Trustees Present: Dr. Karen Blazey, James DeVaneey, Joan Geise, Barbara Hamlin, Andrew Henry, John Hicks, Wayne Houseman, Donna Mihalik

Trustees Excused: Donald Cass, Charles McCausland

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, James Fisher, Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Ann Robinson, Dr. Thomas Topping, Carol Urbaitis

Guests: None at this meeting

At 5:13 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No comments from the floor

Approval of the Consent Agenda
Trustee Geise presented the October 3, 2012 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee Hamlin and second by Trustee Houseman, the FLCC Board of Trustees unanimously approved the October 3, 2012 committee and meeting minutes as written.

Chair’s Report
Reminder: Board Retreat – 11/16/12
The FLCC Board of Trustees retreat will be held on Friday, November 16, 8:30 am – noon in the Carpenter Board Room. Please forward agenda items to Dr. Risser.

President’s Report
SUNY resolution: seamless transfer

Background
In support of the State University’s continuing commitment to high academic standards, timely degree completion and seamless transfer, this resolution builds on past resolutions related to general education and transfer, and on common student learning outcomes in SUNY General Education courses identified by faculty, and transfer paths for undergraduate majors created by faculty. It clarifies expectations for undergraduate curricula and campus transfer policies, as follows.

- It requires the first 60 credits of an undergraduate program leading to a bachelor’s degree, A.A. degree, A.S. degree, and wherever possible, A.A.S. degree, to be designed to include: (1) the SUNY General Education Requirement, with seven of ten areas and, wherever possible, 30 credits; and (2) when a transfer path exists, four to five foundational major courses, as well as associated cognate courses.

- It requires each SUNY campus to grant credit to transfer students for successfully completing, at any SUNY campus: (1) SUNY General Education Requirement courses; and (2) transfer path foundational major courses, as well as associated cognate courses.

- It requires each SUNY campus to limit its degree requirements to 64 credits for A.A., A.S., and A.A.S. degrees, and 126 credits for bachelor’s degrees, unless there is a compelling justification for additional credits, and to have policies to ensure that local general education requirements that exceed the SUNY General Education Requirement do not prevent a student from completing an undergraduate program within the program’s usual credit requirement.
The resolution also calls for the State University Provost to develop methods to enable students to successfully complete transfer path courses at another SUNY campus when such courses are not offered at their home campus.

Dr. Risser expressed concern that the current language does not include an incentive to complete a 2-year degree. She stated that students who complete a 2-year degree are much more likely to complete a 4-year degree, and that completion of a 2-year degree ensures transfer of all credits.

2013-14 state aid SUNY position
Dr. Risser reported that last year SUNY proposed a five-year plan for community colleges to receive a $205 increase in base aid for each of the next five years, with the goal of reaching the state’s one-third contribution at the end of that time period. However, last year colleges received a $150 increase in base aid. She stated that SUNY is now requesting a $260 increase in base aid for the 2013-14 budget year in order to make up for the shortfall in the five-year plan this year. The request would then move to a $205 increase for the remaining three years of the plan.

Performance-based funding
Dr. Risser reported that SUNY is considering suggesting to the governor and state legislature a performance-based resource allocation model to supplement base aid in future years.

Roll-out principles:
- State base aid five-year plan would not change. Additional aid would be tied to the performance on key indicators at individual campuses.
- Performance-based funding would be rolled out over three years.
- Special support would need to be provided short-term to certain campuses.

Dr. Risser noted that this funding model has been implemented in a number of states nationwide. If SUNY includes performance-based funding in its lobbying position, the governor and legislature are likely to be very interested in implementation.

SUNY IT transformation
At the January 2012 State of SUNY address the Chancellor announced that a common IT student information system would be implemented for use by all 64 campuses in the SUNY system. Currently several programs are in use, including Datatel, Banner, and People Soft. The Chancellor is requesting that all campuses convert to Banner. Dr. Risser stated that the cost to FLCC to implement Banner would be minimally $2M with no identifiable benefits to the college, and she has numerous concerns about this project.

