

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

April 2, 2025

Finger Lakes Community College

Newark Campus Center

Presiding: Trustee George Cushman, Chair

Committee Members Present: Trustee Cushman (Chair), Trustee Cass (ex-officio), Trustee Geise, Trustee Hall, Trustee Mihalik, Trustee Wille

Excused:

Trustees: Trustee Astles, Trustee Martin, Trustee Russell

Staff and Students: Brie Chupalio, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Brittany Schutz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests:

Meeting had a total of 12 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: No representatives present at this meeting.

Trustee Cushman called the meeting to order at 4:31 PM.

Deborah Corsner provided an overview of programs at the Newark Campus and that there are two part-time Campus Coordinators. She explained the enrollment slide for 2024-2025, further explaining that in Fall of 1982 there were 10 core sections and now we have target partnerships with PTECH and discussed that requirements changed over time. We now have 8 core sections and viewing Spring to Fall enrollment we have 8 credit core sections running currently. Discussion related to general noncredit courses was discussed in terms of an example of the welding course. They also have noncredit GED and are a GED testing site. The slides in the packet are a representation of the different programs offered. We are working with Patrick to expand with a Spanish class opportunity. We offer the Impaired driving program (IDP) and are a testing site for nursing. We have partnerships in Newark and now also have the DOL with an office space at the Newark Campus Center. There has been a lot of traffic with DOL being here in terms of people looking for jobs, job fairs, and the opportunity to view and consider credit and noncredit offerings through the Workforce and Career Center. STEAM Camp occurs at the Newark Campus every year and is one week in length. We continue to foster partnerships and will host a youth registration in the fall for grades 6-9. VICE Chancellor Christopher White from SUNY may be at the ribbon cutting ceremony representing our partnership between DOL and FLCC on April 24th.

Trustee Wille inquired about the recruitment process. Deborah explained that we develop a marketing plan every year promoting initiatives. There are 1:1 sessions that led to involvement from the Admissions Department to talk through the application process and participation in PTECH and other options, not just for college degree, however many become more involved once they see what can be offered and decide to complete a degree. With the participation with DOL and the job fairs it has led to referrals for individuals looking to upscale their skills for various positions. Trustee Wille feels with the location there is outreach for Marion, Lyons, Clyde, Savannah and relatively no competition. Deborah explained that the online modalities

has been our competition and a threat to the enrollment process at Newark. Matt Stever discussed that Admissions works closely together with Newark for the various course offerings related to health care and with students that are juniors and pursuing the Gemini courses and then proceed with continuous contact based on touch points.

Review of March 5, 2025, Committee Meeting Minutes

Trustee Cushman inquired if there were any changes, additions, corrections. None noted.

Enrollment Report

Dr. Urbaitis discussed the enrollment report in the packet and updated as of March 28th overall enrollment is up 4.6%, she further explained that Gemini State Aid is down, and we are down 11.9% FTE full term courses moving into the fall. Trustee Cushman inquired about transfers, and do we know how students are coming in as SUNY or non-SUNY students? Dr. Urbaitis does not have that off the top of her head, but it was noted that MCC sends us the most students based on the data. Trustee Martin mentioned that his understanding is that students take online courses here rather than Cornell due to the cost. The online enrollment has gone up. Ryan McCabe discussed that 72% of students that attended over summer were online students and weren't FLCC students but rather other institutions. We have 75 sections of physics online. Many are coming from Binghamton University and University of Delaware.

Student Success: Augmented Reality Welding Program & Partnerships – Patrick Bennett & Ryan McCabe

Ryan McCabe, AVP of Academic Technology and High Impact Practices for Online Learning and Patrick, Bennett, Assistant Director Ryan discussed the slides and that it is been exciting over the last 2 years, and we just graduated our 1st class. This was accomplished utilizing SUNY money as transitional funding. The technology is amazing and every student that graduated got a job. FLCC is great at coming up with an idea and finding the funding. Patrick discussed the demographics and that the students were all from Wayne County. Information was outlined in the slides presented at the meeting and in the Board of Trustees Packet. Discussion of the need for additional devices for the Welding program because it is a bit of a problem to have devices at Newark and then not enough at Victor. College might not be the path for every person. The average pay for these welding positions is \$26-\$46 per hour working on bridges and in the winter, season work on snow plowing. The Academic Certifications are 3 days a week, and our closest competition is a 12-month program. There are schools constantly contacting Patrick related to the programs offered to get certification and then into a job. The welding union falls under DOL apprentice trade. The partners we have are working out well. Senator Helming made it a priority to be able to attend the first graduating class ceremony. Ryan explained that this program benefits new hires, the underemployed, and any field in demand that can draw students in, the art program is another one in terms of sculpture. Provides engagement in the community. Ryan discussed that there is not a lack of space or need for insurance because the students are not doing live welding. The question came up if secondary schools could assist with funding for their students to go through the program or if there were Foundations that would make donations.

