



FLCC FACILITIES MASTER PLAN COMMITTEE

Time: 3:00 PM

Location: WebEx &

3325 Marvin Sands Dr., FLCC Carpenter Board Room, Canandaigua, NY 14424

Monday, July 11, 2022

Members Present

- David Baker, Chair
- Dr. Robert Nye, President, FLCC
- Adam Rathbun, Vice Pres. of Admin & Finance, FLCC
- Cathy Ahern, Dir. Facilities & Grounds, FLCC
- Tom Harvey, Planning Dir. Ontario County
- David Phillips, Supervisor, Town of Manchester via WebEx joining at 3:48 pm
- Debora Ortloff, VP of Strategic Initiatives and Assessments
- Geoff Astles, Member, FLCC Board of Trustees via WebEx
- Joan Geise, Chair, FLCC Board of Trustees
- Sarah Moon, Director, FLCC Library, Pres. of Professional Assoc.
- Milton Johnson, Adjunct, Communications/Theatre, and current Chair of the Academic Senate, via WebEx

Others Present

- Alissa Bub, Deputy County Administrator
- Diane Foster, Deputy Clerk to the BOS

Call to Order: Chair Baker called the meeting to order at 3:03 pm

1. Chairman Baker welcomed everyone, and introductions were done.
2. Chairman Baker confirmed the proposed Committee Meeting Schedule and will continue to provide video conferencing through WebEx.
Mr. Harvey clarified that the County is operating under the special rules from the state regarding virtual meetings; once those orders are not renewed, then it defaults to the County's local law. This means you must be present and not virtual unless there is an extenuating circumstance. To be counted for a quorum, you will need to be in person.
 - August 22, 2022
 - September 19, 2022
 - October 10, 2022
 - November 21, 2022
 - December 19, 2022
3. Background Information:
Chairman Baker hoped everyone had the chance to review the following resolutions and asked Mr. Harvey to commence.
 - [BOS Resolution No. 258-2022](#) Establish CP No. H085-2022 As the FLCC Facilities Master Plan Update Project
 - [BOS Resolution No. 259-2022](#) Creation of Special Committee to Oversee the FLCC Facilities Master Plan UpdateMr. Harvey reiterated the fact that this is a FLCC Facilities Master Plan Committee is a special committee of the Board of Supervisors, and they must have a quorum to do business. In that regard, they intend to hire a consultant that this committee will recommend to the Board of Supervisors, so the Board has delegated authority, once that contract is in place, for the committee to approve the invoices

and such. He noted the core mission of this committee is to fully ensure the facilities are maintained and what it's going to take to maintain them well. If there are any changes or remodeling or expansion or even sales of property, that it's done in a manner that supports the mission, the vision, and the academic strategic planning of the college.

4. FLCC Mission and Vision Statements:

Dr. Nye noted FLCC's mission and vision statements:

- Finger Lakes Community College serves as a dynamic learning resource, empowering our students to succeed and fueling the cultural and economic vitality of the region.
- Finger Lakes Community College will build innovative programs to meet evolving educational needs, drawing on partnerships in the community and beyond. FLCC will offer an educational environment that is intentionally designed to engage our students as learners and propel them to completion.

Dr. Nye stated the mission statements are the Board's vision for what is expected on what comes out of this plan. Joan Geise said from the Board of Trustees' standpoint, they are the stewards of this college; they are concerned about it this year, in 5 years, in 20 years, and hopefully in 100 years. She is supportive of the master plan to keep the brick and mortar in its best condition.

5. FLCC Strategic Plan:

Dr. Nye noted that the strategic plan from 2014 to 2018 have a lot of similarities; the words may be different, but there are a lot of continuity to what those strategic plans were.

He noted the goals from the 2014-2018 plan.

1. To graduate with greater proficiency in written communication
2. Financial Strength
3. Institutional effectiveness in terms of looking at ourselves and improving our process and activities
4. Student completion
5. Being a regional leader and educational leadership

Dr. Nye stated the highlights when this plan was developed, there was a plan to increase the success and enrollment of students in their Gemini program. The college did that and has a concurrent enrollment program.

They achieved their goals on financial strength and getting what they need to accomplish these goals which was evident in how they were able to handle the economic crisis during Covid.

The drive for Institutional Effectiveness brought Ms. Ortloff to them in terms of looking at themselves and using data to do things.

The core of everything, even though it's talking about written communication and doing better, it's still linked the student success, to student completion.

Dr. Nye noted the goals from the 2018-2023 plan:

1. Improve student success and retention
2. Meet the needs of underserved populations
3. Improve engagement and interaction between the college and the communities
4. Insure organizational sustainability
5. Improve environmental sustainability

Dr. Nye said they are meeting those goals. What is important right now, is they have a current strategic plan and will not have another one for another year. What he highlighted is that there is continuity between the two plans. The general goals and objectives will not be much different except for one thing, the environment is changing; how they deliver their education is changing and that will affect how they utilize their facilities down the road. It's important how the libraries are used, the classrooms are used, so it is not completely brick and mortar in terms of their presence. Proportionally

community colleges do much more for society than any 4-year school do with much less resources. Interconnectedness is part of the county.

