
Trustee Hamlin highlighted Trustee DeVaney’s qualifications for the position of Board Secretary. A motion was made by Trustee Hamlin and second by Trustee Martin; the FLCC Board of Trustees unanimously approved Trustee James DeVaney as Secretary of the Board.

Vice Chair - Trustee Barbara R. Hamlin
Trustee Blazey highlighted Trustee Hamlin’s qualifications for the position of Board Vice Chair. A motion was made by Trustee Blazey and second by Trustee Barry to approve Trustee Hamlin as Vice Chair of the Board.

Trustee Hicks made an amendment to the motion on the floor and nominated Trustee Sheppard as Vice Chair; second by Trustee Cass.

Discussion followed about when nominations for Board officers are closed. Trustee Sheppard said that the bylaws state that nominations may be made at the June annual meeting. At the request of Board Chair Geise, Karen Hopkins read the following excerpt from the Board of Trustees Bylaws twice:

ARTICLE VI: THE BOARD OF TRUSTEES
Section 6 - Election of Officers
[Officers of the Board of Trustees shall be elected annually at the Board’s annual meeting held in June. A Nominating Committee of three (3) trustees, excluding the current Chair, shall be appointed by the Board Chair at the regular April meeting.] Candidates shall be announced by the Nominating Committee at the May meeting and additional candidates may be proposed by any Board member at that meeting. Election for each office shall be by voice vote at the annual meeting in June.

The bylaws are clear about nominations being made at the May Board meeting and election of officers occurring at the Board annual meeting in June.

Trustee Sheppard stated that he will not support Trustee Hamlin as the nominee for Vice Chair. Trustee Hicks made numerous comments about trustees’ ability to put forth additional nominations for a board office.
Following lengthy discussion, Board Chair Geise agreed to let Trustee Hicks’ motion to nominate Trustee Sheppard stand for a vote.

**Motion by Trustee Hicks/second by Trustee Cass to nominate Trustee Sheppard as Vice Chair of the Board:**
In favor: Trustees Cass, DeVaney, Hicks, Sheppard
Opposed: Trustees Blazey, Geise, Hamlin, Martin, Mihalik, Barry

*Motion fails*

**Motion by Trustee Blazey/second by Trustee Barry to approve Trustee Hamlin as Vice Chair of the Board:**
In favor: Trustees Blazey, Cass, DeVaney, Geise, Hamlin, Martin, Mihalik, Barry
Opposed: Trustees Hicks, Sheppard

*Motion carries*

**Chair - Trustee Donna M. Mihalik**
Trustee Martin highlighted Trustee Mihalik’s qualifications for the position of Board Chair. *A motion was made by Trustee Martin and second by Trustee Hamlin; the FLCC Board of Trustees unanimously approved Trustee Donna Mihalik as Chair of the Board.*

Trustee Hicks commented on the level of influence that the chair has in The Modern Rules of Order. He also stated that he is passionate about management confidential employees having the right to an appeal and hearing in disciplinary matters.

**Approve the 2015-2016 FLCC Board of Trustees meeting calendar**
On motion by Trustee Blazey and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the 2015-16 meeting calendar.

**Resolution to Reappoint the Assistant Secretary to the FLCC Board of Trustees**
On motion by Trustee Martin and second by Trustee Cass, the FLCC Board of Trustees unanimously approved the resolution to reappoint Karen A. Hopkins as Assistant Secretary to the FLCC Board of Trustees.

**Resolution to Designate the 2015 – 2016 FLCC Official Newspapers**
On motion by Trustee Martin and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the resolution to designate *The Daily Messenger* and *The Finger Lakes Times* as the College’s official newspapers for 2015-2016.

**Resolution to Designate the 2015 – 2016 FLCC Official Depositories**
On motion by Trustee Blazey and second by Trustee Cass, the FLCC Board of Trustees approved the resolution to approve Canandaigua National Bank & Trust, Pittsford Branch, 18 State St, Pittsford, NY 14534 as custodians of college funds for operating, payroll, payable accounts, and J.P. Morgan Chase, 1 Chase Square, 9th Fl, Rochester, NY 14643 as custodians for college lock box services, and authorize the college to invest idle funds with Canandaigua National Bank & Trust and J.P. Morgan Chase on the basis of competitive quotations. *Trustee Martin abstained.*

**Resolution to Approve Necessary Expenses Incurred by Members of the FLCC Board of Trustees**
On motion by Trustee Blazey and second by Trustee Cass, the FLCC Board of Trustees unanimously approved the resolution to approve trustee reimbursement for necessary expenses incurred relative to official Board and/or College business.

**Review Trustee Code of Conduct/Code of Ethics**
On motion by Trustee Martin and second by Trustee Cass, the FLCC Board of Trustees unanimously approved its Code of Conduct/Code of Ethics. Trustees will be asked to sign this document at their August 2015 meeting.
At 5:42 pm, on motion by Trustee DeVaney and second by Trustee Cass, the FLCC Board of Trustees annual meeting adjourned.

Prepared by,                      Submitted by,
Karen A. Hopkins                  Trustee M. Joan Geise
Assistant Secretary of the Board   Chair, FLCC Board of Trustees
At 5:15 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor (Public Comment)
Trustee Sheppard requested to speak and Trustee Geise reminded him that only members of the public may speak during privilege of the floor. Trustee Sheppard stated that the title of this agenda item pertains to Roberts Rules of Order and questioned its validity. Trustee Geise agreed to consult The Modern Rules of Order.

Trustee Hicks publicly commented on a personnel issue, and Chairman Geise immediately called an executive session.

