At 4:30 p.m., Chairperson Geise called the FLCC Board of Trustees Education & Planning Committee meeting to order.

Business

Review February 6, 2019, Committee Meeting Minutes
No revisions or comments.

Enrollment Update
Carol Urbaitis, Vice President of Enrollment Management, updated the committee on current and target enrollment. Handouts: FLCC Board of Trustees Spring 2019 Enrollment Update (dated 02-22-2019) that included headcount and Gemini enrollment numbers. There were no significant changes to the report from when the report was generated to March 3rd.

Resolutions

Grant Professional Association Administrative Appointment, Deborah Corsner
Carol Urbaitis, Vice President of Enrollment Management, introduced Deborah Corsner and presented this resolution for board consideration.

Deborah Corsner is completing the final year of her probationary period as the Newark Campus Center Director. Prior to being appointed to the director's position, Deborah Corsner served as the Newark Campus Center Specialist and Acting Director for over two years. Deborah Corsner, a Professional Association administrative employee, has received a satisfactory annual evaluation from the immediate supervisor, and the College President recommends Deborah Corsner receive an administrative appointment. The FLCC Board of Trustees Education & Planning Committee reviewed and recommended that the Board of Trustees approve this resolution to grant an administrative appointment to Deborah Corsner, Campus Center Director, Newark, effective September 1, 2019.
Grant Professional Association Administrative Appointment, Donald Emirbayer

Carol Urbaitis, Vice President of Enrollment Management, introduced Donald Emirbayer and presented this resolution for board consideration. Prior to being appointed to the director's position, Donald Emirbayer served as the Victor Campus Center Specialist and Acting Director for over one year. Donald Emirbayer, a Professional Association administrative employee, has received a satisfactory annual evaluation from the immediate supervisor, and the College President recommends Donald Emirbayer receive an administrative appointment. The FLCC Board of Trustees Education & Planning Committee reviewed and recommended that the Board of Trustees approve this resolution to grant an administrative appointment to Donald Emirbayer, Campus Center Director, Victor, effective September 1, 2019.

Emeritus resolutions

Cassie Kent, Associate Vice President of Instruction and Chairperson of the Emeritus Committee, introduced the nominees for Emeritus distinction. The full text of each nomination, the emeritus policy, and emeritus resolutions for each nominee were included in the board meeting packet. Emeritus status requires 15 years of service and retirement within the last five years. This year and next year nominations will include people who retired more than 5 years ago due to policy changes made in 2018. All nominees were present at the meeting with the exception of Corinne Canough and Nancy Clarkson.

- Grant Professor Emeritus, Sandy Brown
- Grant Director Emeritus, Corinne Canough
- Grant Professor Emeritus, Nancy Clarkson
- Grant Professor Emeritus, Bruce Gilman
- Grant Professor Emeritus, Michael Prockton
- Grant Professor Emeritus, Dennis “Putt” Moore
- Grant Professor Emeritus, Louise Mulvaney
- Grant Professor Emeritus, Barbara Murphy

Adjust the Finger Lakes Community College Professional Service Positions Roster

Grace Loomis, Human Resource Officer, presented this resolution for board consideration. Finger Lakes Community College has updated its 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. The following is a revised job description for previously approved job description for Finger Lakes Community College:

<table>
<thead>
<tr>
<th>New Title</th>
<th>Previous Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Laboratory Coordinator (1/28/19)</td>
<td>Technical Specialist - Nursing (12/11/17)</td>
</tr>
</tbody>
</table>

Victor Campus Center Update

Don Emirbayer, Victor Campus Center Director, provided an update on campus center enrollment and activities. Headcount enrollment is positive, with part-time higher than full-time enrollment in part due to greater online enrollment. Future plans include:

- Eleven synchronous learning courses planned for fall 2019
- Spring Open House planned for March 28th
- Alumni Gathering (date to be determined)
- Visit Fridays
- STEAM Camps - Victor Campus Center STEAM Camps focus on technology
• Community education courses in partnership with the Farmington Public Library; many programs align with Objective 4 of the Strategic Plan: Improve engagement and interaction between the College and community. A global warming lecture is occurring soon.
• Business Incubator project in partnership with NextCorps and Ontario County. Seeking additional business partners and working out logistics of technology, MOUs, advisory boards, etc.

