Finger Lakes Community College Board of Trustees
Finance & Facilities Committee
Wednesday, November 6, 2013
Presiding: Trustee James DeVaney

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Carley Shick

Trustees Excused: Donald Cass

Staff Present: Dr. Barbara Risser, Paul Brock, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Milton Johnson, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Dr. Thomas Topping, Carol Urbaitis, Sarah Whiffen

Guest: Julie Anderson, Finger Lakes Times

At 3:31 p.m., in Trustee DeVaney’s absence, Trustee Hicks called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business – Mr. Fisher
FLCC 2013-2014 operating budget
Mr. Fisher reported that 16.7% of the budget year has been completed. He provided trustees with an overview of revenues, expenses, and grant activity as of October 28, 2013.

2012-13 Allowance for Doubtful Account Adjustment
In discussions with the College’s auditors during the year-end audit process, an increase in outstanding unpaid balances was discovered. Mr. Fisher affirmed that the College has a successful history in collecting outstanding accounts; however, the gap between the outstanding balances and the allowance for doubtful accounts was greater than recommended. On advice from the auditors, a deposit was made into the College’s doubtful account to bring the balance to an acceptable level. Discussion followed regarding the College’s efforts to reduce the dollar amount of uncollected accounts.

Draft – Updated Agreement between FLCC and FLCC Association, Inc.
Mr. Fisher explained that revisions were last made in 2009 to the agreement between Finger Lakes Community College and the FLCC Association. He provided trustees with an explanation of the notable deletions and additions to the agreement. Mr. Fisher noted that trustees would be asked to consider action on this agreement at their December 4, 2013 meeting.

Discussion followed regarding the status of the Association’s fund balance, the housing corporation budget, upcoming Association expenses, and inclusion of a statement clarifying how often the agreement will be reviewed.

Resolutions - Mr. Fisher
Bid acceptance: janitorial services for FLCC campus centers
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of Temco Facility Services, Inc., 7374 Pittsford Palmyra Rd, Fairport, NY at an annual cost of $88,174.00.

Bid acceptance: hauling & disposal of trash and recyclables
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of Finger Lakes Refuse Disposal, Inc., P.O. Box 333, Canandaigua, NY for the hauling and disposal of trash and recyclables for all Finger Lakes Community College locations at an annual cost of $16,872.00.
Bid acceptance: purchase pickup trucks
Mr. Fisher presented this resolution to accept the bid of Arthur Glick Truck Sales Inc., P.O. Box 349, Monticello, NY for items #1, 2, 5 & 6 at a total cost of $52,137.00 based on the bid estimate.

Bid renewal: voice and data networking, equipment & consultant services
Mr. Fisher presented this resolution to authorize the College to renew its contract with CSNY Inc., 227 Castle Rd, Rochester, NY from December 6, 2013 through December 5, 2014 for voice and data networking, equipment and consultant services at the allowable CPI price index increase of 1.8%.

Bid extension: purchase student health first aid supplies
Mr. Fisher presented this resolution to extend the contract of Moore Medical LLC, 1690 New Britain Ave., Farmington, CT for the purchase of Student Health first aid supplies for an additional twelve-month period from February 1, 2014 through January 31, 2015 at the current price structure indicated in the bid.

Contract approval: snow removal services for the Geneva campus center
Mr. Fisher presented this resolution to approve a short-term contract with Tru Lawn Care LLC, 31 Grove St, Waterloo, NY for snow removal services for the Geneva Campus Center for the period of November 7, 2013 to April 15, 2014 at the following cost:

Part A - 63 Pulteney St, snow and ice removal at a cost of $11,346.00 per season
Part B - 90 Pulteney St, snow and ice removal from parking lot and building sidewalks at a cost of $7,578.00 per season
Part C - 90 Pulteney St, snow and ice removal from street sidewalks at a cost of $2,706.00 per season
Additional cost for time & material if snow must be hauled away - backhoe with operator, $95.00/hour, and dump truck with operator, $70.00/hour

Approve a revision to the 2013-14 management confidential salary schedule
Mr. Fisher presented this resolution to approve the revised 2013-2014 salary schedule for management confidential employees.

