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

New Business – Mr. Fisher
FLCC 2012-2013 operating budget
Mr. Fisher presented an overview of the following financial reports:

- Unaudited FLCC 2012-13 operating budget revenues and expenditures summary as of August 31, 2013
- Unaudited FLCC 2012-13 operating budget revenue and expense comparison to prior year as of August 31, 2013
- Unaudited FLCC 2012-13 operating budget ending fund balance projection: $4,156,238

Mr. Fisher noted that the estimated fund balance unreserved as of August 31, 2013 represents approximately five percent of the operating budget. He stated that the goal is to have the fund balance represent 8-10% of the operating budget.

At their September meeting, the Board of Trustees approved a resolution to establish an operating budget reserve account for Strategic Plan 2014-18 initiatives. Mr. Fisher reported that $250,000 will be set aside for strategic planning purposed in the 2013-14 fiscal year. In response to a question from Trustee Blazey, Mr. Fisher provided examples of possible reserve fund expenditures.

FLCC 2013-2014 operating budget
Mr. Fisher reported that 8.3% of the budget year has been completed. He provided an overview of tuition and grant activity. Discussion followed regarding the status of fall 2013 enrollment and the Gemini enrollment timeline.

Resolution - Mr. Fisher
Bid acceptance: lease of high speed copiers
Mr. Fisher presented this resolution to accept the following low responsive/responsible bidders that met specifications for bid B13101:

- Items: # 2, 3, & 5 - Ricoh USA Inc., 345 Woodcliff Dr., Fairport, NY 14450
- Items: # 6 & 7 - Toshiba Business Solutions, 180 Kenneth Dr., Rochester, NY 14623

Based on the low responsive/responsible bid, the annual lease for the two black and white copiers would be $21,382.44 based on 251,000 images per month for both copiers, and the annual maintenance agreement
would be $8,100 based on 250,000 images per month for both copiers. Based on the low responsive / responsible bid, the annual lease for the color copier would be $1,157.64 based on 1,000 images per month, and the annual maintenance would be $708.00.

**Updates** – Mr. Fisher
**Facilities**

**Phase 1A:**
- LeChase Construction Services is working on installation and replacement of the exterior panels
- Final punch list items are being completed

**Phase 1B:**
- Music recording renovations continue
- Upon completion, trustees will have the opportunity to tour the music studios and laboratories

**Viticulture Center:**
- A design review meeting was held last week
- The bid is out for the site work, which College officials hope will be completed before a hard ground freeze occurs
- College officials have concerns about when the Center will be ready for occupancy, which was expected to occur in time for the fall 2014 semester
- Construction delays are anticipated that may affect the fall 2014 occupancy date
- The construction award is not expected to be announced until March 2014
- College officials are closely monitoring the construction timeline

**Geneva Campus Center:**
- The College is currently operating in temporary space
- An internal review of the architect’s notes has been completed
- Bid packages, including alternates to align with funding sources, are being assembled

**FLCC Master Plan**

Faculty, staff and students will have an opportunity to provide feedback on the next FLCC facilities master plan on Tuesday, Oct. 8, 9 a.m. - 9 p.m. in the second floor hallway of the Student Center. Participants will have an opportunity to address subjects such as future academic facilities, social and activity spaces, athletics and recreation, open space and circulation, and sustainability. Consultants from the Saratoga Associates firm will use information on the condition of current facilities, interviews with individuals and departments, and input from the October 8 event to develop proposals. The Master Plan Steering Committee will prioritize the consultants’ recommendations and present a 10-year plan to the FLCC Board of Trustees and the FLCC Projects Committee later in 2013.

**SUNY Capital Chargeback Rate**
The New York Community College Association of Presidents is recommending the following implementation schedule for the change in the calculation of the chargeback rate:
- Beginning in FY 2014-2015, community colleges will implement a five-year phase-in calculating the dollar difference between the actual chargeback rate using the current methodology vs. the actual sponsor contribution per resident FTE and deducting the percentage of the difference:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>2014-2015</td>
<td>5%</td>
</tr>
<tr>
<td>2015-2016</td>
<td>15%</td>
</tr>
<tr>
<td>2016-2017</td>
<td>30%</td>
</tr>
</tbody>
</table>
2017-2018 60%
2018-2019 100%

- This approach will provide adequate lead time for colleges and counties to adjust to the new funding model; more predictable operating chargeback rates; and eliminate major swings in the chargeback rates. In addition, this plan will offer counties eight to ten months of lead time for the development of more accurate county budget estimates.

- Additionally, in order to allow colleges the ability to adjust their budgets to accommodate the change in the chargeback calculation, this proposal provides differing base numbers for the comparison by utilizing either the FY 2012-2013 actual chargeback rate or the weighted average of the chargeback rates for 2010-2011, 2011-2012, and 2012-2013.

- Utilizing the 2012-2013 actual chargeback rate allows colleges to set the base year that most accurately reflects their most recent annual funding level. Utilizing the three-year weighted average chargeback rate (from 2010-2011, 2011-2012, and 2012-2013) averages highs and lows so that the counties and colleges are neither advantaged nor disadvantaged. Plus, it is a proven methodology SUNY currently utilizes to calculate the funded FTE level for state aid purposes.

