Finger Lakes Community College Board of Trustees
Wednesday, May 2, 2012
Presiding: Trustee Charles P. McCausland, Chair

Trustees Present: Dr. Karen Blazey, Harry Burt, James DeVaney, Anne Galbraith, Joan Geise, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Excused: None

Staff Present: Dr. Barbara G. Risser, Jacob Amidon, Elizabeth Brownell, Joseph Delforte, Larry Dugan, James Fisher, Lenore Friend, Karen Hopkins, Barbara Kruger, Grace Loomis, Sarah Moon, Joseph Nairn, Christine Neininger-Palace, Amy Pauley, Elena Samson, Carol Urbaitis, Sarah Whiffen

Guests: Heather Swanson, reporter, Finger Lakes Times; Andrew Henry, incoming student trustee

At 4:40 pm, Trustee McCausland called the FLCC Board of Trustees meeting to order.

Approval of the Consent Agenda
Trustee McCausland presented the April 4, 2012 Board of Trustees committee and meeting minutes for Board approval. There being no discussion, on motion by Trustee Galbraith and second by Trustee Burt, the FLCC Board of Trustees unanimously approved the April 4, 2012 Board of Trustees committee and meeting minutes as written.

Chair’s Report
2012-13 Board Officers Nominating Committee presents proposed slate of officers
Trustee Houseman, member of the Nominating Ad Hoc Committee, recommended the proposed 2012-2013 slate of officers: M. Joan Geise, chair; John T. Hicks – vice chair; Donna M. Mihalik – secretary. There being no discussion or further nominations from the floor, the nominations were closed. Chairman McCausland stated that the full Board of Trustees would vote on this slate of officers at their June 6, 2012 annual meeting.

Congratulations the 2012 Chancellor’s Award recipients
Dr. Risser stated that receiving a Chancellor’s Award for Excellence is a tremendous professional achievement and introduced the following 2011-12 recipients:
Excellence in Classified Service: Deborah DePauw
Excellence in Professional Service: Elena Samson, Sarah Whiffen
Excellence in Teaching: Elizabeth Brownell, Barbara Kruger
Excellence in Faculty Service: Jacob Amidon
Excellence in Librarianship: Sarah Moon
Student Excellence: Jade Myers

Dr. Risser highlighted the contributions of each recipient and Trustee McCausland presented each with a certificate of recognition. Recipients will receive their medallions at the May 19 Commencement luncheon.

Present proposed 2012-13 Board of Trustees meetings and retreats calendar
Trustee McCausland presented the proposed 2012-2013 FLCC Board of Trustees meetings and retreat calendar. There being no discussion, Trustee McCausland stated that the full board would vote on the 2012-2013 meeting and retreat calendar at their June 6, 2012 annual meeting.
Approve May 18, 2013 as the date of the 45th FLCC Commencement Ceremony
Trustee McCausland stated that this resolution is in compliance with NYS Education Law, §355 (1) (e), Part 604, which provides the FLCC Board of Trustees with the authority to designate the official day of the College’s Commencement ceremony. There being no discussion, on motion by Trustee Blazey and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the resolution to approve May 18, 2013 as the date of the 45th FLCC Commencement Ceremony.

Resolution of appreciation to Joseph Varga
Trustee McCausland read the resolution of appreciation to Joseph Varga and thanked him for his valuable contributions to the board and his dedicated service to the students and the college. On motion by Trustee Mihalik and second by Trustee Galbraith, the FLCC Board of Trustees unanimously approved the resolution of appreciation to Joseph Varga, Student Trustee.

The Rochester Area Colleges Continuing Education (RACCE) award is given to candidates who exemplify a strong commitment to higher education despite the unique challenges adult learners may face. Dr. Risser announced that Mr. Varga is a recipient of the 2012 RACCE award and noted that his mother is a past recipient of this award.

Resolution to Nominate Harry G. Burt for the NYCCT Mawhinney Trustee Leadership Award
Trustee Blazey read the resolution nominating Trustee Harry G. Burt for the NYCCT Mawhinney Trustee Leadership Award and recommended unanimous approval.

On motion by Trustee Blazey and second by Trustee Houseman, the FLCC Board of Trustees unanimously approved the resolution nominating Trustee Harry Burt for the NYCCT Mawhinney Trustee Leadership Award.

