At 3:32 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business
FLCC 2011-2012 operating budget update: Mr. Fisher
In Mr. Fisher’s absence, Mr. Joseph Delforte presented the monthly financial report. Tuition revenue is tracking at 95% of the operating budget. Spring chargebacks bills totaling just under $2.5M were mailed recently.

As follow up to discussion at the February Finance & Facilities Committee meeting, Mr. Delforte explained that the salary expense amount incorrectly included in the administration budget line was moved to the academic budget because this amount is related to adjunct and overload expenses at campus centers.

In response to a question from Trustee Hicks, Mr. Delforte stated that FLCC fund balance information will be provided at the April 4, 2012 Finance & Facilities Committee meeting.

Trustee Mihalik requested clarification of utilities year-to-date expenses being lower than projected, which Mr. Delforte explained are the result of the mild winter and not yet occupying the new building.

Purchasing/bid approval guidelines
This agenda item is follow up to a request by trustees at the February 2012 Finance & Facilities Committee meeting to review the purchasing approvals guidelines.

Mr. Delforte presented the FLCC purchasing policy approved by trustees in 2009 that includes the contract approval guidelines. The agreement between FLCC and Ontario County dated March 1998 states:

Section I - Purchasing, Payment, and Audit:
1. The Board of Trustees is hereby authorized to approve all College purchase contracts.
   a. Rental contracts for the use of real or personal property shall be approved by the County Attorney in accordance with SUNY regulations.

2. The Board of Trustees shall continue to utilize the Ontario County Purchasing Department for purchasing services and shall authorize reimbursement to the Sponsor for the costs of such services.

3. During the 1998-1999 fiscal period the Board of Supervisors and the Board of Trustees will evaluate potential benefits for assigning the purchasing function to the College.
4. **Procurement of goods and services shall only be authorized by the College to the extent that appropriations are available.**

Discussion followed about this aspect of the college/county agreement not being in compliance with NYS Education Law Community College Regulations, Part 600-607.

**Resolutions**

**Bid acceptance: purchase restroom supplies**

Mr. Delforte introduced this resolution to accept responsive/responsible bids that meet specifications for the purchase of restroom supplies.

**Authorize an agreement with the NYS DEC and NYS Office of Parks, Recreation & Historical Preservation for the FLCC Geneva Campus Center project**

The New York State Department of Environmental Conservation must issue a state pollution discharge elimination system general permit for storm water discharges from construction activity, prior to commencement of the Finger Lakes Community College Geneva Campus construction.

Mr. Delforte introduced this resolution to authorize Ontario County to execute an agreement with the New York State Department of Environmental Conservation and the New York State Office of Parks, Recreation, and Historic Preservation to meet said requirement.

**Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc.**

Discussion of this resolution was tabled to the full Board of Trustees meeting.

**Updates**

**Facilities: Mr. Fisher**

In Mr. Fisher’s absence, Ms. Urbaitis reported that the Certificate of Occupancy for the Student Center building is expected to be issued on March 8 or 9, 2012.

There being no further business, **at 3:45 p.m., on motion by Trustee Burt and second by Trustee Hicks, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.**

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

**Trustee committee members:** John Hicks, Harry Burt, Wayne Houseman, Donna Mihalik

**FLCC staff liaisons:** James Fisher, Joseph Delforte

**Next meeting:** Wednesday, April 4, 2012; 3:30 p.m.; B440
At 3:45 pm, Trustee Geise called the FLCC Board of Trustees Education & Planning Committee meeting to order.

**New Business**

**Program review: AS Computer Science/AS Information Systems – Professor Devaux**

Professor April Devaux, chair of the Computing Sciences department, shared with trustees a document that explains the demographics of the students in the various programs within the department, the number of faculty members and areas of expertise, and the number of courses taught during the fall 2011 semester.

Professor Devaux primarily focused on two programs: AS Computer Science (engineering track) and AS Information Science (business focused).

