Trustees Present: Donald Cass, James DeVaneay, Joan Geise, Charles McCausland

Trustees Present via videoconference: Dr. Karen Blazey

Trustees Excused: Barbara Hamlin, Stephen Martin, Donna Mihalik, Carley Shick

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

Guests: John Sheppard, Supervisor, Town of Seneca; Michael Hibbard, Finger Lakes Times

Trustee Blazey asked Trustee McCausland to preside over the Education & Planning Committee meeting.

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

Old Business
None to report at this meeting

New Business
Enrollment projection model – Ms. Urbaitis
Ms. Urbaitis explained that the purpose of the enrollment projection model – developed in collaboration with the Strategic Growth Committee - is to provide (by late fall of a given academic year) an estimate of the number of students (headcount) which are likely to enroll at the college for the following fall semester. The headcount estimate is broken out by types of students (full time, part time, Gemini, etc.) to enable a conversion to FTE for budgeting purposes.

The model relies wherever possible on known populations of current or potential students and applies historic retention or recruitment rates to estimate the number of expected fall registrants, including current fall semester students, concurrent program headcount, and new full-time students.

Ms. Urbaitis explained that there are a number of additional sources of enrollment where the source population is not known and/or where an expected yield is not calculable. In these cases unless there is an obvious trend, the expected enrollment is predicted as an average of the last three or four years’ enrollment numbers. These additional student groups include new full-time students graduated from high school in prior years, new part-time students, transfer students, returning students, non-fall registered continuing students, and out-of-service-area new full-time students.

Resolution
Grant Tenure Status – Dr. Topping
Dr. Topping presented this resolution to grant tenure status to Jonathan Belec effective September 1, 2014.

Adjust the Professional Service Positions Roster – Ms. Loomis
Ms. Loomis presented this resolution to revise the following position title:
Updates

CCURI grant – Professor James Hewlett

Professor Hewlett reported on CCURI activity and progress through August 31, 2013. He stated that thirty-one institutions partner on the project, 173 faculty have delivered project/research-based experiences supported by CCURI, and 2,498 students participated in undergraduate research experiences.

The impact on students who participate in CCURI grant experiences include:
  • enhanced learning of classroom concepts, skills and techniques
  • gained skills that are valued by employers
  • differentiated themselves from other two-year college students
  • increased their self-confidence and comfort in lab and field
  • improved their critical and analytical thinking skills
  • networked with faculty, scientists, and like-minded peers
  • experienced a smooth transition to four-year institutions
  • inspired to continue their education

Thirty-one percent of faculty report that they have applied a great deal of the professional development knowledge and skills gained through the CCURI experience at their institutions. Another thirty-one percent of faculty report that they have somewhat applied these same skills at their institutions.

There being no further business, at 3:45 p.m., on motion by Trustee McCausland and second by Trustee Geise, the FLCC Board of Trustees Education & Planning Committee adjourned.

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

Trustee committee members
Dr. Karen Blazey, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Carley Shick

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

Next meeting: Wednesday, April 2, 2014; 3:30 p.m.; Location: VICTOR CAMPUS CENTER
At 3:45 p.m., Trustee Geise called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business
FLCC 2013-2014 operating budget
Mr. Fisher reported that fifty percent of the budget year has been completed. He then provided trustees with a summary of revenues and expenses as of February 24, 2014, and noted that utilities costs have tripled due to the harsh winter weather. Mr. Fisher also provided a comparison of revenues and expenses compared to the prior year.

Resolutions
Accept quote: maintenance and repair of chillers and precision cooling systems
Mr. Fisher presented this resolution to accept the quote of Van Hook Service Co., 76 Seneca Ave., Rochester, NY 14621 for maintenance and repair of chillers and precision cooling systems at a total annual cost of $7,793.00 and $85.00 per hour for on demand repairs during business hours, nights, weekends and holidays.

