Finger Lakes Community College Board of Trustees
Education & Planning Committee Special Meeting
August 26, 2014
Presiding: Trustee Karen Blazey

Trustee committee members present: Karen Blazey, Joan Geise, John Hicks, John Sheppard

Trustees present: Barbara Hamlin, Donna Mihalik

Staff present: Dr. Barbara Risser, James Fisher, Karen Hopkins, Milton Johnson, Grace Loomis

Guests: none present

At 2:30 pm, Trustee Blazey called this special meeting of the FLCC Board of Trustees Education & Planning Committee meeting to order.

Proposed revisions to the Management Confidential Employee Handbook
- review benchmarked data from other community colleges

Reference documents for discussion:
- Proposed revisions to the MC employee handbook
- MC employee benefits comparison
- Trustee Sheppard comments on the handbook

Trustee Blazey provided historical context around previous revisions to the MC Plan

Trustee Sheppard referenced the 1998 College-County Agreement relative to involvement of the Board of Supervisors in this issue
Grace Loomis and Dr. Risser clarified that the Board of Supervisors approves the MC salary structure only; discussion: county does not approve management confidential employee benefits

Tax Deferred Annuities
Trustee Sheppard: recommendation to stay at 2% to remain consistent with the county unions; no cap – expense would ascend naturally; discussion of union benefits that prohibits equity across contracts
Trustee Sheppard: 2% commensurate with the County; what happens when union negotiations begin again?

Trustee Blazey – stressed the positive impact of effective leadership on the college; top administrators set the tone and drive success; must invest in effective leaders

Trustee Mihalik – difference between equality versus fairness; example: small business - not equal but fair; structure benefits that may be perceived as unequal, however, employees at different levels get what they need and are satisfied; different compensation packages for unions and MC employees to meet needs; makes perfect sense that there is a package with different elements but overall doing right by the MC group as the college does for the various union groups

Trustee Geise – concurs with Trustee Mihalik; cited a company with employees at various salary levels – company paid a higher percentage of health benefits for employees who make a smaller salary; higher salaried employees pay a larger portion of their health insurance cost; there are many ways to think about fairness; “life isn’t fair” – impossible to keep everything “fair”; many component parts in each contract/benefit package; must consider the best plan for the employee group and the taxpayers
Trustee Sheppard – set a tone for management; if there is a progressive system, increase to 3% and cap it at a specific dollar amount

Mr. Fisher comments - counter to what we are trying to achieve; if there is a cap, current appropriation will be difficult to manage; purpose of establishing 3% is to consider the total package competitively and make allowances for post-retirement medical insurance; most other colleges contribute to post-retirement health insurance but FLCC does not; to offset this benefit, a 1% increase (from 2% to 3%) was implemented to encourage MC employees to save in order to pay for retirement health insurance; it is a match, therefore, employees must pay half

Trustee Sheppard – implement a cap, pay appropriation amount from the bottom up (least to highest salary)

Trustee Geise – many employers pay for post-retirement benefits; in order to be competitive, FLCC must offer an option to MC employees

Trustee Sheppard – if the purpose of the increase to 3% to facilitate saving for post-retirement health insurance, then the upper salary echelon has the capability to save more than lower income employees; no capped amount of deferred compensation plan; there will be negative implications county-wide if change 2-3%, will have an ostracizing effect

Ms. Loomis – if true, why hasn’t the county required all employees to pay for health insurance; county employees receive an additional $1000 longevity benefit; FLCC MC employees do not get a longevity benefit; county benefits cost more than the college’s do; cannot compare individual benefit elements between county MC, unions and college MC; must look at package as a whole

Trustee Blazey – this plan affects a very small number (23) of employees; strong leadership is important to the success of the college

Trustee Hicks – financial difficulties are born by the employees who make the least

Recommendation by Trustees Sheppard/Hicks: 3% with a cap

Trustee Blazey – all points of view need to be heard

Trustee Hamlin – will there be a committee recommendation on this issue to the full board?

Trustee Blazey – there is no consensus among committee members; therefore, no recommendation will be made at this time

Dr. Risser – does not understand how a 3% cap would work

Trustee Sheppard – explanation of the process; Marxist approach: take from the rich and give to the poor

Trustee Geise – based on a cap structure, employees would be penalized; no one should fall below the 2% minimum; what if additional funds are required?