Trustee Burt expressed his heartfelt appreciation to the Board for nominating him for this prestigious award.

President’s Report
Impact of emerging technology - Mr. Dugan
Larry Dugan, director of online learning, delivered a PowerPoint presentation entitled, “Digital FLCC.” Topics covered included the digital world today: online learning, the digital classroom, the digital library and digital resources.

The digital world tomorrow included an overview of the Horizon Report:
- Significant increase in mobile devices on campus
- Increased adoption rates for e-textbooks on campus (Kindle e-textbooks for iPad, PC, Mac; the Nook Book Store)
- Mobile computing – Kindle Fire, Nook, iPad, Android, AirWatch
- iBooks author
- E-Library

Discussion topics included: converting periodicals to electronic format, use of iTunes and I-U, user-generated content and ideas, the high rate of change in technology, providing support for adult students as they learn to use new technology and as they transition to electronic teaching and learning methods.
Middle States visiting team report and College response
Dr. Risser reported that the Middle States visiting team report includes ten recommendations for the College to address. On June 6, 2012 the MSCHE Commission will meet to finalize its report to FLCC. Dr. Risser stated that most colleges receive a monitoring report, which requires a follow-up report to Middle States within a prescribed timeframe.

Student Center Grand Opening
Dr. Risser encouraged trustees to attend the Student Center grand opening event on Friday, May 4 at 9:00 am.

The Aspen Prize for Community College Excellence: Round 2 application
Dr. Risser announced that FLCC has been determined eligible for the $1 million Aspen Prize for Community College Excellence. The Aspen Prize for Community College Excellence aims to reward and shine a spotlight on community colleges that deliver exceptional student results, to stimulate replication of successful campus practices and leadership, and to contribute to the development of high-quality measures and benchmarks for assessing community college student outcomes. The first inaugural Prize was awarded in December 2011 to the winner, Valencia College, and four finalists-with-distinction, Lake Area Technical Institute (SD), Miami Dade College (FL), Walla Walla Community College (WA), and West Kentucky Community & Technical College (KY).

The Prize is administered in three rounds. Round 1 of the Aspen Prize was used to determine eligibility and identified 120 community colleges in the U.S. based on institutional performance, improvement, and equity on student retention and completion measures. FLCC and 119 others have been invited to complete and submit by May 25, 2012 a Round 2 application for the second annual Aspen Prize.

Committee Reports
Finance & Facilities Committee: Trustee Burt
Trustee Burt presented the following resolution for action that was discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc. On motion by Trustee Burt and second by Trustee Blazey, the FLCC Board of Trustees approved the aforementioned resolution. Abstention: Trustee Galbraith

Trustee Burt presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: purchase of a laboratory fermentor/bioreactor, 2) Bid acceptance: purchase of a 70” flat screen television & wall mount, 3) Bid acceptance: purchase of letterhead & envelopes, and 4) Bid extension: four color printing. On motion by Trustee Burt and second by Trustee Houseman, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Trustee Burt presented the following resolution for action that was discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Approve FLCC audit firm for fiscal year 2011-12. On motion by Trustee Burt and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Education & Planning Committee: Trustee Blazey
Trustee Blazey presented the following resolution for approval that was discussed at the FLCC Board of Trustees Education & Planning Committee meeting: Approve 2012-13 sabbatical leaves. There
being no discussion, on motion by Trustee Blazey and second by Trustee Galbraith, 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 met on April 18 and reviewed the 2012-13 budget. They received a positive report on College Suites occupancy data and a report on the status of Cedar Lodge. Campus Gate, LLC has purchased the Finger Lakes Inn and adjoining properties and plans major renovations to the property across from the College’s main entrance.

Foundation Board: Trustee Geise
Trustee Geise reported that the FLCC Foundation Board of Directors met on April 24, 2012. Discussion items included acquisition of the Lincoln Hill property, the Distinguished Alumni Awards celebration honoring NYS Assembly Minority Leader Brian Kolb, the June 25 golf tournament, and a new major fundraiser entitled Book Feast that will be held on Saturday, September 29, 2012.

FLCC Projects Committee: Trustee Burt
Trustee Burt had no report.

Student Corporation: Trustee Mihalik
Trustee Mihalik had no report.