Governor’s Wine & Spirits Symposium
Dr. Risser reported that Viticulture professor Paul Brock was invited to attend the governor’s wine and spirit symposium that was recently held in Albany. He participated as a panelist and talked about the FLCC and Cornell viticulture programs. At a reception at the governor’s mansion following the symposium, Professor Brock was asked about the status of the Viticulture Center project. As a result, the project has been reviewed by the NYS Budget Office and sent to the Controller’s Office for review and approval.

Veterans’ Day Ceremony
Dr. Risser invited trustees to attend the College’s annual Veterans Day ceremony on Tuesday, November 13, 1:00 pm in the auditorium.
Committee Reports
Finance & Facilities Committee: Trustee Houseman
Trustee Houseman presented the following resolution for action that was discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: Bid acceptance: janitorial services for the Wayne Co. & Victor campus centers. There being no discussion, on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

Geneva Center Design
Trustee Houseman made a motion to approve the Geneva Campus Center site plan concept as presented by Mr. Garvey, Mr. Harvey and Supervisor Russell at the Finance & Facilities Committee meeting; second by Trustee DeVaney. The FLCC Board of Trustees unanimously approved Trustee Houseman’s motion.

Following discussion regarding the project allocation for furniture and information technology equipment, on motion by Trustee Mihalik and second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved an amendment to Trustee Houseman’s original motion expressing their concerns about the minimal funding allotted to furniture and IT equipment for the Geneva Campus Center project, cautioning that the amount allocated is insufficient to meet program needs.

Education & Planning Committee: Trustee Blazey
Trustee Blazey presented the following resolutions for action that were discussed at the FLCC Board of Trustees Education & Planning Committee meeting: 1) Adjust the FLCC professional service positions roster, and 2) Request to deactivate & discontinue a program: Certificate in Information Security. There being no discussion, on motion by Trustee Blazey and second by Trustee Geise, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Trustee Liaison Reports
FLCC Association: Trustee McCausland
In Trustee McCausland’s absence, Ms. Urbaitis reported that the FLCC Association Board of Directors met in October. The Board approved revised bylaws and conducted routine business.

Foundation Board: Trustee Geise
Trustee Geise reported that at their last meeting, the FLCC Foundation board conducted routine business.

FLCC Projects Committee: Trustee Houseman
No report

Student Corporation: Trustee Mihalik
Trustee Mihalik reported that at their last meeting, the FLCC Student Corporation conducted routine business. She stated that there is a concern among the student leadership that the ANGEL course management system is either not utilized or under utilized by some faculty members. Students would like to see ANGEL used as another communication forum for clubs and activities. Trustee Henry commented that students find it difficult to find a central location on campus and online to obtain information on campus events and club activities.

Student Perspective: Trustee Henry
Trustee Henry will be participating in a week-long initiative in collaboration with Student Senate to interview students about their perspective on policy, their view of the campus, and any concerns they may have. He stated that this information will be used by Student Senate to conduct student surveys.
There being no further business, at 5:47 pm, on motion by Trustee Geise and second by Trustee DeVaney, 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: Wednesday, December 5, 2012, 4:30 p.m.; Carpenter Board Room
New Business
Geneva Campus Center design
Mr. Harvey provided trustees with an overview of the proposed design renderings and budget for the Geneva Campus Center renovation project.

Discussion:
- Staff and students will need to relocate during the renovation period; potential locations are being explored
- The $12M budget includes rental costs
- The loop outside the main entrance has been designed to accommodate buses
- Consider designating an outdoor area for students as a “quad”
- Will demolition be completed before renovations begin; considering all except for the gymnasium, which will be used for storage and the construction manager’s office
- Does the design provide an opportunity to add on to the building in the future

Supervisor Russell stated that the proposed design stays within budget while addressing neighbors’ concerns.

Dr. Risser asked Mr. Harvey to address asbestos abatement in the 1965 classroom wing. Mr. Harvey stated that the County reviewed the asbestos testing reports before finalizing the building purchase. He affirmed that full asbestos abatement would be completed within the demolition area; however, any decision about abatement in the 1965 wing will depend on the status of the project budget.