Trustee Blazey – this has been a detailed discussion about the level of compensation; will not do work of HR; asked trustees to voice their preference:

2%: Hicks, Sheppard
3%: Mihalik, Hamlin, Blazey, Geise: common theme – college does not pay post-retirement health benefits and must offer an alternative to be competitive and attract high quality senior level administrators
Mr. Fisher – the MC group has the most flexibility in determining benefits; there was discussion during faculty negotiations about implementing a graduated contribution structure – was not implemented due to complexity

**Merit Pay**
Trustee Blazey is supportive of merit pay for MC employees

Dr. Risser explained the current process to determine the amount of funds available to offer merit pay

**Tuition reimbursement**
Ms. Loomis - decisions on the use of these funds are made on a case by case basis

Dr. Risser – impacts a very small number of employees and a very small amount of money; purpose is to encourage employees to continue their education; this benefit is consistent with the college mission

Trustee Geise – perspective as an educator, it is important for employees to stay current with new practices; cost of advanced degrees has risen much faster than baccalaureate degree programs; sends a positive message to encourage continuing education

Trustee Sheppard – county MC employees receive $3200; this is a token amount and the incentive must be individual-born; aspiration to enhance own education; consider what we are trying to achieve; incentivize to a certain amount

Trustee Blazey – tuition reimbursement sends a positive message as an educational institution; must incentivize employees

Trustee Hamlin – employees who are working full-time and working on a doctorate deserve to be incentivized

Trustee Sheppard – sees little difference between college and county MC staff; suggest linking tuition reimbursement to the average SUNY advanced degree cost

Trustee Mihalik – focus on employees keeping current in their field; support at highest financial level possible

$3000 – Sheppard (in line with the county); Hicks ($3200)
$5000 – Geise, Blazey, Hamlin, Mihalik (open to other options)

**Annual leave accrual**
Trustee Sheppard - unequal to county benefits; too generous

Trustee Geise – do county employees who are sick use annual leave?

Trustee Hicks - county implemented guaranteed disability leave when an employee was diagnosed with cancer and only had 30 days of annual leave

Trustee Geise - average county employee receives more time than college employees

Trustee Sheppard - focus on the purpose for changing the structure; MC employees have weekends, evenings free; holidays when college is closed

Trustee Blazey – burn out is a serious problem for top executives; weekends are not free; administrators work on weekends; need time to relax and recharge
Mr. Fisher – this is the group that even when technically on vacation, they are never on vacation; working while on vacation; FLCC definitely competes with other colleges over this benefit; in reality, this benefit will not be a cost to the college because this group will be working whether on vacation or in the office

Trustee Geise – there will be no loss in productivity; no set work hours; no overtime; employees work until the job is finished

Trustee Mihalik – more of a longevity issue by moving from 20 to 25 year maximum; prefers to see a longevity benefit that is not out of pocket; in the business sector, there are similar structures; has no issue with the proposed changes

Trustee Hamlin – competitive issue that does not cost the college money; recognizes the hard work of the MC staff

Trustee Sheppard asked Ms. Loomis for the county MC annual leave structure; suggested making FLCC structure commensurate with county MC structure; change existing structure to:
- 10 years – receive an additional 5 days
- 20 years – receive an additional 5 days

Trustee Hamlin: 10 years between increments is not an incentive for employees

Mr. Fisher – understands comparability to county but other colleges are our competition

Ms. Loomis – other colleges include personal and sick time that FLCC does not

In favor of revised annual leave accrual structure: Trustees Blazey, Mihalik, Geise, Hamlin
Opposed: Trustee Sheppard, Hicks

**Longevity**

Trustee Geise suggestion - replace longevity with performance pay

Dr. Risser - instead of longevity, setting aside a consistent fund to distribute as performance pay would be more efficient

Trustee Sheppard - has been in organizations where entire group salary, percentage distributed based on performance

Mr. Fisher - with fluctuating funds, unable to provide adequate compensation to deserving employees

Discussion on how to designate a pool of funds: Fisher suggests that $500 per person to be distributed at the president’s discretion; create a merit pool of $10,000

