Finger Lakes Community College Board of Trustees  
Finance & Facilities Committee  
Wednesday, September 4, 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, Joseph Delforte, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Dr. Debora Ortloff, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis, Sarah Whiffen

Guest: Erinn Cain, Daily Messenger

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 reported that the 2012-13 budget year has been completed and total college revenues stand at 100% of budget. He briefly discussed grant revenues and expenses, and the year-to-year revenue and expense comparison.

Mr. Fisher reported that the estimated fund balance unreserved as of August 31, 2013 is $3,836,496. Dr. Risser commended Mr. Fisher and the other members of Cabinet for their efforts to reduce expenses.

FLCC 2013-2014 operating budget
Mr. Fisher reminded trustees that they and the Ontario County Board of Supervisors have approved the College’s 2013-14 operating budget. He noted that trustees and supervisors actually approve the expense side of the operating budget, and the budget revenue assumptions were adjusted prior to submission to SUNY for approval. Mr. Fisher will continue to monitor and control expenses throughout the fiscal year.

Resolutions - Mr. Fisher

Annual lease renewal: FLCC & New York Wine & Culinary Center
Mr. Fisher presented this resolution to approve the annual rental lease renewal between Finger Lakes Community College and the New York Wine & Culinary Center for the period from September 1, 2013 through August 31, 2014 and that the College will rent NYWCC facilities on a course by course basis at a cost not to exceed $225 per hour per section.

Dr. Risser reported that the Culinary Arts program is doing extremely well, and has a wait list for admission.

Establish an FLCC operating budget reserve: Strategic Plan 2014-18 initiatives
Mr. Fisher presented this resolution to authorize the College Treasurer to establish an operating budget reserve not to exceed $2 million for the purpose of funding the implementation of programs and initiatives that will be established within the FLCC 2014-2018 Strategic Plan.

Discussion regarding the SUNY regulation stating that student tuition in excess of one-third must be placed in a separate fund and the rationale for establishing this operating budget reserve before the fiscal year is closed.

Contract approval: photography services
Mr. Fisher presented this resolution to authorize an annual short term contract with Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 for photography services for the 2013-14 academic year at a cost not to exceed $17,000.00. Discussion followed regarding the process to identify the photographer and bidding the contract.

Bid acceptance: purchase audio visual equipment
Mr. Fisher presented this resolution to accept the low responsive/responsible bid of the following vendors:
Bid acceptance: purchase camera control units & video cables
Mr. Fisher presented this resolution to accept the overall low responsive/responsible bid of B&H Photo Video Pro-Audio, 420 Ninth Ave., New York, NY, bid B13099 for the camera control units, and if all estimated quantities are ordered, the total cost would be $18,795.00.

Bid acceptance: Information Technology AV
Mr. Fisher presented this resolution to accept bids from the following vendors, bid B13094:
- Toshiba American Information Systems, 8123 S. Hardy Dr., Tempe, AZ: item #1 (lowest bidder)
- PC University Distributors, Inc., 99 W. Hawthorne Ave., Valley Stream, NY: items #2 & 6 (item #2 is a replacement item—not the lowest bidder due to discontinuance of the original spec item; item #6 is lowest bidder)
- Calculator & Computer Center, 555 Theodore Fremd Ave., Suite B102, Rye, NY: items #3 & 4 (lowest bidder)
- CDW Government LLC, 230 N. Milwaukee Ave., Vernon Hills, IL: items #5 & 7 (lowest bidder)

Updates - Mr. Fisher
Facilities
- Phase 1A – LeChase Construction Services has taken over the remaining work; final exterior panels are being installed; panels that were ordered and installed incorrectly will be replaced
- Phase 1B – all laboratories and classrooms are functional except for music and practice rooms
- Viticulture Center – geotechnical work is being done; site work will be done in the fall
- Geneva Campus Center – successful move into temporary space; FLCC facilities and IT staff made extraordinary efforts to ensure a timely move before the beginning of the fall 2013 semester; bid packages are being prepared for the demolition and asbestos abatement of the permanent campus center facility; FLCC Projects Committee endorsed signing a Project Labor Agreement for workers on the Geneva project

FLCC Master Plan - Mr. Fisher
Master Plan steering committee meetings are ongoing, and positive progress is being made.
September 17 & 18 – interviews will be conducted with members of the various campus constituent groups.

There being no further business, at 3:59 p.m., on motion by Trustee Houseman and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee meeting 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, October 2, 2013; 3:30 p.m.; Wayne Co. Campus Center
At 3:59 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Dr. Blazey commended Dr. Risser for the content of her Opening Days remarks.

