

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES  
EDUCATION AND PLANNING COMMITTEE MEETING**

**August 2, 2023**

**Muller Field Station**

**Presiding: Trustee Abraham, Chair**

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**Committee Members Present:** Trustee Abraham (Chair), Trustee Cass, Trustee Geise (ex-officio), Trustee Mihalik,

**Excused:** Student Trustee Schumacher

**Others Present:**

**Trustees:** Trustee Astles, Trustee Cushman, Trustee Martin, Trustee Russell

**Staff and Students:** Brie Chupalio, Dr. Sim Covington, Kelly Engert, Michael Fisher, Penny Hamilton, Ed Kelty, Mehegan Murphy, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck,

**Guests:**

Meeting had a total of 2 participants at the start of the meeting; some guests joined via livestream link and were unidentified.

**Media:** No representatives present at this meeting.

At 4:30 P.M., Trustee Abraham called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Trustee Abraham welcomed Laura Ortiz, Provost to her first Board of Trustees Meeting with FLCC.

**Business**

**Review of June 7, 2023, Committee Meeting Minutes**

Trustee Abraham inquired if there were any changes or recommendations to the minutes? There were no comments related to changes.

**Enrollment Report**

*Michael Fisher, Associate Vice President of Enrollment Management*, mentioned that the enrollment report is in the packet. The Summer enrollment report reflected that we were up in head count and down in FTE. The projected numbers for fall reported that we are up in head count by 6.5% and FTE is up 6%. We are doing quite well. Trustee Martin inquired if the rise in numbers is attributed to anything specific. Michael explained that the comparison is based primarily because last year we were still under the cloud of COVID.

**PACE: Preparing Our Students for Success**

*Mehegan Murphy, Director of Academic Advising Career and Transfer Services and Sarah Whiffen, Associate Vice President of Student Affairs* reviewed the report provided in the packet. Mehegan provided a summary handout of what is in the packet. She explained the first semester is when students are navigating collegiate life at FLCC. With the assistance of APCI data we identified and targeted areas to focus on. There are four academic departments social science, computing, health, and nursing. We expect close to 800 new students at FLCC and within those four departments there are 350-375 students. Students that are in the PACE program will have pre-semester appointments, this will provide opportunity for reintroducing the students and onboarding. Colleen Johnson has been in touch with 100 students within those majors to set up

appointments. Dustin has also joined our staff and that has helped with the calls and setting up appointments. Things we have learned through the PACE program is that students are responding and keeping appointments, therefore represents a need and a want. We also know that there is a lot of questions about financial aid, how to pay for books and housing, etc. We also know that our language doesn't always make sense to students; we are going to get smarter in helping students navigate our systems, example searching for books and finding information on websites. The modalities and expectations in a system doesn't make sense to the student until they are in the site. The expectations and assisting students to schedule and help them be successful. There are questions asked of students about their experience as a student. There are times we can identify if a student has a disability or other personal needs that we do not always have the time for in advising. This opportunity allows for us to connect with the student sooner. The multitude of questions, assists students to build confidence and can learn about students in a meaningful way. Trustee Martin inquired if this is unique to our college? Meghan explained that a lot of research has been done and there are common software applications as there are at other colleges. We utilize starfish, and chatbot and it is similar to other institutions.

### **Special Acknowledgement – Resolution**

The resolution in recognition of Barbara Hamlin will be part of the Consent Agenda, however a framed version of the Resolution will be provided to Barbara at the September 6<sup>th</sup> meeting.

Resolution of Appreciation to Barbara Hamlin, Board of Trustee. Trustee Geise read the resolution related to Barb Hamlin as a Board of Trustee Member for the last 12 years. Barb was unable to be here today, however she will be presented the framed resolution at the September 6, 2023 meeting.

RESOLUTION OF APPRECIATION TO BARBARA HAMLIN, BOARD OF TRUSTEE- WHEREAS, Barbara Hamlin has served Finger Lakes Community College as a Board of Trustees Member since 2012; and WHEREAS, Barbara Hamlin continued her role with genuine support for Finger Lakes Community College; and WHEREAS, Barbara Hamlin has been involved with various committees that include: Finance and Facilities, and FLCC Association; and WHEREAS, Barbara Hamlin has been instrumental in providing guidance to others at Finger Lakes Community College based on her experience and knowledge; and WHEREAS, Barbara Hamlin has provided invaluable support for new initiatives for Finger Lakes Community College; and WHEREAS, Barbara Hamlin significantly played a role in various projects during her tenure on the Finger Lakes Community College Board of Trustees; and NOW, THEREFORE BE IT RESOLVED, that Finger Lakes Community College Board of Trustees and the college community expresses their sincere appreciation to Barbara Hamlin for her dedicated service to Finger Lakes Community College.