Discussion topics:

- Fall 2009: the department wrote an administrative review of enrollment and an assessment review plan
- The department has three laboratories on the main campus and one at the Victor Campus Center; faculty teach 16 online classes per semester and 30 general education courses for non-majors
- Retention: programs have a 33% completion rate
- Open enrollment issue: students come in with poor math and problem-solving skills. To address this issue, faculty have been holding office hours in the computer labs to help students build these skills; however, this tactic has not proved to be successful and alternate solutions are being explored
- Transfers: the majority of students transfer to RIT, Brockport or SUNY IT
- Job market: software engineering and mobile application development are among potential job opportunities
- External review team members were from RIT and Brockport

**Program Mix/Curriculum Development Process – Dr. Topping**

Ms. Purdy explained how a new program is developed from idea generation to curriculum design to the multi-layer approval process.

Dr. Topping explained that a comprehensive program mix review ensures that programs being offered remain current and relevant. He reported that as a result of the program mix review process the Administrative Assistant, Horticulture, Biotechnology programs will undergo a more in-depth review in the spring 2012 to review and update courses being taught within each program, examine enrollment and retention data, and discuss the relevancy of each program.
Farash Foundation grant proposals
Ms. Pauley reported that FLCC submitted two grant proposals to the Farash Foundation.

The first proposal requests $76,000 to provide 5 year funding to purchase Accuplacer screening (college readiness) tests for all high school juniors in Ontario County, and administer a diagnostic test to those students who don't pass the test in order to determine what assistance or courses students need in their high school senior year. Training funds would also be available to train high school teachers on how to analyze results and intervene. This Farash Foundation funding is only for Ontario County school districts, but all districts can participate in training. If the proposal is accepted, this project will begin in spring 2013, but it is being piloted this spring.

The second proposal is the Pathways to the Future project. The FLCC Foundation is proposing a continuing five-year project to serve 750 new first-time, full-time students (150 per year) who are under 21 years of age and deemed academically underprepared based on their college placement test scores. These students are required to complete remedial academic skill-building coursework during their first year of college. Academically underprepared students are much less likely to successfully complete their first year of college than students who arrive academically prepared. The Pathways to the Future project proposes to work with new full-time students under the age of twenty-one who are academically underprepared for college by offering them a suite of evidence-based retention practices designed to improve academic skills, build college knowledge, and develop positive self-management skills. These practices include 1) college placement testing, 2) academic immersion conferences, 3) first year seminar, 4) academic and personal advising, 5) peer tutoring, 6) peer mentoring, 7) specialized workshops, 8) early retention alert system, 9) dedicated staff and space on campus, 10) engagement assessment, and 11) exposure to services and activities at the College.

Farash Foundation’s First in Family Scholars program
Dr. Risser reported that the Farash Foundation has established the Farash Foundation’s First in Family Scholars program, which will provide a full scholarship covering tuition, mandatory fees, room, board, and an appropriate sum for required classroom books and materials and such other expenses as set for in the guidelines (“Eligible Expenses”) for up to five years. The Farash Foundation created this scholarship program to enable students from Monroe and Ontario counties to graduate from college debt-free. These scholarships will be available to students who are the first in their immediate families to attend college.

First in Family Scholarships are being provided by the Max and Marian Farash Charitable Foundation, which will commit up to $3.5 million to fund the scholarship program for students in the next three entering classes at institutions of higher education in Monroe and Ontario counties. Each of the nine institutions in Monroe and Ontario counties will designate one scholar each year. They are as follows: Finger Lakes Community College, Hobart and William Smith Colleges, Monroe Community College, Nazareth College, Roberts Wesleyan College, Rochester Institute of Technology, St. John Fisher College, SUNY College at Brockport, and University of Rochester.

Dr. Risser reported that the first FLCC scholarship will be awarded by May 2012; it will begin in fall 2012. The scholarship represents an exceptional opportunity for an incoming student resident from Ontario County who has strong educational goals and a desire to perform community service. FLCC will provide support for the Farash Scholar throughout the process.

