Finger Lakes Community College Board of Trustees
Special Meeting
Monday, June 4, 2012
Presiding: Trustee Charles P. McCausland, Chair

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

Trustees Excused: Harry Burt, Anne Galbraith

Staff Present: Dr. Barbara G. Risser, James Fisher, Karen Hopkins

Guests: Supervisor Dorothy Huber, Catherine Bentzoni, Darlys McDonough

At 3:37 pm, Trustee McCausland called the special meeting of the FLCC Board of Trustees to order.

2012-13 FLCC Operating Budget
Dr. Risser stated that the purpose of this meeting is to provide trustees with information on activities related to the 2012-13 operating budget since the May 2, 2012 BOT meeting.

May 9, 2012
- Dr. Risser and Mr. Fisher met with Mr. Garvey and Ms. Bentzoni to thoroughly review the college’s 2012-13 operating budget request
- Mr. Garvey & Ms. Bentzoni recommended a strategy to request an increase in the sponsor contribution at the Financial Management Committee meeting
- Dr. Risser explained that if the county adds to its current $3.2M contribution, the amount will become part of the “maintenance of effort” requirement for community college sponsor support
- The proposed strategy was to request a 2 percent increase in sponsor support and a separate fund balance grant of $36,000

May 23, 2012
- Financial Management Committee (FMC) meeting
- Dr. Risser and Mr. Fisher delivered a detailed PPT
- Mr. Fisher walked through budget packet
- Trustees McCausland and Geise attended the meeting
- Supervisor John Sheppard asked the only question – it related to tuition assumptions
- Supervisor Huber, FMC chair, informed Dr. Risser and Mr. Fisher that budget guidelines were approved by the committee earlier in the meeting, and the guidelines do not call for FLCC receiving an increase in sponsor contribution
- Dr. Risser and Mr. Fisher left the FMC meeting concerned with both the process and the result

May 24, 2012
- Dr. Risser called Chairman Ted Fafinski to request a meeting (met at 10:30 am)
- Dr. Risser expressed concern about the budget guidelines being finalized before the college had the opportunity to make its 2012-13 budget presentation to the FMC

May 30, 2012
- Notice of a special meeting of the BOT sent
- Purpose: discussion of the 2012-13 operating budget
- Invited: John Garvey (Darlys McDonough rep.), Dorothy Huber, Catherine Bentzoni
June 1, 2012

- Dr. Risser and Ms. Huber - lunch meeting (Ms. Huber requested this meeting be held before today’s meeting)

Discussion

- County budget guidelines seem to be arbitrary; question on what information was behind the budget guideline to not increase the FLCC contribution

- Ms. Huber, Ms. Bentzoni, Ms. McDonough will join the meeting at 4:30 pm; purpose: conversation about an ongoing issue with the sponsor contribution – talk about next year, steps to take to revise the process

- Victor grant amount is decreasing – is there an option to ask the county to shift the funds to a fund balance grant

- Expenses unique to FLCC, including Geneva Center operational expenses (no rental aid - $250,000), maintenance of new student center, future viticulture facility

- FLCC has done so well that may be viewed as not the weakest link, college may have not built a case about why we need additional funding (doesn’t sound important/urgent enough) – need to emphasize consequences without additional sponsor support; provide examples of how college has stretched funding; county perception that the college has enough funding

- Dr. Risser – no fluff in the budget; concerned about enrollment projections

- Discussion stressed making a case for necessity of increase in sponsor contribution

Documents distributed:

2. Analysis of sponsor contribution 2002-03 to 2011-12
3. SUNY operating revenues as a percent of net operating costs for FY 2010-11 & 2009-10
4. Dr. Risser’s remarks: May 31, 2012 BOS meeting

The FLCC 2012-13 budget will increase by 3.4%, primarily due to increase in health care and retirement costs

Allocated 1% for salary increases, total personnel cost is down due to not filling all vacancies and reorganization of responsibilities

Trustee Hicks: identify a line item that county could support financially

Dr. Risser: next step would be to create a list of major expenses and consequences of no additional funding

4:30 pm - joined by Catherine Bentzoni, Darlys McDonough, Dorothy Huber

Dr. Risser comments: opportunity to talk through the budget guidelines disconnect; process going forward

Supervisor Huber recounted her telephone conversation with Dr. Risser earlier today:

- The county’s budget guidelines were 3 weeks late in being approved
- It never occurred to her that the college would be negatively impacted
- Need to revise the budget approval process
Due to a shortfall in county budget, the budget guidelines were substantially modified.

In the past, the county has set specific requirements about hiring, expenses, etc; unable to continue due to negative impact on certain county departments.