### **RESOLUTIONS**

#### **Approve Finger Lakes Community College Strategic Plan for 2023-2029 – Second Read**

Dr. Debora Ortloff reviewed the strategic plan and recommended the resolution - APPROVE FINGER LAKES COMMUNITY COLLEGE STRATEGIC PLAN FOR 2023-2029 WHEREAS, the Finger Lakes Community College Strategic Plan has been comprehensively reviewed and revised with extensive input from college and community stakeholders; and WHEREAS, the Finger Lakes Community College Strategic Plan aligns with the board approved mission, vision and values, including the pursuit of Vitality, Inquiry, Perseverance and Interconnectedness; and WHEREAS, the Finger Lakes Community College Strategic Plan will ensure that decisions are guided by the established, board-approved priorities of the institution and that operational plans are structured in accordance with established priorities; and WHEREAS, President Nye, after consultation with the College community, including, among others, College Council, Governance Executive Committee, Academic Senate, College trustees, senior leadership, and external campus stakeholders requests Board of Trustees approval of the FLCC Strategic Plan: 2023- 2029; NOW, THEREFORE BE IT RESOLVED that the FLCC Board of Trustees hereby approves the FLCC Strategic Plan: 2023-2029.

Debora Ortloff is happy to answer any questions related to the Strategic Plan for 2023-2029. Trustee Martin inquired if we were comfortable with the input from the community related to the plan? Debora Ortloff is confident with the responses received. This was a grassroots effort where everyone has bought into the plan. The Committee did a lot of outreach to the college community and beyond. There was a large number of involvement from students, more than we ever had in the past. Over 300 responses and a diversified body of students.

### **Admissions Policy - Second Read**

*Michael Fisher, Associate Vice President of Enrollment Management* presented the policy and explained that most of the updates are minor. The grievance process incorporated some SUNY recommendations, and some formatting aspects were addressed in the policy.

APPROVE ADMISSIONS POLICY WHEREAS, the Director of Admissions, Enrollment Management Directors, Academic Senate, and appropriate offices have reviewed and considered admissions requirements; and WHEREAS, these considerations have informed policy development regarding admissions requirements; and WHEREAS, the policy developments were properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of the Admissions Policy; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

### **Immunization Policy – Second Read**

*Sarah Whiffen, Associate Vice President of Student Affairs* presented the policy and explained that the updates to the policy related to changes with the COVID immunization and abiding by the New York State Health guidelines. Dr. Ortloff explained that a lot of the changes are mandated changes due to the change in SUNY and State policies. The circle was completed, the policy went to Academic Senate for adjustments and then provided required information from SUNY. Students are represented on Academic Senate, a lot of state law requirements dictated changes. APPROVE IMMUNIZATION POLICY WHEREAS, the FLCC Academic Senate and appropriate offices have reviewed and considered immunization requirements; and WHEREAS, these considerations have informed policy development and alignment with current NYS requirements; and WHEREAS, these policies developments were properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of the Immunization Policy; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

### **Academic Grievance Policy – Second Read**

*Sarah Whiffen, Associate Vice President of Student Affairs* presented the policy and explained the updates to the policy. APPROVE ACADEMIC GRIEVANCE POLICY WHEREAS, the FLCC Academic Senate, the academic departments, and appropriate offices have reviewed and considered academic grievances; and WHEREAS, these considerations have informed policy development regarding the uniform application of grievance processes; and WHEREAS, these policies developments were properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of the Academic Grievance Policy; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

### **24 Credit Hour Policy – Second Read**

*Sarah Whiffen, Associate Vice President of Student Affairs* presented the policy and explained this is to assist students who had not received a high school diploma or equivalency diploma. The students would take a basic skills test and upon successful completion would allow for the early college scholar and home-schooled degrees to be combined. Further assistance with financial aid. APPROVE 24 CREDIT HOUR POLICY WHEREAS, the FLCC Academic Senate and appropriate offices have reviewed and considered the 24 credit hour requirements; and WHEREAS, these considerations have informed policy development in accordance with NYS guidance and have increased clarity for FLCC administration and access for FLCC students; and WHEREAS, these policies developments were properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of the 24 Credit Hour Policy; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Sarah inquired if there were any questions or concerns? Trustee Martin asked if the magic number is 24? Meghan explained that the number is set by New York State. Dr. Ortloff explained typically these changes are sematic from the state, SUNY or Middle States.