To identify the first scholarship recipient at FLCC, College officials are working with Geneva City School District Superintendent Trina Newton to select three potential candidates for the scholarship award; one of the three will be nominated by the College to receive the award by or before May 1, 2012. For future scholarships, FLCC may work with other Ontario County schools. However, in the first year the final candidate will be from Geneva.
According to the Farash Foundation, the scholarship recipient must partake of the full college experience. Therefore, the Farash Foundation requires that the student recipient at FLCC be provided with student housing on campus until he/she graduates. All housing expenses will be paid in full by the Farash Foundation.

The Farash scholarship is renewable by the Farash Foundation on a year-to-year basis for five years while the recipient pursues undergraduate study. In addition, for at least three years, another Farash scholarship recipient will be named annually at FLCC.

Resolutions
None at this meeting

Updates – Ms. Urbaitis
Enrollment
Ms. Urbaitis reported that spring 2012 enrollment remains flat, and Gemini enrollment data as of March 8 indicates a 3% decline in FTEs, which is likely due to budget challenges at local school districts.

Middle States team visit: March 18-21
Ms. Urbaitis reiterated that the College’s Middle States reaccreditation team will visit March 18-21, 2012. Prior to their departure on March 21, the team will present an exit report at 9:30 am in the Library 3rd floor.

Team member Dr. Sharon Fechter has requested a meeting with members of the Board of Trustees on March 19 or 20. Karen Hopkins will poll trustees to determine when the majority of trustees will be available to meet with Dr. Fechter.

Ms. Urbaitis reported that the FLCC Middle States self-study report has been posted to the Middle States document library on the college intranet along with the visiting team roster and interview request list. Trustees are invited to meet members of the visiting team at a reception on March 18, 4 – 5:30 pm at the Victor Campus Center, and join team members for dinner at Biaggi’s Restaurant at 6:00 pm in Eastview Mall.

Ms. Urbaitis also reported that College Suites has a 100% occupancy rate. In response to a question from Trustee Hicks, discussion followed regarding the impact of additional housing on enrollment.

There being no further business, at 4:47 p.m., on motion by Trustee McCausland and second by Trustee Burt, 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; Anne Galbraith, Esq.; Joan Geise; Lt. Gen. Charles McCausland; Joseph Varga

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

Next meeting: Wednesday, April 4, 2012; 4:00 p.m.; B440
At 4:51 pm, Trustee McCausland called the FLCC Board of Trustees meeting to order.

**Privilege of the Floor**

Charles Evangelista, Ontario County supervisor, City of Geneva, 2nd district, requested privilege of the floor to discuss the location of the FLCC Viticulture Center in Geneva at the Technology Farm. He distributed a document entitled “Position Statement: FLCC Viticulture Program – Geneva Location” to illustrate his position on a Geneva location.

Following Mr. Evangelista’s remarks, discussion took place regarding the College’s goals, whether Geneva officials have approached Ontario County for funding (they have not), approaching the Geneva IDA and revolving loan fund (Trustee Hicks suggestion), and FLCC’s agreement with the Anthony Road Winery for use of their facilities for the viticulture program.

**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 the acquisition of real property and collective bargaining. At 5:03 p.m., on motion by Trustee Geise 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 the acquisition of real property and collective bargaining.

Public session will reconvene following executive session.

At 5:37 p.m., on motion by Trustee Burt and second by Trustee Varga the FLCC Board of Trustees moved out of executive session and into public session.

**Approval of the Consent Agenda**

Trustee McCausland presented the February 1, 2012 Board of Trustees committee and meeting minutes for Board approval. There being no discussion, on motion by Trustee Burt and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the February 1, 2012 Board of Trustees committee and meeting minutes as written.