This year departments were asked to budget for essential services/expenses; team member contributions would remain the same (i.e., FLCC).

Going forward, county will send information to college earlier in the budget process; asked college to communicate need for increase in sponsor contribution as early as possible.

Ms. Huber acknowledged that the May 2012 FMC meeting had too many agenda items and not enough time for a FLCC budget discussion.

Ms. Huber asked the college to anticipate FMC/BOS questions (ex: 5-yr budget plan initially indicated 5-6% tuition increase, 2012-13 budget includes a 4.9% increase), personal services and equipment flat, contractual up 10%, variances from previous year need justification attached.

FMC members must have information in advance.

FLCC budget review at a separate FMC meeting.

Begin budget discussions with the county earlier in the process.

Ms. Huber: acknowledged that the college’s request for an increase in sponsor contribution is not large; uncertainty about economic climate prevents an increase this year; need to improve communications between college and county.

Trustee Geise: appreciate comments acknowledging that the FLCC budget is due 4 months earlier than other county departments; college is at the point of being a more valuable asset to the community; did not know the county is facing a gap/deficit.

Ms. Bentzoni: $2-3M shortfall to meet the 2% property tax limit over 2-year budget; going into 2013, 2011 revenues better than projected – sales tax revenues higher than expected; state and federal aid reductions are certain.

Ms. Huber: budget guidelines address 2 types of departments: service and providing; asked providing departments to identify programs being offered and cost per person; may need to begin to cut programs.

Trustee Mihalik: noted the county’s zero based budgeting process and affirmed that FLCC has been doing this for several years; applauds the county effort but is concerned that there is no recognition that FLCC has been operating on zero based budgeting for several years; the college budget is lean, no extra resources built in; enrollment trending downward.

Trustee Hicks: has explained to BOT that the county looks ahead in its budgeting process; hearing Ms. Huber say that a new process needs to be implemented; BOT is presenting a case for increased expenses in certain areas; noted that fewer county residents going out of county to college (resulting a $400,000 reduction in chargeback fees).

Ms. Bentzoni: endorsed beginning budget communication with the county in January.
Trustee Blazey: expressed concern about 2 year guidelines when no discussion about FLCC 2013-14 budget has occurred

Ms. Huber: have a discussion between Mr. Fisher/Ms. Bentzoni at the full FMC meeting so members can defend college budget request to full BOS; invited BOT and Risser to call her

Ms. Bentzoni: suggested that the college submit more frequent financial reports - quarterly or semi-annually

Trustee Hicks: comments to Darlys about a joint BOT/BOS meeting to discuss role of the county

Trustee Mihalik: acknowledged the college's tremendous progress since Dr. Risser became president; noted that there is a large amount of information about the college that county is not aware of

Ms. Huber stated that she does not sit on the FLCC projects committee and is not privy to discussions relative to the college

Ms. McDonough: trustees and supervisors need improved communication

Trustee Hicks: college president and trustees present financial needs to the FMC and the county identifies priorities

Ms. Bentzoni: county operates on the committee system; bulk of information shared in committee; FLCC considered a department of the county and reports to FMC

Ms. Huber: college uses FMC to discuss finances only, should provide an update on college activities

Ms. McDonough: education committee is the past; abolished due to restructuring

Ms. Bentzoni: 25-year county employee and has an understanding of college history; FMC members do not have the same history

Dr. Risser reminded everyone that she attends nearly every BOS meeting to ensure that supervisors have an awareness of college issues; communication between FLCC and BOS is ongoing

Dr. Risser stated that the college is not a department of the county; it is a separate statutory entity; need to be careful about the difference between communication and micromanagement of the college; not clear on the purpose of reporting several times per year to the FMC

Ms. Huber: the BOS as a whole is not aware of the decline in the number of graduating high school students, and enrollment trending downward

Ms. Bentzoni: begin budget discussions in the fall, inform county of projected major expenses

Dr. Risser: if the college develops a list of major financial projects that present a serious concern to the operating budget, would FMC consider additional funding

Ms. Huber: not likely at this time; transition time until 2014-15 budget planning begins

Trustee Geise: over the next 2 years, will there be an opportunity for additional county funding for college major expenses
Trustee Houseman: is there any financial assistance available for the 2012-13 year to address serious fiscal concerns of the college

Ms. Bentzoni: if a crisis arises, bring requests for additional funding to the BOS and FMC

There being no further business, at 5:33 pm, on motion by Trustee Hicks and second by Trustee Geise, the special meeting of the FLCC Board of Trustees adjourned.

