Committee Members Present: Trustee Astles (Chair), Trustee Martin, Trustee Russell, James Fisher
Committee Members Excused: Dawn Hess; Joseph Delforte
Others Present:
   Trustees: Barbara Hamlin
   Staff: Sheree Hooper, scribe
   Guests: Craig Stevens, Partner and Craig Rinefierd, Manager of The Bonadio Group
   Media: No representatives present at this meeting

At 3:33 p.m., Trustee Astles called the FLCC Board of Trustees Audit & Enterprise Risk Management Committee meeting to order.

Business
Review the February 1, 2017 committee minutes: No discussion or revisions

On motion by Trustee Russell and second by Trustee Astles, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee unanimously approved the December 2016 minutes.

Presentation by Bonadio Group on Status of Payroll Examination:

Mr. Fisher discussed the recent payroll issues noting that three key people that were involved in the payroll process that left FLCC through retirement or resignation within the last year. Mr. Stevens and Mr. Rinefierd discussed the level of detail examined and the number of changes that happened which affected in the payroll process of some employees. There were as many as 20 – 25 different changes to some employees pay for various reasons. Some of the issues Bonadio found were previously identified by FLCC payroll staff and had been corrected.

Mr. Stevens noted that given the size of the FLCC payroll, the number and monetary impact of the findings were very small. Mr. Fisher noted he will be meeting with union representatives within the next week. Currently the agreed upon review is 40% completed and we have expended the amount specified in the initial engagement letter.

Mr. Fisher noted that to continue the agreed upon procedures to examine 100% of the 2016 payrolls for the two union employees, a new audit engagement letter with the additional fee must be executed by the Committee. Per the Board-approved Audit and ERM Committee Charter the Committee has been delegated authority to engage external auditors.
On motion by Trustee Russell and second by Trustee Martin, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee unanimously approved the engagement letter continuing the agreed upon procedures to 100% coverage of payroll at an additional amount not to exceed $20,000.00.

At 4:06 p.m., on motion by Trustee Russell and second by Trustee Martin, the Trustees Audit & Enterprise Risk Management Committee unanimously adjourned their open meeting.

Prepared by,  Submitted by,
Sheree Hooper  Trustee Astles
Scribe  Chair, Audit & Enterprise Risk Management Committee

Next meeting: No meeting date was set
At 4:31 p.m., Trustee Barry (on behalf of Chairperson Geise) called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business
Review February 2017 committee minutes
No discussion or revisions.

Enrollment Update
Carol Urbaitis, Vice President of Enrollment Management, updated the committee on current and target enrollments. A handout was distributed that summarizes enrollment numbers as of February 24, 2017. Enrollment is at 80.4% of the overall spring FTE target, including Gemini and non-credit state aidable FTEs. Gemini registrations conclude on March 10 and will be finalized in April. Full-time, new and transferring student numbers have increased from Spring 2016 numbers. Carol Urbaitis, Bonnie Ritts (Director of Admissions), and Trustee Russell traveled to New York City in January to visit two high schools for recruiting purposes, the International High School at Lafayette in Brooklyn and the Urban Assembly School for Green Careers in Manhattan. The Green school's architectural and horticulture programs fit nicely with FLCC program offerings. Ms. Urbaitis acknowledged and thanked Trustee Russell for “opening the doors” to these schools, whose programs align with well with FLCC degree program offerings. Since this trip, Ms. Urbaitis has also reached out to the Bronx High School for the Visual Arts and noted that FLCC has three students from this high school who are either currently attending FLCC or who have graduated from FLCC.
Ms. Urbaitis presented four design options for new FLCC diplomas and updated the Board on the project. FLCC contracted with Sarah Butler, a past FLCC Community Affairs department employee, to create the designs. Designs will be presented at the next College Council meeting and College Council members are seeking feedback from their constituencies. A final design recommendation will be presented at a future Board meeting.

Dr. Deborah Ortloff reported on the calculation of headcount vs. FTE equivalents?

