At 5:25 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Administer the Oath of Office to Donald Cass
Trustee Geise administered the oath of office to new trustee Donald Cass and welcomed him as a member of the FLCC Board of Trustees.

Approval of the Consent Agenda
Trustee Geise presented the September 5, 2012 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee Houseman and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the September 5, 2012 committee and meeting minutes as written.

Chair’s Report
October Board Retreat – reschedule
Rescheduled date: November 16; 8:30 am – noon; Carpenter Board Room

Approve President’s 2012-13 annual goals
Trustee Geise presented the President’s 2012-13 annual goals for approval. There being no discussion, on motion by Trustee McCausland and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved the President’s 2012-13 annual goals.

Review revisions to the sexual harassment policy
Trustee Geise presented the revised FLCC Sexual Harassment policy for review and action. There being no discussion, on motion by Trustee Houseman and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the revised FLCC Sexual Harassment policy.

NYCCT Award to Harry Burt
Trustee Geise reported that Dr. Risser and Trustee McCausland attended the NYCCT annual awards dinner when Trustee Emeritus Harry Burt received the Donald M. Mawhinney Trustee Leadership Award.

Committee Assignment
Trustee Geise appointed Trustee Donald Cass to serve on the Education & Planning Committee.

Joint Meeting
Trustee Geise reported that a joint FLCC Board of Trustees/ County Financial Management Committee is scheduled on Monday, October 8, 2012 at noon. They noted that it was a holiday and Trustee Geise agreed to check to determine if the meeting would be rescheduled.
President’s Report
Completion Day
Dr. Risser reported that the first statewide Completion Day was a resounding success at FLCC, and recognized the FLCC employees who worked diligently to plan the day’s activities. Phi Theta Kappa reports receiving in excess of 500 signed completion commitments from students. FLCC employees were encouraged to wear clothing from the college where they earned their degree, Farnsworth Automotive parked three high end cars on campus that bore signs encouraging students to complete their degree, and Student Life organized several events including a human hamster wheel. Also, NYS Governor Andrew Cuomo sent a proclamation to each of the thirty-seven SUNY/CUNY campuses declaring October 3 as Completion Day in New York State.

Isa Adney, Completion Day keynote speaker, began her education at Seminole Community College where she won the $110,000 Jack Kent Cooke Scholarship. She holds a Masters of Education from the University of Illinois and worked in admissions and student life at her community college alma mater. Her student experience and work experience at the community college inspired her book, Community College Success, which was published by NorLights Press in early 2012. Today, Ms. Adney runs her higher education consulting business full time, working with community colleges and other educational organizations to boost student success and completion. Her expertise has been elicited from national organizations like Pearson Higher Education, Fox News Latino, and NPR. Ms. Adney’s presentation in Stage 14 was streamed live statewide to SUNY/CUNY community colleges along with an outstanding Completion Day video created by FLCC’s Bill Pealer.

College policies review - annual report
Dr. Risser noted that the Board of Trustees initially approved all college policies during the three-phase review process. College policies that have been revised and require Board of Trustees approval according to NYS Education Law will be presented to trustees for review and action. Trustee McCausland volunteered to review policies requiring revisions prior to full board review.

2014-18 Strategic Plan process
Dr. Risser reported that the interview phase is well underway. Numerous interviews are taking place with employees, students and community members and all trustees will be interviewed. Dr. Risser plans to share the results of these interviews with trustees at their November 2012 meeting.

Next steps include a review of the College’s mission and vision statements. Dr. Risser and trustees will determine whether revisions to either statement are necessary after review by College Council. The four strategic goals in the current strategic plan will be retained. The measures will be eliminated and replaced with fewer key performance indicators, and one major strategic goal will be identified for inclusion in the 2014-18 strategic plan.

Committee Reports
Finance & Facilities Committee: Trustee Houseman
Trustee Houseman presented the following resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Bid acceptance: purchase equipment for Viticulture & Wine Technology program, 2) Contract extension: janitorial services for the Wayne Co. & Victor campus centers, and 3) Standardization: digital signage equipment.
There being no discussion, on motion by Trustee Hicks and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned resolutions.