Prepared by,
Karen A. Hopkins
Assistant Secretary of the Board

Submitted by,
Trustee Charles P. McCausland
Chair, FLCC Board of Trustees
Finger Lakes Community College Board of Trustees
Annual Meeting
Wednesday, June 6, 2012
Presiding: Trustee Charles P. McCausland, Chair

Trustees Present: Harry Burt, James DeVaney, Anne Galbraith, Joan Geise, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Dr. Karen Blazey

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Lynn Freid, Lenore Friend, Karen Hopkins, Dr. Kerry Levett, Grace Loomis, Amy Pauley, Thomas Priester, Lisa Thompson, Dr. Thomas Topping, Carol Urbaitis

Guests: None present

At 4:55 pm, Trustee McCausland called the FLCC Board of Trustees annual meeting to order.

Trustee McCausland called for a motion to suspend paper ballots for voting purposes. On motion by Trustee Hicks and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the motion to suspend paper ballots for voting purposes.

Resolution to Approve the 2012 –2013 Slate of Officers
On behalf of Trustee Burt, Nominating Committee Chair, Trustee McCausland presented the committee’s recommended 2012-2013 slate of officers: Chair – M. Joan Geise, Vice Chair - John T. Hicks, and Secretary – Donna M. Mihalik. There being no nominations from the floor or discussion, on motion by Trustee McCausland and second by Trustee Galbraith, the FLCC Board of Trustees unanimously approved the resolution to appoint the 2012-2013 Board officers as stated above.

Trustee McCausland presented the following resolutions for action as a block. There being no discussion, on motion by Trustee Burt and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the following resolutions:

Approve the 2012-2013 FLCC Board of Trustees meeting calendar
The FLCC Board of Trustees unanimously approved the 2012-2013 meeting calendar as presented.

Resolution to Reappoint the Assistant Secretary to the FLCC Board of Trustees
The FLCC Board of Trustees unanimously approved the resolution to reappoint Karen A. Hopkins as assistant secretary to the board.

Resolution to Designate the 2012 - 2013 FLCC Official Newspapers
The FLCC Board of Trustees unanimously approved the resolution to designate the 2012-2013 official newspapers: the Finger Lakes Times and the Daily Messenger.

Resolution to Designate the 2012 – 2013 FLCC Official Depositories
The FLCC Board of Trustees unanimously approved the resolution to designate the 2012-2013 official depositories: 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. The college is authorized to invest idle funds with Canandaigua National Bank & Trust, J.P. Morgan Chase, Five Star Bank, 2425 Rochester Rd, Canandaigua, NY 14424, and First Niagara Bank, 659 S. Main St, Canandaigua, NY 14424 on the basis of competitive quotations.

Resolution to Approve Necessary Expenses Incurred by Members of the FLCC Board of Trustees

The FLCC Board of Trustees unanimously approved the resolution to approve necessary expenses incurred by members of the FLCC Board of Trustees.

There being no further business, at 5:00 pm, on motion by Trustee Mihalik and second by Trustee Houseman, the FLCC Board of Trustees annual meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Charles P. McCausland
Assistant Secretary of the Board Chair, FLCC Board of Trustees
Finger Lakes Community College Board of Trustees  
Wednesday, June 6, 2012  
Presiding: Trustee Charles McCausland, Chair

Trustees Present: Harry Burt, James DeVaney, Anne Galbraith, Joan Geise, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Dr. Karen Blazey

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Lynn Freid, Lenore Friend, Karen Hopkins, Dr. Kerry Levett, Grace Loomis, Amy Pauley, Thomas Priester, Lisa Thompson, Dr. Thomas Topping, Carol Urbaitis

Guests: None present

At 5:00 pm, Trustee McCausland called the FLCC Board of Trustees meeting to order.

Administer the Oath of Office to Andrew Henry, Student Trustee
Trustee McCausland administered the oath of office to new student trustee Andrew Henry and welcomed him as a member of the FLCC Board of Trustees.

Approval of the Consent Agenda
Trustee McCausland presented the May 2, 2012 Board of Trustees committee and meeting minutes for Board approval. There being no discussion, on motion by Trustee Galbraith and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the May 2, 2012 committee and meeting minutes as written.

