Finger Lakes Community College Board of Trustees  
Wednesday, September 5, 2012  
Presiding: Trustee M. Joan Geise, Chair  

Trustees Present: Dr. Karen Blazey, 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, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Joseph Nairn, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis  

Guests: None at this meeting  

At 5:16 pm, Trustee Geise called the FLCC Board of Trustees meeting to order.  

Approval of the Consent Agenda  
Trustee Geise presented the August 1, 2012 Board of Trustees meeting minutes for Board approval. There being no discussion, on motion by Trustee McCausland and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the August 1, 2012 committee and meeting minutes as written.  

Chair’s Report  
Resolution to appoint Harry G. Burt trustee emeritus  
WHEREAS, Harry G. Burt served Finger Lakes Community College and its students with distinction from April 1995 through June 2012; and  

WHEREAS, Mr. Burt’s service as a member of the FLCC Board of Trustees clearly illustrates his unwavering commitment to higher education and the community; and  

WHEREAS, Mr. Burt’s exemplary service to FLCC, its students and higher education in the Finger Lakes region will serve as a model for all present and future members of the Board;  

NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does formally bestow the designation of Trustee Emeritus upon Harry G. Burt effective September 5, 2012.  

On motion by Trustee Geise and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the aforementioned resolution to bestow the designation of trustee emeritus upon Harry G. Burt.  

Appoint trustees to a joint FLCC Board of Trustees/Ontario Co. Board of Supervisors committee  
Trustee Geise announced that the following trustees have agreed to serve on a joint College/County committee to review and revise the College/County agreement: Wayne Houseman – chair; Karen Blazey, Barbara Hamlin and Donna Mihalik.  

President’s Report  
2014-2018 FLCC Strategic Plan  
Dr. Risser outlined the process to gather information to inform FLCC’s 2014-2018 Strategic Plan. From August 27 – October 31, 2012, FLAG members will engage in conversations with employees, students, trustees and community members to gather feedback on FLCC over the past five years and discuss the College’s strategic direction during the next five years. Dr. Risser encouraged trustees to suggest to her the names of any community members that they recommend to be included in the interview/conversation process. She noted that a strategic plan document will be drafted by fall 2013 for implementation in January 2014.
Completion Day: October 3, 2012
Dr. Risser noted that she is the chair of the SUNY/CUNY Completion Day initiative and highlighted FLCC’s efforts to coordinate both the College and state-wide initiatives that will occur simultaneously on October 3. She recognized the efforts of the Advancement division staff to coordinate the substantive programs being planned both locally and state-wide, including a video that will be shown at all thirty-seven SUNY/CUNY community colleges on October 3. Dr. Risser stated that Completion Day is an opportunity for students to reflect on what it means to complete a degree. This is a Phi Theta Kappa national initiative and Phi Theta Kappa chapters on campuses across the state are actively involved. Dr. Risser noted that the Completion Day initiative is not a single-day event and planning is underway for follow up activities.

Auditorium
Dr. Risser informed trustees that the College is in the process of creating a space utilization plan for the new auditorium. She affirmed that there will be expenses incurred by the College associated with using the auditorium and encouraged trustees to refer any requests from outside groups for auditorium use to the College.

Committee Reports
Finance & Facilities Committee: Trustee Houseman
Resolution to Approve a Collective Bargaining Agreement between FLCC, Ontario County & FLCC Employees’ Unit 7850-02, CSEA 9.1.11 – 8.31.15

On motion by Trustee Houseman and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the resolution to Approve a Collective Bargaining Agreement between FLCC, Ontario County & FLCC Employees’ Unit 7850-02, CSEA 9.1.11 – 8.31.15.

Resolution to Authorize a contract: EMS courses with the FL Regional EMS Council
On motion by Trustee DeVaney and second by Trustee McCausland, the FLCC Board of Trustees unanimously approved the following amendment to the College’s contract with the Finger Lakes Regional EMS Council: the contract language will be amended to read “presently located at the Geneva Campus Center....”

On motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the resolution to authorize a contract as amended for EMS courses with the Finger Lakes Regional EMS Council, Inc.