Student Perspective: Trustee Varga
Trustee Varga reported that students continue to enjoy the new Student Center. In response to a question from Trustee Blazey, Mr. Varga stated that he has been accepted at SUNY ESF. In the interim between FLCC and SUNY ESF, he has applied for several part-time positions at FLCC.

There being no further business, at 5:33 pm, 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 Charles P. McCausland
Assistant Secretary of the Board Chair, FLCC Board of Trustees

Next meeting: Wednesday, June 6, 2012, 4:30 p.m.; B440
Finger Lakes Community College Board of Trustees
Finance & Facilities Committee
Wednesday, May 2, 2012
Presiding: Trustee Harry Burt

Trustees Present: Dr. Karen Blazey, Harry Burt, James DeVaney, Anne Galbraith, Joan Geise, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Excused: None

Staff Present: Dr. Barbara Risser, Jennifer Carney, Joseph Delforte, Larry Dugan, James Fisher, Lenore Friend, Karen Hopkins, Dr. Kerry Levett, Grace Loomis, Joseph Nairn, Amy Pauley, Nancy Purdy, Carol Urbaitis, Sarah Whiffen, William White

Guest: Andrea Schoeneman, Esq., Heather Swanson, reporter, Finger Lakes Times

At 3:30 p.m., Trustee Burt called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business
Authorization to enter into a lease agreement: FLCC & FLCC Foundation, Inc.
Mr. Fisher presented a summary of meetings that were held subsequent to the April FLCC Board of Trustees Finance & Facilities Committee meeting with representatives from the FLCC Board of Trustees, FLCC Foundation, FLCC Projects Committee, and Ontario County. In response to a question from Trustee Mihalik, Mr. Fisher and Trustee McCausland assured trustees that, to their knowledge, the concerns expressed by Trustee Galbraith at the April FLCC Board of Trustees Finance & Facilities Committee meeting have been satisfied. Discussion followed regarding:

- How the FLCC Foundation could guarantee Ontario County an option to purchase the property because of fluctuations in purchase costs; the FLCC Foundation entertaining discussions with Ontario County about purchasing the property
- Assurance that no contamination exists on the site and the purchase offer containing a contingency that an environmental study will be completed

FLCC 2011-2012 operating budget update: Mr. Fisher
Mr. Fisher reported that 66.7% of the budget year has been completed. He reviewed the status of current year revenues and expenditures to date and noted that the final state aid payment has not yet been received. Mr. Fisher also provided trustees with a revenue and expense comparison to the prior year and an ending fund balance projection.

Discussion followed regarding drivers of the increase in chargeback revenue and the difference between capital and operating chargeback. Mr. Fisher offered to provide an explanation of the chargeback calculation at the June 6, 2012 FLCC Board of Trustees Finance & Facilities Committee meeting.

Equipment Inventory policy: Mr. Fisher
Mr. Fisher explained that this is a new policy formalizing current practice. There was no discussion. Trustees will consider approval of this policy at their June 6, 2012 meeting.
**Resolutions**

**Bid acceptance: purchase of a laboratory fermentor/bioreactor**
Mr. Fisher presented this resolution to accept the sole responsive/responsible bid of Eppendorf, 102 Motor Parkway, Hauppauge, NY for the purchase of a laboratory fermentor/bioreactor at the total delivered price of $27,491.41.

**Bid acceptance: purchase of a 70” flat screen television & wall mount**
Mr. Fisher presented this resolution to accept the overall low responsive/responsible bid of Valiant National AV Supply, 55 Ruta Court, So. Hackensack, NJ for the purchase of a 70-inch flat screen TV and wall mount at the total delivered price of $2,482.20. He explained that this equipment will be purchased for the Visual & Performing Arts department graphics lab through a Perkins grant.

**Bid acceptance: purchase of letterhead & envelopes**
Mr. Fisher presented this resolution to accept the following low responsive/responsible bidders that meet specifications for items 20 & 22: Moore Printing Co., Inc., 9 Coy St., Canandaigua, NY, and items 1–19, 21 & 23: Dupli Envelope & Graphics, One Dupli Park Dr., Syracuse, NY. He explained that six vendors were solicited and three responded, which resulted in the split award for a twelve-month demand contract. The annual cost will depend on budget and usage throughout the contract period.

