At 5:25 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No comments from the floor

Approval of the Consent Agenda
Trustee Geise presented the February 6, 2013 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee McCausland and second by Trustee Henry, the FLCC Board of Trustees unanimously approved the February 6, 2013 committee and meeting minutes as written.

Chair’s Report
Approve revised College policies requiring Board of Trustees approval
Trustee Geise presented this resolution to approve the following college policies requiring Board of Trustees approval:
   Degree & Certificate Requirements
   Open Meetings Law (OML) Compliance
   Strategic Planning
   Admission Guidelines for Known Ex-Offenders & Disciplinary Dismissals or Suspensions
   Early Admission for Full-Time Study
   Access to Campus Facilities
   Official Public Hours of Operation
   Authorized Access to Campus Facilities
   Sexual Assault Prevention
   Use of College Facilities

There being no discussion, on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the resolution to approve revised college policies requiring Board of Trustees approval.

NYCCT Chargebacks meeting: March 22, 2013
Trustee Geise encouraged board members to consider attending the following event:

NYCCT Forum on SUNY/CUNY Chargeback Report
Retreat reminder: Friday, March 8, 2013
Trustee Geise reminded board members of the retreat scheduled on Friday, March 8 beginning at 8:30 am. She stressed the importance of trustees’ participation at this retreat.

Annual Giving Campaign
Trustee Geise encouraged trustees to contribute to the FLCC Foundation’s annual giving campaign.

President’s Report
Institutional Effectiveness Plan
Dr. Risser explained that the college’s institutional effectiveness plan was developed in response to a Middle States recommendation. She noted that the next step is to develop a policy and procedures related to institutional effectiveness.

Director of Institutional Effectiveness
Dr. Risser shared a draft job description for the director of institutional effectiveness as an informational document. This position is expected to be filled by fall 2013.

Impact of Sequestration
Dr. Risser reported that although there will be minimal impact on the college, sequestration will primarily affect the NSF and Project Success grants. Dr. Risser stated that PELL and federal work study grants would not be affected.

Board of Trustee group photo
Dr. Risser stated that a group photo would be planned for an upcoming meeting when all trustees are present.

All-New York Academic First Team
Dr. Risser announced that Student Trustee Andrew Henry has been named to All-New York Academic First Team and there is a possibility that he could be selected to the All USA Team.

Committee Reports
Finance & Facilities Committee: Trustee Houseman
Trustee Houseman presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Authorize contracts for collection services, and 2) Bid acceptance: provide and install interactive classrooms systems. There being no discussion, on motion by Trustee Houseman and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Trustee Houseman presented the resolution to authorize a lease agreement between FLCC and Our Lady of Peace Parish. There being no discussion, on motion by Trustee DeVaney and second by Trustee Cass, the FLCC Board of Trustees unanimously approved the resolution to authorize a lease agreement between FLCC and Our Lady of Peace Parish.

Education & Planning Committee: Trustee Blazey
No report
Trustee Liaison Reports

FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association Board of Directors met on February 26, 2013. Agenda items included a discussion of the Freeh Report policy recommendations, alternative phase one refinancing options, and a resolution to submit the 2011 990 form to the Department of the Treasury.

Foundation Board: Trustee Geise
No report

FLCC Projects Committee: Trustee Houseman
No report

Student Corporation: Trustee Mihalik
Trustee Mihalik reported that the Student Corporation Board of Directors met on February 20, 2013. Agenda items included a discussion of student complaints about AVI price increases; the food service contract going out to bid for 2014; the card swipe system for vending machines active at campus centers except in Geneva; and the need to encourage an increase in foot traffic to the bookstore because its location is farther away from passage between classrooms and the cafeteria.

Trustee Mihalik also reported that Student Corporation is planning a program to support enrollment and retention initiatives.

Student Perspective: Trustee Henry
Nothing new to report

There being no further business, at 5:41 pm, on motion by Trustee DeVaney and second by Trustee Mihalik, the FLCC Board of Trustees meeting adjourned.

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

Submitted by,
Trustee M. Joan Geise
Chair, FLCC Board of Trustees

Next meeting: Wednesday, April 3, 2013, 4:30 p.m.; Carpenter Board Room
At 3:30 p.m., Trustee Houseman called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**New Business**

**FLCC 2012-2013 operating budget**
Mr. Fisher presented a revenue and expense comparison to the prior year as well as a fund balance projection as of February 2013.

**Resolutions**

**Authorize contracts for collection services**
Mr. Fisher presented this resolution to award contracts to Continental Service Group, Inc. (d/b/a ConServe) and Security Credit Systems, Inc. for the period March 7, 2013 through March 6, 2016.

Trustee McCausland requested clarification of language in the resolution, which Mr. Delforte provided. Trustee Hamlin asked about the cost of these contracts. Mr. Fisher explained that the collection services are paid a percentage based on the amount collected, and the rate on return is approximately 10% of accounts turned over to the agency.

