Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, May 7, 2014
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, Stephen Martin, Charles McCausland, Donna Mihalik, Carley Shick

Trustees Excused: No trustees were excused from this meeting

Staff Present: Dr. Barbara Risser, Jacob Amidon, Richard Cook, Joseph Delforte, Dr. Lawrence Dugan, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Ryan McCabe, Mary McLean-Scanlon, Stephanie Olsen, Dr. Debora Ortloff, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: John Addyman, Daily Messenger; Supervisor John Sheppard; Gabrielle Wilkins (incoming student trustee)

At 3:30 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 reviews: Professor Richard Cook
Professor Richard Cook, chair of the Visual & Performing Arts department, summarized the program review process and outcomes for the following programs:
• A.A. Liberal Arts – Theatre Advisement Area
• A.A.S. Graphic Design (External Review 3/14)
• A.S. Communications (External Review 11/13)
• A.S. Fine Arts (External Review 2/14)
• A.S. Music (External Review 11/12)
• A.S. Music Recording (External Review 2/13)
• A.S. New Media (External Review 11/13)

He highlighted the strengths and areas of improvement for each program that were discovered during the program review process along with follow up actions, and student retention and completion data. Lengthy discussion followed regarding possible safety concerns in the art department classrooms, potential options to resolve these issues and next steps. Trustees asked Dr. Risser to share proposed action steps to investigate and determine a course of action to resolve the possible safety issues at the June Board meeting.

Revised Board Goal: Organizational Sustainability
Trustee Blazey explained the proposed revisions to the Organizational Sustainability goal that trustees will act on at their June Board meeting.

Resolutions
Approve a memorandum of agreement with the FLCC faculty union
Ms. Loomis presented this resolution to approve a proposed memorandum of agreement to amend the collective bargaining agreement between FLCC, Ontario Co, & FLCC Teaching Faculty Alliance effective immediately. MOA addresses revisions with health benefits that will be effect on July 1, 2014. She stated that this memorandum of agreement has been approved by the faculty, the College President, and the Ontario County Personnel Committee.
Approve 2014-15 sabbatical leaves
Dr. Topping presented this resolution to approve sabbatical leaves for the following faculty members for the 2014-2015 academic year: William Langston, Assistant Professor of Mathematics (SP15), and Curt Nehring Bliss, Associate Professor of English (SP15). Dr. Topping summarized both sabbatical leave requests and expected outcomes.

Adjust the FLCC professional service positions roster
Ms. Loomis presented this resolution to adjust the professional service positions roster to include the following new position title:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant to the Provost</td>
<td>4-25-14</td>
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</table>

Grant administrative appointments
Ms. Loomis presented this resolution to grant administrative appointments to the following FLCC employees:

- Heather Carnell, Assistant Director of Concurrent Enrollment -effective May 8, 2014
- John Cromartie, Campus Center Administrator (Geneva) - effective May 8, 2014
- Michael Fisher, One Stop Center Director - effective May 8, 2014
- Adelaida (Laila) Leon-Paliotti, Campus Center Administrator (Wayne County) - effective May 8, 2014
- Ryan McCabe, Assistant Director of Online Learning - effective May 8, 2014
- Jeffrey Savage, Manager of Systems & Virtual Environments - effective September 1, 2014
- Stephanie Olsen, Instructional Specialist, Academic Support Center - effective September 1, 2014
- Andrew Baker, Director of Community Affairs - effective November 30, 2014

Updates
SUNY 64-credit hour initiative – Dr. Topping
Dr. Topping provided trustees with an overview of Chancellor Zimpher’s initiative to cap AA degree programs at sixty-four credits. Discussion followed regarding the impact of this initiative on articulation agreements with private institutions, and students’ ability to transfer credits upon completion.

Program Status Summary:
- No changes required - 6 programs
- Complete - 9 programs
- In progress - 13 programs
- Next year (minor changes) - 14 programs

There being no further business, at 4:17 p.m., on motion by Trustee Blazey 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

Next meeting: Wednesday, June 4, 2014; 3:30 p.m.; Carpenter Board Room

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
Finger Lakes Community College Board of Trustees  
Finance & Facilities Committee  
Wednesday, May 7, 2014  
Presiding: Trustee James DeVaney

Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, Stephen Martin, Charles McCausland, Donna Mihalik, Carley Shick

Trustees Excused: No trustees were excused from this meeting

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

Guests: John Addyman, Daily Messenger; Supervisor John Sheppard; Gabrielle Wilkins (incoming student trustee)

At 4:18 p.m., Trustee Devaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business