Trustee Sheppard – employees should consider it an honor to serve the college; implement a recognition award program instead

Trustee Hamlin - dollar amount in the performance pay fund should be established on the suggestion of the VP of Finance and Administration

Trustee Hicks - establish criteria for performance pay; suggest tabling issue until another committee meeting takes place
Trustee Geise – need an opportunity to continue this discussion; at September meeting, discuss adding meeting dates; longevity versus performance pay from a designated pool of funds

In favor: Trustees Hicks, Mihalik, Hamlin, Blazey, Geise
Opposed: Trustee Sheppard
Trustee Blazey - tabling suggestion; time sensitive issue; called for adjournment

Trustees Hicks/Sheppard – have additional items for discussion in the MC handbook;

Trustee Hicks – meeting notice is misleading because all revisions were not discussed

Discussion of convening another committee meeting to discuss further revisions

Trustee Hamlin - the proposed revisions have been discussed; further proposed revisions have never been brought to the board; suggests taking action on issues discussed today and scheduling another meeting to discuss further revisions

Trustee Sheppard – stated that he would include a discussion of additional changes when the motion is called at a public meeting; has issues that would be uncomfortable to discuss in a public session, but would call the question

Trustee Geise - clarified that additional revisions require discussion

Trustee Sheppard – discussion of incorporating an appeal process in the plan

Trustee Hicks – requested that Trustee Blazey call each committee member for agenda items before the next special E&P committee meeting

Dr. Risser - requested clarification regarding content for a resolution at the September board meeting

No action at the September meeting; call another committee meeting; discuss at the October meeting

A second committee meeting: September 5, 1:00 pm; Carpenter Board Room

At 5:07 pm, the special FLCC Board of Trustees Education & Planning Committee special meeting adjourned.

Prepared by, Submitted by,
Karen A. Hopkins Trustee Karen Davison Blazey
Assistant Secretary to the Board Chair, Education & Planning Committee
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, September 3, 2014
Presiding: Trustee Karen Blazey

Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Jacob Amidon, Joseph Delforte, Daniel Farsaci, James Fisher, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, John Taylor, Carol Urbaitis

Guest: Michael Hibbard, Finger Lakes Times

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

Old Business
Trustee Sheppard questioned whether discussion of revisions to committee meeting minutes could occur at the committee level. Committee chairs Blazey and DeVaney agreed to add this discussion on future committee meeting agendas.

New Business
None to report at this meeting.

Resolutions
Approve a new certificate program: Corrections Officer
Provost Fragnoli presented this resolution to approve a new Corrections Officer certificate degree program.

Approve a new certificate program: Instrumentation & Control Technologies
Provost Fragnoli presented this resolution to approve a new Instrumentation & Control Technologies certificate degree program. Mr. Amidon explained the rationale behind this new one-year certificate program. Discussion followed regarding where the certificate will be taught, program cost, and opportunities for internships.

Deactivate & discontinue a program: taxidermy certificate
Provost Fragnoli presented this resolution to approve the deactivation effective September 3, 2014 and the discontinuance effective September 1, 2015 of the Taxidermy Certificate program.

Adjust the professional service positions roster
Ms. Loomis presented this resolution to revise the professional service positions roster as follows:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Date Created</th>
<th>Previous Title</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Advancement Officer</td>
<td>8-6-14</td>
<td>Executive Director of Advancement</td>
<td>1-11-13</td>
</tr>
</tbody>
</table>

No changes in job description or compensation.

Grant an administrative appointment: Daniel Farsaci
Mr. Taylor introduced Daniel Farsaci, director of instructional and desktop technologies, and offered his support for Mr. Farsaci’s administrative appointment. Dr. Risser also endorsed granting Mr. Farsaci’s administrative appointment.
Updates
Fall 2014 enrollment – Ms. Urbaitis
Ms. Urbaitis reported that current fall semester enrollment is tracking above the target. The total FTE target for full- and part-time new and returning students is 1,812. As of September 5, the FTE number was 1,853.9, or 102.3% of the target. Among full-time returning students, enrollment stands at 866.1 FTE, which exceeds the target of 848.6 FTE. The college is continuing to enroll students this week (September 2-5) who meet specific criteria. This data does not include Gemini enrollment, which is projected to increase significantly due to the initiative to offer Gemini courses tuition-free to local high school students.