**Bid acceptance: provide and install interactive classrooms systems**
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of Audio Video Corporation, 6365 Collamer Drive, E. Syracuse, NY to provide and install interactive classroom systems at the cost of $100.00 per hour. Discussion followed regarding receipt of services versus hardware purchase.

**Authorization to enter into a lease agreement: FLCC and Our Lady of Peace Parish**
Trustee Houseman requested that discussion of this resolution be held for executive session.

**Updates**

**Facilities – Mr. Fisher**
Geneva Campus Center:
- The initial schematic design estimate for the project, including recommended contingencies came back at $2,004,866 over the original $12M budget
- College officials agreed to $799,176 in proposed value engineering savings, as well as a reduction in the scope of renovations in the 1965 building, which results in additional savings of $364,394
- The FLCC Projects Committee reviewed three options in the cost reduction process: Option One, which includes replacing the roof, re-cladding the building exterior, and replacing the HVAC system in the 1965 building was identified by the college as an acceptable option
The current total estimated project cost for Option 1 including contingency funds, would be $670,583 over budget.

Dr. Risser stated that the FLCC Projects Committee reached consensus to move forward with Option One.

$350,000 has been budgeted for furniture and IT equipment; college officials have expressed their concern about this amount because $800,000 was included in the Victor Campus Center budget.

Trustee Mihalik asked if Option One is programmatically acceptable, and if the allotted contingency funds would be adequate. Mr. Fisher responded that Option One would be acceptable; however, the allotted contingency funds may not be adequate. Trustee Geise shared her concern about the amount of the contingency budget because of unknown costs that could arise, especially during the abatement and demolition phase of the project.

Dr. Risser noted that the value engineering adjustments are primarily related to aesthetics and the functionality of classroom space. She noted that College CIP funds will need to be invested in the Geneva project, which was not originally included in the CIP budget. Trustee Blazey noted the need to ensure an appropriate environment for students to have an optimal learning experience.

**Executive Session**

Trustee Houseman called for a motion to convene an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the proposed lease of real property. At 4:09 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee unanimously approved a motion to enter into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the proposed lease of real property.

Public session will not reconvene following executive session.

At 5:05 pm, on motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees Finance & Facilities Committee moved out of executive session.

There being no further business, at 5:05 p.m., on motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

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

Trustee committee members
James DeVaney, Barbara Hamlin, John Hicks, Wayne Houseman, Donna Mihalik

FLCC staff liaisons
James Fisher, Joseph Delforte

Next meeting: Wednesday, April 3, 2013; 3:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, March 6, 2013
Presiding: Trustee Karen Blazey

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

Trustees Excused:

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, Lenore Friend, James Fisher, Karen Hopkins, Richard Larkin, Grace Loomis, Joseph Nairn, Ann Robinson

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

At 5:12 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Old Business
None to report at this meeting

New Business
Program review: AAS Hotel & Resort Management – Professor Richard Larkin
Richard Larkin, Associate Professor of Hotel Management, presented an overview of the AAS Hotel & Resort Management program review. He stated that the degree program currently requires completion of 71 credits; however, these requirements are being restructured to meet the SUNY 64 credit degree requirement. A three-credit internship will continue to be required to graduate.

Enrollment: 39 students; program capacity: 45 students. The addition of a culinary arts program has resulted in a slight decrease in enrollment in the hotel & resort management program.

The graduation rate is approximately 30% because some students decide to transfer early or enter the workforce. Primary transfer institutions include Paul Smith’s College, Niagara University, and RIT.

The external review committee included Susan Stafford, chair of the hotel management program at Tompkins-Cortland Community College, and Robert Bennett, who owns several local hotels.

Professor Larkin noted that the program philosophy is to immerse students in professional settings. Sixteen students will participate in a spring 2013 trip to Las Vegas to tour several properties, and a joint trip to Syracuse to tour the Crowne Plaza Hotel has been planned with students in the culinary arts program.

Governor’s budget proposal: AAS & Certificate programs - Dr. Risser
Postponed to the March 8, 2013 board retreat

SUNY seamless transfer – Dr. Topping
Postponed to the March 8, 2013 board retreat

White House online scorecard & SUNY Smart Track – Dr. Risser
Postponed to the March 8, 2013 board retreat
College Credit NOW Scholarship – Ms. Urbaitis
Postponed to the March 8, 2013 board retreat

**Resolutions**
None at this meeting

There being no further business, **at 5:25 p.m., on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees Education & Planning Committee adjourned.**

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

Submitted by, 
Trustee Karen Davison Blazey  
Chair, Education & Planning Committee

Trustee committee members:  
Dr. Karen Blazey, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Andrew Henry

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

Next meeting: Wednesday, April 3, 2013; 4:00 p.m.; Carpenter Board Room