FLCC 2014-2015 operating budget
Mr. Fisher provided an executive summary of the 2014-15 FLCC operating budget. He and Dr. Risser met with John Garvey, Catherine Bentzoni and John Sheppard to review the college’s proposed 2014-15 operating budget. Mr. Fisher reported that the board of supervisors revised their 2014-15 budget guidelines based on discussion at the meeting. Following is the 2014-15 FLCC operating budget approval timeline:

May 4  Presentation to Board of Trustees
May 21  Presentation to County Financial Management committee by Dr. Risser and Mr. Fisher
June 4  Board of Trustees consider a resolution to approve the 2014-15 FLCC operating budget
June 5 or 19  Board of Supervisors consider a resolution to approve the 2014-15 FLCC operating budget

Overview of operating budget increases:
2.75% - overall increase
2.5% - directly related to free Gemini
.25% - increase in the 2014-15 operating budget (with Gemini-related funds excluded)
1.5% - increase in personnel costs

Resolutions

Bid acceptance: FLTV grant to purchase audio video equipment
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of B&H Foto & Electronics Corp., 420 Ninth Ave., New York, NY 10001. If all estimated quantities are ordered, the total cost would be $2,375.46.

Bid renewal: purchase laptops and printers
Mr. Fisher presented this resolution to accept the bids that meet specifications for the following vendors:
Fusion Digital LLC, 1844 Penfield Rd., Penfield, NY 14526 - Item: laser jet printers at a cost of $715.00 each
Toshiba America Information Systems, 8123 S. Hardy Dr., Tempe, AZ 85284 - Item: laptops at a cost of $787.55

Bid renewal: purchase furniture
Mr. Fisher presented this resolution to accept the following vendor bid renewals for an additional twelve-month period from August 1, 2014 through July 31, 2015 per bid B12077:
Highest discounts for Hon Furniture: WB Mason Co., Inc., 6018 Corporate Dr., E. Syracuse, NY 13057
Highest discount for KI furniture: Quality Office Environments, 127 Main St., Geneseo, NY 14454

Contract renewal: interpreter services
Mr. Fisher presented this resolution to extend the contract of Empire Interpreting Service, 220 S. Warren St., Suite 1002, Syracuse, NY 13202 for interpreting services from June 6, 2014 through June 5, 2015 at the current price structure.
Demand contract renewal to provide architectural and engineering services
Mr. Fisher presented this resolution to renew the contracts with the following firms for the period June 6, 2014 through June 5, 2015:
C&S, 150 State St., Suite 120, Rochester, NY 14614
TYLin, 255 East Ave., Rochester, NY 14604
Clark Patterson Lee, 205 St. Paul St., Suite 500, Rochester, NY 14604

Authorization to sign a contract for academic support and tutoring with Encompass
Mr. Fisher presented this resolution to authorize a grant-funded contract with EnCompass: Resources for Learning, Inc., ("EnCompass"), 275 Pinnacle Rd, Rochester, NY 14623 to provide academic support and tutoring in connection with FLCC’s Project Success program and provide SMALSI analysis and support, and strategic research and evaluation planning and review for the period of September 2, 2014 through May 15, 2015 for an amount not to exceed $32,514.00.

2012-13 FLCC adopted operating budget amendment
Mr. Fisher presented this resolution to approve an amendment to the FLCC 2012-2013 adopted operating budget to include an increase in state operating aid in the total amount of $1,590.

Accept the 2014-2024 FLCC Facilities Master Plan
Mr. Fisher presented this resolution to accept the 2014-2024 FLCC Facilities Master Plan.

Updates – Mr. Fisher
2013-14 operating budget
Mr. Fisher reported that approximately sixty-eight percent of the budget year has been completed. He then provided trustees with a summary of revenues and expenses compared to the prior year and an ending fund balance projection as of April 28, 2014.

Facilities
Phase 1B – Renovation of the music recording studios is nearing completion.
Geneva Center – Demolition is well underway, and bids are expected to go out in July 2015. Occupancy is expected to be in time for the SP17 semester.
Viticulture Center – The building site has been prepared. Although the construction timeline has been confirmed, the project is currently behind schedule. However, progress is expected to catch up with the timeline and occupancy is expected in time for the SP15 semester.