Resolutions

Robin Campo, Coordinator of IT Services and Instructional Technology & Ed Kelty, Chief Information Officer

Ed referred to Robin to speak about Jeff since she has known him much longer than Ed. Robin explained that Jeff has been Manager of Technology Systems for 5 years. She further explained that his self-evaluation Fully supports the contributions that Jeff has made and the great work he has done on behalf of the college. Robin explained that FLCC strives to be here for the community and has provided a GED program, that is where Jeff started

with his commitment to completing his GED and then wanted to be an example for his children and to make better choices and as a result have a better path in life. Jeff continued with an A.S. degree in communications at FLCC. At the time Bill White who was in charge of instructional technology gained a mutual respect with Jeff and Jeff became a student aid and fixed equipment, ran cables in all phases Bill took Jeff under his wing. Once Jeff completed his A.S. degree, he moved on to SUNY Brockport for his bachelor's degree and working part time, if that wasn't enough with his academic and family responsibilities, he would predawn work on AV events and at nights be delivering pizzas with a smile on his face. Jeff helped with professional installations and saved FLCC thousands of dollars, and he was the expert. Upon graduation from Brockport, I was thinking he was going to resign. He stayed with us that summer and came back from the Covid down time assisting with the 17 Hy flex classroom set ups and not one of them malfunctioned. We did not have a full-time position at that time. One Saturday night the phone rang, and it was John Taylor notifying Robin that Bill White had been killed in an accident. We did offer Jeff an interim position there was no question that he would get that job done. With grief and a bit of guilt Jeff filled Bill's shoes and she knows Bill would want that. Jeff fully exemplifies the mission, Vision and Values of FLCC. Trustee Cushman appreciates the recommendation.

ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER

GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: JEFFREY BABCOCK, MANAGER, INSTRUCTIONAL TECHNOLOGY SYSTEMS- WHEREAS, Jeffrey Babcock, 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 Jeffrey Babcock 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 Jeffrey Babcock, Manager, Instructional Technology Systems, effective October 26, 2025.

Laura Ortiz, Provost, VP of Academic and Student Affairs discussed as Provost one of her joys is to have the privilege to suggest Faculty that have had a profound impact on our students. The faculty recommended enrich the lives of those they teach and mentor and shape the curiosity of students in an ever changing and evolving world. The following recommendations are requested to be approved.

Laura Ortiz, Provost - **APPROVE 2024-2025 FACULTY PROMOTIONS** WHEREAS, the FLCC Teaching Faculty collective bargaining agreement states that teaching faculty members may be promoted in their respective positions each year; and WHEREAS, the Promotion Committee has met and determined that the following teaching faculty meet the minimum requirements for promotion in the 2025-2026 academic year:

From Assistant Professor to Associate Professor

David Ghidui, Computing Sciences
Jessica Brinza, Health Science and Human Performance
Mary Delmastro, Visual and Performing Arts
Tomás Gonzalez, Business

From Associate Professor to Professor

Amy Flagler, Visual and Performing Arts
Eric Duchess, Social Science
Patricia Rockwell, Environmental Conservation and Horticultural
Paul Engin, Visual and Performing Arts
Shayna Turner-Johnson, Nursing

WHEREAS, the Provost and College President have reviewed the recommended list; and WHEREAS, the College President recommends FLCC Board of Trustees approval of the aforementioned 2025-2026 faculty

promotions; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve these faculty members for promotion in the 2025-2026 academic year.