Chair’s Report
Resolution of Appreciation to Harry G. Burt
Trustee McCausland read the following resolution of appreciation to Trustee Harry G. Burt:

WHEREAS, Harry G. Burt has served with dedication and distinction as a member of the Finger Lakes Community College Board of Trustees since being appointed in April 1995 by the Ontario County Board of Supervisors; and

WHEREAS, over the course of his tenure as a trustee, Mr. Burt has held significant leadership roles, including Board Chairman 1999-2002, Vice Chairman 1998-99, Secretary 1997-98, Finance Committee Chairman 2010-2012, and trustee liaison to the FLCC Projects Committee; and

WHEREAS, Finger Lakes Community College has made significant strides toward fulfilling its mission and achieving the goals and objectives of its strategic plan over the course of Mr. Burt’s years of service; and

WHEREAS, Trustee Burt provided his valuable vision and leadership toward the successful completion of two major College projects: the transfer of ownership of the Geneva Middle School to Ontario County for the creation of the FLCC Geneva Campus Center, and approval of the Cornell Agricultural and Food Technology Park in Geneva as the site of the new FLCC Viticulture Center; and

WHEREAS, Mr. Burt serves as a role model for the entire FLCC community through his unwavering commitment to the community and higher education as demonstrated by his holding numerous executive volunteer leadership posts; and

WHEREAS, the College President, the FLCC Board of Trustees and the entire FLCC community hold Mr. Burt in the highest esteem;

NOW, THEREFORE BE IT RESOLVED, that as Harry G. Burt steps down from his role as a trustee, the Finger Lakes Community College Board of Trustees and College President express their sincerest appreciation and deepest gratitude to Mr. Burt for his exemplary service to FLCC, its students and higher education in the Finger Lakes region.
On motion by Trustee McCausland and second by Trustee Hicks, the FLCC Board of Trustees unanimously approved the aforementioned resolution of appreciation to Trustee Harry G. Burt.

Trustee Burt expressed his sincere appreciation for the opportunity to serve as a member of the FLCC Board of Trustees. He credited his fellow trustees and President Risser for their significant efforts that have resulted in a great deal of progress at FLCC over the past five years, especially the creation of the FLCC Geneva Campus Center, and approval of the Cornell Agricultural and Food Technology Park in Geneva as the site of the new FLCC Viticulture Center.

Appoint committee liaisons
Trustee McCausland announced the following committee and liaison assignments for 2012-13. He noted that additional appointments will be made as new trustees join the Board.

Education & Planning Committee
Trustee members
Karen Blazey - chair
Joan Geise
Charles McCausland
Andrew Henry (student trustee)
Staff Liaisons
Grace Loomis
Thomas Topping
Carol Urbaitis

Finance & Facilities Committee
Trustee members
Wayne Houseman – chair
James DeVaney
John Hicks
Donna Mihalik
Staff Liaisons
James Fisher
Joseph Delforte

Liaison Appointments
FLCC Association: Charles McCausland
Foundation Board: Joan Geise
FLCC Projects Committee: Wayne Houseman
Student Corporation: Donna Mihalik
Student Perspective: Andrew Henry

June 15 retreat reminder
Trustee McCausland reminded board members of their upcoming retreat on Friday, June 15 beginning at 8:30 am in room SC 1175.

2013-18 Master Plan steering committee
Trustee McCausland announced that Trustees Blazey, Geise and Houseman have agreed to serve as trustee liaisons on the FLCC 2013-18 Master Plan steering committee.

Presidential evaluation
Trustee McCausland announced that the presidential evaluation schedule will be revised to reflect submission of the president’s annual goals to trustees in July. Trustees will be asked to act on these goals at their August 1, 2012 meeting.
President’s Report
Middle States Commission update
Dr. Risser reported that she has been in communication with Dr. Raymond Yannuzzi, chair of FLCC’s Middle States reaccreditation team. He informed Dr. Risser that the College would be receiving a commendation for its demonstrated progress over the past five years. Dr. Risser also noted that the College will be asked to submit a progress report in October 2013 to the Middle States Commission.

Dr. Risser expressed her thanks and appreciation to Carol Urbaitis who served as a co-chair of the College’s Middle States self-study team for her exemplary efforts toward achieving a positive reaccreditation report.

Project Success
Mr. Thomas Priester, director of Project Success, thanked Dr. Risser and trustees for the opportunity to provide an update on the program activities.

TRiO Student Support Services overview:
*Mission:* Project Success at Finger Lakes Community College provides intentional student support services to 141 academically needy students who are also identified as having financial challenges and/or first generation college student status.

*Vision:* Project Success at Finger Lakes Community College effectively increases the college retention, graduation, and transfer rates of the students it serves.

Students engage in:
- FS100-First Year Seminar
- Academic and Transfer Coaching
- Peer Mentoring and Academic Tutoring
- Financial Aid and Scholarship Advising
- Financial Literacy Education
- Career Development Activities
- Leadership Development Programs
- Community Service Projects

Mr. Priester provided an overview of the 2010-11 cohort profile as it relates to age, gender, race & ethnicity, academic need, eligibility (low income & first generation), and end of academic year statistics.