Bid renewal: hand towels, hand soap & dispensers
Mr. Fisher presented this resolution to extend the contract of the following vendors at current pricing from April 3, 2014 through April 2, 2015: 1) Economy Paper Co., Inc., 1175 E. Main St., Rochester, NY 14609 for hand towels and dispensers, and 2) Regional Distributors, Inc., 1281 Mt. Read Blvd., Rochester, NY 14606 for hand soap and dispensers.

Bid renewal: purchase restroom supplies
Mr. Fisher presented this resolution to extend the contract of Economy Paper Co., Inc., 1175 E. Main St., Rochester, NY 14609 for bath tissue and dispensers at current pricing from March 8, 2014 through March 7, 2015.

Purchase a large format inkjet printer & sheet-fed production scanner
Mr. Fisher presented this resolution to accept the following bids: 1) Adorama Inc., 42 West 18th St., New York, NY 10011 for a large format inkjet printer at a total cost of $1,079.00, and 2) CDW Government LLC, 230 N. Milwaukee Ave., Vernon Hills, IL 60061 for a sheet-fed production scanner at a total cost of $4,176.98. The total cost will be $5,255.98, if all quantities are ordered.

Allocate funds set aside by the FLCC Student Corporation: FLCC Viticulture Center
Mr. Fisher presented this resolution to accept up to $100,000 set aside by the FLCC Student Corporation and allocate said funds solely for use in the construction of the FLCC Viticulture Center.
Approve a collective bargaining agreement with the FLCC Professional Association

Mr. Fisher presented this resolution to approve a tentative agreement between Ontario County, the College, and the FLCC Professional Association for the period September 1, 2011 through and including August 31, 2016. Discussion will occur in executive session.

Updates – Mr. Fisher

Facilities

Viticulture Center: Bid openings are scheduled on March 6, 2014.

Geneva Campus Center: During demolition the contractor encountered additional asbestos requiring abatement. It was also discovered that there is no structural steel in the exterior walls and the cement under the wood flooring has deteriorated to dust. The architect continues to finalize the design documents, and the expectation is that the project will go to bid in June 2014. Funding continues to be a concern, and Mr. Fisher and Mr. Harvey met recently with SUNY and DASNY representatives in Albany to review financial records to reconcile discrepancies between County and SUNY financial statements.

Phase 1B: Renovation of the music recording studio is on schedule and occupancy is expected in April 2014.

FLCC Master Plan

On February 25, 2014 the master planners were on campus to give two presentations and field questions from the campus community. The next step is for Saratoga Associates to finalize their report for review by the Master Plan Steering Committee, and schedule presentations with the Board of Trustees and the FLCC Projects Committee in April to review the report.

Executive Session

Trustee DeVaney 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 negotiations and to discuss the medical history of a particular person. Following executive session, the FLCC Board of Trustees Finance & Facilities Committee will not return to public session.

At 4:00 p.m., on motion by Trustee McCausland and second by Trustee Cass, 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 collective negotiations and to discuss the medical history of a particular person.

At 4:18 p.m., on motion by Trustee Geise and second by Trustee McCausland, the FLCC Board of Trustees Finance & Facilities Committee moved out of executive session.

There being no further business, at 4:18 p.m., on motion by Trustee Geise and second by Trustee McCausland, 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

Trustee committee members:
James DeVaney, Barbara Hamlin, Wayne Houseman, Stephen Martin, Donna Mihalik

FLCC staff liaisons:
James Fisher, Joseph Delforte

Next meeting: Wednesday, April 2, 2014; immediately following the Education & Planning Committee meeting

Location: VICTOR CAMPUS CENTER
Finger Lakes Community College Board of Trustees  
Wednesday, March 5, 2014  
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: Donald Cass, James DeVaney, Joan Geise, Charles McCausland, Carley Shick

Trustee Present via videoconference: Dr. Karen Blazey

Trustee Excused: Barbara Hamlin, Stephen Martin, Donna Mihalik

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

Guests: John Sheppard, Supervisor, Town of Seneca; Michael Hibbard, Finger Lakes Times

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

Privilege of the Floor
No speakers at this meeting.

Approval of the Consent Agenda
Trustee Geise presented the January 8, 2014 Board of Trustees committee and regular meetings minutes for Board approval. There being no discussion, on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.