**Bid extension: four color printing**
Mr. Fisher presented this resolution to extend the contract of Phoenix Graphics, Inc., 464-476-State St, Rochester, NY for an additional twelve-month period from June 1, 2012 through May 31, 2013 at the current prices indicated in the bid.

**Approve FLCC audit firm for fiscal year 2011-12**
Mr. Fisher presented this resolution to approve EFP Rotenberg, Certified Public Accountants, 280 Kenneth Dr, Suite 100, Rochester, NY to serve as the external audit firm for Finger Lakes Community College for the fiscal year 2011-2012 at a cost of $28,000. He explained that in early 2013, the College and the FLCC Foundation plan to issue a joint bid for external audit firm services.

**Updates**

**Facilities: Mr. Fisher**
Geneva Center: Ontario County is organizing a transition ceremony on May 17 at 1:30 pm to present a check to the Geneva City School District for the sale of the Geneva Middle School to Ontario County. A meeting with the architect has been scheduled to review the scope of the project.

Phase 1B renovation: the Carpenter Board Room is scheduled to open in early June 2012; the remainder of the 30-month project is progressing on schedule; lecture hall renovations will take these rooms offline for the entire 2012-13 academic year; the impact on summer classes is being managed through cross-departmental collaboration.

May 4: the Student Center grand opening celebration begins at 9:00 am; auditorium occupancy is expected to occur in June 2012.

**Student Corporation financials: Trustee Mihalik, Ms. Whiffen**
Ms. Sarah Whiffen, Director of Student Life, delivered a comprehensive PowerPoint presentation on the Student Corporation structure, budget, and fiscal status and system of fiscal checks and balances. She explained the fiscal oversight/check approval process, the process used to develop the annual operating budget, how student activity fee funds are utilized, how Student Corporation funds are
allocated, and fund balance activity. Following Ms. Whiffen’s presentation, Trustee Mihalik stated her support of the Student Corporation’s fiscal processes.

There being no further business, at 4:17 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, 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, June 6, 2012; 3:30 p.m.; B440
Finger Lakes Community College Board of Trustees  
Education & Planning Committee  
Wednesday, May 2, 2012  
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey, Harry Burt, James DeVaney, Anne Galbraith, Joan Geise, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Joseph Varga

Trustees Excused: None

Staff Present: Dr. Barbara G. Risser, Jennifer Carney, Joseph Delforte, Deborah DePauw, Larry Dugan, James Fisher, Lenore Friend, Karen Hopkins, Dr. Kerry Levett, Grace Loomis, Joseph Nairn, Christine Neininger-Palace, Amy Pauley, Nancy Purdy, Carol Urbaitis, Sarah Whiffen

Guests: Heather Swanson, reporter, Finger Lakes Times

At 4:17 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

New Business
Teaching Center: Professor Carney
Jennifer Carney, Assistant Professor in the Science & Technology department and Coordinator of the Center for Teaching and Learning (CTL) provided trustees with an overview of the Center’s function and activities this academic year. She stated that the CTL recently adopted a new mission statement: “To foster innovation, communication and opportunities for professional development in all areas of teaching effectiveness.”

CTL 2011 highlights include:
- Five faculty classroom research projects
- Two faculty internships (NYS DEC and the Visual Studies Workshop)
- Seventeen on-campus workshops open to the campus community
- Thirty-four faculty members attended eight local conferences
- 2nd annual “Jumping the Desk: Teachers as Learners” conference held November 18, 2011 at the Victor Campus Center with approximately 60 participants

The CTL Planning Board has fifteen members who represent full-time faculty, adjunct faculty, professional staff, Information Technology, and online learning.

Discussion followed regarding dedicated space for center (B450), publicity for events and adjunct participation in CTL activities.

Resolutions
Approve 2012-13 sabbatical leaves: Dr. Topping
Dr. Topping presented an overview of the faculty members’ proposed sabbatical leave projects and recommended approval of sabbatical leaves for the following faculty members for the spring 2013 semester:
- Dr. Deborah Ferrell, Humanities
- Professor Barbara Kruger, Humanities
Updates
None to report at this meeting

There being no further business, at 4:32 p.m., on motion by Trustee Galbraith and second by Trustee Geise, the FLCC Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Karen Blazey
Assistant Secretary of the Board 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, June 6, 2012; 4:00 p.m.; B440