Trustee Geise thanked the enrollment management division and the college community for their dedicated efforts to enroll students. Dr. Risser explained that a large increase in Gemini enrollment is anticipated because the college has implemented a tuition-free model.

There being no further business, at 4:49 p.m., on motion by Trustee Sheppard 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

Next meeting: Wednesday, October 1, 2014; 4:30 p.m.; Carpenter Board Room

Trustee committee members
Dr. Karen Blazey, Joan Geise, John Hicks, John Sheppard, Gabrielle Wilkins

FLCC staff liaisons
Grace Loomis, Kristen Fragnoli, Carol Urbaitis
Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Jacob Amidon, Joseph Delforte, Daniel Farsaci, James Fisher, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, John Taylor, Carol Urbaitis

Guest: Michael Hibbard, Finger Lakes Times

At 4:49 p.m., Trustee DeVaney called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

New Business

FLCC 2013-2014 operating budget – Mr. Fisher
Mr. Fisher provided an overview of the 2013-14 operating budget revenue and expense summary comparison to the prior year and the ending fund balance projection as of August 2014. Discussion followed regarding the impact of the new SUNY chargeback formula on the college’s fund balance and on New York State counties’ budgets.

Resolutions

Bid acceptance: purchase of EMS training supplies
Mr. Fisher presented this resolution to accept the low responsive/responsible bidders as follows:
Moore Medical LLC, 1690 New Britain Ave., Farmington, CT 06032 (items 1, 3-13, 15-31, 42-46, 50-55, 57-67, 69-80, 83-85, 87, 90, 95-106, 115-129 & 133), and Laerdal Medical Corp., 167 Myers Corners Rd., Wappingers Falls, NY 12590 (items 81, 82, 86, 88, 89 & 94). No bids were received for items 2, 14, 32-41, 47-49, 56, 68, 91-93, 107-114, and 130-132.

Bid renewal: hauling and disposal of trash and recyclables
Mr. Fisher presented this resolution to accept the renewal of Finger Lakes Refuse Disposal, Inc., P.O. Box 333, Canandaigua, NY 14424 for the hauling and disposal of trash and recyclables for all Finger Lakes Community College locations at an annual cost of $15,972.00.

Bid renewal: janitorial services for campus centers
Mr. Fisher presented this resolution to authorize the College to renew the contract with Temco Facility Services, 7374 Pittsford Palmyra Rd., Fairport, NY 14450 for janitorial services for all FLCC campus centers.

Authorize a demand contract: regulated medical waste removal, transportation and disposal services
Mr. Fisher presented this resolution to authorize a demand contract with Stericycle, Inc., 4010 Commercial Ave., Northbrook, IL 60062 for regulated medical waste removal, transportation and disposal at an annual cost not to exceed $2,000.00. The Upstate New York Collaboration Group includes FLCC, twenty CFOs, and five other area colleges who collaborated on this contract to reduce costs, which resulted in a $5,000 annual savings for the college.

Updates

Facilities – Mr. Fisher
Phase 1B: final testing in the music recording studios has been completed, and receipt of a certificate of occupancy is imminent from the code enforcement officer.
FLCC Viticulture Center: the concrete pours will occur this week, the building frame will be erected in the near future, and the project is expected to meet the stated completion date.

Geneva Campus Center: bids are expected to go out today (9-3-14) to contractors and the anticipated bid return date is approximately October 7, 2014.

There being no further business, at 5:14 p.m., on motion by Trustee Martin 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

Next meeting: Wednesday, October 1, 2014; Carpenter Board Room; immediately following the Education & Planning Committee meeting

Trustee committee members
James DeVaney, Donald Cass, Barbara Hamlin, Stephen Martin, Donna Mihalik

FLCC staff liaisons
James Fisher, Joseph Delforte
Finger Lakes Community College Board of Trustees  
Wednesday, September 3, 2014  
Presiding: Trustee M. Joan Geise, Chair

Trustees Present: Dr. Karen Blazey, Donald Cass, James DeVaney, Joan Geise, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, John Sheppard, Gabrielle Wilkins

Trustees Excused: all present at this meeting

Staff Present: Dr. Barbara Risser, Joseph Delforte, James Fisher, Kristen Fragnoli, Lenore Friend, Karen Hopkins, Milton Johnson, Grace Loomis, Mary McLean-Scanlon, Dr. Joseph Nairn, Amy Pauley, John Taylor, Carol Urbaitis

Guest: Michael Hibbard, Finger Lakes Times

At 5:30 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.