### **County Service Agreements**

*Dr. Laura Ortiz, Provost* explained that in the packet is a resolution for agreements with Chemung, Seneca, Steuben, Wayne and Yates County to provide dual credit courses for high school students. Trustee Russel inquired if the county attorney has reviewed the contracts? Penny explained that these are standard contracts that have not changed since she has been at the college but will inquire further. AUTHORIZATION TO EXECUTE AGREEMENTS BETWEEN FINGER LAKES COMMUNITY COLLEGE AND, CHEMUNG, SENECA, STEUBEN, WAYNE AND YATES COUNTIES TO OFFER COLLEGE COURSES DURING THE 2023-2024 ACADEMIC YEAR WHEREAS, the Boards of Supervisors of Chemung, Seneca, Wayne, Steuben and Yates County Legislatures anticipate authorizing non-credit and college-level course offerings in their respective counties by Finger Lakes Community College during the 2023-2024 academic year; and WHEREAS, the Finger Lakes Community College President and administration have reviewed and recommended approval of said agreements; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has also reviewed and approved said agreements; and NOW, THEREFORE BE IT RESOLVED, that the chairperson of the FLCC Board of Trustees is authorized to execute agreements with Chemung, Seneca, Steuben, Wayne and Yates counties to offer non-credit remedial and vocationally- related courses, and courses for high school students earning dual-credit by Finger Lakes Community College during the 2023-2024 academic year.

### **Administrative Appointment Recommendation**

*Dr. Debora Ortloff, Vice President for Strategic Initiatives and Assessment* Debora Ortloff discussed the resolution related to Jayden Donahue and explained that he is one of the most wonderful assets we have at FLCC. As a colleague we recruited Jay who began his career working in the non-profit sector which provides a different perspective, different ways of thinking. Dr. Ortloff saw in Jayden his ability to ask questions and in an effort to do things better. He is at the heart of our mission, and we are lucky to have him at FLCC. The resolution is related to permanent appointment of Jayden Donahue. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: JAYDEN DONAHUE, COORDINATOR FOR ACADEMIC AND ASSESSMENT DATA WHEREAS, Jayden Donahue a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor; and WHEREAS, the College President recommends Jayden Donahue receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Jayden Donahue, Coordinator of Academic and Assessment Data, effective January 3, 2024.

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

*Kelly Engert, Assistant Director of Employment and Labor Relations* reviewed the resolution noting that it required a revised job description from Coordinator of Basic Needs for Student Well Being to Student Services Counselor. The requirements of the position required a higher level of need and a slight wage increase. ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER WHEREAS, 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, and; WHEREAS, the following is a revised job description for Finger Lakes Community College:

New Title:

Previous Title:

Coordinator of Basic Needs for Student Well Being (7/12/2023) Student Services Counselor (4/15/2015)

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby requests that the roster of professional service positions be adjusted in the manner described herein.

### **Non-Unit Employee Reappointments**

*Kelly Engert, Assistant Director of Employment and Labor Relations* reviewed the 2023-2024 non-union employees wage increase that constitutes a 2.5% increase to align with the other labor unions. APPROVE NON-UNIT EMPLOYEES REAPPOINTMENTS: 2023-2024 WHEREAS, the following non-unit employees have received annual evaluations from the immediate supervisors and the College President recommends their reappointment for the period September 1, 2023 to August 31, 2024: NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby reappoint the following non-unit employees to their respective positions:

Sim J. Covington, Jr., Ed.D, MBA, Chief Diversity Officer  
Edward Kelty, Chief Information Officer  
Laura E. Ortiz, Ed.D., Provost, Vice President of Academic and Student Affairs  
Debora H. Ortloff, Ph.D., Vice President of Strategic Initiatives and Assessment  
Jason Tack, Vice President of Administration & Finance  
Carol S. Urbaitis, Ed.D., Vice President of Enrollment Management  
Catherine L. Ahern, Director of Buildings & Grounds  
Samantha L. Boccacino, Director of Athletics  
Brie E. Chupalio, Director of Development/Interim Chief Advancement Officer  
Kelly Engert, Assistant Director Employment & Labor Relations  
Michael J. Fisher, Associate Vice President of Enrollment Management  
Lenore L. Friend, Director of Public Relations & Communications  
Sara Iszard, Senior Director Center for Student Well Being  
Cathryn F. Kent, Associate Vice President of Instruction  
Ryan L. McCabe, Associate Vice President of Academic Technology and High Impact Practices  
Matthew G. McGrath, Chief of Campus Police  
Christine Palace-Neininger, Controller  
Sarah E. Whiffen, Associate Vice President of Student Affairs  
Penny Hamilton, Executive Assistant to the President  
Ryan I. Reynolds, Assistant to the Provost  
Tammi Murtha, Human Resources Generalist  
Rachel A. Simmons, Human Resources Generalist

### **Strategic Thought Presentation -Recap of the 2018-2023 Strategic Plan**

*Dr. Debora Ortloff, Vice President for Strategic Initiatives and Assessment* provided a presentation which was an additional document that was provided to the Board of Trustees on August 2, 2023. She reviewed metrics related to the last 5 years. A look back and reflection of strategically what has been accomplished and what we need to focus on operationally for the next strategic plan.