Strategic Plan Presentation: Facilities Planning Alignment with the Strategic Plan
J. R. Dempsey, Vice President of Administration and Finance, Catherine Ahern, Director of Facilities & Grounds, and Joshua Heller, Professor, Social Sciences department, provided an updated on activities that align with Objective 6 of the Strategic Plan: Improve environmental sustainability:
• Install LED lighting
• Replace old equipment
• Develop NYSERDA energy road map
• Replace the domestic hot water system at the main campus with a new combined heat and power (CHP) system that will provide heat, electricity to heat hot water, and generate some power for the college. FLCC is serving as a beta test site and will receive the system for free. The college has a backup system in place in case the new system does not work. The new system will be installed this summer.
• Additional plantings to help filter and clean groundwater; student community garden; wildflower plantings.
• Work with Ontario County for recycling and garbage collection
• Use sphagnum moss to treat the water in collection tanks. The moss can be reused for irrigation and clean-up
• April Earth Day activities

There as a request from the board for regular updates on sustainability activities.

Other Business
None.

Adjournment

There being no further business, at 5:25 p.m., on motion by Trustee Cushman and a second by Trustee Mihalik, 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 3, 2019 -- FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).
Committee Members Present: Trustee Abraham, Trustee Astles (ex-officio), Trustee Hamlin  
Excused: Trustee Cass (chair), Trustee Russell  

Others Present: 
Trustees: Alice Avila, George Cushman, Joan Geise, Trustee Martin (via phone), Donna Mihalik  
Staff and Students: President Robert Nye, Michael Best, Janet Carabell, J.R. Dempsey, Joe Delforte, Donald Emirbayer, Lenore Friend, Joshua Heller, Dr. Jonathan Keiser, Grace Loomis, Joseph Mariconda, Louis Noce, Dr. Debora Ortloff, John Taylor, Carol Urbaitis  
Guests: None  
Media: No representatives present at this meeting

At 5:27 p.m., Trustee Astles called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business  
Review February 6, 2019, Committee Meeting Minutes  
No revisions or comments.

FLCC 2018-19 Operating Budget  
J.R. Dempsey, Vice President of Administration & Finance, provided a brief year-to-date financial update, an overview of current revenues and expenses, a comparison to prior year revenues and expenses and net revenue. A budget summary and supplemental budget narrative were included in the meeting packet. Board request for a five-year projection in the future, President Nye noted that Mr. Dempsey is working on a three-year projection that will be discussed at the April Board Retreat.

Facilities Update  
J.R. Dempsey, Vice President of Administration & Finance, provided a brief update and a written report. The retaining wall above the greenhouse needs to be replaced; a request has been submitted to the county to obtain quotes for the project. Trane has begun its review of FLCC’s energy masterplan and will work with Emcor (the company that prepared the plan) in completing the Energy Savings Performance and Technical Audit, the first phase of developing the Energy Performance Contract. After reviewing several options, a concept layout for renovation of the nursing labs was selected. The design team is adding details will prepare a cost estimate. A review meeting is scheduled for mid-March. Because this project will be funded by the state and managed through DASNY, it will be some time before the actual construction is undertaken. The project to replace the domestic water system will begin over spring break with asbestos abatement of the existing boilers so they can be removed safely. Facilities Director Cathy Ahern visited the factory where the micro combined heat and power (CHP) equipment that will replace the boilers is manufactured. FLCC is one of the first sites in the area to use the CHP technology for domestic water and heating. As a demonstration site, FLCC will be given the CHP and
serve as a showcase for others interested in installing the technology. In addition to providing heat and hot water, the CHP will generate 24kW of power that will feed back into our system.