Updates – Mr. Fisher
Facilities
Geneva Campus Center – weekly conference calls are convened; the demolition and abatement package has been awarded; the crosswalk from the old center to DeSales will be completed this week and that has greatly improved safety for students; discussions are ongoing about design alternates; the architect estimates 7-8 weeks to complete these designs; the Geneva Historical Society is interested in documenting the demolition of the original site; a letter will be sent to neighbors next week to inform them of the demolition and abatement schedule and this information will also be posted on the College’s construction website

Viticulture Center – the groundbreaking ceremony was held on October 24; College representatives are working with the architects on the design; estimates on 50% drawings are $350,000 over the increased construction budget; a meeting took place to discuss value engineering; the College agreed to $314,000 in value engineering cost reductions; according to LaBella, the anticipated occupancy date is March 2015; College officials are making every effort to move the substantial occupancy date back to January 2015 because of the inability to increase enrollment in the Viticulture program until the Center is complete

FLCC Master Plan
A meeting will be held on November 13 to review the preliminary report and identify priorities and financial implications. The identified priorities will be submitted to college governance bodies for review and feedback.
Shared services
Mr. Fisher reported that a SUNY office for shared services has been established, and a consultant has been retained who has advised SUNY to gather feedback from campuses about what they need/want regarding shared services. Fourteen SUNY-wide initiatives have been created. Many are already in progress, including IT infrastructure and strategic sourcing in purchasing. Mr. Fisher stated that FLCC participates in a group of seventeen colleges in the region that convene in subgroups to discuss different areas where shared services could be possible.

There being no further business, at 4:25 pm, on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee adjourned.

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

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

FLCC staff liaisons
James Fisher, Joseph Delforte

Next meeting: Wednesday, December 4, 2013; 3:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, November 6, 2013
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Carley Shick

Trustees Excused: Donald Cass

Staff Present: Dr. Barbara Risser, Paul Brock, Dr. Richard Evans, Lenore Friend, Karen Hopkins, Milton Johnson, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guest: Julie Anderson, Finger Lakes Times

At 4:25 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
Viticulture program partnership with Cornell – Dr. Risser, Paul Brock
Mr. Brock reported that this partnership is a natural fit with Cornell University, and that FLCC students have the opportunity to obtain a 4-year degree from Cornell in either the viticulture or enology field. He noted that Cornell’s Lee Library has the largest Viticulture & Enology collection east of the Mississippi River. Mr. Brock also noted that he earned his M.S. in Food Science (Enology & Viticulture) from Cornell University in 2007. Many enthusiastic Cornell faculty guest lecture in FLCC’s program, including professors in Vine Physiology Modeling, Wine Chemistry, and the USDA Grape Genetics Laboratory. FLCC also partners with Cornell Cooperative Extension on a teaching and demonstration vineyard at Anthony Road Winery. Dr. Thomas Burr, Director of NYSAES, met with Dr. Risser and Mr. Brock during summer 2013 to discuss how to more effectively promote this partnership.

Professor Brock stated that the new FLCC Viticulture Center provides ample opportunity for the future growth of the program and expansion of the Cornell partnership. Dr. Risser commented that when the new FLCC Viticulture Center opens, expansion of the Viticulture program will provide tremendous opportunities for students. She also noted that the College’s partnership with Cornell will provide new opportunities for FLCC students in the future.

Resolution
Adjust the professional services roster – Ms. Loomis
Ms. Loomis presented this resolution to revise the following position title:

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Previous Title
Vice President of Academic and Student Affairs 9-1-08

Updates
Enrollment – Ms. Urbaitis
Ms. Urbaitis reported that SUNY has accepted the College’s official fall 2013 enrollment data, which confirms a 3.8% decrease compared to fall 2012 and a 3.5% increase in Gemini enrollment.
New full-time students: headcount increase of 1.4%; FTE increase of .5%
New part-time students: headcount increase of 7.5%; FTE increase of 7.9%

The College’s annual fall campus visit day and Gemini breakfast will be held on Monday, November 11, 2013.