**Resolutions**

**Adjust the Finger Lakes Community College Professional Service Positions Roster**

FLCC’s HR Director, Grace Loomis, presented a resolution updating the position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees in the professional service as defined by §6306 (2) of New York State Higher Education Law as approved by the Chancellor of the State University of New York. This resolution revises the job description for a previously approved job description from *Educational Planning Coach* to *Professional Academic Advisor*. Job responsibilities change to focus on student advisement; salary remains the same.

There being no further business, **at 4:45 p.m., on motion by Trustee Martin and a second by Trustee Russell, the Board of Trustees Education & Planning Committee adjourned.**

Prepared by,                     Submitted by,

Janet Carabell                  Trustee M. Joan Geise
Assistant Secretary of the Board Chair, Education & Planning Committee

**Next meeting:** Wednesday, April 5, 2017 – FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424
Committee Members Present: Trustee DeVaney, Trustee Hamlin, Trustee Hicks, Trustee Mihalik (arrived at 5:12 p.m.), James Fisher
Excused: Trustee Cass (Chair), Joseph DelForte
Others Present:
Trustees: Trustee Astles, Trustee Barry, Trustees Martin, Trustee Russell
Staff: President Robert Nye, Jacob Amidon, Michael Best, Janet Carabell, Kristen Fragnoli, Lenore Friend, Kellie Gauvin, Rick Klenotiz, Grace Loomis, Joe Mariconda, Joseph Nairn, Debora Ortloff, Amy Pauley, John Taylor, Carol Urbaitis
Guests: No guests present at this meeting
Media: No representatives present at this meeting

At 4:46 p.m., Trustee DeVaney (on behalf of Trustee Cass) called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business
Review February 2017 committee minutes
No discussion or revisions.

FLCC 2016-17 Operating Budget
Mr. Fisher provided a brief overview of current 2016-17 of revenues and expenses and a comparison to prior year revenues and expenses. Spring chargebacks will take budget to 87% of budget target. Mr. Fisher adjusted the fund balance projections for additional expenses from 96.5% to 96% and reported that overall finances are on track for a balanced budget.

Campus Centers Mid-year Financial Report
Mr. Fisher and Ms. Urbaitis reported on the mid-year financial status for fall and winter of the three campus centers (Newark, Geneva, Victor). Financial analysis of data for the three campus centers was included in the meeting packet. Factors used for calculating financial data include enrollment, percentage of adjunct vs. full-time faculty teaching courses, average percentage of out-of-county students, chargeback rates, and rental reimbursement rates. Mr. Fisher explained the unique factors for each campus center and how these relate to the financial reports for each campus center.
Facilities Update
Mr. Fisher reported that bids are out for summer work at the main campus, which includes concrete work on the back stairway into the main building, washing/sealing the building, gym elevator work, minor remodel work on first floor and G Lot lighting. The county plans to install sidewalk along Lakeshore Drive and Moran Road. Once the sidewalk is in place, FLCC will help maintain the Lakeshore sidewalks.

Resolutions
Mr. Fisher presented the following resolutions for consideration:

Bid Acceptance: Purchase of Restroom Supplies
Ontario County’s Purchasing Director advertised and received bids for the purchase of restroom supplies (bid B17014) for Finger Lakes Community College, with specifications that provide for a renewal option for two additional twelve-month periods if mutually agreeable by both parties. This is a demand contract; the annual cost will depend on the items and quantities ordered and the budget available.
The responsive/responsible bidders that met specifications were: Economy Products & Solutions, Inc., 1175 East Main St., Rochester, NY 14609 (items #1, 1A, 2 and 2A) and Regional Distributors, Inc., 1281 Mt. Read Blvd., Rochester, NY 14606 (items #3 and 3A).

Authorization for Consulting Services: Bobbie L. Dillon
College administration previously negotiated an agreement between FLCC and Bobbie L. Dillon, M.S. with a term from January 9, 2017, through April 8, 2017, for $10,000, or consulting services for leadership training and coaching. The College anticipates additional needs for Ms. Dillon's services in 2017 and asked FLCC's Board of Trustees to waive the College procurement policy requiring an RFP for consulting services due to the pre-existing contract and unique expertise of the consultant. This resolution grants authority to the Senior Vice President of Administration and Finance to execute an agreement for additional consulting services with Bobbie L. Dillon, M.S., 70 Windward Way, Canandaigua, NY 14424, for the period from January 9, 2017, through December 31, 2017, at a total cost not to exceed $25,000. The additional work will focus on conflict management and build on the February 27, 2017, FLCC professional development staff training led by Ms. Dillon.