Chair’s Report
Policies requiring action
Trustee Geise presented the following college policies for approval by the Board of Trustees:
   Environmental, Health & Safety External Audits/Inspections
   Right to Know (HEA/HEOA)

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

Policies for consideration
Weapons on Campus policy revisions – no discussion

Fraud & Irregularities policy – Dr. Risser explained that this policy is a revision to the college’s Whistleblower policy. She noted that the name of this policy may change to reference the Whistleblower policy because of the similarities between the two policies.

Appoint a secretary to the Board of Trustees
Trustee McCausland presented the Board of Trustees Nomination Committee recommendation to appoint Barbara R. Hamlin as Secretary to the Board. Trustee Hamlin’s appointment is the result of a vacancy created by the resignation of Wayne T. Houseman from the FLCC Board of Trustees.

Trustee Geise presented the resolution to approve the appointment of Barbara R. Hamlin as Secretary of the Board.

There being no discussion, on motion by Trustee Blazey and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to appoint Barbara R. Hamlin as Secretary to the Board effective immediately.
March 14 retreat in SC 1175
Trustee Geise reminded board members of their retreat scheduled on March 14 and encouraged them to submit agenda items to her and Dr. Risser. The agenda will include a discussion of the college’s 2014-15 operating budget outlook.

Trustee Blazey inquired about the status of program reviews and the SUNY 64 credit-hour initiative. Dr. Risser replied that she would ask Dr. Topping to provide an update at the April 2, 2014 Board of Trustees meeting.

President’s Report
Resolution supporting the College President’s decision to arm peace officers
Dr. Risser stated that FLCC’s campus peace officers complete the same police academy training, including firearms training, as members of the Ontario County Sheriff’s department. She also stated that 82% of campuses have armed peace officers.

Dr. Risser noted that the action being taken to arm peace officers is the natural evolution of the process began a number of years ago when FLCC moved from security guards to peace officers. She stated that FLCC is a safe campus now and the transition to arm the college’s peace officers will make the campus even safer.

Dr. Risser explained that after taking a substantial amount of time to examine and consider the issue of arming FLCC’s sworn peace officers, she has determined that it is in the best interest of the FLCC campus community for the College’s sworn peace officers to carry arms. She has authorized the Director of Campus Safety to prepare and implement a transition plan to include formal policies and procedures, additional training and testing that reflects requirements of the Ontario County sheriff’s department.

Dr. Risser expressed her appreciation for the Board’s support as this issue has been discussed over the past two years, and requested Board approval of this resolution to fully support the College President’s decision to arm FLCC’s sworn peace officers.

There being no discussion, on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution supporting the College President’s decision to arm peace officers.

Resolution supporting the bridge to CMAC renovation project
Dr. Risser explained that the Friends of CMAC have proposed a project to renovate the bridge to CMAC, which will enhance the appearance of the college campus. There will be no cost to the college

There being no discussion, on motion by Trustee Cass and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to support the bridge to CMAC renovation project.

2014-15 budget: impact of NYS budget and SUNY changes
Dr. Risser provided an overview of the 2014-15 impact of pending budgetary actions on FLCC:

Base Aid
Key driver: Declining enrollment for the past several years at most community colleges
FLCC uses a weighted 3-year average to calculate FTE for state aid. In 2014-15, the last high enrollment year will “drop off” so we will see a significant drop in funded FTE.

How does the level of NYS base aid to community colleges impact FLCC?

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Dr. Risser stated that the New York Community College Association of Presidents (NYCCAP) is lobbying for a $150 increase in base aid.

**Change in Chargeback Formula**
Key driver: 2012-13 Sponsor Contribution/Resident FTE
SUNY community college presidents and business officers submitted a reasoned plan to make the chargeback formula more predictable for counties. It offered a rational five-year phase in plan using a formula that would result in the chargeback rate equaling the sponsor contribution/resident FTE at the end of the phase-in and going forward. This would have allowed the community colleges to manage the financial impact in a gradual, planned manner.