- Each community college may exercise an option to complete the phase-in prior to the end of the five-year period when the difference between the actual chargeback rate using the current methodology (chosen base year amount) vs. the actual sponsor contribution per resident FTE (for the most current year available) reaches a level that is less than 5 percent.

This proposal allows each community college the ability to adjust their operations to the new chargeback funding model while meeting the legislative requirement of full implementation by the 2018-2019 fiscal year.

SUNY Certificate of Residence Initiative
Mr. Fisher reported that currently SUNY colleges charge double tuition for out-of-state students. SUNY is working on an initiative that will enforce a maximum surcharge (not double tuition) for all students who do not submit a certificate of residence. Discussion followed regarding the financial implications of this initiative for the College and its sponsor.

There being no further business, at 4:05 p.m., on motion by Trustee Houseman and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

Prepared by, 
Karen A. Hopkins
Assistant Secretary of the Board

Submitted by, 
Trustee James DeVaney
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, November 6, 2013; 3:30 p.m.; Carpenter Board Room
At 3:59 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
Middle States progress report – Dr. Risser
Dr. Risser reported that the College’s progress report to the Middle States Commission on Higher Education, which was reviewed by College Council, was submitted ahead of the October 1, 2013 deadline. She noted that the purpose of this report as stated by Middle States is to document evidence of (1) further progress in the participation of faculty and staff in the process of developing and monitoring key performance measures aimed at assessing institutional effectiveness (Standard 7); and, (2) further progress in attaining established learning goals at institutional and program levels (Standard 14). The College’s Periodic Review Report is due June 1, 2017.

Provost search process – Dr. Risser
Dr. Risser presented an overview of the Provost search timeline:

2013
September 15 Co-chairs of search committee in place
September 24 Announcement at faculty meeting
October 15 Committee in place
October 15 – December 15 Committee establishes criteria
2014
January 6 Ad goes out
March 8 Brochure on website
March 15 – April 8 Deadline for applications
April 21 – May 2 Committee interviews and identifies 3 finalists
May 15 3 finalists are interviewed on campus

Milton Johnson and Teresa Daddis have agreed to serve as co-chairs of the Provost search committee. Trustee Blazey suggested that a reception for Dr. Topping be held prior to his retirement date.
SUNY OpInform – Ms. Urbaitis
FLCC was one of a few SUNY colleges from across the state that was selected to host a regional event last week that brought 170 high school counselors and SUNY admissions representatives to the main campus. The event, called OpInform, or Operation Inform, was held Tuesday, Oct. 1 and included workshops and a professional exchange. Of the eight SUNY colleges statewide that were chosen as this year's host locations, FLCC ranked second for total attendance.

Three of the workshops featured FLCC speakers: Curt Nehring Bliss, associate professor of English and director of the honors program, was part of a discussion about opportunities for high achieving students; Jim Hewlett, professor of biology, discussed graduate-level research opportunities that have resulted from a $3.35 million grant FLCC was awarded; and Anne Schnell, professor of conservation, Bruce Gilman, professor of conservation, and Ryan Staychock, conservation technician, partnered with the FLCC Woodsmen Team for a session titled "A popular program and a winning team."

OpInform was coordinated by a committee led by Bonnie Ritts, director of admissions, and Carol Urbaitis, vice president of enrollment management. Program evaluations from high school counselors and SUNY representatives were highly complementary of the event, the FLCC facilities, and the campus. SUNY administrators in attendance encouraged FLCC to consider hosting this event again.

Dr. Risser commended Ms. Urbaitis and her division for organizing a well-received event.

Resolutions
None to report at this meeting

Updates
None to report at this meeting

There being no further business, at 4:15 p.m., on motion by Trustee McCausland and second by Trustee Hamlin, the FLCC Board of Trustees Education & Planning Committee adjourned.

Wayne Campus Center tour – Ms. Urbaitis, Ms. Paliotti

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, November 6, 2013; 4:00 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees  
Wednesday, October 2, 2013  
Presiding: Trustee M. Joan Geise, Chair

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

Trustee Excused: None

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

Guests: None at this meeting

At 4:30 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 September 4, 2013 Board of Trustees committee and regular meetings minutes for Board approval. There being no discussion, on motion by Trustee Blazey and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.

Chair’s Report
Board Retreat date: October 25
Trustee Geise asked board members to review the board self-assessment instrument distributed at this meeting in advance of discussion at their October 25 retreat.