Laura Ortiz, Provost, VP of Academic and Student Affairs discussed the Sabbatical requests noting that the faculty serve as mentors. The Sabbaticals are an investment in our institution allowing for institutional research to advance student learning at FLCC. There are summaries outlined in the memo that align with our work as faculty to create student success through individual growth for the students we serve. She acknowledged the process that was expertly Chaired by Paul Engin with commitment and strategic investment for our future. **Laura Otiz, Provost - APPROVE 2025-2026 SABBATICAL LEAVES WHEREAS**, the Sabbatical Committee received, reviewed and ranked faculty sabbatical leave applications for the 2025-2026 academic year; and WHEREAS, the Sabbatical Committee Chair has presented the committee's recommendation to the Provost, Vice President of Academic and Student Affairs; and WHEREAS, three sabbatical leaves have been requested for the spring 2026 semester at full pay and; and WHEREAS, the College President has reviewed and concurs with the Provost, Vice President of Academic and Student Affairs, and Sabbatical Committee recommendations and requests FLCC Board of Trustees approval; and WHEREAS, the FLCC Board of Trustees in granting this sabbatical leave affirms that no changes to a sabbatical recipient's proposal can be made without the express written approval of the Provost, Vice President of Academic and Student Affairs and/or President of the College; and WHEREAS, in approving the aforementioned sabbatical leaves the FLCC Board of Trustees affirms that faculty members being granted a sabbatical leave must abide by the conditions as described in the Faculty Alliance Bargaining Agreement; NOW, BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve sabbatical leaves for the following faculty members for the 2025-2026 academic year:

David Ghidui, Assistant Professor, Computing Sciences (Spring 2026)

Margaret E. Gillio, Professor, Humanities (Spring 2026)

Sarah Morgan, Associate Professor, Visual and Performing Arts (Spring 2026)

Debora Ortloff, VP for Strategic Initiatives and Assessment discussed the resolution related to Approve Finger Lakes Community College 2025 Strategic Plan Grants. She distributed a paper copy to the Board of Trustees. This is the type of initiatives recommended by Governor Hochul. Debora thanked the committee members that reviewed the proposals taking in consideration limited resources. Information related to the projects will periodically be presented to the Board of Trustees. The Paralegal program was discussed and the relationship with AI to meet the demand of the curriculum. Single Stop software as a benefit to students because if students are hungry, they can't learn, if they are worried about a roof over their head they can't learn. Providing available resources through agencies that can provide help. The Anatomage table allows the time for nursing and faculty to utilize the incubator area. She discussed outreach and conversations with partners for community engagement allows us to emerge students with success tools to learn. The Culinary Arts program with the use of Hololens provides a great example of innovation where Christine Parker and Jamie Rotter will provide the experience of butchering a cow. There is a lot happening with the conservation area and future visualization. There is involvement with applied learning with high school working with area businesses through internships as part of their curriculum.

The development of AI tutoring and bringing that together. Professor Samanta's project sector within the tech industry. Trustee Cushman commented on the envisioned opportunities of innovation and the silo busters that occur as result. Trustee Cushman discussed that at the ACTT Conference last year that he, Trustees Mihalik, and Martin were mobbed based on the ideas put forth that FLCC is involved with. Trustee Martin commented that this is an impressive Round 2 from the 2+2 Committee review. Trustee Mihalik inquired about the Anatomage projects in terms of when the table is purchased and how is the process followed along? The funds end once the table is purchased. Debora explained that for any project funded we follow throughout to make sure to track the metrics. These types of projects began the start of community engagement. Trustee Martin asked about the method of

review as to what worked, what didn't work. Debora discussed that we have had three Strategic plans that involved three Presidents, there have been early successes and others that have led to additional projects. Trustee Martin suggested a Keynote Luncheon talk of approximately 45 minutes to update on projects. Debora has had a similar experience with SUNY folks related to investment vs. expense analysis.

APPROVE FINGER LAKES COMMUNITY COLLEGE 2025 STRATEGIC PLAN GRANTS -WHEREAS, the Finger Lakes Community College Board of Trustees approved the 2023-2028 Strategic Plan: Forward Together on August 1, 2023; WHEREAS, the Finger Lakes Community College Board of Trustees has a long history, dating to 2013 of designating funds for strategic plan grants in support of the College’s implementation of strategic plans; WHEREAS, the Finger Lakes Community College Board of Trustees resolved on September 7, 2023, to utilize Covid Stimulus funds as strategic funds; WHEREAS, the 2+2 committee was designated to review grant proposals submitted from members of the FLCC community and reviewed the proposals using a rubric approved by the Board of Trustees, and that the 2+2 committee has concluded this process and has forwarded its recommendations to the Governance Executive Committee; WHEREAS, the Governance Executive Committee reviewed the recommendations from the 2+2 committee and voted to endorse these recommendations listed below;