Fall to fall retention forecast - expect to achieve a 50% retention rate
- 84/141 Scholars Remain Active
- Fall to Fall Retention Goal is 48%
- 71/141 Registered for Fall 2012

Active scholars data (2010-11 cohort)
- 77% identified an intended graduation date
- 42% identified an intended four-year transfer institution
- 32% applied for scholarships
- 84% registered for Fall 2012
- 75% are in good academic standing
Project Success program highlights

- In an effort to best align the student support services provided by Project Success and foster a campus-wide culture of academic success, a Project Success Advisory Board has been established.
- Project Success is affiliated with the Council for Opportunity in Education (COE) as well as the Association for Equality and Excellence in Education (AEEE).
- Project Success professional staff members participate in all national TRiO trainings sponsored by the Department of Education.
- Project Success student staff members participate in an ongoing professional development training series through EnCompass: Resources for Learning.
- Project Success Scholars are actively connected to the campus community: College Suites, Student Corporation, Athletics, Phi Theta Kappa, Student Aide.

Mr. Priester also presented the names of the advisory board members, FS100 faculty members, student staff members, and central staff members.

GW Lisk/FLCC Advanced Manufacturing Machinist certificate training program

Ms. Lynn Freid, manager of professional development and community education, discussed the benefits of the College’s partnerships with community stakeholders in business, industry, and economic development. She reported that the College was approached by GW Lisk to provide a skilled manufacturing training program and explained the process to create this program from the first telephone call to completion.

Recipe for success

- Traditional training and recruiting methods becoming ineffective
- GW Lisk as well as other manufacturers are experiencing a serious shortage in skilled workers
- Identify core competencies needed to excel in a machining career
- Partner with FLCC let the experts do what they do
- Develop curriculum that will teach students the needed skills
- Enroll motivated students

Program overview

- 500 hours industry specific training
- 160 hours classroom training
- 335 hours shop

Classroom instruction

- Shop safety
- Technical math
- Blueprint reading
- Geometric dimensioning and tolerancing
- Metrology and precision measurement
- Machining fundamentals

Machine shop instruction

- Bench work
- Manual lathe operation
- Manual mill operation
- Grinder operation
- Computer controlled machine setup and operation
- Inspection skills
Achievements
• 10 students graduated and are employed
• These new machinists are confident and comfortable in their new jobs
• Their training allows them to develop skills more quickly
• The highly skilled work force we need to continue to compete in a global market is being developed

FLCC Strategic Plan Measurement Matrix
Dr. Risser reviewed data contained in the most recent FLCC strategic plan measurement matrix. She explained that the down arrows relate to initial aggressive enrollment goals that will be adjusted to reflect the current nationwide downward trend in enrollment.

Committee Reports
Finance & Facilities Committee: Trustee Burt
Trustee Burt presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Adopt the 2012-2013 FLCC operating budget, 2) Adopt the 2012-2013 FLCC tuition schedule, 3) Adopt the 2012-2013 FLCC student services fee schedule, 4) General purpose classroom furniture vendor: KI, 5) Faculty task & side chairs: HON, 6) Staff & faculty office workstations: Teknion, LLC, 7) Student lounge furniture: KI, 8) Approve the FLCC Equipment Inventory policy, 9) Accept a proposal for interpreter services, 10) Authorization to sign a lease agreement w/Cornell Agriculture & Technology Farm Corporation and 11) Bid acceptance: purchase of ebulliometers.

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 presented the following resolutions for approval that were discussed at the FLCC Board of Trustees Education & Planning Committee meeting: 1) Grant an administrative appointment, 2) Approve tenure track faculty reappointment, and 3) Approve a faculty sabbatical leave, 4) Approve a professional sabbatical leave.

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 May 15, 2012. At that meeting directors approved the Association’s 2012-13 budget, and agreed to drop health insurance for students due to the high cost of premiums.

Foundation Board: Trustee Geise
Trustee Geise reported that the FLCC Foundation Board of Directors will meet briefly on July 24 in advance of the joint picnic with the FLCC Board of Trustees. She will have a report at the August 1, 2012 Board of Trustees meeting.

Trustee Geise also noted that the annual Foundation golf tournament has sold out.