At 5:20 pm, on motion by Trustee Mihalik and second by Trustee Hamlin, the FLCC Board of Trustees convened 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. Following executive session, the FLCC Board of Trustees will return to public session.

At 6:05 pm, on motion by Trustee Mihalik and second by Trustee Blazey, the FLCC Board of Trustees moved out of executive session.

Approve the Consent Agenda
Trustee Geise called for a motion to approve the following consent agenda items:
- May 2015 committees & meetings minutes
- Adjust the Professional Service Positions Roster
- Grant administrative appointments: Richard Gray, Sarah Moon, Cheryl TenEyck
- Approve a policy: Child Protection
- Adopt the 2015-2016 FLCC operating budget
- Approve 2015-2016 sponsor services
- Adopt the 2015-2016 FLCC tuition schedule
- Bid acceptance: FLCC auditorium light fixtures
- Authorization to accept the successful bid: gymnasium light fixtures
- Bid renewal: security guard services at the campus centers
- Bid renewal: professional printing services
- Accept a proposal: default prevention program for delinquent borrowers
- Accept proposals: demand contracts for architectural & engineering services
- Authorization to sign a contract for EMS courses
There being no discussion, on motion by Trustee Blazey and second by Trustee Cass, the FLCC Board of Trustees approved the aforementioned consent agenda items. Trustee Martin abstained.

Chair’s Report
Trustee Geise referenced the written Chair’s Report included in trustees’ meeting packet. She spoke highly about the Commencement and Nursing ceremonies, and encouraged all trustees to complete the President’s annual evaluation.

President’s Report
Dr. Risser referenced the written President’s Report included in trustees’ meeting packet.

Additions to the President’s Report
Recommendation on paying the SUNY assessment: Dr. Risser recommended that the Board respectfully decline to pay this assessment.

Discussion:
Trustee Geise noted that although there could be repercussions, she agrees that the assessment should not be paid. Trustee Hicks stated that the principle of declining to pay is more important than any potential repercussions. Trustee Blazey commented that SUNY wants to mandate that all campuses hire a Cabinet-level Diversity Officer. Dr. Risser clarified that this recommendation from the Chancellor has not yet been approved by the SUNY Board of Trustees. Trustee Mihalik does not believe that repercussions would be overt, and college officials need to pay attention to negative implications, i.e., indirect decline of local control.

Policy revision
Dr. Risser presented a revised Availability of Policies and Procedures for Review policy for review and discussion. Trustees will be asked to take action to approve this revised policy at their August 2015 meeting. In response to a question from Trustee Sheppard, Dr. Risser confirmed that the college’s new compliance officer would be responsible for this policy.

Trustee Sheppard requested an update on revisions to the grants policy. Dr. Risser stated that the Advancement division will be working on revisions to this policy.

Committee Reports (as needed)
Audit & Enterprise Risk Management Committee
Trustee Mihalik provided a written report at this meeting.

Trustee Liaison Reports
FLCC Association: Trustee Hamlin
Written report in packet - no discussion.

FLCC Foundation: Trustee Geise
Written report in packet - Trustee Geise encouraged trustee participation in the annual golf tournament and Book Feast.

FLCC Projects Committee: Trustees Blazey, DeVaney
No written report in packet - no discussion.

FLCC Student Corporation: Trustee not in attendance
No written report in packet – no discussion.

Student Perspective: Trustee Barry
• Fall registration and summer enrollment initiatives are underway
• Orientation registrations are being well received
• Excited about the opportunity to serve as a trustee

Discussion Item: The Comprehensive Academic Mission of the Community College

History of the founding of community colleges:

According to the American Association of Community Colleges, the primary advocacy organization for United States community colleges, there are five essential elements of the community college mission:

1) Serve all segments of society through an open access admissions policy
2) Provide a comprehensive educational program
3) Serve the community as a community-based institution of higher education
4) Maintain a primary focus on teaching
5) Support lifelong learning

Serve all segments of society through an open access admissions policy
• Academic preparation
• Underrepresented populations
• First generation students
• Non-traditional students
• Veterans
• Students with disabilities
• Non-US citizens
• All protected classes

Provide a comprehensive educational program
• Developmental education
• Short term certificates and non-credit training
• Career programs (AAS)
• General education/broad liberal arts preparation
• Transfer preparation (AA/AS)
• Academic rigor
• Co-curricular learning experiences

Serve the community as a community-based institution of higher education
• Primary focus on the service area
• Partnerships with P-12
• Partnerships with CBO’s and industry
• Programming that is responsive to local needs
• Serve as economic catalyst
• Community is “invited in” to provide service

Maintain a primary focus on teaching
• Focus on teaching and learning outcomes versus research, or versus the structured test-oriented systems of K-12
• Source of innovation in teaching pedagogy
Support **lifelong learning**
- Community oriented opportunities
- Non-credential seeking learning
- Partnerships with other community entities

**Authorities and Constraints**
This complex mission must be fulfilled within a context of many authorities and constraints:
- US Department of Education
- NYS Department of Education
- NYS Governor and Legislature
- SUNY
- Middle States Commission on Higher Education
- Other accreditors
- Community and local sponsor
- Local requirements and home campus beliefs related to the history, mission and values of each unique institution

**Maintaining Institutional Culture within Constraints**
Our challenge: developing, articulating and implementing an academic vision to serve students that balances the demands of external authorities with the aspirations of the local institutional culture and values, while still fulfilling the “five essential components” of the community college mission.

Dr. Risser stated that in the interest of time, this discussion will be continued at the August Board meeting.

**Announcements**
No announcements at this meeting.

At 6:52 pm, **on motion by Trustee Martin 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:** Wed., August 5, 2015, Carpenter Board Room; immediately following the Finance & Facilities Committee meeting