Project	Applicant	Funding Amount
Anatomage Tables	Melissa Miller	\$37,000
FLCC CAPS: High School and FLCC Student Applied Learning Opportunities	Jacqueline Tiermini & Liz Brownell	\$180,000
Culinary Arts Mixed Reality Development	Jamie Rotter & Christine Parker	\$41,345.85
Developing AI Policy and Processes for Tutoring	Richard Van Dyke	\$8, 000.00
Single Stop Software to Support Students’ Basic Need	Sara Iszard	\$58,500.00
Seamless Shift to Tech Careers	Sam Samanta	\$5,000.00
Lexis AI in Paralegal Studies	Tomas Gonzalez	\$34,827.80
Total		\$364,673.65

WHEREAS, Dr. Nye, based on the work of the 2+2 committee and the endorsement from the Governance Executive Committee, requests your approval of the 2024 Strategic Plan Grants; NOW, THEREFORE BE IT RESOLVED that the FLCC Board of Trustees hereby approves the FLCC 2024 Strategic Plan Grants.

Strategic Thought Presentation – Supporting Healthcare Education and Our Community – Mehegan Murphy, Matt Stever, Shayna Turner-Johnson reviewed presentation in packet.

Strategic Thought Presentation
Supporting Healthcare Education and Our Community-Mehegan Murphy, Director of Academic Advising, Career and Transfer Services; Matt Stever, Director of Admissions; Shayna Turner-Johnson, Associate Professor Nursing - Shayna discussed the support of health care in the community with the Nursing expansion in our building. In the Spring 2023 we had 64 students, and, in the Fall of 2023, we had 63 students. For Fall of 2024 we had 80 students. With the program there have been curriculum changes, and the Fall of 2022 there was a certificate program developed with 16 students initially attending, we still have 11 students in that program. The 12 Month certificate program has 32 students enrolled for fall of 2025. These are credit bearing courses

providing a pathway for CAN, LPN, RN. We work with Admissions to create the student pathways to get to the next program. In Fall of 2022 we had concept-based curriculum, the medical model. First timers had a success rate of hundred percentage passing. The next generation for nursing is a little more interactive and we have 100% job placement. Thompson Health is very good for clinical placements and LPN clinical rotation we are working to increase that partnership. Accreditation body visits every 8 years and next March 3-5/2026 we will partake in that process. Pathways this past Spring provided additional options for programs such as direct health care studies which provides a direct line to have first dibs for the nursing program. Retention of nursing employees as instructors is an issue, we have currently 22 employees to instruct for Fall and of 64 seats, 52 are reserved. The Marketing Department did a fantastic job on promoting the Nursing Program.

Matt discussed the process related to creating pathways for current and transfer students. He discussed that LPNs have a creative opportunity to complete Nursing School. Matt explained that Dr. Urbaitis provides the opportunity to nursing to have a working group every week for a meeting to allow for training and communication. Put into practice success for us utilizing the SLATE system for operationalize nursing application, allowing us to figure out how to communicate with students in a different way. Students take a few classes and are ranked to get into the program. Health care students and LPN students get different programs at a different time. We review our process and sample the various variables and touchpoints. The promotion with assistance from Christen Accardi, Marketing Director has a specific page dedicated to Nursing on the FLCC Website. There was a digital campaign at a cost of \$20,000 dollars that allows us the opportunity for 1:1 counseling appointment. The appointment slots are always booked and there is availability from 2PM-9 PM. As indicated by Shayna the relationship with Thompson Health is good and we have a two-day event to promote the opportunity for students to explore if this is the right path for them. Trustee Astles inquired about additional partnerships with other hospitals beyond FF Thompson, one being Geneva. Shayna explained that Geneva does have an RN/LPN program however we do collaborate on associated boards and work closely together. Trustee Wille also mentioned Clifton Springs and S& S Hospital as alternative areas to explore for engagement. The capacity of enrollment will more than likely be a waitlist for the fall. Trustee Wille mentioned engaging St. John Fisher, Nazareth, Keuka, and Brockport for transfer agreements. Trustee Cushman discussed the directive from the Governor related to the adult student and funds available for students. Matt mentioned that internally community colleges do market the SUNY colleges.

