Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
May 6, 2015  
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey (videoconference from 559 Clubside Circle, Venice, FL 34293), Donald Cass, James DeVaney, M. Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustee Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Joseph Delforte, Jennie Erdle, James Fisher, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Dr. Joseph Nairn, Amy Pauley, John Taylor, Carol Urbaitis, Sarah Whiffen

Guests: Joshuah Barry, incoming student trustee

Media Present: no representatives present at this meeting

At 4:30 pm, on behalf of Trustee Blazey, Trustee Hamlin called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business
Review April 2015 committee minutes
No revisions

FLCC Child Protection policy
Dr. Risser explained that the draft of this policy will be discussed at this meeting and presented for action at the June 2015 meeting.

Trustee Sheppard: asked if this is a new policy; how does timing impact background checks; will this policy result in additional work for the college?

Dr. Risser explained that this new policy has less restrictive requirements for sex registration checks than the SUNY policy and will have a delayed “effective date” to allow time for a Compliance Officer to be hired. It will be reviewed by the Ontario County Attorney’s office before the June Board of Trustees meeting.

Resolutions
2015-16 faculty sabbatical leaves
Provost Fragnoli presented this resolution to approve spring 2016 sabbatical leaves for the following faculty members:
Barron Naegel, Associate Professor of Art
James Hewlett, Professor of Biology

At trustees’ request, Provost Fragnoli provided an overview of the faculty members’ sabbatical leave projects.

Trustee Mihalik requested that these faculty members present on their projects at a board meeting following their sabbatical leaves.

Administrative appointment: Stephen Kalbach
Ms. Loomis presented this resolution to grant an administrative appointment to Stephen Kalbach, Technology Specialist: Campus Centers, effective on November 9, 2015. Mr. Taylor introduced Stephen Kalbach to the Board.
Approve a MOA with FLCC Faculty Alliance: Overloads/Teaching Loads
Provost Fragnoli presented this resolution to approve the proposed memorandum of agreement to amend the collective bargaining agreement between FLCC, Ontario Co, & FLCC Teaching Faculty Alliance relative to overloads/teaching loads effective September 1, 2015. Provost Fragnoli presented a historical overview of teaching overload criteria in faculty contracts.

Trustee Sheppard: asked for an explanation about why the original maximum was set at twelve overload hours. Ms. Loomis explained that this number has been in use since the original contract was implemented and is now being revisited.

Trustee Sheppard: ensure that this increase to 16.5 hours does not interfere with the original intent of setting twelve overload hours; address faculty who may exhibit deficient behavior due to teaching overload hours.

Approve a MOA with FLCC Faculty Alliance: EMS/Paramedic Faculty Position
Provost Fragnoli presented this resolution to approve the proposed memorandum of agreement to amend the collective bargaining agreement between FLCC, Ontario County, & FLCC Teaching Faculty Alliance relative to an EMS/Paramedic faculty position effective September 1, 2015 and retroactive thereto. She presented the rationale for moving this position to a twelve-month appointment.

Approve a MOA with FLCC CSEA Unit 7850-2, Local 835: Grade Tables Allocations
Ms. Loomis presented this resolution to approve the proposed memorandum of agreement to amend the collective bargaining agreement between FLCC, Ontario County, & FLCC Employees’ Unit, 7850-02, Local 835, Civil Service Employees Association, Inc. relative to grade table allocations effective immediately. She presented an overview of positions being created, eliminated or promoted.

Trustee Sheppard: When there is no intent to fill a position is there any intent to eliminate the position? Is there a net change in personnel on the roster or financially? Ms. Loomis and Mr. Fisher addressed Trustee Sheppard’s questions and stated that this does not change the budget.

Other Business
Trustee Sheppard shared a request from the Board of Supervisors to hold a regular meeting at FLCC in the auditorium on one of the following dates: July 9, 30 or August 20. Dr. Risser replied that this request should be forwarded to Community Affairs for consideration.

There being no further business, at 4:56 p.m., on motion by Trustee Geise and second by Trustee Blazey, the Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Barbara R. Hamlin
Assistant Secretary of the Board Member, Education & Planning Committee

Next meeting: Wednesday, June 3, 2015; 4:30 p.m.; Carpenter Board Room

Trustee committee members
Dr. Karen Blazey, M. Joan Geise, Barbara Hamlin, John Hicks, John Sheppard, Gabrielle Wilkins

FLCC staff liaisons
Kristen Fragnoli, Grace Loomis, Carol Urbaitis
At 4:56 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**Business**

**Review April 2015 committee minutes**
No revisions

**FLCC 2014-2015 operating budget**
Mr. Fisher discussed the year-to-year revenues and expenses comparison. The fund balance report shows additional spring and summer chargeback revenue.

