

FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees

**WHEREAS**, the FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and

**WHEREAS**, the guidance dictated that schools must conform to the new regulations by 8/1/24; and

**WHEREAS**, we did not receive such guidance until late April 2024;

**NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees approve the FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees to take effect immediately.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered into the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

FLCC Non-Discrimination Policy

**WHEREAS**, the FLCC current Non-Discrimination Policy was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and

**WHEREAS**, the guidance dictated that schools must conform to the new regulations by 8/1/24; and

**WHEREAS**, we did not receive such guidance until late April 2024; and

**WHEREAS**, FLCC's current policy title is not an accurate reflection of the policy or its responsibilities;

**NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees approve a new title change, as well as substantial adjustments to the current FLCC Non-Discrimination and Sexual Harassment Response and Prevention Policy to take effect immediately.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered into the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

Trustee Resolution # \_\_\_\_\_

FLCC Student Code of Conduct Policy

**WHEREAS**, the FLCC Student Code of Conduct was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and

**WHEREAS**, the guidance dictated that schools must conform to the new regulations by 8/1/24; and

**WHEREAS**, we did not receive such guidance until late April 2024;

**NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees approve the FLCC Student Code of Conduct Policy to take effect immediately.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered into the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
MATTHEW HANCE, MANAGER OF TECHNICAL SUPPORT SERVICES**

**WHEREAS**, Matthew Hance, 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 Matthew Hance 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 Matthew Hance, Manager of Technical Support Services, effective September 5, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College, sponsored by Ontario County, at their regular meeting held on August 7, 2024, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have here unto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
MARGARET LORENZETTI, ASSISTANT DIRECTOR OF DEVELOPMENT**

**WHEREAS**, Margaret Lorenzetti, 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 Margaret Lorenzetti 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 Margaret Lorenzetti, Assistant Director of Development, retroactive to September 20, 2023.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
ALEXANDRIA ESPOSITO, ASSISTANT DIRECTOR MULLER FIELD STATION**

**WHEREAS**, Alexandria Esposito, 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 Alexandria Esposito 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 Alexandria Esposito, Assistant Director Muller Field Station, effective September 25, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
JEFFERY DUGAN, ASSISTANT DIRECTOR OF ONLINE LEARNING**

**WHEREAS**, Jeffery Dugan, 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 Jeffery Dugan 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 Jeffery Dugan, Assistant Director of Online Learning, retroactive to April 25, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
LESLIE PIERRE-PHILIPPE, SENIOR PROFESSIONAL ACADEMIC ADVISOR**

**WHEREAS**, Leslie Pierre-Philippe, 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 Leslie Pierre-Philippe 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 Leslie Pierre-Philippe, Senior Professional Academic Advisor, retroactive to January 3, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board



**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
LISA THOMAS, DIRECTOR OF ACADEMIC SUCCESS AND ACCESS PROGRAMS**

**WHEREAS**, Lisa Thomas, 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 Lisa Thomas 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 Lisa Thomas, Director of Academic Success and Access Programs, retroactive to August 16, 2022.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College, sponsored by Ontario County, at their regular meeting held on August 7, 2024, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have here unto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:  
MARY-ELIZABETH D'ARDUINI, ACADEMIC TECHNOLOGY SPECIALIST**

**WHEREAS**, Mary-Elizabeth D'Arduini, 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 Mary-Elizabeth D'Arduini 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 Mary-Elizabeth D'Arduini, Academic Technology Specialist, effective December 20, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024.

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College, sponsored by Ontario County, at their regular meeting held on August 7, 2024, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have here unto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**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 are *revised* job descriptions for previously approved job descriptions for Finger Lakes Community College:

New Title

Previous Title

Campus, Student and Technical Support –  
Victor Campus Center (06/20/2024)

Technical Specialist – Smart Systems Technologies  
(06/16/2021)

IT Network Security Specialist (05/22/2024)

Technology Specialist – Campus Centers (09/02/2009)

**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.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**APPROVE NON-UNIT EMPLOYEES REAPPOINTMENTS: 2024-2025**

