

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EDUCATION & PLANNING COMMITTEE MINUTES**

May 6, 2020

Held via WebEx remote meeting due to COVID-19 work from home orders

Presiding: Trustee Geise, Committee Chair

Committee Members Present: Trustee Geise (Chair), Trustee Abraham, Trustee Mihalik, Trustee Martin

Excused: Trustee Avila

Others Present:

Trustees: Geoffrey Astles, Trustee Cass, Trustee Cushman, Trustee Hamlin

Staff and Students: President Robert Nye, Christen Accardi, Mike Best, Janet Carabell, J. R. Dempsey, Dr. Jonathan Keiser, Rick Klenotiz, Louis Noce, Dr. Debora Ortloff, Michelle Polowchak, Matthew Stever, John Taylor, Dr. Carol Urbaitis

Guests: This WebEx meeting had a total of 38 participants at the start of the meeting; guests joined via WebEx phone call and were unidentified.

Media: No representatives present at this meeting

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

Business

Review April 1, 2020, Committee Meeting Minutes

No revisions or comments.

Enrollment Update

Dr. Carol Urbaitis, Vice President of Enrollment Management, provided an update on current and target enrollment as of May 4, 2020. Enrollment is down 18.7% compared to the same time period a year ago. Total full- and part-time enrollment for fall is down 23.5% and summer classes are down 19% to-date. The COVID-19 situation is impacting enrollment; current enrollment numbers are not a true comparison to a year ago. Students are waiting to act until the fall plan for classes becomes clear; this is true at all colleges. Staff is encouraging our continuing students to register for fall classes. Appointments for new student registrations are slightly higher to-date from new registrations last June. Provost Jonathan Keiser discussed the college's communication plan for fall semester registration. Two calling campaigns are underway customized to various student populations. Flags in Starfish software and student withdrawals are also helping to identify students to contact about advising or tutoring needs.

Resolutions

Grant Professional Association Administrative Appointment: Douglas Taylor, IT Programmer Analyst

Mr. John Taylor, Chief Information Officer, presented this resolution for consideration. Douglas Taylor, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor. The College President recommends Douglas Taylor receive an administrative appointment. The FLCC Board of Trustees Education & Planning Committee reviewed and recommended that the Finger Lakes Community College Board of Trustees grant an administrative appointment to Douglas Taylor, IT Programmer Analyst, effective November 17, 2020.

Strategic Plan Presentations:

Enrollment Update

Dr. Carol Urbaitis, Vice President of Enrollment Management, Mr. Matthew Stever, Director of Admissions, and Ms. Christen Accardi, Director of Marketing, presented admissions and marketing strategies during the COVID-19 situation. Interactive Webinars are available for admitted students that highlight resources, general college information sessions, and online advising sessions for summer and fall courses. Campus Centers are offering marketing and admissions Webinars customized for campus center offerings. FLCC's Website has been updated to include links to the Webinars, a virtual tour of FLCC, a new page for existing students which lists student resources and Webinars. Class registrations, scheduling, advising, tutoring, and financial aid sessions, are all being offered online. Admissions and marketing events are planned through June; online events will be offered online in July and August. As the COVID-19 situation becomes more clear, events and messaging will be streamlined. Staff is also reaching out to students via postcards, email, texts and phone calls, and staff is sending targeted communications

to parents of existing students to address their needs. Workforce staff is also working with marketing and admissions re messaging and college offerings.

Strategic Plan Metrics

Dr. Debora Ortloff, Vice President for Strategic Initiatives and Assessment, discussed the six Strategic Plan objectives, data trends, and key takeaways for each area. Data and metrics inform changing student demographics, cultural changes at college, workforce and credit/non-credit curriculum, alumni and community involvement, organizational and environmental sustainability. The Great Colleges to Work for Survey was not administered in Spring 2020 due to COVID-19 situation; the survey will be administered in Spring 2021. Comparison to other community colleges metrics will be reviewed this fall and will provide benchmark data that can be compared to last year's baseline data. An overview of Strategic Plan initiatives completed to-date and in-progress for the next quarter were reviewed. Strategic Plan information is available on FLCC's Web site at <https://www.flcc.edu/strategicplan/>.

A draft report re COVID-19 metrics was discussed. Data was collected on course registrations, drops and withdrawals, student advising, registration, Starfish, and student calling campaigns. This data helps track and respond to student experiences during the COVID-19 situation to understand how the COVID-19 situation effects the college and its students, and informs how to adjust the college's strategy. Data also helps create more efficient course scheduling and less course cancellations.

Other Business

None.