Mehegan discussed the heartbreak that occurs for students related to the costs of education and that financial aid might end at 19. The opportunity for a pathway as an older student 10 years later may feel like they are on the same pathway and funds will run out. The change and the funds available are exciting because it takes out a barrier providing less of the burden. The program is not built for the traditional age student. This is more focused on 25 and up. There are funds available for the single parent to cover emergencies for example if their car breaks down. There are questions during the admission pathway as to what is coming down the pipeline and that will continue to be a topic of conversation. Matt discussed we received 1600 applications and only 400 applications are under the age of 25. Trustee Cushman inquired about the challenges with waitlist related to other issues as to the affordability cost and how to deal with it. The next budget cycle will need to allow for corrections due to the changes and this will be clearly communicated with Dr. Nye. Due to the increase in enrollments and the lack of Nursing instructors there is concern. Trustee Martin is interested in that being evaluated and asked the salary range for nursing placements. Shayna discussed that placements at mid-range are 73,000-78,000 at a regional hospital. There are several open positions where the recruitment of faculty is lower or at that range making it very difficult. We need better marketing strategies for BSN into masters' positions. We can't put in seats based on accreditation policy to teach nursing master's program without the level of educated instructors. Trustee Cushman mentioned that the advocacy needs to be there to attract that level. Trustee Mihalik asked where do you see planning going next with all the different elements of capacity, hours, and placement availability? Matt explained from an Admissions standpoint the first full year we are in assessment mode from now to two years from now. SLATE is a recruitment tool and explained that he and Mehegan work together every single day related to advisement and admission needs so that the process is

seamless. Matt is excited about the waitlist because we emerged from COVID, and we have increased the numbers. Mehegan explained the processes are more efficient behind the scenes. Dr. Nye explained that FLCC has been ahead in the state related to the Nursing Program and we are aware we need more support related to Instructors. We have been very candid with the bargaining units about the shortage of Nursing Faculty.

Dr. Nye congratulated the team presenting because we have quality students that will provide facilities with the needs related to nursing shortages.

Adjourned

There being no further business, at 6:29 PM, on motion by Trustee Geise and a second by Trustee Mihalik and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Submitted by,

Penny M. Hamilton
Assistant Secretary of the Board

Trustee Cushman
Chair, Education & Planning Committee

Next Meeting: *Wednesday, May 7, 2025 – Stage 14, FLCC Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424* (unless otherwise determined and notice posted before the meeting).

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE MEETING
April 2, 2025
Finger Lakes Community College
Stage 14**

Presiding: Trustee Martin

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

Excused:

Trustees: Trustee Cushman, Trustee Geise, Trustee Hall, Trustee Mihalik, Trustee Wille

Staff and Students: Brie Chupalio, Ed Kilty, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Brittany Schutz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests:

Meeting had a total 12 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: No representatives present at this meeting.

At 6:29 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business

Review of March 5, 2024, Committee Meeting Minutes

Trustee Martin requested if there were any comments or questions. There were none noted.

FLCC 2024-2025 Operating Budget Update & Finance Report

Jason Tack, Vice President of Administration and Finance reviewed the financials, reviewed tuition revenue and we are up a little, the March 31st numbers may exceed budget. Interest income is 4%-4.5% mark. Trustee Cushman mentioned that the revenue seems to be consistent, however expenses are higher. Jason explained that salaries are based on 26 pay periods this year vs 27 pay periods last year. It will even out towards the end of the year. Health care cost will be higher this year due to increases. Trustee Martin inquired about challenges and concerns related to budget revenue and expenses with the many changes occurring. Jason discussed prepaid expenses and where they are recognized. Trustee Astles asked if Jason could give an educated guess based on if there are no federal contracts how this effect will be on Financial Aid and Pell. Jason replied that is things go south in Washington there will be impact on tuition due to enrollment decline. Strongly suggest it will remain. We will know more related to the fiscal year in October, the Governor offer of free tuition for the older student may be the area to assist with adjustments. There may be adjustments in spending by the federal government.