**Chair’s Report**

April 6 retreat reminder

Chairman McCausland reminded trustees of their April 6, 2012 retreat and agenda items.
Resolution of Appreciation for Brooke Lupton
Trustee McCausland presented a resolution of appreciation to Brooke Lupton for her service as a member of the FLCC Board of Trustees. **On motion by Trustee Mihalik and second by Trustee Burt, the FLCC Board of Trustees unanimously approved the resolution of appreciation to Brooke Lupton.**

President’s Report
Howard Green Passing
Dr. Topping presented an overview of Howard Green’s thirty-two years of service to FLCC and our students. Trustees are invited to attend a celebration of Howard’s life on Thursday, March 8 at 1:00 pm in the Library, 3rd floor.

Middle States report: chapters 6 & 7
Chapter 6: Educational Offerings, General Education & Assessment of Student Learning – Dr. Topping

**Standard 11: Educational Offerings**
The institution’s educational offerings display academic content, rigor, and coherence that are appropriate to its higher education mission. The institution identifies student learning goals and objectives, including knowledge and skills, for its educational offerings.

**Standard 12: General Education**
The institution’s curricula are designed so that students acquire and demonstrate college-level proficiency in general education and essential skills, including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological competency.
Recommendations:
The College should track and document results for the following established learning outcomes: ethics and values, citizenship, reading, and global concerns.
The College should implement the elements contained in the 2010 addendum to the FLCC SUNY General Education Assessment Plan.

**Standard 14: Assessment of Student Learning**
Assessment of student learning demonstrates that, at graduation, or other appropriate points, the institution’s students have knowledge, skills, and competencies consistent with institutional and appropriate higher education goals.

Chapter 7: Related Educational Activities – Mr. Nairn
The institution’s programs or activities that are characterized by particular content, focus, location, mode of delivery, or sponsorship meet appropriate standards. These include:
- Certificate Programs
- Experiential Learning - Suggestion: The College should promote internship and credit for experience opportunities more broadly and encourage students to take greater advantage of these offerings.
- Non-credit Offerings - Suggestion: Professional Development and Continuing Education offerings that may attract credit-seeking students should be periodically reviewed by related/relevant academic departments for possible credit acceptance.
- Other Instructional Sites - Suggestion: The campus centers should conduct formal needs assessments for student services.
- Online Learning
- Gemini - Suggestion: The Concurrent Enrollment Office and academic departments are encouraged to meet and clarify procedures and processes for assuring quality concurrent enrollment offerings, including the role of department liaisons.
- Basic Skills - Recommendation: The College should no longer apply academic credit toward degree completion for GST courses that are determined to be remedial or pre-college. Note: This issue has already been addressed by college faculty.
Vulnerability Assessment and Issues Management
Dr. Risser introduced the vulnerability assessment and issues management summary and incident grid. She explained that Trustee McCausland shared the University of California’s plan, which FLCC’s is modeled after. The grid includes a series of potential events and a chart to score and rank the probability and severity of each event.

Viticulture Building
Dr. Risser presented trustees with a detailed project overview of FLCC’s proposed new Viticulture Center. She explained that two site options are under consideration – one in Geneva at the Technology Farm and one in Canandaigua on the FLCC main campus. Based on a thorough program analysis and feedback from regional wine industry partners and members of the FLCC Viticulture Advisory Board, both potential sites are viewed as being highly suitable. Both sites offer unique synergies and opportunities for the College, our students, and the Finger Lakes region.

The College’s top priority is to provide students in the Viticulture and Wine Technology program with a dedicated teaching and wine production facility, including a state-of-the-art learning environment and teaching vineyard. These resources will provide FLCC students with the high quality educational experience they need to be prepared for professional careers in the wine industry or for transfer to a four-year program.

Dr. Risser stated that since both sites are appropriate educationally, it is a matter of securing the needed funding which will allow College officials to determine the location best suited to the program. The College is working actively to secure monetary commitments to support the project at both sites. The timeline to construct and open the new FLCC Viticulture Center is aggressive; the target opening date is fall 2013.

In response to a question from Trustee Hicks, Dr. Risser stated that the deadline for the Board of Trustees to make a decision on the building site is at their June 6, 2012 meeting.