Next step: Mr. Garvey requested Board of Trustees agreement with the proposed Geneva Campus Center design.

Trustee Houseman commented that the design would produce a functional building that meets program needs, and he is pleased with progress to date.

FLCC 2012-2013 operating budget update
Mr. Fisher provided trustees with a summary of revenues and expenses to date, and expressed concern about expenses relative to total salaries and benefits. At the December Finance & Facilities Committee
meeting, Mr. Fisher will provide trustees with a quarterly budget comparison report. Mr. Fisher noted that a fund balance report will be provided beginning in late winter or early spring.

Discussion:
- There was no opportunity for the College to provide feedback on the SUNY chargeback report.
- Using historical data to even out chargebacks in an attempt to make budget projections more predictable will have a significantly negative impact on the college budget.
- The timeline for implementation of the new chargeback guidelines and transition plan.

Dr. Risser reported that the SUNY Board of Trustees is expected to approve the chargeback report in December 2012 in advance of the New York State Legislature’s budget discussions.

Transfer Report
Mr. Fisher reported that the transfer report contains routine transactions; no discussion.

Resolutions
Bid acceptance: janitorial services for the Wayne County & Victor campus centers
Mr. Fisher presented this resolution to authorize the College to execute a contract with Coverall Health-Based Cleaning System, 1160 Pittsford Victor Rd Suite D, Pittsford, NY for janitorial services at the FLCC Wayne County and Victor Campus for a twelve-month term from November 8, 2012 through November 7, 2013 with the right to renew this contract for up to two twelve-month periods at an annual cost of $81,727 plus the cost of any consumable restroom supplies provided at markup of 20% over the vendor’s cost, if agreeable by all parties and approved by resolution by the FLCC Board of Trustees.

Updates
Facilities: Mr. Fisher
Mr. Fisher reported that capital projects are progressing appropriately; no discussion.

There being no further business, at 4:30 p.m., on motion by Trustee Hicks and second by Trustee DeVaney, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

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

Next meeting: Wednesday, December 5, 2012; 3:30 p.m.; Carpenter Board Room

Trustee committee members: James DeVaney, Barbara Hamlin, John Hicks, Wayne Houseman, Donna Mihalik

FLCC staff liaisons: James Fisher, Joseph Delforte
Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, Andrew Henry, John Hicks, Wayne Houseman, Donna Mihalik

Trustees Excused: Donald Cass, Charles McCausland

Staff Present: Dr. Barbara Risser, Barbara Chappell, Joseph Delforte, Lenore Friend, James Fisher Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Ann Robinson, Dr. Thomas Topping, Carol Urbaitis, Sarah Whiffen

Guests: None at this meeting

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

New Business

Program review report: A.S. Human Services – Associate Professor Barbara Chappell

The AS Human Services program has 180-200 students currently enrolled, and the student profile is primarily female.

The program review external review team included faculty from Monroe Community College and the College at Brockport, and the director of the Geneva Community Center.

Program strengths:
- Dedication and longevity of the two full-time faculty and five adjunct faculty members
- Requirement that students complete two 90-hour field placements
- Faculty engagement in professional development conferences and workshops

Suggested areas of improvement:
- Increase staff resources
- Enhance the application process to include any conviction record

Professor Chappell reported that the program completion/persistence rate exceeds 40%. Transfer and employment data indicates that 39% of students transfer to four-year institutions and 18% become employed full-time. Students primarily transfer to the College at Brockport, Keuka College, Syracuse University, Nazareth College, Medaille College and SUNY Fredonia.

Professor Chappell reported that the Human Services advisory board is being restructured to include representation from additional counties and organizations.