Adjournment

There being no further business, at 5:56 p.m., on motion by Trustee Martin and a second by Trustee Abraham, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,
Janet Carabell
Assistant Secretary of the Board

Submitted by,
Trustee M. Joan Geise
Chair, Education & Planning Committee

Next Meeting: *Wednesday, June 3, 2020 – location TBD, most likely via a remote WebEx meeting that will be determined and noticed before the meeting.*

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
FINANCE & FACILITIES COMMITTEE MINUTES**

May 6, 2020

Held via WebEx remote meeting due to COVID-19 work from home orders

Presiding: Trustee Cass, Committee Chair

Committee Members Present: Trustee Cass (chair), Trustee Astles (ex-officio), Trustee Cushman, Trustee Hamlin, Trustee Russell

Excused: None

Others Present:

Trustees: Santa Abraham, Joan Geise, Stephen Martin, Donna Mihalik

Staff and Students: President Robert Nye, Mike Best, Janet Carabell, J. R. Dempsey, Dr. Jonathan Keiser, Rick Klenotiz, Louis Noce, Dr. Debora Ortloff, Michelle Polowchak, John Taylor, Dr. Carol Urbaitis

Guests: This WebEx meeting had a total of 34 participants at the start of the meeting; guests joined via WebEx phone call and were unidentified.

Media: No representatives present at this meeting

At 5:57 p.m., Trustee Cass called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business

Review April 1, 2020, Committee Meeting Minutes

No revisions or comments.

FLCC 2019-20 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 budget narrative were included in the meeting packet. There is much uncertainty about next year's budget due to COVID-10 situation. SUNY is applying for FEMA reimbursement for SUNY system colleges. FLCC's budget is due to SUNY in August.

Discussion: The college anticipates anywhere between a 10 to 50% budget reduction from SUNY in their 4th quarter payment to the college. FLCC and SUNY fiscal years overlap; the timing of the reduction is unclear, but will only provide the college with a few months at most to adjust and finalize the budget. As of yesterday, SUNY's budget had not yet been sent to the state legislature. Finance staff is performing a cash flow analysis.

Facilities Update

J.R. Dempsey, Vice President of Administration & Finance, provided a written report and added the following comments. The Honors House asbestos abatement project to remove and replace ceiling tiles containing asbestos has been completed. The next phase is to re-install the ceiling and replace flooring in the restroom. J.R. Dempsey is donating a new toilet to the project. The Honors House will be available for use in the fall if campuses are reopened then.

Discussion: The college does not anticipate incurring losses due to the CMAC amphitheater not being used this summer because CMAC is billed for costs. Foundation revenue from CMAC event parking will be lost. This revenue is used for scholarships.

Resolutions

Approve Extension of COVID-19 Temporary Worksite Reduction Plan

Ms. Michelle Polowchak, Chief Human Resources Officer, presented this resolution for consideration. As of March 15, 2020, a State of Emergency was declared in Ontario County in response to the COVID-19 pandemic. On March 16, 2020 the New

York State Governor issued an Executive Order (No. 202.4) directing all local governments to reduce their non-essential workforce by 50% to help slow the spread of this virus. On March 18, 2020 the New York State Governor issued an Executive Order (No. 202.6) directing all nonessential businesses and not-for-profit entities to reduce their non-essential workforce by 50% to help slow the spread of this virus. On March 19, 2020 the New York State Governor issued an Executive Order (No. 202.7) directing all nonessential businesses and not-for-profit entities to reduce their non-essential workforce by 75% to help slow the spread of this virus. On March 20, 2020 the New York State Governor issued an Executive Order (No. 202.8) directing all nonessential businesses and entities to reduce their non-essential workforce by 100% to help slow the spread of this virus. The New York State Governor has issued an Executive Order (202.14) extending previous directives, including reductions in onsite workforce presence, through May 16, 2020, subject to further review. The FLCC Board of Trustees adopted Resolution No. 26-2020 to implement the directives through a worksite density reduction plan. The FLCC Board of Trustees Finance & Facilities Committee reviewed the proposal for the continuation of the worksite density reduction plan and recommended that Resolution No. 26-2020 shall be extended through May 16, 2020, subject to review and modification consistent with any Executive Order of the New York State Governor related to the COVID-19 events. Cabinet Officers continue to have the discretion to determine whether their respective employees shall be designated as essential, flex-essential, virtual or non-essential, subject to review and modification depending on the needs of each division. Employees may continue to be assigned work outside of their normal duties. Employees will continue to be paid and will not need to use leave time, as long as they are performing work as directed. In the event any employee, who is deemed essential to work by a Cabinet Officer refuses to work shall not be subject to the provision of this Plan, and shall take such time as unpaid unless use of annual or other accrued leave time is approved in accordance with the applicable collective bargaining agreement or handbook. This extension to the COVID-19 temporary worksite reduction plan, effective March 18, 2020, shall continue through May 16, 2020, subject to review, extension, and modification by the Board of Trustees as needed to address this emergency.