There being no further business, at 4:36 p.m., on motion by Trustee Mihalik and second by Trustee Blazey, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

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

Next meeting: Wednesday, June 4, 2014; immediately following the Education & Planning Committee meeting;
Carpenter Board Room

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

FLCC staff liaisons: James Fisher, Joseph Delforte
Finger Lakes Community College Board of Trustees  
Wednesday, May 7, 2014  
Presiding: Trustee M. Joan Geise, Chair

**Trustees Present:** Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, Stephen Martin, Charles McCausland, Donna Mihalik, Carley Shick

**Trustee Excused:** Donald Cass

**Staff Present:** Dr. Barbara Risser, Jacob Amidon, Joseph Delforte, Dr. Lawrence Dugan, Dr. Richard Evans, Jeanne Fagan, Lenore Friend, Karen Hopkins, Milton Johnson, June Lincoln, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, James Sconfietti, Dr. Thomas Topping, Carol Urbaitis, William White

**Guests:** John Addyman, Daily Messenger; Supervisor John Sheppard; Gabrielle Wilkins, incoming student trustee

At 4:45 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 April 2, 2014 Board of Trustees committees and regular meetings minutes for Board approval. There being no discussion, **on motion by Trustee Mihalik and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.**

**Chair’s Report**
Resolution of appreciation to Carley Shick, student trustee
Dr. Risser thanked Carley Shick for her exceptional service as the student trustee on the Board of Trustees. **On motion by Trustee DeVaney and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the resolution of appreciation to Carley Shick for her service as a student trustee.**

**Congratulate the 2014 Chancellor’s Award for Excellence recipients**
Dr. Risser acknowledged that receiving a Chancellor’s Award for Excellence is a tremendous professional achievement and introduced the 2014 recipients of this prestigious award:

- **Excellence in Classified Service:** June Lincoln
- **Excellence in Professional Service:** Amy Pauley, William White
- **Excellence in Teaching:** Todd Marsh
- **Excellence in Faculty Service:** James Sconfietti
- **Student Excellence:** Kelly Broderick, Sean Murphy, Carley Shick

**Approve revisions to the FLCC Board of Trustees Bylaws**
Trustee Geise requested a motion to approve the revised FLCC Board of Trustees Bylaws. **On motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the revised FLCC Board of Trustees Bylaws.**

**2014-15 Board officers nominating committee recommended slate of officers**
Trustee Blazey, chair of the Nominating Ad Hoc Committee, recommended the proposed 2014-2015 slate of officers: M. Joan Geise, chair; Donna M. Mihalik – vice chair; Barbara R. Hamlin – secretary. There being no discussion or further nominations from the floor, the nominations were closed. Chairman Geise stated that the full Board of Trustees would vote on this slate of officers at their June 4, 2014 annual meeting.
Present proposed 2014-15 Board of Trustees meetings and retreats calendar
Trustee Geise presented the proposed 2014-2015 FLCC Board of Trustees meetings and retreat calendar. Following discussion, trustees agreed to convene meetings beginning at 4:30 pm. The full board will vote to approve the 2014-2015 meeting and retreat calendar at their June 4, 2014 annual meeting.

2014-15 Trustee Liaisons
Trustee Geise reported that the following trustees have agreed to serve as liaisons to the following affiliated groups:
- James DeVaney – chair, Finance & Facilities committee, FLCC Projects committee
- Karen Blazey – chair, Education & Planning committee, FLCC Projects committee
- Barbara Hamlin – FLCC Association
- Joan Geise – FLCC Foundation
- John Sheppard – Audit & ERM committee (effective August 2014)
- Vacant - Student Corporation

Approve May 16, 2015 as the date of the 47th FLCC Commencement Ceremony
Trustee Geise presented this resolution to designate Saturday, May 16, 2015, as the official date for the 47th Finger Lakes Community College Commencement ceremonies. There being no discussion, on motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Policy requiring action: Fraud & Irregularities/Whistleblower
Trustee Geise presented this resolution to approve the implementation of the Fraud & Irregularities/Whistleblower policy effective immediately. All previously existing documents, statements or other communications purporting to set forth official College policy with respect to the corresponding subject matter or that are in any way inconsistent with the attached policy are hereby repealed.

On motion by Trustee McCausland and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Policy for consideration: Basic Skills Testing & Placement
Dr. Topping provided a summary of revisions to this policy. Trustee Geise asked trustees to review this policy and send comments to Karen Hopkins in advance of action at the June 4, 2014 Board of Trustees meeting.

President’s Report
Open SUNY
Professor Jeanne Fagan and Dr. Lawrence Dugan gave an in depth PowerPoint presentation on FLCC’s participation in Open SUNY, including the numerous benefits to the college, and reiterated that FLCC’s Tourism program is one of six programs statewide selected to be part of Open SUNY.

Open SUNY is a system-wide effort to embrace and expand online-enabled education in order to improve education outcomes and help more students attain their degrees and be successful after graduation. Open SUNY takes the power of technology, and the power of teaching, and elevates their collective impact through the power of SUNY.

By enhancing SUNY’s existing and substantial efforts in online-enabled education, Open SUNY will expand access to higher education in New York State, raise completion rates, prepare more students for success in their lives and careers, and contribute to the economic and societal health of the state, the nation, and the world.