The chargeback plan sent to the legislature by SUNY did not reflect the recommended formula and will result in chargeback rates for the majority of colleges that are actually LESS THAN the sponsor contribution/resident FTE and will impose a significant financial hardship.

*How does the change in the chargeback formula impact FLCC?*
Estimated decrease in revenue attributable to proposed NYCCAP chargeback formula: ($842,500)
Estimated additional decrease in revenue attributable to SUNY formula vs NYCCAP formula: ($487,050)
Total estimated decrease in FLCC chargeback revenue with current SUNY plan: (1,329,590)

Dr. Risser said that the goal is to implement a five-year phase in of the change in the chargeback formula.

**No Increase in Rental Aid**
Key driver: Rents are increasing across the state, but the total appropriation for rental aid remains flat
Rent is currently reimbursed at 47% because the total appropriation has not increased in several years but demand for the funds rose across all community colleges. Without an increase this year, we anticipate that the reimbursement rate will fall to approximately 45%.

*How does having no increase in the appropriation for rental aid impact FLCC?*
At a 45% reimbursement rate vs a 50% rate, it means an estimated shortfall of rental aid of: ($104,000)

**Tuition rates for out-of-state and students without a certificate of residence**
Key driver: SUNY state-operated campuses and universities charge out-of-state students double tuition and nearly all community colleges have done the same thing. SUNY has notified us that for 2014-15, we must charge these students tuition + sponsor contribution/FTE. They have decided to enforce a SUNY regulation that is currently on the books.

*How does this change in tuition rate impact FLCC?*
Decrease in revenue attributable to this change: ($240,000)

**Summary of Proposed Financial Changes and How They Will Impact FLCC:**
Change in Chargeback Formula to SUNY Recommendation: ($1,329,590)
Note: Decrease in chargeback revenue due to annual “true-up” ($530,000)
No Increase in Rental Aid: ($104,000)
Tuition Rates for Out-of-State and No CR ($240,000)
Total: ($2,203,590)

Trustee Geise stated that trustees need to be part of the college’s lobbying effort. Senator Nozzolio has an office located in Canandaigua that is open on Thursdays, and she encouraged trustees to stop in to express their concerns about the impact of the state budget on FLCC.

**Strategic Plan Methodology**
Dr. Risser explained that after the 2014-18 Strategic Plan was finalized an accompanying project book was created. This document, which is meant to be a technical component of the strategic plan, will be reviewed by College Council at their March 27, 2014 meeting.

**Florence Muller**
Dr. Risser announced that Florence Muller, who continues to be a steadfast supporter of FLCC, is in Strong Memorial Hospital. She reported that Mrs. Muller’s health is improving and she is able to receive get well cards.
Chancellor’s Award for Student Excellence to Carley Shick
Dr. Risser congratulated student trustee Carley Shick on receiving the prestigious Chancellor’s Award for Student Excellence. She thanked Carley for her positive contributions as a member of the Board of Trustees.

Standing Committees
Education & Planning Committee: Trustee Blazey
Trustee McCausland requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Education & Planning Committee meeting: grant tenure status to Jonathan Belec.

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

Trustee Blazey requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Education & Planning Committee meeting: Adjust the professional service positions roster.

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

Finance & Facilities Committee: Trustee DeVaney
Trustee DeVaney requested a motion to bundle four resolutions for action. On motion by Trustee McCausland and second by Trustee Cass, the FLCC Board of Trustees approved bundling the designated resolutions for action.

Trustee DeVaney requested a motion to approve the following resolutions that were reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Accept quote: maintenance and repair of chillers and precision cooling systems, 2) Bid renewal: hand towels, hand soap & dispensers, 3) Bid renewal: purchase restroom supplies, 4) Purchase a large format inkjet printer & sheet-fed production scanner.

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

Trustee DeVaney requested a motion to approve the following resolution: Allocate funds set aside by the FLCC Student Corporation: FLCC Viticulture Center.

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

Trustee DeVaney requested a motion to approve the following resolution: Approve a collective bargaining agreement with the FLCC Professional Association.