FLCC Projects Committee: Trustee Burt
No report at this meeting
Student Corporation: Trustee Mihalik
No report at this meeting

Student Perspective: Trustee Henry
No report at this meeting

**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 5:50 p.m., on motion by Trustee Galbraith and second by Trustee Burt, 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 5:55 p.m., *on motion by Trustee McCausland and second by Trustee Geise, the FLCC Board of Trustees moved out of executive session.*

There being no further business, at 5:55 pm, *on motion by Trustee McCausland and second by Trustee Geise, 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, August 1, 2012, 4:30 p.m.; SC 1175*
Trustees Present: Dr. Karen Blazey, Harry Burt, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: Andrew Henry

Staff Present: Dr. Barbara G. Risser, Jacob Amidon, James Fisher, Karen Hopkins, Michael Prockton

Guests: None present

At 8:30 am, Trustee McCausland called the special meeting of the FLCC Board of Trustees to order.

**Swear in New Trustee Barbara R. Hamlin**
Trustee McCausland administered the oath of office to Barbara R. Hamlin and welcomed her as a member of the FLCC Board of Trustees.

**Adopt the 2012-13 FLCC adopted operating budget amendment**
Mr. Fisher reported that he, Dr. Risser and Trustee McCausland met with the Financial Management Committee (FMC) on June 18, 2012 to discuss an increase in sponsor contribution to the 2012-2013 FLCC operating budget. College officials were told that the sponsor contribution in 2012-13 will remain at the current amount of $3,204,228. FMC chair, Dodie Huber, requested that the FLCC Board of Trustees approve a resolution indicating flat sponsor contribution. Mr. Fisher explained that this will amend and increase the budgeted appropriated fund balance from $802,919 to $902,919; however, the total budget of $43,344,228 does not change.

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<th>Changes to Operating Budget</th>
<th>FROM</th>
<th>TO</th>
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<tr>
<td>Sponsor Contribution</td>
<td>3,304,228</td>
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<tr>
<td>Appropriated Fund Balance</td>
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<td>Total Revenue Reduction</td>
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Mr. Fisher explained that utilizing $100,000 from the College’s fund balance to stabilize the 2012-13 operating budget prevents lowering the chargeback rate. He stated that the College will explore making budget adjustments to offset the use of the additional fund balance amount during the next fiscal year.

Brief discussion followed regarding questions from a member of the Financial Management Committee about utilizing the fund balance to balance the College budget.

There being no further discussion, on motion by Trustee Blazey and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the resolution to amend the FLCC 2012-13 operating budget to reduce the sponsor contribution by $100,000 from $3,304,228 to $3,204,228, and to increase the appropriated fund balance by $100,000 from $802,919 to $902,919.
Adopt the 2012-2013 FLCC student services fee schedule amendment (PE fee schedule)
Mr. Fisher explained the change in fees to physical education courses. There being no discussion, on motion by Trustee Houseman and second by Trustee Burt, the FLCC Board of Trustees unanimously approved the resolution to adopt the 2012-2013 FLCC student services fee schedule amendment.

There being no further business, at 8:45 am, on motion by Trustee Mihalik and second by Trustee Burt, the special meeting of the FLCC Board of Trustees adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Charles P. McCausland
Assistant Secretary of the Board Chair, FLCC Board of Trustees
At 3:35 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Trustee Burt asked for a moment of silence in remembrance of the 50th anniversary of D-Day.

**New Business**

**FLCC 2011-2012 operating budget update: Mr. Fisher**

Mr. Fisher presented an overview of the 2011-12 operating budget revenues and expenses and noted that 75% of the budget year has been completed. He reported that the final state aid payment and two sponsor contribution payments are outstanding.

Trustee Houseman complimented Mr. Fisher on demonstrating responsible budget management.

**Chargeback calculations: Mr. Fisher**

Mr. Fisher provided trustees with two documents: 1) NYS Education Law, Part 602.12 Operating chargebacks for non-resident students, and 2) the FLCC chargeback calculation table. He also provided an explanation of the process to calculate chargeback rates/amounts.

**Resolutions**

**Adopt the 2012-2013 FLCC operating budget**

Mr. Fisher presented this resolution to adopt the 2012-2013 FLCC operating budget request of $43,344,228.00. He explained that the sponsor contribution has not been separated from the total budget amount. Dr. Risser informed trustees that the sponsor contribution would not be finalized until the Ontario County Financial Management Committee and Board of Supervisors votes on the college budget. She stated that an amended FLCC 2012-2013 operating budget resolution would be presented for action at the August 2012 Board of Trustees meeting.

**Adopt the 2012-2013 FLCC tuition schedule**

Mr. Fisher presented this resolution to adopt the 2012-2013 FLCC tuition scheduled, which reflects a 4.9% tuition increase.