NYCCT conference update: Trustees Hamlin & Mihalik
Trustee Mihalik reported the following:
  - The conference focused heavily on workforce development, and the governor is encouraging community colleges to develop more and stronger programs.
  - Governor Cuomo is expecting to receive a flat budget request from community colleges.
  - Governor stated that community colleges need to be more innovative and that community colleges need to be prepared to apply for incentive funding.
  - Performance-based funding was also discussed at the conference. Dr. Risser noted that performance-based funding is included in the current state budget, however, information has not been received regarding what the funding will be based on.
  - Chancellor Zimpher is preparing a 5-year budget plan as part of her rational tuition initiative to present to the state legislature for budget planning purposes.
  - The tax cap exemption will have an effect on community colleges.
  - SUNY 2020 Grant Round III: Dr. Risser explained that these grants require collaboration with a large consortium of SUNY institutions, and FLCC is beginning the grant application process.
  - Start-Up NY program: state guidelines are expected to be distributed in the near future; colleges’ plans are due by January 1, 2014.
  - Controversial discussion items:
    - the perception that community colleges are the pipeline for 4-year schools is outdated
• Mandating NYCCT training for all new trustees during their first year of service
• Identify a shared services liaison – trustees currently receive updates on these efforts; Mr. Fisher will give a report at the November Board meeting
• North Carolina community colleges presidents’ presentation on training programs for employment was very interesting. Dr. Risser noted that when employers request training for a specific skill they collaborate with the College’s workforce development office. The Director of Workforce Development will give a presentation at the November Board of Trustees meeting.

President’s Report
Strategic Plan 2014-18: progress report, process, timeline
Dr. Risser reviewed current activity regarding the development of the College’s 2014-18 strategic plan. She noted that a draft plan and targets will be ready for trustees to review at their October 25 retreat.

Veterans Advocacy Council presentation
Sarah Whiffen, Associate Vice President of Student Affairs, and Corinne Canough, Director of Educational Planning & Career Services, provided information about the FLCC Veterans Advocacy Council.

Council membership includes:
David Andrews, VITAL grant support
Corinne Canough, Educational Planning & Career Services
Patricia Quinlan-Clark, faculty member
William Cunnane, student & president, veterans’ student club
Jennie Erdle, Student Life
Richard Gray, Financial Aid counselor & FLCC certifying official
Andrea Parker, Project Success academic coach
Joshua Pollock, student
Heman Sweet, faculty member & club advisor
Sarah Whiffen, AVP of Student Affairs

In 2012, a memorandum of understanding was established with the Canandaigua VA hospital through the VITAL grant that allows for consultation and collaboration to support veterans throughout their college experience.

Working with the VITAL coordinator and others, FLCC established a series of training sessions focused on topics to assist non-military persons affiliated with veterans with understanding the various aspects of military life and veterans’ transition out of the military. Over twenty employees successfully completed the training program, and each campus center has at least one veteran advocate on staff.

A major project during the 2013-14 academic year will be to achieve “veteran-friendly” status with national web-based clearinghouses. These sites are used by military personnel who help transition student veterans from active duty to civilian life and will identify FLCC has having services and support for veterans on our campus. FLCC would join twenty other SUNY community colleges who have achieved veteran-friendly status on www.militaryfriendlyschools.com and the American Council on Education (ACE) website.

Ms. Whiffen and Ms. Canough also provided an overview of programs and services available to veteran students along with programs and activities planned throughout the year.
Discussion followed regarding: 1) benefits of assisting veterans with building their resumes, 2) designated space for veterans, and 3) collaboration with the local Blue Star Mothers organization.

Completion Week: September 30 – October 4
Dr. Risser reported that Completion Week activities are ongoing. Employees have been provided with pennants listing their degree/s earned to post publicly near their office or workspace as a way to facilitate discussions with students about the benefits of completing their degree.

Committee Reports
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 - Bid acceptance: lease of high speed copiers.

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

Education & Planning Committee: Trustee Blazey
No resolutions for action at this meeting

Trustee Liaison Reports
FLCC Association: Trustee McCausland
On behalf of Trustee McCausland, Ms. Urbaitis reported that at the September Board of Directors meeting included a presentation by the Bonadio Group on the Association audit, and discussion of housing refinancing options, the development of a conflict of interest policy and the proposed updated agreement between FLCC and the FLCC Association.

FLCC Foundation: Trustee Geise
Trustee Geise stated that the FLCC Foundation Board of Directors will meet in October and she will have a report at the November Board meeting. Trustee Geise reminded board members about the October 5 Book Feast event.

FLCC Projects Committee: Trustee Houseman
No report

FLCC Student Corporation: varies
No report

Student Perspective: Trustee Shick
- Club Table Day was held recently to encourage student participation in various clubs
- Trustee Shick is organizing a Habitat for Humanity trip during spring break
- Trustee Shick is collaborating with Jennie Erdle, Director of Student Life, to identify ways to work with students who haven’t found themselves yet
- Student Corporation is focusing on providing welcoming open spaces to foster community growth among students

Executive Session
Trustee Geise called for a motion to convene an Executive Session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the employment history of a particular person. At 5:18 p.m., on motion by Trustee and Houseman second by Trustee McCausland, the FLCC Board of Trustees unanimously approved a
motion to enter into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the employment history of a particular person.

Trustee Geise stated that public session would not reconvene following executive session.

At 6:10 pm, on motion by Trustee Blazey and second by Trustee Cass, the FLCC Board of Trustees moved out of executive session.

There being no further business, at 6:10 p.m., on motion by Trustee Blazey and second by Trustee Cass, 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:  Wednesday, November 6, 2013, 4:30 p.m.; Carpenter Board Room