Trustee DeVaney requested a motion to approve the following resolution: Approve a collective bargaining agreement with the FLCC Professional Association.

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

Trustee Liaison Reports
FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association Board of Directors convened two meetings since the last Board of Trustees meeting:
- January 28, 2014 – Directors discussed the food service contracts and refinancing of the housing LLC.
- February 25, 2014 – The food service vendor RFP has been sent out, the Board anticipates confirming the college’s food service vendor by April 2014, and the bookstore manager position is vacant.
FLCC Foundation: Trustee Geise
Trustee Geise reported that work is ongoing to plan on the annual golf tournament and Book Feast fundraisers. The FLCC Foundation will implement a software program to raise funds online. Research indicates that organizations fundraising online have a significantly higher degree of success in raising money. Ms. Pauley explained that the first phase of the software implementation process will allow alumni to interact directly with the college.

FLCC Projects Committee: Trustee DeVaney
No report

FLCC Student Corporation: varies
Trustee McCausland reported that the FLCC Student Corporation Board of Directors met on February 12, 2014. The agenda included a discussion of the $100,000 allocation to the FLCC Viticulture Center. The Student Corporation conducted a survey to garner feedback from the student body about how much is known about the Student Corporation. The survey also included questions about services and activities that students would be interested in.

Student Perspective: Trustee Shick
Trustee Shick reported that quiet group study areas are important to students. Dr. Risser agreed and replied that this project is included in the new college master plan.

Ten students and two college staff members are traveling to Bridgeport, CT, March 17 to 22, 2014 to volunteer with Habitat for Humanity building homes as part of Habitat's Collegiate Challenge program. Additionally, the students will have raised over $2,500 for the Costal Fairfield County Habitat affiliate in Bridgeport. Trustee Shick reported that the T-shirt fundraiser to cover travel expenses exceeded expectations, and there will be a 5K run fundraiser on March 8, 2014.

The FLCC Nursing program has started a capstone project where students spend forty hours in a hospital shadowing a nurse. Trustee Shick stated that this has been a very beneficial experience and she encouraged other academic programs to consider implementing a similar project.

April 2, 2014 Board meetings location
Trustee Geise reminded board members that the next meetings will be held at the Victor Campus Center. Driving directions will be included in the April meetings packet.

There being no further business, at 5:03 p.m., on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee M. Joan Geise
Assistant Secretary of the Board Chair, FLCC Board of Trustees

Next meeting: Wednesday, April 2, 2014, immediately following the Finance & Facilities Committee meeting;
Location: VICTOR CAMPUS CENTER
Finger Lakes Community College Board of Trustees
Special Meeting
March 14, 2014
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: James DeVaney, Joan Geise, Stephen Martin, Charles McCausland, Donna Mihalik

Trustee Present via videoconference: Dr. Karen Blazey

Trustee Excused: Donald Cass, Barbara Hamlin, Carley Shick

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

Guests: None

At 8:39 am, Trustee Geise called this special meeting of the FLCC Board of Trustees to order.

Resolution to allocate additional funds set aside by the FLCC Student Corporation: FLCC Viticulture Center
Trustee Geise clarified that at the bid opening the project cost exceeded the anticipated amount. Mr. Fisher explained that fourteen general contractors bid on the project. The general contractor and electrical contractor contracts came in under budget. However, the plumbing/HVAC contracts came in well over budget, which resulted in the request for additional funds from the FLCC Student Corporation.

Mr. Fisher explained that the amount needed to award the bids for the base construction plus the bid alternate for the interior finishes and the bid alternate for exterior finishes at a five percent construction contingency level requires additional local share in the amount of $65,000.

Trustee Geise presented this resolution to allocate up to an additional $65,000 solely for use in the construction of the FLCC Viticulture Center. There being no further discussion, on motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

At 8:55 am, there being no further business, Trustee Geise called for a motion to adjourn. On motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees special meeting adjourned.

Prepared by,      Submitted by,
Karen A. Hopkins     Trustee M. Joan Geise
Assistant Secretary of the Board    Chair, FLCC Board of Trustees