**Adopt the 2012-2013 FLCC student services fee schedule**

Mr. Fisher presented this resolution to adopt the 2012-2013 FLCC student services fee schedule. He noted that challenge examination, independent study course, and technology fees have been adjusted.
Prior to discussion of standardization resolutions, Mr. Fisher asked Mr. Treat to provide an overview of the process leading up to presentation of these resolutions. Mr. Treat explained that the College contracted with Vargas Associates to inventory all furniture, develop a ten-year replacement plan and establish a process for future furniture purchases. The standardization of manufacturers for various furniture purchases would be a benefit because it provides the opportunity to consider furniture quality along with cost. Mr. Treat reported that five furniture manufacturers presented sample furniture for college officials to review and evaluate for quality, durability, ergonomics and esthetics. The following resolutions reflect the manufacturers that were selected as a result of this process.

**General purpose classroom furniture manufacturer: KI**
Mr. Fisher presented this resolution to accept the single utilization of KI, 6315 Candlelight Run, Victor, NY 14564 as the manufacturer of general purpose classroom furniture.

**Faculty task & side chairs manufacturer: HON**
Mr. Fisher presented this resolution to accept the single utilization of HON, 4394 Princess Path, Liverpool, NY 13090 as the manufacturer of task and side chairs.

**Staff & faculty office workstations manufacturer: Teknion, LLC**
Mr. Fisher presented this resolution to accept the single utilization of Teknion, LLC, PO Box 28, 9866 South St. Rd., LeRoy, NY 14482 as the manufacturer of office workstations.

**Lounge furniture manufacturer: KI**
Mr. Fisher presented this resolution to accept the single utilization of KI, 6315 Candlelight Run, Victor, NY 14564 as the manufacturer of lounge furniture.

**Approve the FLCC Equipment Inventory policy**
Mr. Fisher presented this resolution to approve the implementation of an Equipment Inventory policy effective immediately. The Equipment Inventory policy serves to formalize the policy and procedures currently in use by College personnel.

Mr. Fisher stated that in compliance with its insurance policies, Finger Lakes Community College shall maintain an inventory record of all individual equipment items with a purchase price of $500 or more. Discussion followed relative to tracking equipment under $500 and consideration of equipment depreciation when equipment is auctioned. Mr. Fisher explained that the College does not inventory equipment with a value of less than $500 due to the extensive resources that would be required.

**Accept a proposal for interpreter services**
Mr. Fisher presented this resolution to grant permission for the College to enter into an agreement with Empire Interpreting Service, 109 S. Warren St., Suite 406, Syracuse, NY 13202 for interpreting services for the 2012–2013 academic year. Mr. Fisher reported that interpreter services pricing remains unchanged from previous years.

**Authorization to sign a lease agreement w/Cornell Agriculture & Technology Farm Corp**
Mr. Fisher presented this resolution to authorize the FLCC Vice President of Administration & Finance to renew a one-year lease agreement with the Cornell Agriculture & Food Technology Park Corporation, 500 Technology Farm Dr, Geneva, NY 14456 at a monthly rental payment in the amount of $1,420.00 for the period August 21, 2012 to July 31, 2013. Mr. Fisher explained that this lease includes a provision that the tenant shall have the right to continue this lease on a month-to-month basis at a cost of $1,420.00 per month until the new FLCC Viticulture Center is completed.
Bid acceptance: purchase of ebulliometers

Mr. Fisher presented this resolution to accept the low responsive/responsible bidder, Enartis Vinquiry, 7795 Bell Rd., Windsor, CA 95492, for the purchase of ebulliometers, bid B12051, at a total price of $4,200.00. Mr. Fisher explained that an ebulliometer measures the alcohol content in wine.

Transfer report

Mr. Fisher reported that the June transfer report contains routine transfer transactions.

Updates

Facilities: Mr. Fisher

Geneva Campus Center

- College officials have met with the architect, Robert Zilch, and his affiliates to begin design discussions

Phase 1A

- Punch list items and exterior work are being addressed
- The College continues to operate on a temporary Certificate of Occupancy
- The building inspector has established a July 20 deadline to complete the building exterior in order to receive a permanent Certificate of Occupancy

Phase 1B

- Mr. Fisher is observing slippage in the schedule, i.e., the Carpenter Board Room is currently two months behind schedule
- There are internal concerns about meeting the completion schedule on time and the potentially negative impact on the college’s ability to offer classes if not completed
- The renovation schedule was developed with a great deal of input from the college, county, and contractors

Trustee Geise: in future contracts, include penalties for falling behind on the schedule and/or if the contractor does not meet the agreed upon deadline

Mr. Fisher stated that the project manager is responsible for keeping the contractor on schedule and he is engaged in ongoing discussions with Mr. Harvey and Mr. Wasley about meeting the agreed upon deadline

Trustee Galbraith: it is common during construction projects to withhold or reduce payments when deadlines are not met or work is unsatisfactory

Mr. Fisher reminded trustees that these contracts are between the county and the contractor.