There being no further business, at 4:55 p.m., on motion by Trustee McCausland and second by Trustee Mihalik, 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

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

Next meeting: Wednesday, December 4, 2013; 4:00 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Wednesday, November 6, 2013
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: Dr. Karen Blazey, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik, Carley Shick

Trustee Excused: Donald Cass

Staff Present: Dr. Barbara Risser, Dr. Richard Evans, Lenore Friend, Karen Hopkins, Milton Johnson, Patricia Malinowski, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, Dr. Thomas Topping

Guests: None at this meeting

At 5:05 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
Milton Johnson, Faculty Alliance chair, presented an update on behalf of the faculty. He reported that faculty are concerned with several SUNY initiatives: seamless transfer, new regulations on degree requirements, and the impact of the new sixty-four credit limit on students’ readiness to enter the workforce. He stated that faculty are pleased with the opportunities to work collaboratively with Dr. Risser and Dr. Topping on resolving their concerns. Mr. Johnson offered to share written reports from the faculty meetings with trustees.

Trustee Geise asked Mr. Johnson to comment on faculty feedback on the new common core standards and the impact on community college curriculum.

Approval of the Consent Agenda
Trustee Geise presented the October 2, 2013 Board of Trustees committee and regular meetings minutes for Board approval. There being no discussion, on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.

Chair’s Report
Trustee Geise presented the following policies for consideration: Academic Standards of Progress, and Institutional Effectiveness. Trustee McCausland reported that he has reviewed these policies and has no concerns or suggested revisions. Dr. Risser stated that these policies would be presented to trustees for action at their December meeting.

Trustee Geise thanked trustees for attending the Viticulture Center groundbreaking and Geneva Campus Center thank you reception.

President’s Report
NYCCAP presidents’ lobbying position
The New York Community College Association of Presidents (NYCCAP) last met on October 17-18, 2013. The agenda included discussion of lobbying initiatives, remediation – GAP Plan, accepting placement test results from other NYCCAP colleges, Completion Week, initiatives impacting finances and the change in education law regarding non-resident students without a certificate of residence. NYCCAP and CUNY are collaborating on a common lobbying message.

Dr. Risser reported that the presidents are drafting a new five-year plan to return state aid to an acceptable level, and that the five-year phase-in plan for the chargeback formula has been resolved.
The presidents discussed the sixty-four credit hour cap and will send a letter to the Chancellor in the near future. The SUNY Board of Trustees appears to be receptive to a discussion around this topic. The trustees are still scheduled to discuss the draft plan in December and consider a resolution to approve the plan in January 2014.

2014-18 Strategic Plan
Dr. Risser reported that work continues on finalizing the measures and targets, and the timeline has been slightly revised to allow time for a faculty-wide discussion of the strategic plan and the Voluntary Framework of Accountability.

Voluntary Framework of Accountability (VFA)
Dr. Risser provided trustees with background on the development of the Voluntary Framework of Accountability. She noted that an 18-month pilot of this initiative has just been completed and the VFA is ready to be implemented nationwide. Following discussion of the document at their recent meeting, NYCCAP presidents agreed to recommend implementation of the VFA by all SUNY community colleges.

Dr. Risser explained that because this is a new initiative, the VFA was not included in the original draft of the 2014-18 strategic plan. The faculty have requested a timeline revision to allow them the opportunity to discuss the VFA at a faculty meeting rather than at the department level. Discussion followed regarding implementation of the VFA measures by the College.

Open SUNY
Dr. Risser reported that 200 applications were received by SUNY in the first round of program proposals for inclusion in the Open SUNY initiative. SUNY selected six programs statewide, including FLCC’s Tourism Management program.