Education & Planning Committee: Trustee Blazey
There are no resolutions requiring action at this meeting.
Trustee Liaison Reports

FLCC Association: Trustee McCausland
The FLCC Association Board of Directors met on September 25, 2012: bookstore sales are down, textbook sales are up, summer housing revenues increased over summer 2011, and Campus Suites is at full occupancy.

Foundation Board: Trustee Geise
Trustee Geise reported that she and Trustees Blazey, Hamlin and Mihalik participated in the first annual Book Feast fundraiser. She congratulated Amy Pauley on a successful inaugural event.

FLCC Projects Committee: Trustee Houseman
Trustee Houseman stated that Mr. Fisher presented this update at the Finance & Facilities Committee meeting.

Student Corporation: Trustee Mihalik
The Student Corporation Board of Directors met on September 26, 2012: the card swipe system for vending machines will be operational at the main and campus centers in October. Mr. Delforte explained how funds are loaded onto students’ cards.

Student Perspective: Trustee Henry
Observations on Completion Day: students were receptive to interacting with their peers during the process of filling out forms pledging to complete their degree, administrators involved in Completion Day received positive feedback from students and the student body was energized by this successful event.

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 5:55 p.m., on motion by Trustee Hicks and second by Trustee Houseman, 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.

Public session will not reconvene following executive session.

At 6:15 pm, on motion by Trustee Geise and second by Trustee Blazey, the FLCC Board of Trustees moved out of executive session.

There being no further business, at 6:15 pm, on motion by Trustee Geise and second by Trustee Blazey, the FLCC Board of Trustees meeting adjourned.

Prepared by, Krakor A. Hopkins
Submitted by, Trustee M. Joan Geise
Assistant Secretary of the Board Chair, FLCC Board of Trustees

Next meeting: Wednesday, November 7, 2012, 4:30 p.m.; Carpenter Board Room
Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, Andrew Henry, John Hicks, Wayne Houseman, Charles McCausland, Donna Mihalik

Trustees Excused: None

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

Guests: Isa Adney, Completion Day keynote speaker

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

Completion Day
Dr. Risser introduced Isa Adney, the 2012 Completion Day keynote speaker, who thanked trustees for their dedication to community college students.

New Business – Mr. Fisher
FLCC 2012-2013 operating budget update
Mr. Fisher provided trustees with the following information:

- an overview of the 2012-13 operating budget as of September 24, 2012
- a revenue and expense summary of the 2011-12 operating budget as of August 31, 2012
- a year-to-year operating budget revenue and expense comparison from August 2011 to August 2012
- a 2011-12 operating budget ending fund balance projection as of August 31, 2012

Discussion followed regarding the status of the college’s fund balance and how NSF grant funding is dispersed.

2013-14 operating budget assumptions
Mr. Fisher reported that college personnel have begun the process of identifying 2013-14 operating budget assumptions, which include a 1% enrollment increase, 4.9% tuition rate, $100 state aid increase, 15% health insurance increase, 32-36% retirement benefit increase (depending on the plan) and 3.2% sponsor contribution. Salary and wage increases will be identified when union contracts have been ratified. Minor increases are anticipated for equipment, contractual, utilities expenses. Discussion: is the 15% increase in health insurance realistic or could it increase?

2013-14 operating budget development/adoPTION timeline
The operating budget development process will begin in November, which is sooner than in years past.

SUNY Chargeback Report
Mr. Fisher provided a comprehensive overview of the SUNY chargeback report, Operating Chargebacks: A Critical Component in the Funding Partnership for New York’s Community Colleges. This report addresses some of the most persistent questions about chargebacks and is submitted pursuant to legislation included in the 2012-13 New York State Enacted Budget, which directed the State University of New
York Board of Trustees, in conjunction with the City University of New York Board of Trustees, to examine the laws, regulations and policies regarding charges for non-resident students.