**Resolutions**

*J.R. Dempsey, Vice President of Administration & Finance, presented the following resolution for consideration.*

Accept Auditors’ Report for FLCC Operating Fund and Federal Funds for FLCC Fiscal Year 2017-2018  
The Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of State University of New York requires that the records and accounts of the community college be audited annually by a certified public independent accounting firm or the agency of the sponsor responsible for the performance of audits. The external auditors have completed their review of Finger Lakes Community College’s financial statements and related schedules for fiscal year 2017-2018. The FLCC Board of Trustees Audit & Enterprise Risk Management Committee reviewed these financial statements and recommended that the audited financial statements prepared by the College’s external auditor for fiscal year 2017-2018 be accepted by the Finger Lakes Community College Board of Trustees.

**There being no further business, at 5:40 p.m., on motion by Trustee Hamlin and second by Trustee Abraham, the FLCC Board of Trustees Finance & Facilities Committee unanimously voted to adjourn the meeting.**

Prepared by,  
Janet Carabell  
Assistant Secretary of the Board  

Submitted by,  
Trustee Cass  
Chair, Finance & Facilities Committee

**Next Meeting:** Wednesday, April 3, 2019 -- FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).
At 6:00 p.m., Trustee Astles called the FLCC Board of Trustees meeting to order.

Community/Public Comment
None.

Approve the Consent Agenda
Trustee Astles called for a motion to approve the consent agenda.
On a motion by Trustee Geise and a second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved the consent agenda.

Old Business
None.

New Business

RFP issuance for Human Resources Director Search
President Nye informed the Board of procurement policy requirements and plans to issue an RFP to hire a search firm to assist with the hiring of a Human Resources Director. FLCC’s procurement policy allows an RFP for $20,000 or more to be issued without board approval if the RFP is awarded to the lowest bidder. In such cases, the policy allows the Vice President for Administration and Finance or the College President to approve the bid, followed-up by report at the next regularly scheduled FLCC Board of Trustees meeting from the Vice President for Administration and Finance of all bids awarded. The consensus of the Board of Trustees was for staff to move forward with issuing an RFP for a search firm to assist with hiring a Human Resources Director to get this process underway as soon as possible and a vote as taken:

On a motion by Trustee Mihalik and a second by Trustee Cushman, the FLCC Board of Trustees unanimously authorized staff to issue an RFP for a search firm to assist with hiring a Human Resources Director and to award the bid if, and only if, the lowest bidder is selected per the college’s procurement policy requirements.
Chair’s Report
Trustee Astles provided an oral report. Trustee Astles has observed that many non-FLCC groups use the campus during off-hours and that the campus quite active at these times. He suggested using this model in other areas at the school to involve the community. Trustee Cushman suggested getting the word out about events via both traditional and non-traditional communication avenues. The multicultural trivia contest with students was a success. Student Trustee Alice Avila reported that the students enjoyed interacting with the president and board members.

President’s Report
President Nye provided a written report and noted the following at the meeting:

- SUNY officials visiting FLCC asked the College to take the lead on an online cybersecurity program. Ryan McCabe and Provost Keiser will work with Carol Urbaitis on a proposal, which has the potential to add 300 students to FLCC’s enrollment. Ms. Urbaitis suggested that FLCC revisit online tuition rates and consider aligning them with SUNY and four-year colleges for out-of-state tuition.

- Empire State is interested in leasing space from FLCC. J.R. Dempsey met with Empire State’s VP of Enrollment Management to discuss options. There is a proposal to use Honors House space starting in August, if possible.

- FLCC has been approved to participate in the second cohort of SUNY’s Guided Pathways program. This project ties advising curriculum and communication into one package. FLCC already does much of what Guided Pathways recommends. Implementing the program at FLCC would bring expertise to our staff and provide additional professional development opportunities.