Dr. Nye reported the Middle States Commission for Higher Education is their accrediting body. Without that, they cannot receive federal funds for their students and for their financial aid. the study is a very intense, periodic study at 8-year intervals. It is an in-depth study of themselves prepared by numerous faculty and staff. It is then presented to the accrediting body, they come, they inspect, they look “under the hood and detail” to make sure they are complying. They just had their Middle States inspection, and they did very well and passed with flying colors.

6. Past FLCC Facilities Master Plans:

Mr. Harvey said they will not be going into the previous facilities master plans; they included the previous FLCC Facilities Master Plans to give people an idea of what it encompasses.

Mr. Harvey said the 2009 plan was the first time they looked at doing some land use planning at the college campus. The other thing that was different from the 2009 and 2014 plan is they did a good job looking at classroom and facility utilization and coming to some conclusions and projections that were supportable.

Cathy Ahern said she felt a good job was done on the 2014 plan for infrastructure and things such as the utilities, HVAC, the electric infrastructure, it’s been a solid map for them. She said there is good reference for them to move forward and need to have that “map” because SUNY looks at that and references it.

Mr. Harvey said the collective message is they want to take the best parts of the 2009 and 2014 plans and make sure that they hit on both with this new plan.

7. Review Consultant Work Scope Included in RFP

A review of the Sections of the RFP was presented by Mr. Harvey:

Section 1 - Project Overview and Work Scope:

Mr. Harvey noted the scope of locations to be included.

Section 2 – Submissions and Evaluations of Proposals – No changes

Section 3 – Additional Requirements

Mr. Harvey said they modified the language on what they require for their consultants, somebody that’d be licensed, an architecture engineer or even a landscape architecture surveyor. It requires the specifics of the licensed “experts”.

Mr. Astles wanted to know what is the degree to which they are going to include and emphasize technology in this upcoming master plan and whether the design team has the capacity to assess what the future technology needs are as well as the facilities themselves. He said he would prefer to think about technology the same way they think about facilities. Mr. Astles also said they have to begin to think about these facilities in terms of how they can be leveraged to generate revenue. Dr. Nye gave an example of a company that is looking for space in a greenhouse. He said the company does not want to go as far as Geneva but would like to be closer to the main campus which could have the possibility of generating revenue.

Chairman Baker asked if there was any objection to include the two items suggested by Mr. Astles in the report. There were no objections for the inclusion of how technology can be deliberated into the plan and how the facilities can be leveraged to generate revenue.

Section 4 – General Ontario County Terms & Conditions – No changes

Section 5 - Additional Contract Information – No changes

Dr. Nye discussed enrollment. He said enrollment is going to slowly decline, but the college must find ways to be able to overcome the slow decline, and noted the entire state is slowly declining. They

need to be innovative, entrepreneurial, aggressive, and adaptive. They will need the resources to help those students be successful. Debora Ortloff said for community colleges, there is a greater depth of students that they serve. For the first time in history of the community colleges, they are competing with the four-year colleges; there have been major enrollment drops in the four-year colleges.

Ms. Ortloff said one of the big focuses of the strategic plan is the adult learner market; they have seen a shift in who they are serving to an older student population, particularly what she calls the next oldest; that 25 to 35 population. The older learner wants flexibility because they are working and/or raising kids.

8. Chairman Baker said the Steering Committee for the RFP selection process along with a member from FLCC and another member from the Board of Supervisors will review the initial RFPs. They are to evaluate the proposals and select the top two or three candidates to present to the full Committee for interviews.

Chairman Baker said the following members for reviewing the initial proposals will be the Steering Committee which includes the following:

- Tom Harvey, Planning Director, Ontario County
- Cathy Ahern, Dir. of Facilities & Grounds, FLCC
- Adam Rathbun, Vice Pres. of Administration & Finance, FLCC
- Sarah Moon, Director of FLCC Library, President of Professional Assoc.

Two additional members of the whole committee were chosen to participate in the initial review and evaluation of proposals. As stated earlier, one from FLCC and one from the Board of Supervisors, which include the following:

- David Phillips, Supervisor of the Town of Manchester
- Joan Geise, Chair, FLCC Board of Trustees

9. Tom Harvey said they believe the RFPs will be received back at the very earliest, on August 19th. They will have to rank and establish an interview. Those processes would not be done in time for the August 22nd meeting. It was decided to cancel the August 22nd meeting and meet September 19th, giving enough time for the review of the RFPs.
10. On motion of Tom Harvey, the meeting was adjourned at 3:53 pm. Sarah Moon seconded the motion. The motion carried.

Respectfully submitted,

Diane Foster, Deputy Clerk to the Board of Supervisors