**Old Business**

**Seamless transfer – Dr. Topping**

The goal of seamless transfer is to enable students to complete their intended program of study on time, without unnecessary cost and/or duplication of effort.

- **Phase 1** – SUNY provided a spreadsheet to review all programs in order to identify the requirements that are being met and those that need to be met in each program. The updated spreadsheet must be submitted to SUNY by the end of the fall 2013 semester. Thereafter, the spreadsheet will be updated and submitted to SUNY annually to demonstrate progress toward meeting the stated requirements. There will be an opportunity to submit waivers for any programs that must remain over 64 credits in order to meet academic standards.

- **Phase 2** – Minor program revisions that would require local approval only, i.e., Board of Trustees review and approval, and notify SUNY of any revisions that would affect students entering the college in fall 2014. The Board of Trustees will review program revisions in spring 2014.

- **Phase 3** – Any major revisions to a curriculum beyond SUNY limitations.

All three phases began simultaneously in fall 2013 in order to meet all SUNY-mandated deadlines.

Dr. Blazey asked Dr. Topping what he sees as the greatest challenge in implementing the seamless transfer requirements. Dr. Topping responded that reducing programs with 67-76 credits to 64 credits while remaining in compliance with SUNY and FLCC academic requirements will be challenging.

Discussion followed regarding the SUNY residency requirement, which is a policy that specifies the minimum number of credits that a student must take at the institution where the student is matriculated and the degree will be awarded.

Trustee Blazey asked what the effect of seamless transfer will be on signature programs. Dr. Topping replied that there will be no negative impact, and that seamless transfer will make academic programs more efficient and effective.

**New Business**

**Revised Academic Standards of Progress policy – Dr. Topping**

Dr. Topping explained the most significant change is that the prior academic standards took into account a student’s GPA as well as hours attempted versus hours completed. The revised academic standards consider only a student’s grade point average, which more effectively recognizes students’ efforts to raise their GPA to an acceptable academic level.
Trustee McCausland suggested a revision to the academic probation language to stress that students must meet with their academic advisors. Ms. Whiffen explained that at this time students are not mandated to meet with their academic advisors and that efforts are underway to revise the academic advising model.

Dr. Risser explained that revisions to the academic standards of progress address concerns about providing assistance to students who are on academic probation.

Introduce new assessment coordinator, Debora Ortloff – Dr. Topping
Dr. Ortloff received her Ph.D. from Indiana University in Education Policy. While at IU she also finished Master’s degrees in Educational Psychology and International Education. Dr. Ortloff has numerous publications, both on research methodology and citizenship education, including a forthcoming publication which details cooperative assessment practices’ impact on elementary student learning.

Dr. Ortloff informed trustees that while at Indiana University, she served as the Indiana research coordinator for the Carnegie Initiative on the Doctorate, a national project on assessing doctorate degrees in the field of Education, which sparked her initial interest in assessment and evaluation. Her teaching, research and service have always been oriented toward improving education for disenfranchised students and she believes strongly in the access mission of community colleges. Dr. Ortloff stated that she is originally from the Ithaca area and is thrilled to be at FLCC and back in the Finger Lakes.

Resolutions
None to review at this meeting

Updates
Fall 2013 enrollment – Ms. Urbaitis
Ms. Urbaitis reported that enrollment is in line with FTE budget goals, and enrollment activities will continue through August 30. Gemini program enrollment will occur in September and October, and Ms. Urbaitis is projecting that 200 FTEs will be realized through the Gemini program.

There being no further business, at 4:30 p.m., on motion by Trustee Geise and second by Trustee McCausland, 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, October 2, 2013; 4:00 p.m.; Wayne Co. Campus Center
Finger Lakes Community College Board of Trustees  
Wednesday, September 4, 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, Joseph Delforte, Dr. Richard Evans, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis, Sarah Whiffen

**Guest:** Erinn Cain, *Daily Messenger*

At 4:35 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 August 7, 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 McCausland, the FLCC Board of Trustees unanimously approved the aforementioned committee and meeting minutes as written.

**Chair's Report**

**Approve annual stipend for the Assistant Secretary to the Board**
Trustee Geise presented this resolution to approve an annual stipend for the Assistant Secretary to the Board in the amount of $3,250. There being no discussion, on motion by Trustee Hamlin and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

**Student Corporation liaison**
Trustee Geise stated that the Student Corporation Board of Directors meets on the second Wednesday of each month. Ms. Whiffen provided trustees with an overview of the Student Corporation’s responsibilities and the composition of its board of directors. Trustee Geise distributed a sign-up sheet for each monthly meeting and asked trustees to consider which meeting they would attend.