Discussion items:

- Hold back 10% of payment due until the Phase 1A punch list is completed satisfactorily
- The budget to purchase furniture and data is $500,000 – IT submitted a budget of $750,000 alone
- The College is developing a backup plan to accommodate classes if Phase 1B is not completed on time

If no significant progress is apparent by mid-July, Trustee Galbraith suggested convening a special meeting or keeping trustees informed via email of concerns and any potential negative impacts on classroom instruction.

Trustee Mihalik asked why the Phase 1B project is falling behind schedule. Mr. Fisher replied that there are various reasons that impact progress; however, the contractors had ample opportunity to research the project and have agreed to the completion schedule.
2013-18 Capital Improvement Plan project request

Mr. Fisher reported that the College’s 2013-2018 CIP project request form has been submitted to the county. The College’s request includes an additional 2013 request to update the FLCC master plan.

The contractor will be unable to complete all science labs included in Phase 1B due to cost; therefore, the College has included the cost to complete the remaining science labs renovations in the CIP. The FLCC Projects Committee is expected to discuss the College’s 2013-18 CIP at their June 7, 2012 meeting.

Mr. Fisher stated that a separate CIP to repave the G lot will be submitted to the County.

2012-13 Facilities Master Plan Timeline

Mr. Fisher reported that the FLCC Projects Committee endorsed sending the FLCC updated 2012-13 master plan to the Financial Management Committee for funding approval.

There being no further business, at 4:30 p.m., on motion by Trustee Hicks and second by Trustee DeVaney, 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, August 1, 2012; 3:30 p.m.; SC 1175
At 4:31 pm, Trustee Geise called the FLCC Board of Trustees Education & Planning Committee meeting to order.

**New Business**

**Certificate of appreciation to Dr. Jack Davidoff**

Ms. Donna Spink, director of the FLCC Emergency Medical Services (EMS) program, offered an overview of Dr. Davidoff's numerous accomplishments and contributions to the EMS program and his volunteer service to medical/volunteer agencies in a four-county area. Trustee McCausland presented Dr. Davidoff with a framed certificate in appreciation of his extraordinary contributions to the FLCC Emergency Medical Services program.

Dr. Davidoff credited the dedication of the outstanding FLCC personnel for the success of the EMS program. He thanked the Board of Trustees and College administration for their ongoing support of this program.

**Program review - AAS Fisheries Technology: Professor John Foust**

Assistant Professor John Foust provided trustees with an overview of the current program status:
- **Enrollment:** has leveled off since the program's inception in 2006
- **Completion rate:** averages 50%
- **Transfer:** many FLCC students continue their education at SUNY Cobleskill in their BT in Fisheries and Aquaculture program
- **Employment:** currently six students work in the fisheries field with an AAS Fisheries & Technology degree

Professor Foust reported that students in the program have demonstrated success in achieving the four learning assessment outcomes.

The external review yielded the following:
- **Strengths – enthusiastic instructors**
- **Challenges –** include more writing projects (field reports and research papers), increase students’ skills in math, increase the wet lab space, increase greenhouse facilities for aquaponics

Professor Foust also noted that the title of this degree program has been changed to AAS in Fish & Wildlife Science.

Dr. Risser commented that she consistently hears from parents that Professor Foust has made a positive difference in their students' lives.
**Resolutions**

*Grant an administrative appointment*
Ms. Loomis presented this resolution to grant an administrative appointment to Jon Van Blargan, Financial Aid Counselor, effective on November 5, 2012.

*Approve tenure track faculty reappointment*
Dr. Topping presented this resolution to approve a fourth year reappointment to faculty member Amy Fenwick.

*Approve a faculty sabbatical leave*
Dr. Topping presented this resolution to approve a sabbatical leave for Christopher Parker, Humanities department faculty member, for the 2012-2013 academic year.

*Approve a professional sabbatical leave*
Dr. Topping presented this resolution to approve a 42-day professional sabbatical leave for Teresa Daddis during the period of July 2012 – May 2013.

**Updates**

None to report at this meeting

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

Prepared by,    Submitted by,
Karen A. Hopkins  Trustee Karen Blazey  
Assistant Secretary of the Board  Chair, Education & Planning Committee

**Trustee committee members:** Dr. Karen Blazey, Anne Galbraith, Esq., Joan Geise, Andrew Henry, Lt. Gen. Charles McCausland

**FLCC staff liaisons:** Grace Loomis; Dr. Thomas Topping; Carol Urbaitis

**Next meeting:** **Wednesday, August 1, 2012; 4:00 p.m.; SC 1175**