Privilege of the Floor
No speakers at this meeting.

Approval of the Consent Agenda
Trustee Geise called for a motion to approve the August 6, 2014 Board of Trustees committee & regular meetings minutes. Trustee Sheppard suggested the following revisions to the section of the Board of Trustees meeting minutes entitled “Approve the revised Management Confidential Employee Handbook:”

Approve the revised Management Confidential Employee Handbook
As a result of discussion at the FLCC Board of Trustees Education & Planning Committee meeting, Trustee Hicks made a motion to refer this agenda item back to the Education & Planning Committee for discussion at a special meeting of the Education & Planning Committee; second by Trustee Sheppard. There being no discussion, the FLCC Board of Trustees unanimously approved the motion to refer this agenda item to the Education & Planning Committee for discussion at a special meeting of the Committee. Trustee Geise asked trustees to send specific data requests to Karen Hopkins as soon as possible.

Following discussion, on motion by Trustee Sheppard and second by Trustee Martin, the FLCC Board of Trustees unanimously approved the August 6, 2014 Board of Trustees committee & regular meetings minutes as revised.

Chair’s Report

Approve revisions to the FLCC Board of Trustees Code of Conduct/Code of Ethics
Trustee Geise requested a motion to approve revisions to the FLCC Board of Trustees Code of Conduct/Code of Ethics. On motion by Trustee Sheppard with a second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved revisions to its Code of Conduct/Code of Ethics.

Trustee Sheppard proposed an amendment to the Code of Conduct that reorders the contents but does not change text. Following brief discussion, on motion by Trustee Blazey with a second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the amendment to reorder the contents of the Code of Conduct.

Approve proposed revisions to the FLCC Board of Trustees Bylaws
Trustee Hicks asked for confirmation that the revised Code of Conduct/Code of Ethics would be included in the FLCC Board of Trustees Bylaws, which was confirmed by Trustee Geise. Trustee Hicks made a motion to amend the FLCC Board of Trustees Bylaws to include the revised Code of Conduct/Code of Ethics approved at this meeting; motion seconded by Trustee Sheppard; motion approved unanimously.
Trustee Hicks made a motion to adopt the FLCC Board of Trustees Bylaws as amended; motion seconded by Trustee Sheppard; motion approved unanimously.

Policy for review: Smoking & Tobacco Use
Dr. Risser noted that the single revision to this policy is the inclusion of e-cigarettes. Discussion followed regarding the existence of no smoking policies on various public properties. Dr. Risser stated that College Council is considering a smoke-free campus policy; however, a recommendation has not yet been presented to her for consideration. Trustee Blazey asked Trustee Wilkins to comment on students’ perspective on a smoke-free campus. Trustee Wilkins explained that she plans to conduct a student survey on this issue in the near future.

SUNY Recharge Fee
Trustee Geise reported that today (9-3-14) she received a response from the Chancellor and SUNY Board Chair to the letter sent on behalf of the Board voicing strong opposition to the plan before the SUNY Board of Trustees which would authorize “recharges” to individual campuses in order to support the operations of SUNY System Administration.

Discussion followed regarding several topics, including anticipated recharge expenses, charges for unwanted/unnecessary services, the system administration budget deficit/need to make budget cuts to close their gap, the possibility of raising tuition to cover the cost of the recharge fee, informing state elected representatives of the proposed recharge fees, and NYCCT awareness and possible advocacy for community colleges.

President’s Report
Start Up NY
Dr. Nairn updated trustees on the college’s activities related to the Start Up NY initiative. He reviewed the timeline from May 2013 to August 2014, the process for applicants to register their potential businesses, and activity to date.

Discussion followed regarding the process to ensure that legitimate academic purpose, internships and cooperative opportunities are incorporated into business proposals, and that campus centers do qualify as college operated facilities, so properties within a one mile radius are eligible for Start Up NY funds. Trustees expressed their appreciation to Dr. Nairn for his efforts to bring Start Up NY initiatives to FLCC.