Trustee Houseman presented the remaining resolutions for action that were discussed at the FLCC Board of Trustees Finance & Facilities Committee meeting: 1) Authorize a contract: photography services, 2) Authorize a contract: professional development training for Project Success, 3) Bid acceptance: purchase audio/video equipment and accessories, 4) Bid acceptance: purchase EMS training supplies, 5) FLCC 2013 Master Plan Update, and 6) FLCC 2013 Capital Maintenance Project.

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

Education & Planning Committee: Trustee Blazey
Trustee Blazey presented the following resolution for approval that were discussed at the FLCC Board of Trustees Education & Planning Committee meeting: Adjust the Professional Service Roster. There being no discussion, on motion by Trustee Blazey and second by Trustee Mihalik, the FLCC Board of Trustees unanimously approved the aforementioned resolution.

V. Trustee Liaison Reports
FLCC Association: Trustee McCausland
No report

Foundation Board: Trustee Geise
No report
FLCC Projects Committee: Trustee Houseman
No report

Student Corporation: Trustee Mihalik
No report

Student Perspective: Trustee Henry
No report

**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 5:40 p.m., on motion by Trustee Houseman and second by Trustee DeVaney, 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 5:55 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 5:55 pm, on motion by Trustee Geise and second by Trustee Blazey, the FLCC Board of Trustees meeting adjourned.**

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

Submitted by,  
Trustee M. Joan Geise  
Chair, FLCC Board of Trustees

**Next meeting: Wednesday, October 3, 2012, 4:30 p.m.; Carpenter Board Room**
Trustees Present: Dr. Karen Blazey, 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, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: John Garvey, Ontario County Administrator; Supervisor Richard Russell

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

New Business
Operating budget update: Mr. Fisher
Mr. Fisher presented an overview of the College’s operating budget, including a revenue/expense comparison to prior year, and the status of the College’s fund balance. Discussion: maintenance of effort.

EMS program revenue/expense analysis: Mr. Fisher
Mr. Fisher presented financial information relative to the EMS program in order to familiarize trustees with the program budget in advance of considering a resolution to authorize a three-year contract with the Finger Lakes Regional EMS Council.

Transfer Report
Routine transfers; no discussion.

Resolutions
Approve a Collective Bargaining Agreement between FLCC, Ontario County & FLCC Employees’ Unit 7850-02, CSEA 9.1.11 – 8.31.15
Trustee Houseman recognized the College/County negotiating team for their successful efforts to reach a tentative agreement. Ms. Loomis provided an overview of the major components in the tentative agreement, including the salary schedule and health insurance options.

Authorize a contract: EMS courses with the FL Regional EMS Council
Mr. Fisher presented this resolution to authorize the College to enter into a three-year contract with the Finger Lakes Regional Emergency Medical Services Council, Inc., located at the Geneva Campus Center, effective September 1, 2012 through August 31, 2015 to provide EMS courses which are part of the current New York State Department of Health curricula or are necessary components of pre-hospital care training.

Discussion: stated location for the next three years may not always be at the Geneva campus center. Following discussion, trustees reached consensus to amend the contract to read “presently located at the Geneva Campus Center.”

Authorize a contract: photography services
Mr. Fisher presented this resolution to authorize a short term contract with Rikki Van Camp for photography services during the 2012-13 academic year at a cost not to exceed $17,000.

Discussion: confirmation that funds have been appropriated in the 2012-13 operating budget; photography services important to ensure that College ceremonies run smoothly; photographs are utilized in college publications.
Authorize a contract: professional development training for Project Success
Mr. Fisher presented this resolution to authorize a contract effective September 2012 through December 2012 in an amount not to exceed $18,951.72 with EnCompass: Resources for Learning, Inc., (“EnCompass”) to provide academic support and training in connection with FLCC’s “Project SUCCESS Professional Development and Consultation” program.

Bid acceptance: purchase audio/video equipment and accessories
Mr. Fisher presented this resolution to purchase audio/video equipment and accessories from various vendors. These are demand contracts and the annual cost will depend on the items and quantities ordered and available funding.

Bid acceptance: purchase EMS training supplies
Mr. Fisher presented this resolution to accept the overall low responsive/responsible bid of Bound Tree Medical, LLC, Dublin OH. Trustee comment: concern expressed about issuing out-of-state contracts.