Objective 1 focused on retention and persistence related to retaining students was a focus. There are three categories for the 2023-2029 strategic plan to study the metrics. She reviewed fall to spring and focused on what the previous 5 year trend looked like. She noted the presentation that was just provided by Mehegan that provided a wealth of information and our previous strategic plan was a struggle in terms of the unknown due to the worldwide pandemic. We know that students do struggle the most in the first semester. We have key measurement points and Dr. Ortloff complimented that this board has been instrumental in the shift. We have two years of tracking student objectives which was an improvement from our start due to recovery from the dips from COVID.

Our metrics measure aspects related to Diversity, Equity and Inclusion and we see stead increasing enrollment numbers for students of color. However, enrollment does not mean retention. In the metrics for first generation students, we have not seen a change. Trustee Martin asked how is the unknown defined?

Dr. Ortloff explained it is determined as unknown based on the student not telling us. Through the FAFSA there are certain characteristics discovered such as a struggle with financial aid. First Generation Students struggle with the process of financial aid.

Previously we were not able to look at PELL because we didn't have the infrastructure. This is an exciting development where we are able to see the impact. This is not a huge surprise utilizing services like PACE provides a need to help students and parents. There is recovery needed because of COVID and a fair amount of covid funding has been provided to public schools, most educators have acknowledged learning loss for students and education entities are dealing with managing it with funds to get students back on track.

Retention fall-to-fall for students of color is doing better, our intervention is allowing us to move forward, and put us on the right track. No real changes with first generation students. She reviewed graduation rates, and this is the biggest decline. We will keep focus on graduation rates. The bench marking with our SUNY peers provides the indication of learning loss and it relates to graduation numbers due to the pandemic. There is a measure of first term course completion rates, and we are seeing recovery.

She noted what we have learned as it relates to retention. If we don't measure aggregate data, we don't know. Did we know retention rates before the first strategic plan, did we have infrastructure? By measuring we can answer questions from Academic Senate, there is data to review with Cabinet members providing the opportunity to have conversations, related to retention.

Objective 2 primarily enrollment related to students 24 and older and serving students better which has reflected a steady increase, also including SUNY online students. There is a focus on students with disabilities, little measurement was done in the past here and by others in the education system in this country. The plan is to build this in operationally and continue with an executive functioning coach. The number is deceiving as a measure because most students with a disability are identified with an IEP from high school, there may be many more who have a disability that we are unaware of. Mental illness is also a disability in terms of learning. There is a strategic opportunity and operational need for these students. We are doing all this work with fewer employees than we had five years ago. We learned that with enrollment, some of our retention efforts happened based on our reaction with Covid.

Objective 3 had a focus on noncredit to credit pathways. Adult students continue their education as they are ready. There is a high need for credit programs to be developed for these students. There is a need for high need sectors of employment that we need to focus on and to be able to offer classes. These are non-credit classes.

Objective 4 reviewed the influence of community shut down which also made it difficult to hold events, through that applied learning continued to grow. Alumni Engagement continued; however we were not able to get where we wanted to go with those efforts. There is the intention to work in an ambitious way that will be strategic for the college.

Objective 5 reviewed the efforts to ensure organizational sustainability, Dr. Ortloff noted that no amount of strategy will work when the foundation is rocky. We were focused on staff leadership opportunities; this was done through the PEAKS program to develop leadership.

Objective 6 brought attention to environmental sustainability. We pay more attention to environmental sustainability but if you don't measure it, then we are not able to say it matters. We did not track it because we didn't have a way to track it. It was purely based on operational nothing strategic about it. We have recognized that we need to tackle low hanging fruit such as looking at the appliances we are using, checking

to see how much energy is utilized. Trustee Martin inquired if solar or wind options have been considered? Dr. Ortloff explained that we would be curious about that, it is something we have not explored yet, we need to plan forward for renewable resources. Some of these initiatives would also need to involve conversations with the County in terms of what's next and how it fits with the Master Facilities Plan.