Trustee Martin asked if there was a delay in receiving additional state aid. Mr. Fisher responded yes; however, he expects to receive the additional state aid sometime in July.

**FLCC 2015-16 operating budget**
Mr. Fisher stated that trustees have received a comprehensive packet of materials related to the 2015-16 FLCC operating budget. He highlighted the key revenue assumptions and stated that college and county officials will meet on May 14 to review the college’s proposed 2015-16 operating budget. He then provided a status report on state aid and sponsor contribution, and chargeback revenue.

Trustee Martin asked if the college expects any increase in state aid before the Legislature adjourns in June. Mr. Fisher replies no, because the budget has been passed.

Trustee Hicks: in the proposed budget the fund balance is expected to be reduced to 7% - what is the trend in future years? Mr. Fisher explained that would be the percentage if all of the appropriated fund balance were needed, which has not been the case in the preceding three years of his tenure.

Trustee Hicks commended Mr. Fisher for preparing a comprehensive budget report.

**Facilities update**

*Geneva Campus Center:* steel is being erected and concrete is being poured; work is being done inside the 1965 wing to address the fire stop concerns, and duct work is being installed; ongoing discussions with the architect about the selection of exterior brick, specifically, changing the brick color from yellow to red by staining the yellow brick on the 65 wing; the college has expressed a strong preference for red brick to blend in with other buildings in the area.
Trustee Sheppard stated that he does not remember a brick color discussion at the last FLCC Projects Committee meeting, and asked who is responsible for this last minute decision. Mr. Fisher explained that the college just recently learned that a decision had been made to match the yellow brick rather than installing the red brick that was specified in the base bid and pursuing staining the yellow brick. He also noted that the FLCC Projects Committee chairman has been involved in these discussions over the past two weeks.

*FLCC Viticulture & Wine Center:* punch list items are being addressed, external site work is being completed so students can plant a vineyard, and the temperature range in the coolers continues to be adjusted.

*Main Campus First Floor Restrooms:* renovations are expected to be completed by May 15, 2015

*Phase 1A:* music suite lighting flickering issue is being resolved

**Resolutions**

**Bid Acceptance: Purchase of Letterhead and Envelopes**
Mr. Fisher presented this resolution to hereby accept the following low responsive/responsible bid of Dupli Envelope & Graphics, 6761 Thompson Rd., E. Syracuse, NY 13211 for the purchase of letterhead and envelopes at an estimated cost of $22,083.62.

**Bid Renewal: Purchase of Furniture**
Mr. Fisher presented this resolution to accept the following vendor renewals for an additional twelve-month period from August 1, 2015 through July 31, 2016 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

There being no further business, at 5:15 p.m., on motion by Trustee Cass and second by Trustee Mihalik, 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 3, 2015, Carpenter Board Room
Immediately following the Education & Planning Committee meeting

**Trustee committee members**
James DeVaney, Donald Cass, Barbara Hamlin, Stephen Martin, Donna Mihalik

**FLCC staff liaisons**
James Fisher, Joseph Delforte
Finger Lakes Community College Board of Trustees  
Wednesday, May 6, 2015  
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: Dr. Karen Blazey (videoconference from 559 Clubside Circle, Venice, FL 34293), Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Kristen Fragnoli, Lenore Friend, Kellie Gauvin, Karen Hopkins, Milton Johnson, Grace Loomis, Dr. Joseph Nairn, Amy Pauley, John Taylor, Carol Urbaitis

Guests: Joshuah Barry, incoming student trustee

Media Present: no representatives present at this meeting

At 5:15 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor (Public Comment)
Professor Kellie Gauvin, chair of College Council, spoke about the Council’s involvement in the creation of the 2014-18 Strategic Plan and thanked trustees for their support of this Plan. She commented on the positive impact of one of the projects funded in 2014, "Cooperation along the Educational Continuum". She also spoke about how the Strategic Plan projects move through the College’s governance review process before reaching the trustees. She thanked trustees for their commitment to the strategic plan.