Special Task Force on First Year Persistence
Dr. Risser reminded trustees that college officials have been concerned for some time that the persistence of FLCC students from their first to second year has been declining. She assured trustees that efforts are ongoing, including the focus on completion in the college’s strategic plan. In May 2014, trustees approved funding of five strategic plan projects, many of which focus on supporting students, with goals of increasing their persistence to a degree.

During the 2013-14 academic year, a variety of initiatives to address persistence were implemented. Preliminary data indicates that these initiatives have been significantly successful. The fall to fall persistence rate for the 2013 cohort is 55.8%, which is a significant increase over the past few years.

The college’s number one priority for the 2014-15 academic year is to increase the persistence of our first year students. A four-pronged approach will be implemented that involves the entire college community.

First, the college will continue to research and analyze the data to learn more about non-returning students, and support initiatives already in place. A Non-Returning Student Report has been created that identifies characteristics of the students least likely to persist and of the students most likely to persist. Additionally, research will be conducted to learn how successful persistence initiatives at other community colleges may be adapted to FLCC.

Second, Dr. Risser will appoint a special task force on first year persistence to tackle this issue. The members will create an action plan in which short and long term goals will be identified. Trustees are being asked to designate
funds to support the implementation of initiatives included in the Task Force’s action plan. An interim report will be due to Dr. Risser in November 2014, and the final report will be due in April 2015. Michael Fisher, director of the One Stop Center, and Warren White, a faculty member in the Visual & Performing Arts department, have agreed to co-chair this task force.

Third, individual departments – both academic and non-academic – have been charged with identifying initiatives and strategies to support students. Cabinet members will work with their department heads to review current practices and implement new strategies that will support first year student persistence.

The fourth prong focuses on individual employees. The most powerful influence we can have on students is when we make a personal connection with them. On Opening Day, Dr. Risser asked all employees to put their collective positive energy into solving the persistence issue. She asked that individual employees engage students in conversations and interactions above and beyond their routine job functions. FLCC has 625 full time and part time employees, and those individual interactions with students can have a profound impact. Amanda Whitbeck, assistant director of marketing, designed a 625 STRONG door sign for all employees. Trustee Hamlin commented that the number should be increased to 635 to include trustees.

Trustee Sheppard asked Dr. Risser what the enrollment capacity is of the college. Dr. Risser replied that FLCC is an open access institution.

**Biannual policies review**
Dr. Risser reported that a comprehensive review of all college policies will be conducted during the 2014-15 academic year in accordance with college policy and procedures. Cabinet members are currently reviewing policies under their purview.

**Virtual Wine Tasting**
Lenore Friend, director of community affairs, reported that a meeting was held on Thursday evening, August 28, via videoconference and facilitated by FLCC for the U.S. Department of Commerce. The primary participants were restaurant owners and importers who were not in the board room with the winemakers, but were almost 7,000 miles away, in Tokyo, Japan. The three Finger Lakes wineries that took part in the videoconference at FLCC were Dr. Konstantin Frank of Hammondsport, Swedish Hill Winery of Romulus, and Lamoreaux Landing of Lodi. Two downstate wineries - Palmer Vineyards and Paumanok Vineyards - were also part of the teleconference from their locations on Long Island.

The goal, according to Rosanna Masucci, director of the Commerce Department's Buffalo export center, is to "open up some export markets to the wineries to increase their customer base." This is part of an overarching objective - expanding export opportunities for American goods. In this case, the Finger Lakes to Japan connection seems a natural fit. While the Finger Lakes continues to grow as a wine producer, with its hundreds of wineries, research shows interest in wine is on the rise in Japan.

The event was coordinated by Community Affairs and made possible with the technical support of Kyle Krenzer, production director for Finger Lakes TV, the public access cable station based at FLCC, with support from staff members in the IT department, and Justin Baker, station manager of Finger Lakes TV.