Jason Tack discussed that in terms of the Facilities Master Plan there has been discussion of grants related to environmental sustainability, electric charging stations was an example given as well as NYSERTA energy audit. Some of our objectives from 2018-2023 will be a continuation of matching up with the Facilities Master Plan for opportunities and initiatives.

Dr. Ortloff explained that the biggest take away that we have learned is the commitment to continue conversations related to strategy about operations. The last strategic plan, 2018-2023 began at the beginning of Dr. Nye's Presidency at the college and this new strategic plan 2023-2029 allows us opportunity to be faster with some things than we were with the last one due to systems that are in place. The strategic plan doesn't work if it is one person's plan, everyone needs to agree with the plan. Trustee Geise mentioned that the objectives are fine and the retention growth is great. Trustee Mihalik would assume that with the new strategic plan there will be a way to see the financial revenues and expenses and the overall efficiencies. Jason Tack explained that we did a program with NYSID. We will show expenses related to energy consumption, if it is down, then it will tell the story when we review it in 4-5 years and the objective is to divert costs to balance programs. Trustee Martin mentioned the look back reflects that it was not a stagnant plan, and he advocates to move forward with the new strategic plan. Dr. Ortloff explained that we are in a better position to identify the benefits of the strategic plan.

### **Adjourned**

There being no further business, at 5:45 PM, on motion by Trustee Cass, and a second by Trustee Geise and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Submitted by,

Penny Hamilton  
Assistant Secretary of the Board

Trustee Santa Abraham  
Chair, Education & Planning Committee

**Next Meeting:** Wednesday, September 6, 2023 – Stage 14, 2<sup>nd</sup> Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES  
FINANCE AND FACILITIES COMMITTEE MEETING**

**August 2, 2023  
Muller Field Station  
Presiding: Trustee Martin**

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**Committee Members Present:** Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise (ex-officio), Trustee Martin (Chair), Trustee Russell

**Excused:** Student Trustee Schumacher

**Others Present:**

**Trustees:** Trustee Abraham, Trustee Mihalik,

**Staff and Students:** Brie Chupalio, Dr. Sim Covington, Kelly Engert, Michael Fisher, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Cheryl Ten Eyck,

**Guests:**

Meeting had a total of 2 participants at the start of the meeting; some guests joined via WebEx call-in or livestream link and were unidentified.

**Media:** No representatives present at this meeting.

At 5:47 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

**Business**

**Review June 7, 2023, Committee Meeting Minutes**

Trustee Martin inquired if there were any revisions, or comments. None noted.

**FLCC 2022-2023 Operating Budget Update & Finance Report**

*Jason Tack, Vice President of Administration and Finance* explained the revenue and expenses outlined in the packet. Review of June Revenues are in line for us to bill other counties. We can expect some revenue to come back related to miscellaneous revenues. These are audit adjustments and rebalance from the previous year. The salary line for vacancies is in line and consistent. Summer tuition bill for the county was due by June 30<sup>th</sup> this will be reflected in the July report for the next Board of Trustees meeting.

**RESOLUTIONS**

*Kelly Engert, Assistant Director Employment and Labor Relations* reviewed reappointment of Cabinet Members and Administrative staff to receive 2.5% increase and are consistent with union agreements. She put forth the resolution for approval. APPROVE THE 2023-2024 MANAGEMENT CONFIDENTIAL SALARY SCHEDULE WHEREAS, management confidential employees are included in the FLCC Administrative Compensation Plan; and WHEREAS, the College President recommends a 2023-2024 salary schedule for management confidential employees; and WHEREAS, funds for the recommended salary schedule are included in the 2023-2024 operating budget; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved the recommended salary schedule; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the recommended 2023-2024 salary schedule for management confidential employees effective September 1, 2023 – August 31, 2024.

*Jason Tack, Vice President of Administration and Finance* presented the following resolutions to be approved by the Board: Jason explained that this is a consistent contract we have with Rikki. ACCEPT A SHORT-TERM CONTRACT FOR PHOTOGRAPHY SERVICES WITH RIKKI VAN CAMP WHEREAS, Finger Lakes Community College has determined that there is a need for photography services for the Communications Office; and WHEREAS, Rikki Van Camp is the sole responsible/responsive vendor



willing to provide the required services; and WHEREAS, this would be a twelve-month short-term contract for the period August 6, 2023 through August 5, 2024, and WHEREAS, Rikki Van Camp has indicated a desire to accept a short-term contract to provide photography services for a twelve-month period at a cost not to exceed \$13,600.00; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts a twelve-month short-term contract with Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 for photography services for the 2023-2024 academic year at a cost not to exceed \$13,600.00 for the twelve-month period from August 6, 2023 through August 5, 2024; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, FLCC VP of Enrollment, FLCC Director of Public Relations & Communications.