**Excerpt from the report:** “Chargeback revenues are a critical part of all community college operating budgets, along with student tuition, state aid, and the local sponsor share. Since the establishment of community colleges in 1948, the operating costs have been shared by the students, the state and the local sponsor(s). The three entities have often been referred to as the “Funding Partners”. Since 1948, there have been three distinct funding periods.

The key to understanding the funding partnership is the concept that for each student, there are three funding streams: a state funding share (state aid), student funding share (tuition), and a local funding share based upon the student’s legal residence. For students attending a community college sponsored by the county in which they live, their local share is the sponsor's contribution. For students living in other counties in New York State, their local share is the chargeback received from their home counties. For students that live outside of New York, the non-resident tuition premium (e.g. the difference between the resident and the non-resident tuition rates of tuition) represents their local share. Sharing the costs of educating every community college student via this three-way funding partnership is the foundation of the community college funding formula.

Students attending a community college outside their home county (or sponsorship area) must obtain a ‘certificate of residence’ in order to qualify for the resident tuition rate and for the home county to pay the chargeback. If the student doesn’t have such a certificate, the college cannot bill the home county, and the student becomes liable for the non-resident tuition rate. Students who are not residents of New York State are charged a premium on tuition to provide their local share.”

Mr. Fisher explained how operating budget assumptions are determined and how the variation in the year-to-year chargeback rate impacts the operating budget. He distributed and highlighted the 2007-13 FLCC chargeback comparison chart.

Dr. Risser stated that SUNY is requesting feedback from community colleges, boards of trustees and local sponsors, and noted that there is no stated deadline to provide this feedback. Mr. Fisher noted that the chargeback report will be a component of the SUNY budget discussions and development.

Trustee Geise requested that trustees review the SUNY chargeback report and provide feedback for a response that will be prepared by Dr. Risser and Mr. Fisher. Dr. Risser will send the College’s response via email to trustees for their review and comment in advance of submission to SUNY.

**Resolutions**

**Bid acceptance: purchase equipment for Viticulture & Wine Technology program**

Mr. Fisher presented this resolution to accept the low responsive/responsible bids that meet specifications for the purchase of equipment for the FLCC Viticulture and Wine Technology program at an estimated cost of $6,910.00. There was no discussion.

**Contract extension: janitorial services for the Wayne Co. & Victor campus centers**

Mr. Fisher presented this resolution to extend the contract of Temco Service Industries, Inc., 7374 Pittsford Palmyra Rd, Fairport, NY 14450 for janitorial services at the FLCC Wayne County and Victor Campus Centers effective November 1 – December 31, 2012 or until a new contract is awarded at the current price structure not to exceed $3,770.00 per month for the Wayne County Campus Center and $4,179.00 per month for the Victor Campus Center. There was no discussion.
Standardization: digital signage equipment
Mr. Fisher presented this resolution to accept the single source utilization of K&K Technologies as the manufacturer of hardware and software in current and future projects for FLCC. Trustee Mihalik commended the College’s efforts to move toward standardization of manufacturers for various purchases.

Updates – Mr. Fisher
Facilities
Phase 1A – exterior panels are expected to be received on October 11. If the panels are not received, the contractor will research another distributor to supply the remaining panels. The exposed insulation has experienced minor discoloration and loss of ‘R’ value but remains effective. The silver lettering on the front of the student center is expected to be replaced.

Phase 1B – the renovated classrooms that are in use have been well received by students and faculty. Construction in the student services wing will begin in the near future with a December 2012 completion timeline. Renovation of the lecture halls is expected to begin soon and be complete in the spring or summer of 2013.

Geneva Center – Dr. Risser and Mr. Fisher recently met with the Ontario County administrator and architect to discuss the building design and budget. Dr. Risser noted two areas of concern: $350,000 has been allotted for the purchase of all IT equipment and furniture, and the budget plan does not include the abatement of asbestos in the existing 1960 era building.

Viticulture Center – the College is waiting for the contract between NYS Agriculture and Markets and Ontario County to be finalized. The RFP is being finalized and has not yet been sent out.