Approve the Consent Agenda
Trustee Geise called for a motion to approve the following consent agenda items:
- April 2015 committee, regular, executive session & retreat meetings minutes
- Approve the May 2016 Commencement date
- Approve 2015-2016 faculty sabbatical leaves
- Administrative appointment: Stephen Kalbach
- Approve a MOA with FLCC Faculty Alliance: Overloads/Teaching Loads
- Approve a MOA with FLCC Faculty Alliance: EMS/Paramedic Faculty Position
- Approve a MOA with FLCC CSEA Unit 7850-2, Local 835: Grade Tables Allocations
- Bid Acceptance: Purchase of Letterhead and Envelopes
- Bid Renewal: Purchase of Furniture

Trustee Sheppard commented on the retreat minutes regarding consensus to appoint officers on years of service. Trustee Sheppard will send Karen Hopkins his suggested revisions to the Executive Session minutes, which will be shared with the full Board.

There being no discussion, on motion by Trustee Martin and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned consent agenda items.

Chair’s Report
Trustee Geise referenced the written Chair’s Report included in trustees’ meeting packet.

President’s annual evaluation
On June 1, Dr. Risser will submit electronically to trustees her self-evaluation. Trustee Geise noted that trustees would receive an electronic presidential evaluation survey during the first week of June with a mid-June deadline date. She
encouraged all trustees to complete the evaluation survey. Trustee Mihalik suggested that it would be beneficial to be able to track who has completed the survey. That is not possible because of the anonymous nature of Survey Monkey.

**2015-16 slate of board officers**
On behalf of Trustee Blazey, Trustee Martin put forth the slate of 2015-16 board officers:
- Chair – Donna Mihalik
- Vice Chair – Barbara Hamlin
- Secretary – James DeVaney

**Resolution of appreciation to Gabrielle Wilkins**
Trustee Geise announced that Gabrielle Wilkins’ term as a student trustee will conclude with this meeting. She read a resolution of appreciation and, on behalf of the entire Board of Trustees, expressed sincere gratitude to Gabrielle for her service to the College and its students.

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

**Resolution to approve revisions to the FLCC Board of Trustees bylaws**
Trustee Geise presented this resolution to amend the FLCC Board of Trustees bylaws as follows:

> Article VIII: Meetings - Section 5 – Parliamentary Procedures

Trustee Hicks commented that the board chair makes rulings and the board retains the ability to deny those rulings.

Trustee Sheppard maintains his opposition to The Modern Rules of Order and stated that Roberts Rules of Order is much more comprehensive.

Trustee Mihalik commented that The Modern Rules of Order is a much more efficient and beneficial process for small boards.

Following discussion, **on motion by Trustee Hicks and second by Trustee Cass, the FLCC Board of Trustees approved this resolution:**

*In favor: Trustees Blazey, Cass, DeVaney, Geise, Hamlin, Hicks, Martin, Mihalik, Wilkins*
*Opposed: Trustee Sheppard*

Trustee Geise noted that the board bylaws will need to be reviewed to ensure compliance with The Modern Rules of Order.

**FLCC Grants policy**
Trustee Sheppard made a motion to move up the timeline for review/revision of the college’s grants policy; second by Trustee Cass

Discussion:
Trustee Sheppard stated his opposition to postponing review of this policy in light of the loss of the TRIO grant; need to consider a review now.
Dr. Risser provided an overview of the college’s process to review a policy, and noted that she will consider a review of the grants policy in the near future.
Trustee Sheppard asked if there is a process in place to track the status of grants under review, being considered, submitted, and/or denied.
Trustee Martin clarified that there are separate processes to review policies versus grants.
Dr. Risser reiterated her comment that the grants policy needs to be reviewed in the near future.
Trustee Sheppard clarified that Dr. Risser is in agreement with grants policy review/possible revision and withdrew his motion. Trustee Cass withdrew his second to the motion.

**President’s Report**
Dr. Risser referenced the written President’s Report included in trustees’ meeting packet.

**Additions to the President's Report**
Dr. Risser attended the SUNY Board of Trustees meeting on 5-5-15
- Overview of the Chancellor’s new Applied Learning initiative
- Campus performance improvement plans: each SUNY campus plan must be approved by the SUNY Board by December 31, 2015
- Financial literacy for students/Smart Track for students addresses student loan default rate; students who complete their degree are less likely to default on their student loans. Trustee Martin commented that the American Banking Association has an effective program that is being widely used nationwide.
- The new SUNY Diversity Task Force initiative will impact all SUNY campuses.
- SUNY Board Financial committee: SUNY CFO gave a presentation and made a comment regard SUNY’s financial status as being “system poor and campus rich”; discussion followed about how misguided this perception is.
- A SUNY trustees noted SUNY is “system poor and campus poor.”