Jason explained that Foundation will bill us for use of the Muller Field Station facility.

APPROVE A LEASE EXTENSION BETWEEN FINGER LAKES COMMUNITY COLLEGE AND THE FLCC FOUNDATION, INC. MULLER FIELD STATION AND FISH CULTURE & RESEARCH CENTER WHEREAS, the FLCC Board of Trustees approved resolution #68-17 dated August 2, 2017 to enter into a five year lease agreement with the FLCC Foundation, Inc. for the rental of the Muller Field Station and the Fish Culture & Research Center located at 6455 County Road 36, Town of Canadice, County of Ontario, State of New York; and WHEREAS, the current lease agreement will expire on August 31, 2023; and WHEREAS, the lease specifications allow for up to three additional one-year extensions; and WHEREAS, this extension would be the second lease extension of three for a one-year period commencing on September 1, 2023 through August 31, 2024; and WHEREAS, the FLCC Foundation, Inc. and the College have mutually agreed to renew said lease for the rental of the Muller Field Station and the Fish Culture & Research Center located at 6455 County Road 36, Town of Canadice, County of Ontario, State of New York for a one-year extension, September 1, 2023 through August 31, 2024 for the same amount of \$40,000 per year; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE, BE IT RESOLVED, that the FLCC Board of Trustees approves the College to renew a one-year lease extension with the FLCC Foundation, Inc. of the Muller Field Station and Fish Culture & Research Center commencing September 1, 2023 to August 31, 2024, at an annual fee, not to exceed \$40,000 per year.

Jason reviewed write-off of accounts receivable for our 2020-2021 and Winter and Summer 2021 offset with the covid funds we are receiving. FINGER LAKES COMMUNITY COLLEGE WRITE-OFF ACCOUNTS RECEIVABLE WHEREAS, the FLCC Vice President of Administration and Finance and the FLCC Controller have examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts; and WHEREAS, the FLCC Vice President of Administration & Finance and the FLCC Controller recommend that these accounts be written off to Allowance for Student Tuition and to Due to Other Funds as specified:

Semesters	Total
Fall/2020, Winter/2021, Spring/2021, Summer/2021	\$184,466

WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; and WHEREAS, the College President recommends Board of Trustees approval of this resolution; NOW THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees approves writing off the above specified uncollected receivables; and BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is hereby directed to make all required journal entries associated with this resolution.

Jason explained the justification for being able to poll with Watermark this allows for institutional evaluation of programs, course curriculum, and right now it is a paper process, Watermark will assist us to keep everything in order for accreditation. Watermark is a strong support for cash management and

course catalogue database that cannot be manipulated and provides a legal binding document. APPROVE AGREEMENT WITH WATERMARK FOR THEIR SOFTWARE WHEREAS, the purpose of entering into an agreement with Watermark is to streamline the curriculum, assessment and catalog processes of FLCC and WHEREAS, there were three additional platforms / software reviewed and investigated; of which, after research and demo of one product none could provide the same robust platform and functions as the Watermark Software; WHEREAS, the cost of the software over a 5 year period, will not exceed \$375K, of which paying upfront will save the college \$100K over 5 years vs. paying on an annual basis, and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the purchase of the Watermark Software, from Watermark Insights, 10900 Stonelake Blvd. Quarry Oaks II, Suite 350, Austin, TX 78759 for an upfront price not to exceed \$375K for a 5-year period, until 2028, and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and the CIO.

Jason explained the rationale for cash management which will allow us to invest idle cash and secure higher interest rates. Since rates are high now it is a good time to bring it in. APPROVE AGREEMENT WITH THREE PLUS ONE FOR THE ASSISTANCE IN CASH MANAGEMENT ACTIVITIES WHEREAS, in 2023/2024 FLCC enters an agreement with Three Plus One to assist in cash management activities, and WHEREAS, this allows us to identify idle cash that can be invested and determine for how long. WHEREAS, Three Plus One will provide us the opportunity to earn additional interest by investing in CD's and Money Market accounts, and WHEREAS, the annual fee will be \$11,000 and will be offset by the additional interest being earned; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the agreement with Three Plus One, 180 Office Park Way, Pittsford, NY 14534, for aiding in cash management activities to earn additional interest by investing in CD's and Money Market accounts, at an annual cost not to exceed \$11,000, and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and the Controller.