Trustee Blazey requested that trustees have an opportunity to review the Geneva Campus Center design/building renderings before they are finalized and accessible by the general public.

Status of CSEA contract ratification
Dr. Risser presented the following CSEA contract ratification timeline:

August 28 - CSEA reported that the new contract had been ratified by the membership

September 5 - the FLCC Board of Trustees approved the contract, and the Personnel Committee of the Ontario County Board of Supervisors approved the filing of a resolution for full Board consideration at its September 13 meeting.

September 13 - CSEA reported late in the day that "Contract ratification has gone to complaint procedure in Albany. If violations are deemed outcome determinative, the ratification vote must be re-run...." Based upon this information, the Board of Supervisors delayed consideration of the contract, and did not vote on it. It has not been approved by the joint employer.

September 14 - in anticipation of approval of the new contract, the College payroll contained a 1% pay raise and the deferred compensation match was adjusted accordingly. We did not adjust health insurance contribution rates, given that we had an open enrollment scheduled for the next week.

September 17 - Open Enrollment had already been scheduled and was held.

Effective September 28 - the CSEA members’ pay rates were changed back to their pay rates that were in effect before the 1% increase.
September 28 – the College received official notification that "the challenge on the FLCC contract ratification had been rescinded and the CSEA closed the file." The College was asked to proceed to the Board of Supervisors for approval.

October 4 - the Board of Supervisors will consider the CSEA contract for approval.

There being no further business, at 4:32 p.m., on motion by Trustee Hicks and second by Trustee DeVaney, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

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

Submitted by,  
Trustee Wayne Houseman  
Chair, Finance & Facilities Committee

Next meeting: Wednesday, November 7, 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
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, October 3, 2012
Presiding: Trustee Blazey

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

Trustees Excused: None

Staff Present: Dr. Barbara Risser, Joseph Delforte, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Joseph Mariconda, Joseph Nairn, Amy Pauley, Ann Robinson, James Sconfietti, Dr. Thomas Topping, Carol Urbaitis, Amy Warcup

Guests: None at this meeting

At 4:32 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

New Business

Sabbatical leave report: Professor Amy Warcup
Professor Warcup presented an overview of her sabbatical trip to Thailand to develop an international travel study course, which will be a summer elective for students. She explained that Thai massage is a distinctive style of massage that has been in existence for 1200 years and is gaining popularity. Many Thai schools are accredited in the US, and possession of a mandatory New York State license to practice massage therapy includes a requirement to fulfill continuing education credits. Professor Warcup explained the principles and health benefits of Thai massage and its similarities to yoga. During her sabbatical, Professor Warcup studied with students from all over the world and was one of three US citizens in her classes. In response to a suggestion from Trustee Hicks, Professor Warcup explained the sabbatical process and contribution of personal expenses, for the benefit of new trustees.

Program review report: A.A.S. Criminal Justice – Assoc. Prof. James Sconfietti
Professor Sconfietti, coordinator since 2006, reported that the A.A.S. Criminal Justice program underwent a successful program review. He stated that he has accomplished his goals to expand enrollment, increase advisement contact, and augment faculty and course offerings. The program has three full-time and eight adjunct faculty members. Faculty personally meet regularly with each student in the program to emphasize academic success and transfer to 4-year institutions.

The external review committee included the Fairport police chief, Keuka College Criminal Justice program chair, and Genesee Community College Criminal Justice program chair.

Positive feedback: emphasis on advisement, personal interaction with students, diversity of course offerings, strong transfer potential, and diversity of adjunct faculty.

Suggestions: focus on writing components and expand the concentration from eighteen to twenty-four credit hours.

Discussion followed regarding where students primarily transfer: RIT, Brockport, Oswego, Fredonia, University of Buffalo, and John Jay College in NYC, and the program completion rate, which is currently above the college average.
Chancellor’s Task Force on Remediation: Dr. Risser

Dr. Risser served on the Chancellor’s Task Force on Remediation, which was formed in response to a request by the NYS Legislature to complete a report on remediation before the 2013 budget process begins.