**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, 2024 to August 31, 2025:

**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 and Dean of Student Athlete Development  
Brie E. Chupalio, Chief Advancement 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, Ed.D, Director of Athletics  
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  
Richard T. McGuire, Controller  
Jennifer Parsons, Assistant Director for Talent Management  
Michelle M. Robbins, Director of Development  
Brittany E. Schutz, Assistant Director of HR Operations  
Sarah E. Whiffen, Associate Vice President of Student Affairs

Penny M. Hamilton, Executive Assistant to the President  
Tammi Murtha, Human Resources Generalist  
Ryan I. Reynolds, Assistant to the Provost  
Rachel A. Simmons, Human Resources Generalist

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**APPROVE THE 2024-2025 MANAGEMENT CONFIDENTIAL SALARY SCHEDULE**

**WHEREAS**, management confidential employees are included in the FLCC Administrative Compensation Plan; and

**WHEREAS**, the College President recommends a 2024-2025 salary schedule for management confidential employees; and

**WHEREAS**, funds for the recommended salary schedule are included in the 2024-2025 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 2024-2025 salary schedule for management confidential employees effective September 1, 2024 – August 31, 2025.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**BID RENEWAL: MINOR MAINTENANCE SERVICES OF WALLS CONTAINING ASBESTOS**

**WHEREAS**, resolution 65-22 dated September 7, 2022 awarded a bid for minor maintenance services, big B22060, for Finger Lakes Community College; and

**WHEREAS**, the bid specifications for bid B22060 allow for up to two additional twelve-month periods for a total of three years, if mutually agreeable by both parties; and

**WHEREAS**, this would be the second of two renewals available for an additional twelve-month period; and

**WHEREAS**, the term of this bid commences September 7, 2024 through September 6, 2025; and

**WHEREAS**, the cost of the contract will increase by 3.4% from prior year, which is within the CPI limits; and

**WHEREAS**, this is a demand contract, therefore, the annual cost will depend on budget and usage throughout the contract period with an annual amount not to exceed \$5,000.00; and

**WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that this Board of Trustees hereby accepts the renewal of AAC Contracting, LLC, 175 Humboldt Street, Rochester, NY 14610, bid B22060 for minor maintenance services of walls containing asbestos for a twelve-month demand contract with a cost of \$160.06 per hour depending on budget usage throughout the contract period, at a term commencing September 7, 2024 through September 6, 2025 at an amount not to exceed \$5,000.00; and

**BE IT FURTHER RESOLVED** certified copies of this resolution be sent to FLCC Vice President of Administration & Finance, the FLCC Director of Facilities & Grounds, and the Ontario County Purchasing Director.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**BID ACCEPTANCE: DISTANCE LEARNING AND TELEMEDICINE SYSTEM FOR FLCC**

**WHEREAS**, the Ontario County Purchasing Director advertised and received one bid for a distance learning and telemedicine system, bid B24060, for Finger Lakes Community College; and

**WHEREAS**, this is a rebid based on stipulations laid out in FLCC’s grant agreement from Department of Agriculture not previously included; and

**WHEREAS**, College administration has reviewed said bid and has determined that the sole responsive/responsible bidder is acceptable; and

**WHEREAS**, the total cost is \$1,111,288.00 for all equipment, installation, 3-year support and training, and portal access; and

**WHEREAS**, the cost of the project will be funded through a Department of Agriculture award; and

**WHEREAS**, the term of this bid commences August 7, 2024 through August 6, 2027; 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 the sole responsive/responsible bid of OneRoom, Inc, 2055 West Iles, Ste A, Springfield, IL 62704, bid B24060 for distance learning and telemedicine system for a three year contract with a total cost of \$1,111,288.00; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution will be sent to the FLCC Vice President of Administration & Finance, FLCC Controller, FLCC Director of Grants Development and the Ontario County Purchasing Director.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**ADOPT THE FINGER LAKES COMMUNITY COLLEGE  
2024 – 2025 OPERATING BUDGET**

**WHEREAS**, budget allocations for the 2024–2025 fiscal year align College resources with the goals and objectives of Finger Lakes Community College’s Strategic Plan: 2023 - 2028; and

**WHEREAS**, the College administration has developed and presented an institutional operating budget request of \$51,489,347 for 2024–2025 with the Sponsor Contribution in the amount of \$3,929,815;