Jason discussed the relationship of securing an audit firm and that it is a need to increase fee overall with a not to exceed amount. Trustee Martin asked about future audit selection and confirmed that the auditor will be selected based on bid selection. APPROVE FLCC EXTERNAL AUDIT FIRM EXPENSES FOR FISCAL YEARS 2019-2020 THROUGH 2022-2023 WHEREAS, 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 accounting firm or the agency of the sponsor responsible for the performance of audits; and WHEREAS, the Department of Education also requires an audit of federal funds by an independent accounting firm; and WHEREAS, the operating and federal funds of Finger Lakes Community College were last audited as of August 31, 2022; and WHEREAS, the Bonadio Group has completed their auditing services for the College with a report for the College's fiscal year ending August 31, 2022; for a total amount of \$168,246.25 which exceeds the formerly offered amount of \$117,400 approved in resolution #25-2020, by \$50,846.25 and WHEREAS, the Board of Trustees Audit and Enterprise Risk Management Committee has reviewed and approved this resolution; NOW THEREFORE, BE IT RESOLVED, that the CPA firm, The Bonadio Group, 171 Sully's Trail, Pittsford, NY 14534, be appointed to audit the Finger Lakes Community College operating accounts and federal funds for the current academic year for \$52,000 and increase the not to exceed to \$240,246.25, including out-of-pocket expenses. BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is authorized to enter into an agreement with The Bonadio Group.

Jason explained that we are withdrawing a resolution for the need for Armed Security Guard Services for our other sites of Victor and Newark. The Security at Geneva is done with the security guards

from main campus. AUTHORIZATION TO REJECT: BID FOR ARMED SECURITY GUARD SERVICES WHEREAS, The Ontario County Purchasing Director issued Bid B23061 for Armed Security Guard Services, for Finger Lakes Community College ("FLCC"); and WHEREAS, the College has determined it is in its best interest to reject this bid since the services of Armed Security Guards in all three locations are not needed to the same extent as they used to; WHEREAS, College personnel have decided to use short-term coverage or internal resources to cover the possible need; NOW, THEREFORE, BE IT RESOLVED, that the Bid B23061 for Armed Security Guard Services is rejected; RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, the Campus Police Chief, the Ontario County Purchasing Director, and the participating companies.

Jason explained that Ontario County Workers are part of a self-insured plan and Ontario County sends us a bill. Trustee Russell mentioned that the self-insured plan was revised a couple years ago to include municipalities, and fire fighters as well. Trustee Russell explained that it is complicated and would refer anyone who has an interest to speak to Lindsey Burgess or Mary Gates at Ontario County, they can provide an explanation. FINGER LAKES COMMUNITY COLLEGE APPROVE SPONSOR SERVICES INCLUDED IN THE 2023-2024 OPERATING BUDGET RESOLVED, that the following sponsor services included in the 2023-2024 Finger Lakes Community College Operating Budget are hereby approved:

SERVICE 2023-2024

Workers Compensation \$116,004

TOTAL \$116,004

**Informational Items**

Bid renewal: Maintenance and repair of precision cooling systems, Jason explained this is the second renewal for this bid renewal.

Budget Transfer Report, Jason explained this is just reallocating expenses in the line.

At our June meeting it was recognized that we would receive money from SUNY in the amount of one million, twenty thousand to assist with programs during this transformation time. The decision was to enhance the PACE program over the next two years. CUNY has a program similar to PACE and we felt building on the PACE program would be beneficial for students. The other use of the money would be for Watermark allowing to help us in the future. At our next meeting we will look at the use of funds and metrics for reporting. The first half of the monies will be available in September and that will help with retention. The second round of the total will be received later. There were two buckets determined, one is operation efficiency, and the second for retention and work force development.

Trustee Martin brought up for Informational purposes that the Finance and Facilities Committee Work Session Meetings were being held quarterly for educational purposes. It has been decided with the 11 Board meetings a year, and 4 Board Retreats a year to cease our work sessions.

**Adjourned**

There being no further business, at 6:04 P.M., on motion by Trustee Russell, and a second by Trustee Cushman and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Penny Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee Stephen Martin  
Chair, Education & Planning Committee

Next Meeting: Wednesday, September 6, 2023 – Stage 14, 2nd Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting). Page 4

**FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES**

**August 2, 2023  
Muller Field Station**

**Presiding: Trustee Geise**

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**Committee Members Present:** Trustee Abraham, Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise (Chair), Trustee Martin, Trustee Mihalik, Trustee Russell

**Excused:** Trustee Schumacher

**Others Present:**

**Staff and Students:** Brie Chupalio, Dr. Sim Covington, Kelly Engert, Michael Fisher, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Cheryl Ten Eyck

**Guests:** Meeting had a total of 2 participants at the start of the meeting; some guests joined via Webex call-in or livestream link and were unidentified.