FLCC 2013 Master Plan Update
Mr. Fisher presented this resolution to establish FLCC capital project 2013 Master Plan Update, in the total amount of $220,000, with 50% ($110,000) of the eligible project to be funded by the State and 50% ($110,000) of the eligible project to be funded by local share.

FLCC 2013 Capital Maintenance Project
Mr. Fisher presented this resolution to establish FLCC capital project 2013 Capital Maintenance Project, in the total amount of $1,000,000 with 50% ($500,000) of the eligible project to be funded by the State and 50% ($500,000) of the eligible project to be funded by local share.

Updates
Facilities: Mr. Fisher
Phase 1B – second floor renovations are progressing and classes are being held in several renovated classrooms; overview of remaining Phase 1B projects.

Viticulture Center – the College has received a draft RFP for architectural services and will be sending suggested revisions to the County this week.

Executive Session
At 4:10 pm, the Chairman of the Board of Trustees Finance & Facilities Committee 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 proposed lease of real property in Geneva.

At 4:45 pm, on motion by Trustee Hicks and second by Trustee Hamlin, the FLCC Board of Trustees moved out of executive session and into public session.

There being no further business, at 4:46 p.m., on motion by Trustee Geise and second by Trustee Blazey, the FLCC Board of Trustees moved out of executive session and into public session.

Prepared by,                                Submitted by,
Karen A. Hopkins                           Trustee Wayne Houseman
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 3, 2012; 3:30 p.m.; Carpenter Board Room
Finger Lakes Community College Board of Trustees
Education & Planning Committee
Wednesday, September 5, 2012
Presiding: Trustee Karen Davison Blazey

Trustees Present: Dr. Karen Blazey, 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, James Fisher, Lenore Friend, Karen Hopkins, Grace Loomis, Amy Pauley, Dr. Thomas Topping, Carol Urbaitis

Guests: None at this meeting

At 4:46 pm, Trustee Blazey called the FLCC Board of Trustees Education & Planning Committee meeting to order.

New Business
Sabbatical report: Professor Amy Warcup
Tabled to the October 3, 2012 Education & Planning Committee meeting

Resolution
Adjust the Professional Service Roster – Ms. Loomis
Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees to be in the professional service as defined by §6306 (2) of New York State Education Law as approved by the Chancellor of the State University of New York.

Add the following titles:
IT Services Technician (12 month, part-time)
Assistant Director of Concurrent Enrollment (12 month, full-time)
Coordinator, IT User Services and Projects (12 month, full-time)
Director, Instructional and Desktop Technologies (12 month, full-time)
Interim Director of Student Life (12 month, full-time)
Manager of Instructional Technology Services (12 month, full-time)
Manager of Systems and Virtual Environments (12 month, full-time)
Coordinator of Student Activities (10 month, part-time)
Writing Tutor Assistant, the Write Place (10 month, part-time)
Technical Director/Production Manager (12 month, full-time)

Revise the following titles:
New Title                           Previous Title
Student Assessment Assistant (4.12.12) (12 month, part-time) Testing Specialist (9.17.07)

Discussion: approval of interim positions should they become permanent, potential budget impact of additional positions

Updates
Accelerated AS in Business Administration – Mr. Nairn
Mr. Nairn provided an overview of the program development process. On site classes are held at the Victor Campus Center. Discussion: ongoing outreach efforts; hybrid course format; transfer opportunities

Enrollment – Ms. Urbaitis
Ms. Urbaitis reported that as of September 4, enrollment is down 5.2%, a figure which does not include Gemini data because registration has not yet begun. She stated that the efforts to increase enrollment over the summer were precedent setting and provided a detailed overview of the ongoing enrollment initiatives. Ms. Urbaitis plans to share the analysis of summer enrollment efforts with trustees at a future meeting. Discussion: impact of decreased enrollment on the operating budget; current headcount – 5,108
Dr. Risser commended Ms. Urbaitis and her staff for their aggressive efforts to enroll students.

There being no further business, at 5:13 p.m., on motion by Trustee McCausland and second by Trustee DeVaney, 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

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

Next meeting: Wednesday, October 3, 2012; 4:00 p.m.; Carpenter Board Room