Resolutions

Jason Tack, Vice President of Administration and Finance reviewed an agreement. - ACCEPT AN AGREEMENT BETWEEN FLCC AND LPB CONSULTING WHEREAS, FLCC submitted a grant proposal to the U.S. Department of Education, hereinafter referred to as the "Granting Agency," for the Title III, Part A Strengthening Institutions Program and was awarded funding from the Granting Agency; and WHEREAS, FLCC recognizes the importance of conducting a comprehensive evaluation of the proposed project as outlined in the grant application and has determined that Laura Payne-Bourcy, Owner and CEO of LPB Consulting ("Consultant") possesses expertise in grant evaluation and has expressed interest in providing evaluation services for the College's grant project; and WHEREAS, the Consultant shall

be responsible for executing the evaluation plan as detailed in the grant application and LPB Consulting Bid dated December 18, 2024. This work shall include, but is not limited to, data collection, analysis, reporting, and any other evaluation-related activities required for the successful completion of the project, as per the bid application; and WHEREAS, FLCC shall compensate the Consultant for their services a total of \$2,625 monthly or \$31,500 annually over the grant project's lifetime, for a total of \$157,500 over the five-year project. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees accepts an agreement between FLCC and LPB Consulting, 8 Parham Dr, Penfield, NY 14526. The Consultant will execute the evaluation plan as detailed in the grant application and LPB Consulting Bid. The College shall compensate LPB Consulting a total of \$2,625 monthly or \$31,500 annually over the grant project's lifetime, for a total of \$157,500 over the five-year project.

Dr. Nye reviewed an agreement with JK Exec to be the search firm for the Chief Human Resource Officer position. ACCEPTANCE OF AN AGREEMENT: FOR RETAINED SEARCH SERVICES - WHEREAS, the Chief Human Resource Officer position is presently vacant; and WHEREAS, senior Chief Human Resource Officer leadership positions are in very high demand; and WHEREAS, the Chief Human Resource Officer plays a critical role in ensuring the smooth operation of the Human Resource Office and the requirements required for the various unions at the college and the employees that are involved to sustain daily operations; and WHEREAS, the College has received proposals from three search firms: and WHEREAS, the College has selected the lowest bid proposal provided by JK Executive Strategies to provide retained search services for 28% of the annual base salary; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves an agreement with JK Executive Strategies, 1349 University Avenue, Suite 2, Rochester, NY 14607 for retained search services for the Chief Human Resource Officer position; and BE IT FURTHER RESOLVED that certified copies of this resolution be sent to the FLCC President, FLCC VP Administration & Finance.

Dr. Nye reviewed to authorize \$35,000 to be allocated for Senior Executive training to develop SUNY Leaders and, this is a request for one additional year for the team to be together and be mentored. **APPROVAL TO ENTER INTO AN AGREEMENT WITH RAMERMAN LEADERSHIP GROUP FOR EXECUTIVE COACHING RELATED TO PROFESSIONAL DEVELOPMENT OF THE FINGER LAKES COMMUNITY COLLEGE PRESIDENT AND CABINET MEMBERS PHASE II** - WHEREAS, the request is to enter into an agreement considered Phase II with Ramerman Leadership Group for Executive Coaching related to Professional Development for the President and Cabinet Members; WHEREAS, focus will continue related individual and group coaching sessions for the President and Cabinet Leaders; this contract outlines costs related to materials required Additional costs related to tools, materials, reading, design and administration is outlined in the agreement; and WHEREAS part of the service will include feedback related to mission-critical leadership competencies; and WHEREAS, the coaching and professional development will provide an understanding of skill level of various competencies related to each individual's position within the organization; and NOW THEREFORE BE IT RESOLVED that the Finger Lakes Community College Board of Trustees hereby approves an agreement with Ramerman Leadership Group for Executive Coaching and Professional Development at a cost not to exceed \$33,900; and BE IT FURTHER RESOLVED that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance.

Informational Items

Jason Tack, Vice President of Administration and Finance reviewed Agreement with Grand River Consulting investigations contract for 3 months through UNYC utilizing the pricing through master Bid Acceptance for lawn mowing and plant bed maintenance for Geneva campus. He also reviewed the Bid Renewal for Printing of letterhead and envelopes. He discussed the provision for the Geneva Center and the Vit Center to continue with Clean and Shine and that there is a Quote Acceptance for janitorial services. He also discussed the Budget Transfer Report which is movement of allocation for budget categories. Jason discussed that there is a lot of turmoil with the State currently related to the extension of the budget and that he is meeting with SUNY CFO tomorrow.

Adjourned

There being no further business Trustee Martin requested a motion to adjourn at 6:43 P.M., on motion by Trustee Astles and a second by Trustee Wille and a unanimous vote, the Board of Trustees Finance & Facility Committee adjourned.