**NOW, THEREFORE BE IT RESOLVED**, pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$51,489,347 be and the same is hereby adopted for Finger Lakes Community College, for the period beginning September 1, 2024 and concluding on August 31, 2025, subject to the approval of the Ontario County Board of Supervisors and the Board of Trustees of the State University of New York.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board



**AUTHORIZE VEHICLE LEASE BETWEEN FLCC AND HOLMAN FLEET LEASING**

**WHEREAS**, college personnel have determined a five-year lease for six 15 passenger vans leased through a new auto lease vendor, Holman Fleet Leasing, to be the best cost effective option; and

**WHEREAS**, the six vehicles have an estimated total monthly cost of \$8,458.26 with a one time implemental cost of \$10,692; and

**WHEREAS**, the FLCC Association will be covering the cost of three vehicles to use for the athletics department at an estimated total monthly cost of \$4,229.13; and

**WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee have reviewed and approved this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby authorizes the lease of six 15 passenger vans through Holman Fleet Leasing, LLC, 4001 Leadenhall Road, Mount Laurel, NJ 08054; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance, the FLCC Controller, and the Executive Director of the FLCC Association.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**LEASE RENEWAL BETWEEN FINGER LAKES COMMUNITY COLLEGE  
AND  
NEW YORK KITCHEN**

**WHEREAS**, the Culinary Arts Certificate and Associate in Applied Science programs have been approved by the Finger Lakes Community College Board of Trustees; and

**WHEREAS**, these programs will prepare students for a career in the diverse food service industry; and

**WHEREAS**, the College wishes to continue a partnership with the New York Kitchen, to offer the culinary course labs at the Center; and

**WHEREAS**, the College and the New York Kitchen have agreed to a rental lease renewal for the period from August 29, 2024 through August 28, 2025 and that the College will rent the New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month between September 1, 2024 and May 31, 2025; and

**WHEREAS**, the College will also utilize a laboratory assistant on a rate of \$115 per lab occurrence; and

**WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee has reviewed the rental agreement and recommends its adoption;

**NOW, THEREFORE BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees does hereby approve the rental lease renewal between Finger Lakes Community College and the New York Kitchen for the period from August 29, 2024 through August 28, 2025 and that the College will rent New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month beginning September 1, 2024 and ending May 31, 2025 and a laboratory assistant on a rate of \$115 per lab occurrence; and

**BE IT FURTHER RESOLVED** those certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Provost, and Vice President of Academic & Student Affairs, and New York Kitchen.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**AUTHORIZE PRINTER LEASE BETWEEN FLCC AND EBP SUPPLY SOLUTIONS**

**WHEREAS**, college personnel have received two quotes for a five-year lease of 22 printers, determining the lowest quote from EBP Supply Solutions to be the most cost effective; and

**WHEREAS**, the leased printers have an estimated total monthly cost of \$4,156; and

**WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee have reviewed and approved this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby authorizes a five-year lease of 22 printers at an estimated total monthly cost of \$4,156 through EBP Supply Solutions, 200 Research Dr, Milford, CT 06460; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the FLCC Controller.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**APPROVE 2024-2025 SPONSOR SERVICES INCLUDED IN THE  
FLCC OPERATING BUDGET**

**RESOLVED**, that the following sponsor services included in the 2024-2025 Finger Lakes Community College Operating Budget are hereby approved:

<u>SERVICE</u>	<u>2024-2025</u>
Workers Compensation	\$87,003
TOTAL	<u>\$87,003</u>

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**APPROVE A CONTRACT WITH SYMPLICITY FOR DISABILITY SERVICES SOFTWARE**

**WHEREAS**, Finger Lakes Community College has determined that there is a need for improved software for disability services; and

**WHEREAS**, through a review of vendor platforms, the College has identified Symplicity Accommodate software be recommended to fulfill the need at FLCC; and

**WHEREAS**, Symplicity Accommodate software is an all-in-one platform that would enable disability services staff to more effectively and efficiently serve not only its students, but FLCC; and

**WHEREAS**, the college administration wishes to enter into an agreement with Symplicity for a three-year contract beginning August 1, 2024 through July 31, 2027; and