Information Items
Purchase of Used, Refurbished IV Infusion Pumps and Related Equipment
Mr. Jim Fisher informed Trustees of the purchase of used, refurbished IV infusion pumps and related equipment for the Nursing department (bid B17011). Under FLCC Procurement Policy (G-13), the College President and the Senior Vice President of Administration and Finance can approve a bid if the lowest bidder for a publicly advertised bid is the successful bidder. In such cases, a bid tabulation sheet is prepared along with a full accounting, and reports of such bids are given to the Board. Mr. Fisher noted that if the low bidder is not the successful bidder, the bid must be approved by the board.

Budget Transfer Report
A budget transfer report dated March 1, 2017, was included in the meeting packet as an informational item.
There being no further business, at 5:20 p.m., on motion by Trustee Hicks and second by Trustee Mihalik, the FLCC Board of Trustees Finance & Facilities Committee meeting adjourned.

Prepared by,               Submitted by,
Janet Carabell             Trustee Cass
Assistant Secretary of the Board  Chair, Finance & Facilities Committee

Next meeting: Wednesday, April 5, 2017 – FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (Immediately following the Education & Planning Committee meeting)
At 5:20 pm, Trustee Mihalik called the FLCC Board of Trustees meeting to order.

Community/Public Comment
There were no public comments at this meeting.

Approve the Consent Agenda
Trustee Mihalik called for a motion to approve the following consent agenda items:
- February 1, 2017, Board of Trustees Committee & Board Meeting Minutes
- Adjust the Finger Lakes Community College Professional Service Positions Roster
- Resolution: Bid Acceptance: Purchase of Restroom Supplies
- Resolution: Authorization for Consulting Services: Bobbie L. Dillon

On motion by Trustee Hamlin and second by Trustee DeVaney, the FLCC Board of Trustees unanimously approved the consent agenda.

Victor Campus Center Update
Donald Emirbayer, Victor Campus Center Interim Administrator, gave a presentation on the campus center’s faculty, degree programs, facilities, services, enrollment, marketing and recruitment efforts, and goals. The Victor Campus Center offers state-of-the-art labs for physics, engineering, CAD and drafting, and computers. The center offers on-site One Stop Center, Academic Support, and Advising services for students, and serves as a regional learning partner with Kueka College for master’s degree cohorts in Nursing, Management, and Social Work. Fall 2016 enrollment was 50.3 FTEs with a 221 headcount; Spring 2017 enrollment was 41.9 FTEs with
a 190 headcount (spring enrollment is usually lower than fall enrollment). Marketing and recruitment goals include increasing awareness of the campus center and its program offerings and increasing FTE/headcount numbers. Staff hosts a number of events and programs to encourage community awareness including the STEM lecture series, Discover Victor Campus Center Day, Technology Job Fairs and Fall Visit Day, Admissions Information Sessions (AIM), Visit Friday events, engineering and technology clubs, phone and social media awareness campaigns. A Meet and Greet with high school technology teachers was held on March 1st. Upcoming events include a job fair, an alumni luncheon, and a four-day summer STEaM Camp that engages middle school students in math and science activities. Professional Development & Continuing Education (PDCE) programs/events include Mechatronics, Investing in Successful Retirements, and a recent breakfast with local IT company leaders. Goals include increasing outreach and optimizing successful marketing events, alumni involvement and collaboration with FLCC’s main campus and campus centers.

Business

Ellucian Colleague Update
Mr. Taylor provided an update on the Ellucian contract. In the four-week period from January 16, 2017, to February 10, 2017, forty-five contract hours have been used, at a cost of $8,775 (averaging 11.25 hours/week). Additional hours are due to the financial aid and chargeback processing, which require a lot of programming. Mr. Taylor expects weekly contract hour average to remain the same for the next month as this processing is finishing up and then for the levels to drop down after professing is completed.