**October meeting location**
Trustee Geise reminded Board members that the October 2, 2013 Board of Trustees meetings will be held at the Wayne County Campus Center.

**Book Feast**
Trustee Geise encouraged trustees to participate in Book Feast, which is a major fundraiser for the FLCC Foundation. She also gave a brief overview of the books that are included on the reading list and will be discussed over dinner at various locations.

**Master Plan interviews**
Trustee Geise asked for two trustees to volunteer to interview with representatives from the Saratoga Associates planning team. Trustees Wayne Houseman and Donna Mihalik volunteered.

**President’s Report**

**Strategic Plan 2014-18: progress report, process, timeline**
Dr. Risser presented an overview of the timeline and the College Council’s role:

**2013**

**August 5 – September 5**  Identify 5 years of baseline data for each measure
August 8
Cabinet meets and assigns most appropriate person to consider baseline data and draft interim & long term targets for each measure

August 8 - 23
Individuals suggested as Target Writers by Cabinet are approached by President or Cabinet member and asked to assist with the project, provided timeline

September 5
College Council meets and establishes five committees (one for each goal); College Council members solicited to chair each committee; Determine how membership in committees will be structured and how members will be recruited by October 4

September 5 - October 1
Committee rosters are finalized

October 4
Deadline for Target Writers to complete work; Submit to President: Goal, Measures with final targets, Annual incremental targets; Rationale Materials are sent to committee members

October 7 - 11
Committees meet with Target Writers to discuss and refine targets; Send report to Chair of College Council

October 14
Chair of College Council distributes revised Strategic Plan which includes measures

October 17
College Council meets and discusses plan

October 17 - November 21
Members of College Council hold meetings of their constituency groups to present plan and get guidance

November 21
College Council considers resolution to endorse strategic plan

November 27
BOT packet for December meeting includes strategic plan

December 4
BOT discusses the plan and measures

2014 January 8
BOT considers resolution to approve the 2014-18 Strategic Plan

2013 New York Community College Completion Week
Dr. Nairn reported that the 2013 New York Community College Completion Week is scheduled for September 30 – October 4. The thirty SUNY community colleges and seven CUNY community colleges are currently planning their activities. At FLCC, Phi Theta Kappa and Student Life have many activities planned throughout the week. Dr. Nairn stated that over 450 students identified measurable goals during new student orientation.

Formulation, Issuance, Amendment & Repeal of Policies policy revision
Dr. Risser informed trustees that the policy has been revised to indicate a bi-annual review of all policies. The current policy states that policies will be reviewed annually, which has proven to be an unrealistic objective. There being no discussion, on motion by Trustee McCausland and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the aforementioned revision to the Formulation, Issuance, Amendment & Repeal of Policies policy.

Middle States progress report
Dr. Risser stated that the College’s Middle States progress report is due on October 1, 2013 to the Middle States committee and will be submitted on time.
Committee Reports
Finance & Facilities Committee: Trustee DeVaney
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) Annual lease approval: FLCC & New York Wine & Culinary Center, 2) Establish an FLCC operating budget reserve: Strategic Plan 2014-18 initiatives, 3) Bid approval: purchase audio visual equipment, 3) Contract approval: photography services, 4) Bid approval: purchase camera control units & video cables, and 5) Bid approval: Information technology AV.

On motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved consideration of the Finance & Facilities resolutions as a block.

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

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

Trustee Liaison Reports
FLCC Association: Trustee McCausland
No report

FLCC Foundation: Trustee Geise
Trustee Geise reiterated that Book Feast would be held on Saturday, October 5, 2013 and encouraged trustees to participate.

FLCC Projects Committee: Trustee Houseman
No report

FLCC Student Corporation: vacant
No report

Student Perspective: Trustee Shick
Trustee Shick reported that:
- Student Corporation held a retreat over the summer
- She met new director of student life, Jennie Erdle
- Student Corporation will be more proactive in reaching out to students
- Orientation sessions were very successful - a majority of incoming students attended along with their guests, i.e. parents
- Carley gave a presentation to new students on becoming involved in campus activities

Dr. Risser thanked Sarah Whiffen for her efforts to ensure successful new student orientation sessions.

There being no further business, at 5:01 p.m., on motion by Trustee Hicks and second by Trustee Blazey, 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, October 2, 2013, 4:30 p.m.; Wayne Co. Campus Center