Comments by Trustee Sheppard:
- Commended John Taylor on his efforts to ensure a successful IT audit
- Asked about the status of the college’s SUNY assessment bill; Dr. Risser stated that the college will bide its time and consider how to proceed at an upcoming Board meeting

**Committee Reports** (as needed)
No reports

**Trustee Liaison Reports**
**FLCC Association: Trustee Hamlin**
Written report in packet; no discussion

**FLCC Foundation: Trustee Geise**
Written report in packet; Trustee Geise encouraged participation in the annual golf tournament

**FLCC Projects Committee: Trustees Blazey, DeVaney**
Written report in packet

**FLCC Student Corporation: Trustee Mihalik**
Written report in packet

**Student Perspective: Trustee Wilkins**
- Introduced Sarah Lasky, Student Senate Chair, who gave an overview of the process to create a new college mascot
- May Day: very successful events, well attended by students
- First Study-a-thon will be held on May 5, 7-11 pm
- Last CAB event: *Jupiter Ascending* movie on May 6, 2015
- 2014-15 CAB programming summary:
  - Fall 2014: 86 programs
  - Spring 2015: 111 programs
• New student orientation sessions will be scheduled by program; orientation sessions will also be held on Saturdays
• 2015 new student orientation theme: Welcome Home
• Introduced Joshua Barry, incoming student trustee
• Thanked trustees for the opportunity to serve as the student trustee and expressed appreciation for their support

Dr. Risser noted that Trustee Wilkins has two ceramic pieces on display in the Gallery as part of the Student Art Exhibit.

**Discussion Item: 2015-16 Strategic Plan projects**

Dr. Risser commended the Board for their support for funding for Strategic Plan projects that will drive the college forward, and suggested that this model be submitted as a presentation to AACC next year.

**The Incubator (current project being extended)**
Amount Recommended: $18,340 for one year (2015-16)

The primary goals of this science center are to improve the success rate of FLCC basic science students while providing a habitat for AS Liberal Arts and Science majors. This will be accomplished in two ways. First, students will receive additional support from staff and faculty. Second, by developing cohorts and work groups, students will provide support for each other as they navigate the challenges of science courses while increasing their sense of belonging and skills for persistence at FLCC.

Anticipated Outcomes:
- Improve the success rate in core science courses. The target is a 3% increase in students receiving a grade of C or higher over 3 years.
- Increase the year to year persistence rate of AS Liberal Arts and Science students. The target is to increase the persistence rate by 5% over 3 years.
- Increase the 3-year graduation rate for AS Liberal Arts and Science students. The target is to increase the graduation rate by 5%.

Trustee Sheppard asked about the financial impact of this project. Dr. Risser replied that funds have previously been set aside by the Board.

**Curbing Academic Probation (CAP)**
Amount Recommended: $60,476 in 2015-16; $59,688 in 2016-17

Students are placed on academic probation when they fail to meet the College’s Standards of Progress. Academic probation serves as a warning that a student is in academic jeopardy. At the conclusion of the probationary semester, the student may (a) move to good academic standing, (b) continue on academic probation, or (c) be academically dismissed. Unfortunately, many will leave the institution before they ever have the chance to determine what might result from a subsequent semester.

Across higher education, it is recognized that students who are placed on academic probation are at high risk to leave their institution. At Finger Lakes Community College, approximately thirty percent of a first-time, full-time fall class will place on probation; of those, eighty seven percent do not return the following fall semester.

Through the use of FLCC data, innovative strategies, tried and true interventions, and cross-college collaborations, this project will lower the number of students placed on academic probation and increase the number who—once on probation—return to FLCC.
Through this project, we seek to decrease the number of students in the cohort placed on academic probation as compared to their peers, increase the percentage of students in the cohort who return to the institution in a subsequent semester, decrease the percentage in the cohort who are dismissed following the subsequent semester, and increase fall to fall persistence of students in the cohort.

Trustee Sheppard: Is this the first effort to identify at risk students? Dr. Risser replied that first round strategic plan projects addressed academic probation along with the EOP program, and the college continually becoming more effective in gathering and utilizing data.

Leadership, Education & Academic Promise (LEAP) Program

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<th>Amount Recommended</th>
<th>2015-16</th>
<th>2016-17 to be added to the CAP project</th>
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The LEAP program focuses specifically on developing and implementing a peer mentor program designed for students of color attending FLCC. Working collaboratively with other areas of the college, the LEAP program will engage current minority students who will be trained to serve as mentors to first-time students of color. The goal is to increase retention rates of students of color. The mentoring program proposed in this project was originally requested to begin in 2015-16. Funding was moved to the second year in order to allow mentors to be identified and cultivated by student affairs staff next year. Rather than establishing an additional small project, we are recommending that the implementation of this project move within the CAP program, which also uses a coaching approach.