Approve Strategic Plan proposals
Dr. Risser provided an overview of each project proposal recommended for funding approval by the Board of Trustees:
- Aspiring Nurses Program
- The Incubator
Following discussion, on motion by Trustee McCausland and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the 2014 FLCC Strategic Plan project proposals listed above.

**Strategic Plan Goal Tracker & Institutional Effectiveness Dashboard**

Dr. Risser provided brief updates on the status of Strategic Plan Goal Tracker & Institutional Effectiveness Dashboard.

**Standing Committees**

**Education & Planning Committee: Trustee Blazey**

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: Approve a memorandum of agreement with the FLCC Faculty Alliance. On motion by Trustee McCausland and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Trustee Blazey requested a motion to approve the remaining resolutions that were reviewed and discussed at the FLCC Education & Planning Committee meeting as a block. A motion was made by Trustee Blazey with a second by Trustee Mihalik; unanimously approved.

Trustee Blazey requested a motion to approve the following resolutions: 1) Approve 2014-15 sabbatical leaves, 2) Adjust the FLCC professional service positions roster, and 3) Grant administrative appointments.

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

**Finance & Facilities Committee: Trustee DeVaney**

Trustee DeVaney requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Approve an amendment to the 2012-13 FLCC adopted operating budget. On motion by Trustee Blazey and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Trustee DeVaney requested a motion to approve the following resolution that was reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Approve the 2014-2024 FLCC Facilities Master Plan. On motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Trustee DeVaney requested a motion to approve the remaining resolutions that were reviewed and discussed at the FLCC Finance & Facilities Committee meeting as a block. A motion was made by Trustee Martin with a second by Trustee Mihalik; unanimously approved.

Trustee DeVaney requested a motion to approve the following resolutions: 1) Bid acceptance: FLTV grant to purchase audio video equipment, 2) Bid renewal: purchase laptops and printers, 3) Bid renewal: purchase furniture, 4) Contract renewal: interpreter services, 5) Demand contract renewal to provide architectural and engineering services, 6) Authorization to sign a contract for academic support and tutoring with Encompass. There being no discussion, on motion by Trustee Martin and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.
Trustee Liaison Reports

FLCC Association: Trustee McCausland
Ms. Urbaitis reported that the FLCC Association Board of Directors met on April 29, 2014. Agenda items included hearing a budget presentation related to the FLCC Association, Inc. and the Association Housing LLC.

FLCC Foundation: Trustee Geise
Trustee Geise reported that the FLCC Foundation Board of Directors met on April 29, 2014. She encouraged trustees to attend the following upcoming events:
May 16 - Distinguished Alumni Awards reception
June 23 - annual golf tournament at Ravenwood Country Club in Victor
July 22 – 5:00 pm, FLCC Foundation annual meeting at Honors House
July 22 - 5:30 pm FLCC Foundation annual picnic; trustees and their guests are invited
Oct. 18 - Book Feast at various locations

FLCC Projects Committee: Trustee DeVaney
Trustee DeVaney reported that demolition of the Geneva high school is almost complete, and that the front entrance is being retained.

FLCC Student Corporation: varies
Trustee Mihalik attended the April meeting. Discussion items included: leadership conference feedback, May Day planning, and approval of a new club for students who have an interest in discussing controversial and ethical issues.

Student Perspective: Trustee Shick
Trustee Shick reported that the annual May Day activities were well received by students, the Student Corporation has a full board of directors in place for 2014-15 year, and the current Student Corporation president will serve for a second year. She also reported that the FLCC Association provided the Student Corporation with a $400,000 budget for 2014-15, the Habitat for Humanity spring break trip was a very beneficial experience for students, and the Chancellor’s Award for Student Excellence event held in Albany was very nice. Trustee Shick thanked trustees for the opportunity to serve as the student trustee, noting that this has been a very beneficial experience.

Executive Session
Trustee Geise called for a motion to convene an executive session. The NYS Open Meetings Law §108(3) exempts from its requirements any matter which is made confidential by law. Since FERPA mandates confidentiality of student records, discussion of such a record is exempted from the Open Meetings Law. Following executive session, the FLCC Board of Trustees will not return to public session.

At 5:50 pm, on motion by Trustee Martin and second by Trustee DeVaney, the FLCC Board of Trustees entered into executive session. At 6:15 pm, on motion by Trustee Mihalik and seconded by Trustee DeVaney, executive session adjourned.

There being no further business, at 6:15 p.m., on motion by Trustee Mihalik 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: Wed., June 4, 2014, immediately following the Finance & Facilities Committee meeting; Carpenter Board Room