Dr. Risser informed trustees that she plans to make an identical presentation to the Ontario County Board of Supervisors at their March 8, 2012 meeting. She stressed that funding will weigh heavily in the decision-making process and suggested trustees read the brochure thoroughly in advance of upcoming discussions about this project and contact her with any questions.

Facilities Update – Mr. Fisher
Student Center building:
- March 7 - Health and fire inspections completed
- March 9 - Obtain a temporary Certificate of Occupancy
- March 10 - Cafeteria moves to the Student Center
- March 12-16 – student services offices move
- June 8 or 9 - Auditorium expected to be complete
- Credit to LeChase Construction Services, LLC, Ontario County and FLCC personnel for ensuring that the move-in schedule remains intact
- Months of punch list items remain to be addressed
- Exterior work will continue

Board room renovations:
- April 29 – expected completion date

Phase 1B project is progressing on schedule

Geneva Campus Center project is moving forward
Committee Reports
Finance & Facilities Committee: Trustee Burt
Trustee Burt presented the following resolutions for approval that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting:

1) Bid acceptance: purchase restroom supplies
   **On motion by Trustee Houseman and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the resolution to accept bids for restroom supplies.**

2) Authorize an agreement with the NYS DEC and NYS Office of Parks, Recreation & Historical Preservation for the FLCC Geneva Campus Center project
   **On motion by Trustee Burt and second by Trustee Hicks, the FLCC Board of Trustees unanimously approved the resolution to authorize an agreement with the NYS DEC and NYS Office of Parks, Recreation & Historical Preservation for the FLCC Geneva Campus Center project.**

3) Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc. The president requested that this resolution be withdrawn because the lease agreement is not yet finalized.
   **This resolution was withdrawn by unanimous consensus of the FLCC Board of Trustees**

Education & Planning Committee: Trustee Blazey
Trustee McCausland stated that there are no resolutions for consideration at this meeting.

Trustee Liaison Reports
FLCC Association: Trustee McCausland
Trustee McCausland reported that the FLCC Association, Inc. Board of Directors met on February 21:
A fiduciary review of employee pension plan has been completed

Phase II student housing:
- Heritage Hall has been sold to EDR, a well-known nationwide firm in the private housing market; the company plans to expend a sizeable amount of capital in building renovations; various price points based on occupancy will be established; the Association has been actively investigating EDR and has received favorable feedback; EDR officials have communicated with the FLCC Association that the property is currently multi-purpose use and will be transitioned to private student housing, which creates an opportunity for FLCC to further consider Phase II student housing
- The FLCC Association met with Margaret Hilton, town of Hopewell supervisor, at her request and engaged in a positive discussion during which Ms. Hilton expressed interest in locating Phase II student housing in the town of Hopewell
- EDR conducted a market study that indicated a continued demand for student housing at FLCC for the foreseeable future
- Wilmorite Corporation is also expected to buy property to build housing for FLCC students

Foundation Board: Trustee Geise
Trustee Geise reported that the FLCC Foundation Board of Directors’ next meeting is in April

FLCC Projects Committee: Trustee Burt
Trustee Burt reported that the FLCC Projects Committee will meet on March 15
Student Corporation: Trustee Mihalik
Student Corporation Board of Directors met on February 15. Action items included approval of a request to fund (in 2 phases) the One Stop telephone software and approval of the use of student ID cards for campus center vending machines.

Trustee Mihalik reported that collectively the Student Corporation officers have a 3.4 GPA. A national student leadership program is being held in the near future, and Corporation members are working on developing leadership skills.

Student Perspective: Trustee Varga
At Trustee McCausland’s request, Trustee Varga clarified the reason for sending trustees an email containing a newspaper article about the City of Canandaigua hiring an economic advisor that included a comment from a current city employee about FLCC being an asset to the city.

There being no further business, at 6:25 pm, on motion by Trustee Varga and second by Trustee Houseman, 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, April 4, 2012, 4:30 p.m.; B440