Authorization to Sign an Agreement for Ellucian Implementation & Training Services

J.R. Dempsey, Vice President of Administration & Finance, presented this resolution for consideration. Finger Lakes Community College has determined that there is a need for Ellucian Implementation and Training Services for the Ellucian Colleague HR/Payroll Position Management and Self Service Modules. Ellucian possesses very specific and expert services with regard to Ellucian Implementation and Training for the Colleague HR/Payroll Position Management and Self Service Modules. The College administration secured a quote for Ellucian Implementation and Training Services with a term beginning May 7, 2020, through December 31, 2020, at a cost of \$213/person/hour. The engagement will consist of 52 person hours at a cost not to exceed \$11,076. The FLCC Board of Trustees Finance & Facilities Committee reviewed this resolution and recommended that the FLCC Board of Trustees grants authority to the Vice President of Administration and Finance to execute an agreement for Ellucian Implementation and Training Services with Ellucian, Inc., 4375 Fair Lakes Court, Fairfax, VA 22033 for the period of May 7, 2020, to December 31, 2020, with a cost not to exceed of \$11,076.

First Read – Facility use policy update

J.R. Dempsey, Vice President of Administration & Finance, presented this resolution for consideration. This is a first read of an updated *Facility Use Policy* to replace the *Use of College Facilities Policy* from 2015. The draft policy was reviewed by Governance Executive Committee electronically in February, followed by College Council on March 12, 2020. College Council endorsed a revision to the policy at its April 2, 2020 meeting. The policy revisions expand and clarify the eligibility requirements and administrative procedures for using college credit cards. Changes include: 1) Match policy to current practice; 2) That food must come from a Department of Health approved kitchen; and that sponsorship agreements must be in writing; 3) Updates language to match Child Protection and Free Speech policies; 4) Removes duplication, for example, when text appears within both policy and procedures; 5) Introduces the best practice of a revocable permit for external users to ensure compliance with College policies; and 6) Reflects guidance that the College may not approve or disapprove an event based on content; 7) Adds language for athletic facility use to reflect demand for turf fields. It is expected that the Board will vote on the policy changes at their June 2020 meeting.

Suggestion by the board to explore how FLCC facilities are used as revenue generators for college in the future.

First Read – College credit cards use policy update

J.R. Dempsey, Vice President of Administration & Finance, presented this resolution for consideration. This is a first read of the updated Use of College Credit Cards Policy to replace the Use of College Credit Cards Policy from July 2015. At its April 2, 2020, meeting, College Council endorsed a revision to the Use of College Credit Cards policy. The policy revisions expand and clarify the eligibility requirements and administrative procedures for using college credit cards. Changes include: 1) New guidelines were added that convey the college's expectations and procedures for the issuance, application, use, safeguarding, payment and termination of the College credit cards; 2) Eligibility requirements were added for full-time employees who regularly incur business expenses, travel frequently, or may purchase significant volumes of minor goods and services for use by the college; 3) Procedures were updated stating the employee agrees to comply with all applicable policies and procedures, ensuring purchases are within budget and properly approved. The credit card limit will be set on a case-by-case basis by the appropriate agent(s) at FLCC and expenditure receipts must be sent in a timely manner to the appropriate agent at FLCC for review. 4) It is the responsibility of Accounts Payable to follow-up on any erroneous charges, returns, or adjustments; 5) Request for approval for access to a College credit card would go to one of the College Credit Card Plan Administrators. Based on the needs of the College, the Administrator may issue a College credit card to authorized employees to use for approved expenses. It is expected that the Board will vote on the policy changes at their June 2020 meeting.

Suggestion by the board to include wording in the policy that provides guidance for use of a credit card by the cardholder vs. use by a department. Mr. Dempsey affirmed that this guidance is included in the updated policy.

Informational Items

The following were included in the meeting packet as information items. No board action was required.

- Bid renewal: default prevention program for delinquent borrowers
- Bid renewal: maintenance and repair of boiler systems
- Budget transfer report

There being no further business, at 6:26 p.m., on motion by Trustee Hamlin and second by Trustee Cushman, 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 Donald Cass, Finance & Facilities
Committee Chair

Next Meeting: *Wednesday, June 3, 2020 – location TBD, most likely via a remote WebEx meeting that will be determined and noticed before the meeting.*

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EXECUTIVE SESSION MINUTES
May 6, 2020

Board meeting held via WebEx meeting due to COVID-19 Crisis

Presiding: Trustee Geoffrey Astles, Board Chair

Trustees Present: Santa Abraham, Geoffrey Astles, Donald Cass, George W. Cushman, Joan Geise, Barbara Hamlin, Stephen Martin, Donna Mihalik, Richard Russell

Trustees Absent: Alice Avila

Staff Present: Dr. Robert K. Nye, FLCC President; J.R. Dempsey, Vice President of Administration & Finance; Michelle Polowchak, Chief Human Resources Officer

At 6:59 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; Michelle Polowchak, Chief Human Resources Officer] to discuss matters regarding collective negotiations pursuant to article fourteen of the civil service law.

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

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

At 8:17 p.m., on motion by Trustee Cushman and a second by Trustee Geise, the FLCC Board of Trustees unanimously adjourned the executive session and resumed their open meeting.

At 8:18 p.m., on motion by Trustee Hamlin and a second by Trustee Mihalik, the FLCC Board of Trustees unanimously adjourned their open meeting.

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