**WHEREAS**, the cost for the three year term is as follows:

2024-2025: \$11,700

2025-2026: \$12,051

2026-2027: \$12,412

2024 One Time Implementation Cost: \$6,800; and

**WHEREAS**, the FLCC Board of Trustees Finance and Facilities Committee has reviewed and approved this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby grants authority to the Vice President for Administration and Finance to approve an agreement with Symplicity to implement the Accommodate software system that will serve as the mechanism for FLCC's disability services for a three-year term from August 1, 2024 through July 31, 2027 at a total cost of \$42,963.00; and

**BE IT FURTHER RESOLVED**, certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the Director of Academic Success and Access Programs.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board

**ACCEPT REQUEST FOR PROPOSAL: FLCC EXTERNAL AUDIT FIRM**

**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 April, 2024; and

**WHEREAS**, the Ontario County Purchasing Director received proposals for external audit firm services, RFP R24057 Finger Lakes Community College; and

**WHEREAS**, college personnel have reviewed said proposals and determined the proposal from The Bonadio Group is acceptable at a total cost not to exceed \$341,600; and

**WHEREAS**, the award will be for a three year term beginning with a report for the College’s fiscal years ending August 31, 2024 through 2026 with the option of extending the contract for the subsequent two (2) fiscal years; 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 FLCC Board of Trustees hereby accepts the proposal R24057 between FLCC and The Bonadio Group, 171 Sully’s Trail, Pittsford, NY 14534. The Bonadio Group will audit the Finger Lakes Community College operating accounts for the following academic years, and conduct an audit of the operating and federal funds of FLCC at the following, not to exceed \$341,600, excluding out-of-pocket expenses:

Fiscal Year Ending	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027 (optional)</u>	<u>2028 (optional)</u>
Operating & Federal Accounts	\$60,500	\$64,200	\$68,100	\$72,200	\$76,600

**BE IT FURTHER RESOLVED**, that the FLCC Vice President of Administration & Finance is authorized to enter into an agreement with The Bonadio Group.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

**RESCIND RESOLUTION 27-2024, 2024 FINGER LAKES COMMUNITY COLLEGE FACILITIES MASTER PLAN**

**WHEREAS**, resolution 27-2024, dated May 1 2024, approved and adopted the 2024 Finger Lakes Community College Facilities Master Plan prepared by LaBella Associates; and

**WHEREAS**, the approval and adoption of the 2024 Facilities Master Plan should have occurred after the Adoption of Findings in regard to the environmental review of the 2024 Facilities Master Plan approved in the June 2024 BOT meeting;

**NOW, THEREFORE BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees hereby rescinds Resolution 27-2024.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board



**APPROVAL AND ADOPTION OF THE FINGER LAKES COMMUNITY COLLEGE 2024 FACILITIES MASTER PLAN**

**WHEREAS**, a Master Plan Steering Committee was established representing Finger Lakes Community College, the FLCC Board of Trustees and Ontario County to provide oversight throughout the process to create the 2024 FLCC Facilities Master Plan; and

**WHEREAS**, The Master Plan Steering Committee retained the firm of LaBella Associates to prepare the 2024 Facilities Master Plan outlining short and long-term maintenance needs, facility remodeling, and facility changes recommended to align FLCC’s facilities with the needs of the community it serves as described in the College’s mission statement and strategic plan, a copy of which is on file with the Clerk of this Board; and

**WHEREAS**, the 2024 Facilities Master Plan will enable SUNY and the Ontario County sponsor to anticipate the College’s long-range capital needs for funding purposes; and

**WHEREAS**, the 2024 Master Plan has been prepared in direct support of the goals and objectives of the Finger Lakes Community College Strategic Plan; and

**WHEREAS**, the College President, after extensive consultation with the Master Plan Steering Committee, architects from LaBella Associates, the College Administration and various stakeholders recommends FLCC Board of Trustees’ acceptance of the 2024 Facilities Master Plan;

**NOW, THEREFORE BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees hereby accepts the College’s 2024 Facilities Master Plan.

Approved by the FLCC Board of Trustees at the meeting on August 7, 2024

August 7, 2024

Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 7, 2024 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 7<sup>th</sup> day of August 2024.

\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board