CCURI NSF Grant
Dr. Risser reported that FLCC students delivered an outstanding presentation at the Fall CCURI NSF grant colloquium held in Philadelphia.

StartUp NY
The College received the StartUp NY regulations earlier this week. An advisory committee has been established that includes representatives from the four counties in the College’s service area. The first committee meeting will be held on November 12, and a workshop is scheduled to occur in two weeks. Dr. Risser stated that the College’s StartUp NY plan must be submitted to SUNY on or before December 31, 2013.

Workforce Development presentation
Dr. Nairn presented an overview of Professional Development and Continuing Education (PDCE) initiatives. He provided trustees with historical background, including state support over the past eighteen years. He highlighted specific training opportunities currently being offered and noted that in 2012-13, PDCE provided $124K in net revenues to the College.

Dr. Risser affirmed that providing students who have short-term goals with the opportunity to earn a certificate and secure employment is part of the community college mission. Discussion followed regarding the College’s service area and locations where courses could be offered.

Committee Reports
Finance & Facilities Committee: Trustee DeVaney
Trustee DeVaney requested a motion to bundle the resolutions for action. On motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees approved bundling the following resolutions for action.

Trustee DeVaney requested a motion to approve the following resolutions that were reviewed and discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: janitorial services for FLCC
campus centers, 2) Bid acceptance: hauling & disposal of trash and recyclables, 3) Bid acceptance: purchase pickup trucks, 4) Bid renewal: voice and data networking, equipment & consultant services, 5) Bid renewal: purchase student health first aid supplies, 6) Contract approval: snow removal services for the Geneva campus center, and 7) Approve a revision to the 2013-14 management confidential salary schedule.

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

**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: Adjust the professional services roster.

There being no discussion, on motion by Trustee Blazey and second by Trustee McCausland, 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 October 22, 2013. Agenda items included action on the 2012-13 FLCC Association and 2012-13 Association Housing audited financial statements, action on the FLCC/FLCC Association agreement, conflict of interest policy, proposed changes to the Association bylaws, the MOU between the Association and the FLCC Student Corporation, and review of the updated Association employee handbook.

**FLCC Foundation: Trustee Geise**

- The annual Book Feast fundraiser was a success; the next Book Feast event will be held on October 18, 2014
- The Foundation’s annual fund drive has begun; Trustee Geise encouraged 100% participation from the Board of Trustees
- The Foundation received a clean audit report
- May 2, 2014: Harry Burt will receive the Celebrating Generosity award; Jean & Bob Beck will receive the Benefactor award
- May 16, 2014: Distinguished Alumni Awards event

**FLCC Projects Committee: Trustee Houseman**

Trustee Houseman announced that the FLCC Foundation has pledged $200,000 to construction of the FLCC Viticulture Center, and thanked the Foundation for their generosity.

**FLCC Student Corporation: varies**

- Annual audit presentation – good outcome
- The Student Corporation currently has $1.8M in its bank account, which is the result of past enrollment increases. However, financial commitments to various college projects will deplete the account in the coming months.
- Trustee Blazey commented on an efficient and well-run meeting, and encouraged trustees to consider volunteering to represent the Board at an upcoming meeting.
- In response to a question from Trustee Hamlin, Trustee Shick explained the Student Corporation membership structure.

**Student Perspective: Trustee Shick**

- November 4-8 is mid-semester advisement week
- Recent media reports are not negatively affecting students
- Receiving complaints about the website not being student user friendly, i.e., ANGEL website has many windows to open to get to where students want to go; WebAdvisor can be complicated as well
Email Response
Trustee Geise asked trustees to please respond in a timely fashion when they receive emails from Dr. Risser or Karen Hopkins.

There being no further business, at 6:05 p.m., on motion by Trustee McCausland 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 4, 2013, 4:30 p.m.; Carpenter Board Room