Enrollment/FTE discussion
Dr. Ortloff updated the Board on new modeling methods FLCC is using. In the past, FLCC primarily focused on FTE projections and is now also looking closer at headcount projections. Headcount projections are useful for planning and communicating actual numbers, and they help with budget/resource allocation in an era of declining enrollment. Dr. Ortloff explained that when a student takes classes concurrently via different course options such as online classes, the Gemini program, or campus center and main campus classes, the headcount for that student is counted more than once. The national trend of students moving from full-time to part-time status also effects FTE tallies, but could overlook the fact that part-time students count as “full-time” people in terms of student needs (e.g.: parking spaces, advisors, classrooms, etc.). Thus, it is important to look at past enrollment data, but also important to contextualize the data in order to ascertain factors that influence the data. The Strategic Growth Committee is looking at various enrollment modeling options, revisiting FTE projections and reviewing how other institutions are analyzing enrollment projections. Using a proportional model (rather than using full-time/part-time numbers) may provide a more accurate estimate of full- and part-time students and FTEs for planning and budgeting purposes. Dr. Ortloff will provide another update at a future meeting.

Three-year Strategic Enrollment Management Plan
Ms. Urbaitis discussed the three-year strategic enrollment management plan and discussed fifteen key elements identified by the Strategic Growth Committee. She stressed that it is difficult
to predict enrollment beyond three years in the current environment and that the plan is fluid and assessed annually. FLCC’s mission, values and vision guide the plan, along with strategic plan goals; institutional capacity; environmental scan; evaluation and assessment of FLCC’s position in the community college market; enrollment goals, objectives and assessment criteria; student aid and scholarship funding; staff development and training; marketing, communication and retention plans; student service philosophy; academic program mix; process improvements and technology enhancements; internal communication and data-sharing plan; and campus-wide coordination of enrollment activities.

Discussion: The plan accounts for scheduling in the academic program mix and retention data. Suggestion to reach out to high school students and their families to understand how FLCC is viewed as part of their overall college plan, and how people perceive FLCC and access information about FLCC. A branding study will help collect this data; the last study was done in 2001. A marketing and recruitment study was conducted in 2006; a Gemini marketing study conducted in 2007. Marketing outside of service area and internationally for online classes. Provost Fragnoli added that SUNY has signed onto a reciprocity agreement that makes it easier for FLCC to more easily offer online courses out-of-state for students.

Chair’s Report

Board Chair Mihalik provided an oral report and distributed a copy of a SUNY Budget Advocacy flyer. She reported on the NYCCT Community College Advocacy Day meetings she attended in Albany on March 1st. SUNY and state legislators are asking to hear stories about how community colleges have helped students and made a difference in the lives of students. If the “hold harmless” state budget provision does not pass, providing $14.8 million to hold each campus harmless and ensure that no campus receives a funding cut, twenty-nine community colleges will receive less money this year than last year due to a decline in FTEs. Assembly member Glick is encouraging a postcard campaign to Governor Cuomo asking for support of public higher education in the budget. Other proposed bills would 1) support part-time students who are not eligible for same financial aid as full-time students, and 2) provide mental health services for students to address the high drug use and suicide rates. A survey will be forthcoming from NYCCT and they are asking board members to serve on statewide committees. The October 2018 NYCCT conference may be held in Syracuse this year. NYCCT’s new executive director is seeking trustees to serve on state-wide committees and hopes to offer more regional board training and videoconferencing training options. Chair Mihalik asked Trustee Geise to chair FLCC’s Board of Trustees nominating committee. A slate of officers is presented at the May 2017 board meeting; vote is done at the June 2017 annual board meeting. Chair Mihalik has asked Trustees Hamlin and DeVaney to help prioritize board development topics. The Board will hold a retreat on April 14, from 8 a.m. to noon at the FLCC main campus. Board members were asked to send input for topics to Trustees Mihalik, Hamlin, or DeVaney before the Board Officer’s meeting on March 27.