Prepared by,

Penny M. Hamilton
Assistant Secretary of the Board

Submitted by,

Trustee Geoff Astles
Finance & Facilities Committee

Next Meeting: *Wednesday, May 7, 2025 – Stage 14, FLCC Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).*

DRAFT

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

April 2, 2025

Finger Lakes Community College

Newark Campus Center

Presiding: Trustee Donald Cass, Chair

Committee Members Present: Trustee Astles, Trustee Cass (Chair), George Cushman, Trustee Geise, Trustee Hall, Trustee Mihalik, Trustee Martin, Trustee Russell, Frederick Wille

Excused:

Others Present:

Staff and Students: Brie Chupalio, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Brittany Schutz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests: Meeting had a total of 12 participants virtually 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 6:44 P.M. Trustee Cass called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Cass inquired if there was anyone who would like to make a public comment. There were no comments.

Trustee Cass requested a motion to accept the Consent Agenda - Minutes & Resolutions

Trustee Geise motioned approval and a second from Trustee Cushman to accept the Consent Agenda Minutes and Resolutions.

Old Business

None noted.

New Business

None noted.

Chair's Report

Nothing noted.

President's Report

Dr. Nye discussed the search committee for the SUNY Associate Provost and that there are 15 faculty members involved in the search and onboarding. There are 10 Board Members from different community colleges also involved. This is a Governance Activity that faculty can be proud that they were part of the process. Dr. Nye complemented the many people who submitted their project to be considered for the Strategic Plan Grants. There is a lot of details that go into the projects just to apply for the grants. Therefore, even if not selected everyone should be proud of what they strived for. In terms of federal funding related to DEI we are simply staying the course with our values and mission. Funding for technology that is every changing especially in terms of AI and staying ahead of the curve, we think carefully and do not make changes too quickly. The President's Advisory Council was discussed in terms of involvement with Senior Leaders. There were break out sessions in terms of leaders talking in smaller groups with the Advisory Council

Members discussing action points. Involvement with Education Day Leadership Ontario at Hobart and William Smith Colleges on April 11th. Community Business involvement with the Ontario County Chamber of Commerce continues to help to build relationships.

Student Trustee Report

Trustee Hall discussed that we had meeting with the Student Corp. Board of Directors to determine and outline the roles of Student Corp. positions to interest students to apply online.

Audit & ERM Committee Report

Trustee Astles did not have anything to report.

Board Development Committee

Trustee Mihalik discussed that they had a very productive meeting with thoughts that will be presented at the Board Retreat on April 9th.

Association Report

Trustee Cass has a written report in packet.

Foundation Report

Trustee Geise explained that next month is Vinters and Valentines and then shortly after that will be the Golf Tournament.

NYCCT Report

Trustee Mihalik discussed that Trustee Cushman has worked tirelessly on issues at the State level and it is making a difference. Trustee Cushman explained that much of the work being done is in combination with all community college representatives. He discussed the Spring Conference and that there were 30-35 attendees. He explained that Hudson Valley Community College will have a Grant Session with experts in governance and he has plans to bring back to the Board of Trustees the information. There continues to be advocacy efforts on the related to the budget and pushed hard to generate a bill to make the floor plus cost of living to become permanent. There was discussion of two representatives at the state level cover the specific service area where it may be possible for a lot of people to benefit nonprofits, fire departments, and other special interest groups were referenced.

Student Corp.

The report is in the packet.

ACCT

Trustee Mihalik discussed Board of Director Development awards based on recommendations possibly from the leadership and to be proactive. Trustee Cushman explained that the search for Vice Provost of Community Colleges has identified that they are down to three candidates. There is a second presentation on April 17th and 18th.

Dr. Nye mentioned that we will have the Accepted Student Day event next Saturday. This is open to faculty and staff to attend. It is a great opportunity to get out and see everything in action, it is a phenomenal event. There are 160 students scheduled to attend and it starts at 9:15 AM. Activities that the Board of Trustees will be interested in begins at 10:00 AM providing an opportunity to talk to faculty and staff. Dr. Nye also mentioned the Volleyball Championship games.

Adjourned

There being no further business, at 7:00 P.M., on motion by Trustee Martin and a second by Trustee Geise and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton
Assistant Secretary to Board

Trustee Donald Cass
Chair, FLCC Board of Trustees

Next Meeting: *Wednesday, May 7, 2025 – Stage 14, FLCC Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424* (unless otherwise determined and notice posted before the meeting).