The objective of this project is to increase the fall to fall retention rates of FLCC students of color. In the Fall 2014, full-time students of color comprised 17% of the student body at FLCC. Data shows that students who self-identify as black or Hispanic leave FLCC at a higher rate than their white counterparts. The 2013 first-time, full-time cohort of minority students from Monroe and New York City shows the fall to fall retention rate of blacks at 31.8% and Hispanics at 52.2%. In contrast, the 2013 first time, full time cohort of white students from these markets shows the fall to fall retention rate at 53.5%. The mentoring project can positively influence fall to fall retention and persistence rates of students of color at FLCC.

Discussion:
Trustee Sheppard: if there is a diversity issue on campus and the college continues to color coordinate the student population, he is concerned that it will perpetuate the stereotype.
Dr. Risser: students of color need a mentor who has been through the process and understands the struggles with transitioning to FLCC.
Provost Fragnoli: studies show the efficacy of pairing like students in mentoring programs and the personal relationships are a mirror (new student sees himself/herself in the mentor); folding this project into the CAP program will provide an opportunity to integrate students of color into the student body.
Trustee Sheppard: misunderstood the purpose of the project; does not want to perpetuate a segregation or stereotype mentality on campus.
Provost Fragnoli: emphasized that the mentoring program will be personalized to each student.

Required Student Textbook (ReST) Library Collection

$7500 has been added to the library operating budget to support this initiative.

Research has shown that there is a direct relationship between the access to course materials and student academic success (Open SUNY). During 2002-2012, the price of new textbooks increased by a total of 82% (United States Government Affordability Office). Presently, the Charles J. Meder Library textbook reserve collection relies mainly on faculty textbook donations. This strategic plan initiative proposal expands the Library textbook reserve collection to ensure that all students have access to the required texts necessary to be successful in their coursework at Finger Lakes Community College. To maximize and efficiently use funds, a two-tiered purchasing approach will be used. Textbooks will be initially purchased for courses having five or more sections and remaining texts will be purchased on an on-demand
basis. Library and bookstore collaboration combined with the continuation of faculty textbook donations are essential to the success of the ReST Library Collection.

**Persistence Task Force: Center for Teaching & Learning (CTL) Proposal (2 year project)**

Amount recommended over two years: $246,168

“The average full time student spends more than 200 hours per semester/400 hours per year in the classroom with our faculty. Together, with the time students spend outside the classroom interacting with faculty and student service staff, a full-time student spends upward of 500 hours per year interacting with college employees. If this college is going to make serious inroads toward improving our student persistence rates, it must make an investment in providing the resources and training our faculty and staff need to continuously improve their craft.”

The task force report recommends significant enhancements to our Center for Teaching and Learning which will foster the use of high-impact teaching practices by both full time and adjunct faculty. The project is designed to fully engage our students, create impactful teaching, learning and service strategies that help our students persist to graduation. This is squarely in line with Strategic Goal One in our strategic plan.

Dr. Risser stated her strong support for this project to address persistence and completion.

**Discussion:**

Trustee Mihalik: are adjuncts receptive?
Provost Fragnoli: yes, very receptive

Trustee Mihalik: how did project initiators react to decisions made about their projects?
Dr. Risser: the initiators understand that not all projects can be funded; very supportive of the Persistence Task Force project

Provost Fragnoli: positive sentiment that funds are being invested in strategic plan projects that will provide solutions to campus-wide issues

Trustee Hamlin: is there a root cause of the drop in completion in past years?
Provost Fragnoli: difficult to clearly identify; the Strategic Plan projects are designed to incrementally change the institutional culture around persistence and completion

**Resolution to designate funds for the 2015 Strategic Plan projects**

Dr. Risser presented this resolution to approve of the following 2015 Strategic Plan project proposals for funding:

- The Incubator
- Curbing Academic Probation
- Leadership, Education & Academic Promise (LEAP) Program
- Persistence Task Force: Center for Teaching & Learning (CTL) Proposal

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

**Announcements**

No announcements at this meeting

**Executive Session**

At 6:54 pm, Trustee Geise called for a motion to move into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the financial history of a particular corporation and collective negotiations. The FLCC Board of Trustees will not return to public session. **On motion by Trustee Sheppard and second by Trustee Cass, the FLCC Board of Trustees moved into executive session.**
At 7:35 pm, on motion by Trustee Hamlin and second by Trustee Mihalik, the FLCC Board of Trustees moved out of executive session.

At 7:35 pm, on motion by Trustee Hamlin 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: Wed., June 3, 2015, Carpenter Board Room; immediately following the Finance & Facilities Committee meeting