Discussion:
- HIPPA and disclosure of crimes committed/convictions
- Students who decline to disclose a conviction record are in jeopardy of successfully completing the program
- The impact of successful completion of a rehabilitation program

Professor Chappell reported that Human Services faculty members are in the process of developing two certificate programs in Early Child Care and Gerontology.
Trustee Blazey reported that she collaborated with Dr. Topping and Trustee McCausland to develop guidelines for program review presentations to ensure that trustees are informed about the program and their major areas of interest are included.

**Program Assessment**
- What degrees and/or certifications does your program offer?
- What is the general profile of students and their completion rates?
- When did assessment occur?
- Who was on the assessment team?
- What was the result of the assessment? (main strengths and areas to improve)
- What actions have you planned or completed based on the assessment?
- How does your program compare to others in this field for completion rate, employment, or transfer to other colleges?
- What is the next step for students after completing program? (% transfer to other institutes of higher education, % employed)

**Sabbatical Reports**
- What was the goal of the sabbatical?
- What major activities did you engage in (travel and study, research and writing etc)?
- What did you learn?
- How will you apply what you learned to your position at FLCC?

**Student Code of Conduct revisions**
Dr. Topping explained that revisions to the Student Code of Conduct, which are not major, are intended to clarify language and ensure compliance with legislative action and revised laws. In response to a question from Trustee Blazey, Dr. Topping explained that removal of a student who is a harm to others is based on a recent ADA ruling.

Dr. Risser stated that the Board of Trustees is required by law to approve revisions to the Student Code of Conduct, which will be presented for action at the December 5, 2012 Board meeting. Trustee Blazey requested that the revisions be considered separately for approval.

**Resolutions**

**Adjust the FLCC professional service positions roster**
Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees to be in the professional service as defined by §6306 (2) of New York State Education Law as approved by the Chancellor of the State University of New York.

The College recommends adding the following positions to the roster of professional service titles the following job titles whose positions a) exist on the College’s roster of positions, b) fall within the salary range approved in the 2012-2013 operating budget and c) require no new or additional funding:

<table>
<thead>
<tr>
<th>Title</th>
<th>Date created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Orientation &amp; Leadership</td>
<td>9.20.12</td>
</tr>
<tr>
<td>Coordinator of Student Government</td>
<td>8.29.12</td>
</tr>
</tbody>
</table>

The following title has been revised:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Previous Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Designer/Project Coordinator</td>
<td>Creative Design Specialist (6.16.10)</td>
</tr>
</tbody>
</table>
Request to deactivate & discontinue a program: Certificate in Information Security

Finger Lakes Community College has reviewed its inventory of registered programs and wishes to deactivate and discontinue the Certificate in Information Security program as a result of low and declining enrollment. The FLCC Curriculum Committee, Academic Senate and College President has reviewed this program and recommend the deactivation effective January 1, 2013 and discontinuance effective September 1, 2014 of the Certificate in Information Security program.

Updates

Enrollment – Ms. Urbaitis

Official fall 2012 enrollment data indicates a 5.1% decline, which Ms. Urbaitis reported by location and new versus all students. She reported on the outcomes of several enrollment initiatives that were undertaken over the spring and summer. The majority of these initiatives will be continued, however, implementation timelines may be revised. Discussion followed regarding initiatives to enhance enrollment at the Geneva Campus Center.

Dr. Risser reported that the College’s retention initiative is also underway.

Trustee Mihalik commented that ongoing public relations messages to reinforce enrollment initiatives and always having a presence in small important ways in the community may benefit enrollment. Ms. Urbaitis reported that a meeting was recently convened to discuss collaborative strategies between Advancement, Marketing and the Victor Campus Center administrator to raise public awareness and identify activities and events that may be newsworthy. All campus center directors will be included in this initiative.

There being no further business, at 5:07 p.m., on motion by Trustee Blazey and second by Trustee Geise, the FLCC Board of Trustees Education & Planning Committee adjourned.

Prepared by, Submitted by,

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

Next meeting: Wednesday, December 5, 2012; 4:00 p.m.; Carpenter Board Room

Trustee committee members: Dr. Karen Blazey, Donald Cass, Joan Geise, Lt. Gen. Charles McCausland, Andrew Henry

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