**Committee Reports**

**Education & Planning Committee: Trustee Blazey**
Trustee Blazey requested a motion to approve the resolutions discussed at the Education & Planning committee meeting as a block. **On motion by Trustee DeVaney and second by Trustee Sheppard, the FLCC Board of Trustees unanimously approved moving these resolutions as a block.**
Trustee Blazey requested a motion to approve the following resolutions as a block: 1) Approve a new certificate program: Corrections Officer, 2) Approve a new certificate program: Instrumentation & Control Technologies, 3) Deactivate & discontinue a program: taxidermy certificate, 4) Adjust the professional service positions roster, and 5) Grant an administrative appointment: Daniel Farsaci.

On motion by Trustee Cass and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions as a block.

Finance & Facilities Committee: Trustee DeVaney
Trustee DeVaney requested a motion to approve the resolutions discussed at the Finance & Facilities committee meeting as a block. On motion by Trustee Sheppard and second by Trustee Blazey, the FLCC Board of Trustees unanimously approved moving these resolutions as a block.

Trustee DeVaney requested a motion to approve the following resolutions as a block: 1) Bid acceptance: purchase of EMS training supplies, 2) Bid renewal: hauling and disposal of trash and recyclables, 3) Bid renewal: janitorial services for campus centers, and 4) Authorize a contract: regulated medical waste removal, transportation and disposal services.

On motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolutions as a block.

Trustee Liaison Reports
FLCC Association: Trustee Hamlin
The first meeting of the 2014-15 academic year will be held on September 17, 2014. Trustee Hamlin will have a report at the October 1, 2014 Board meeting.

FLCC Foundation: Trustee Geise
Trustee Geise gave a brief synopsis of the books she has read to date for Book Feast, which will be held on Saturday, October 18, 2014. She encouraged trustees to participate in this annual Foundation fundraiser.

FLCC Projects Committee: Trustees Blazey, DeVaney
Trustee DeVaney reported that the committee met on August 27. He will call for an executive session at the conclusion of the board meeting to discuss the employment history of a particular corporation.

FLCC Student Corporation: varies
See Student Perspective report

Student Perspective: Trustee Wilkins
Trustee Wilkins reported that over the summer Student Corporation has been preparing for the start of the 2014-15 academic year. Student Senate has organized a Club Table Day, which will be held on September 9 from 12:30 – 2:00pm in and near Stage 14. Many students have shown an interest in learning more about involvement in the various clubs and on the Campus Activities Board (CAB). CAB has developed a fall 2014 calendar of events that includes sixty-four events and continues to grow. This year’s new student orientation program focused on getting students involved in campus life. Over 65% of new students participated in this non-mandatory event as compared to the national average of 40% participation in non-mandatory orientation. Student Senate has also created a mascot committee comprised of students, faculty and staff. Several committee members met with Preston Pierce, the Ontario County historian, to learn about the college’s history in order to identify a FLCC mascot. At the end of the spring 2014 semester, students were asked to participate in a survey about a college mascot. The top five choices were identified and all relate to the college. The Student Corporation expects to announce the college’s new mascot by the end of the year.
Dr. Risser acknowledged that all the orientation leaders were very energetic and welcoming to new students. She also noted that the orientation leaders participated with College staff in the ALS ice bucket challenge. FLCC was challenged by Genesee Community College.

**Audit & ERM Committee**
Trustee Mihalik participated in an informative meeting with James Fisher, FLCC Vice President of Administration & Finance, and Craig Stevens, Partner at the Bonadio Group. Committee members anticipate meeting three times per year with the first meeting being scheduled after the annual audit is finished in November. Trustee committee members include Donna Mihalik, Stephen Martin and John Sheppard, and Mr. Fisher is the college liaison on the committee.

**Executive Session**
At 6:53 pm, Trustee Geise called for a motion to move into executive session under provisions of Section 105 of Article 7 of the Public Officers Law to discuss the employment history of a particular corporation. The FLCC Board of Trustees will not return to public session. **On motion by Trustee Martin and second by Trustee Mihalik, the FLCC Board of Trustees moved into executive session.**

At 7:01, **on motion by Trustee DeVaney and second by Trustee Blazey, the FLCC Board of Trustees moved out of executive session.**

There being no further business, at 7:01 pm, **on motion by Trustee DeVaney 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 1, 2014, Carpenter Board Room
*Immediately following the Finance & Facilities Committee meeting*