Prevention-related Activities

Goal 1: A Stronger Education Pipeline that Reduces the Need for Developmental Education

- Explore strategies with K-12 leadership to strengthen the twelfth grade so that all students take four years of math and writing-intensive language arts
- Expand use of placement testing or the PSAT in the tenth or eleventh grade to identify students at-risk of falling behind and providing them with the support needed to address weaknesses before high school graduation
- Strengthen curricular alignment between college and high school
- Develop robust summer programming beginning no later than ninth grade for those students who are at-risk of not graduating to include tutoring and instruction in study skills and meta-cognitive techniques (summer immersion, bridge programs, etc)
- Expand provision of non-academic supports

Improved Delivery and Funding Options

Goal 2: Stronger Remediation Practices

- Standardize formula based placement policy across the system and explore alternative strategies
- Standardize exit criteria and assessment methods for remedial work using common Student Learning Outcomes (SLOs) or tests. SLOs will be based on the Common Core State Standards
- Use predictive analytic processes to improve advising/orientation of students needing remediation
- Investigate and employ best practices at the SUNY, and other state and national levels and bring to scale the most efficient and cost-effective pedagogies including: supplemental instruction/I-BEST, mainstreaming, modularized instruction, Quantway/Statway moving away from algebra-based math to applied statistics, acceleration models, etc
- Partner with researchers and philanthropy to support and sustain the above efforts

Goal 3: More Effective State Funding Policy

- Evaluate the effects of current Tuition Assistance Program policy on the enrollment and success patterns of students in need of remediation
- Evaluate the current Non-credit Remedial Course Aid program to determine if changes in policy could encourage better outcomes for students in need of remediation
- Evaluate potential to scale-up EOP and EOP-like programming (TRIO, GEAR-UP, etc.) to reach a greater percentage of students in need
- Make recommendations for changes in the above policy to ensure the most cost-effective and effective delivery of remediation to SUNY students

Resolutions

None at this meeting

Updates

Completion Day

Dr. Risser shared the history of how Completion Day was developed:

- June 2012 - Executive Director Dr. Rod Risley of Phi Theta Kappa presented the C4 initiative to NYCAAP
- NY Community College Presidents committed to a state-wide Completion Day event and FLCC coordinated the event at all 37 SUNY and CUNY community colleges.

Over 500 FLCC students signed a commitment document to complete their degrees. Phi Theta Kappa students plan to contact these students during the academic year to track the number who fulfill their commitment. Discussion followed regarding data on the number of students who complete their degrees by program.
Enrollment – Ms. Urbaitis
Ms. Urbaitis reported that as of Friday, September 28, 2012, enrollment is down 5%, and provided the following enrollment statistics:

Main campus - 8.8% decrease  
Geneva - 8.5% decrease  
Wayne - 2% decrease  
Gemini - 5% decrease  
Victor - 3% increase  
EMS, Chiropractic College - 14% increase  
Online - 12% increase  
Full-time FTE = 5.8% decline  
Part-time FTE = 2.3% decline

Enrollment Management personnel are evaluating the effectiveness of the summer 2012 enrollment initiatives. Ms. Urbaitis intends to report on the yield from the various initiatives at the November Education & Planning Committee meeting.

Ms. Urbaitis reported that the Strategic Growth Committee has been restructured to include a steering committee and four standing committees with expertise in recruitment, retention, emerging markets and enrollment services. An integrated recruitment plan is currently under review and the division is exploring new tertiary markets in counties primarily located downstate with stable populations.

There being no further business, at 5:15 p.m., on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees Education & Planning Committee adjourned.

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

Submitted by,  
Trustee Karen Davison Blazey  
Chair, Education & Planning Committee

Next meeting: Wednesday, November 7, 2012; 4:00 p.m.; Carpenter Board Room

Trustee committee members: Dr. Karen Blazey, Joan Geise, Lt. Gen. Charles McCausland, Andrew Henry  
FLCC staff liaisons: Grace Loomis, Dr. Thomas Topping, Carol Urbaitis