**Media:** No representatives present at this meeting.

**Call to Order**

At 6:04 P.M. Trustee Geise called the FLCC Board of Trustees Meeting to order.

**Community/Public Comment**

Trustee Geise inquired if there was anyone in attendance that would like to speak at this time. No comments. Trustee Geise thanked the Muller staff that are in attendance today and assisting us with the accommodations at the site.

**Approve the Consent Agenda Minutes & Resolutions**

Trustee Geise requested a motion to approve the minutes on the Consent Agenda, on motion by Trustee Martin and a second by Trustee Cushman, the FLCC Board of Trustees unanimously approved the consent agenda.

Trustee Geise requested a motion to approve the resolutions on the Consent Agenda, on motion by Trustee Cass and a second by Trustee Abraham, the FLCC Board of Trustees unanimously approved the consent agenda.

**Old Business**

None noted.

**New Business**

None noted.

**Chair's Report**

Trustee Geise attended the Foundation Meeting, and it was determined to change the date of Vintners and Valentines due to the last two-three years we have been snowed out. She requested Brie Chupalio to explain further. Brie explained that since we have had issues with the weather it was determined to change the date to later in the year, she believes the date is April 12, 2024. It may be appropriate to change the name since it is so far from Valentine's Day. If anyone has a suggestion, please let us know.

**President's Report**

Dr. Nye thanked the Muller Field Station staff for the first off site meeting of the Board of Trustees since March 2020 and at that time it was at the Victor campus. Dr. Nye congratulated Jay Donahue on his Administrative Appointment. Dr. Nye thanked Jason for the information related to the SUNY transformational funds and explained the money will be used carefully and as soon as possible for the PACE program and for Watermark so that the dual methods can be supported. We have started our

advocacy for additional money for next year. The State provided one million in funding to community colleges and provided one hundred and thirty-two million to four-year institutions. The advocacy efforts are to assist to secure monies for operational needs to dovetail with the increase the county is giving. The review of the strategic plan past and present is enlightening for direction and touched on the need for community engagement. Dr. Nye explained a recent relationship and community engagement involvement. Gallo Winery offered us \$15,000 to work with the viticulture program to assist students. We asked them previously and they came back to us this summer with a commitment. Dr. Nye thanked the Board and Christy Parker for recognition of HoloLens Innovative Practice by a NY Community College and recognition of former Trustee McCausland as a Board Member, both will be recognized in October by SUNY.

Dr. Nye explained that this has been quite a year at Muller Field Station with an addition of two full time staff we were able to hold a summer camp here this year. The Urban League has also used the space and it has been a fantastic space for yoga workshops and other retreat needs. The Strategic Plan goal is to gather the community, and this provides a few examples. There was also discussion of the student ecology lab teaching that occurs at Muller every Friday. There is opportunity for observation of the wet lands and bird study. It was explained that we are becoming partners with SUNY Brockport to study micro plastics and algae blooms. There are also K-12 grades conducting field studies at Muller Field Station. Associate Professor, Maura Sullivan discussed that more applied knowledge leads to stewardship and published research. Other partnerships were mentioned by Assistant Director, Alli Esposito: Finger Lakes National Forest provides legacy money every year for student internships. One intern is presently at Montezuma and another intern at a national forest. Muller isn't just a place; it is a concept. Trustee Russell mentioned involvement from Conservation District, it was confirmed they are also involved.

#### **Student Trustee Report**

There is no report.

#### **Audit and ERM Committee**

Trustee Astles has nothing to report.

#### **Board Development**

Trustee Mihalik has nothing to report.

#### **FLCC Association**

Trustee Cass has nothing to report.

#### **FLCC Foundation**

Trustee Geise explained it was already reviewed during Chair's report.

#### **NYCCT**

Trustee Mihalik explained there is continued advocacy and thanked everyone for the award submissions to SUNY.

#### **Student Corporation**

Nothing to report.

Trustee Russell wanted to mention that tomorrow night at 6:30 PM is the Ontario County Board of Supervisors Meeting to approve the FLCC budget appropriation. A Webex link will be provided and sent out.

#### **Adjourned**

There being no further business, at 6:21 P.M., on motion by Trustee Martin, and a second by Trustee

Mihalik and a unanimous vote, the Board of Trustees unanimously adjourned their open meeting.

Prepared by, Submitted by,

Penny Hamilton  
Assistant Secretary to Board

Trustee Mary Joan Geise  
Chair, FLCC Board of Trustees

Next Meeting: Wednesday, September 6, 2023 – Stage 14, 2nd Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).