John Taylor (FLCC CIO), Rick Klenotiz (FLCC Director of Information Systems), and Michael Best (FLCC Apple Technology Specialist) distributed iPads to the Board and gave them a quick overview of plans to start using Director Point software and iPads for Board meeting packets. The used iPads were obtained free from the Art department.
President’s Report
President Nye provided a written report prior to the meeting. Updates to the report: START-UP NY grant applications are being reviewed; the New York Wine and Culinary Center (NYWCC) meetings continue to occur with representatives from FLCC, Ontario County, and Wegmans; FLCC has prepared a letter for board members to sign that will be sent to Governor Cuomo. The letter includes budget advocacy and opposition to a proposal for regional community college councils. Amy Pauley reported on plans to send a guest editorial to the local paper regarding the same issues. President Nye asked for consensus to use board members names’ on the letter. No objections were stated.

Trustee Liaison Reports
Student Perspective: Trustee Barry
Trustee Barry reported that the Lake Monster Lift ends March 31 and will provide data on usage and costs at a later time. RTS Student survey has gathered over 40 responses to-date. Trustee Barry distributed copies of two SUNY Student Assembly press releases: SUNY Students Stand Behind DACA Extension (dated 2-23-2017) and Student Assembly President Marc J. Cohen’s Statement on Governor Cuomo’s Directive (dated 2-24-2017).

FLCC Affiliated Entities: Trustees Astles and Russell
No report.

FLCC Association: Don Cass
No report.

FLCC Foundation: Trustee Geise
Written report provided.

FLCC Governance: Trustees Geise and Martin
Trustee Martin reported that the governance review process is continuing; a report will be forthcoming in future months.

FLCC Student Corporation: Trustee Hicks
Trustee Hicks reported that student housing was at 90% occupation last month. Budget was at 42% used. Student Campus Activity Board has 7 of 8 slots filled. Dr. Nye attended part of the meeting.

Committee Reports
Audit & Risk Enterprise Management Committee
Trustees Astles and Russell reported that a payroll audit is underway for all Professional Association and Faculty for an entire year. The review is very thorough and will cost more than originally anticipated. The A&ERM committee authorized additional funds for the increased cost of this audit.
A break was taken at 7:10 p.m. All attendees left the meeting except for Trustees and President Nye.

At 7:19 p.m., Board Chair Mihalik called for a motion to enter into executive session to discuss matters regarding the employment history of a particular person or matters leading to the employment of a particular person pursuant to article fourteen of the civil service law [New York Public Officers Law, Article 7, §105, f] and invited President Nye to join the executive session.

On motion by Trustee DeVaney and second by Trustee Hicks, the FLCC Board of Trustees unanimously entered into executive session.

Follow-up issues from the February 1, 2017, executive session were discussed. No action was taken.

At 7:45 p.m., on motion by Trustee Hamlin and second by Trustee Russell, the FLCC Board of Trustees unanimously adjourned the executive session.

At 7:45 p.m., on motion by Trustee Russell and second by Trustee Astles, the FLCC Board of Trustees meeting adjourned.

Prepared by, 
Janet Carabell
Assistant Secretary of the Board

Submitted by, 
Trustee Donna M. Mihalik
Chair, FLCC Board of Trustees

Next meeting: Wednesday, April 5, 2017 – FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (Immediately following the Finance & Facilities Committee meeting)
FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
March 1, 2017

Victor Campus Center, Room VC 220 B
Victor Heights Parkway, Victor, NY 14564

Presiding: Trustee Donna M. Mihalik, Board Chair

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Trustees Present: Geoffrey Astles, Joshuah Barry, James DeVaney, Barbara Hamlin, John Hicks, Stephen Martin, Donna Mihalik, Richard Russell

Trustees Absent: Donald Cass, M. Joan Geise

Staff Present: Dr. Robert K. Nye

At 7:19 p.m., Board of Trustees Chair Mihalik called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, Section 105, (1)(f), with trustees and selected staff, to discuss matters regarding the employment history of a particular person or matters leading to the employment of a particular person [New York Public Officers Law, Article 7, §105 (1)(f)].

On motion by Trustee DeVaney and a second by Trustee Hicks, the FLCC Board of Trustees unanimously entered into executive session.

Follow-up issues from the February 1, 2017, executive session were discussed. No action was taken.

At 7:45 p.m., on motion by Trustee Hamlin and second by Trustee Russell, the Board of Trustees unanimously adjourned the executive session and resumed their open meeting.

At 7:45 pm, on motion by Trustee Russell and second by Trustee Astles, the Board of Trustees unanimously adjourned their open meeting.