- President Nye and Louis Noce met with Delta Environmental representatives who are seeking a partnership opportunity with FLCC for a water conservation program. Delta Environmental staff will visit the Muller Field Station and if amenable, possibly transfer an endowment to FLCC.

Committee & Trustee Liaison Reports
Student Perspective (standing): Trustee Avila
Written report was included in the meeting packet.

FLCC Association Committee (standing): Trustee Cass
Written report was included in the meeting packet.

FLCC Board Development Committee & NYCCT Report (standing): Trustee Mihalik
Trustee Mihalik provided an oral report. NYCCT will hold a Board of Directors meeting on April 6th in Syracuse from 10 a.m. to 3 p.m. Information is forthcoming. NYCCT’s fall conference is scheduled for September 20-22, with a boot camp planned on the day before the conference starts. NYCCAP may collaborate on presentations at NYCCT. The fall conference theme is Student Success.

FLCC Foundation Committee (standing): Trustee Geise
Trustee Geise provided an oral report. The February 8th Vintners & Valentines event at FLCC was a success. Discussion included how to grow this event in the future and to invite back donors/contributors from previous events.

FLCC Student Corporation Committee (standing): Trustee Abraham
No report.

Announcements
None.
Executive Session #1

At 6:30 p.m., Board of Trustees Chair Astles called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (e), with trustees and certain FLCC staff members [Dr. Robert K. Nye, FLCC President; J.R. Dempsey, Vice President of Administration & Finance; Grace Loomis, Human Resources Officer; Louis Noce, Chief Advancement Officer] to discuss matters regarding collective negotiations pursuant to article fourteen of the civil service law.

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

Matters pertaining to collective negotiations were discussed. No action was taken.

At 6:50 p.m., on motion by Trustee Abraham and a second by Trustee Geise, the FLCC Board of Trustees unanimously adjourned the executive session and resumed their open meeting.

Executive Session #2

At 6:52 p.m., Board of Trustees Chair Astles called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (f), with trustees and FLCC staff [Dr. Robert K. Nye, FLCC President; Louis Noce, Chief Advancement Officer] to discuss matters regarding the employment history of a particular person or matters leading to the employment of a particular person.

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

Matters pertaining to the employment of a particular person were discussed. No action was taken.

At 7:30 p.m., on motion by Trustee Avila and a second by Trustee Cushman, the FLCC Board of Trustees unanimously adjourned the executive session and resumed their open meeting.

At 7:31 p.m., on motion by Trustee Mihalik and a second by Trustee Abraham, the FLCC Board of Trustees unanimously adjourned their open meeting.

Prepared by,      Submitted by,
Janet Carabell      Trustee Geoffrey Astles
Assistant Secretary of the Board   Chair, FLCC Board of Trustees

Next Meeting: Wednesday, April 3, 2019 -- FLCC Main Campus, Carpenter Board Room, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).
FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
March 6, 2019

Victor Campus Center, Conference Room VC 200B
200 Victor Heights Parkway, Victor, NY 14564

Presiding: Trustee Geoffrey Astles, Board Chair

Trustees Present: Santa Abraham, Geoffrey Astles, Alice Avila, George W. Cushman, Joan Geise, Barbara Hamlin, Stephen Martin (via phone and not voting), Donna Mihalik

Trustees Absent: Donald Cass, Richard Russell

Staff Present: Dr. Robert K. Nye, FLCC President; J.R. Dempsey, VP of Administration & Finance; Grace Loomis, HR Officer; Louis Noce, Chief Advancement Officer

At 6:30 p.m., Board of Trustees Chair Astles called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (e), with trustees and certain FLCC staff members [Dr. Robert K. Nye, FLCC President; J.R. Dempsey, Vice President of Administration & Finance; Grace Loomis, Human Resources Officer; Louis Noce, Chief Advancement Officer] to discuss matters regarding collective negotiations pursuant to article fourteen of the civil service law.

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Matters pertaining to collective negotiations were discussed. No action was taken.

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