

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

June 5, 2024

Finger Lakes Community College Victor Center

Presiding: Trustee Santa Abraham, Chair

Committee Members Present: Trustee Abraham (Chair), Trustee Cass, Trustee Mihalik (virtual)
Trustee Schumacher

Excused: Trustee Geise (ex-officio)

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

Staff and Students: Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests: Misty Hall

Meeting at 4:30 PM had a total of 7 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 4:30 P.M., Trustee Abraham called the FLCC Board of Trustees Education and Planning Committee meeting to order. She suggested a motion to amend the agenda allowing for an overview of the Victor Center by Don Emirbayer, Trustee Cass seconded the motion by Trustee Abraham to amend the agenda. Don Emirbayer welcomed everyone to the Victor Center explaining the Academic Programs available at the center and as high flex program such as AES and Cyber Security. AS is Architectural to provide courses in person and high flex. Engineering is another program available online which has allowed for significant growth of that program. There are faculty advisors which includes Don who serves in that capacity as well. This past year enrollment was disappointing, however spring to spring we were up 9.6% from the previous year. There is flexibility in the days students can come in throughout the summer months. PTEC Freshman class that began in Newark traveled to the victor center for networking and cyber security classes. It was a large class of 21 students. We have Seniors taking our courses currently. The Urban League of Rochester visited in the spring and fall to speak to instructors and find out more about the programs. The career job expo provided the opportunity to FLCC students, and area high schools and job seekers were welcome to attend with exposure to 14 companies. Overall, there were 80 people that attended. We have hosted two community courses intended for retirees based on interest, example of a new course related to computer basics was discussed. Don explained that last year and this year the Victor Center was a GRIT site. Creating the work force for career and infrastructure in the rural area where students are trained on virtual reality. He discussed that the engineering students recently won a competition and actually have won the last 3 years. Trustee Martin inquired if there are spaces on the Victor campus to provide the opportunity to utilize the facility for Community Education? Don replied that he didn't see that as an issue.

Business

Review of May 1, 2024, Committee Meeting Minutes

Trustee Abraham inquired if there were any concerns or edits to the minutes. There were not any concerns or edits.

Enrollment Report

Carol Urbaitis, Vice President of Enrollment Management, reviewed the report available in the packet as of May 24th and updated the Board of Trustees as of May 31st. FTE is up 17.3% and fall headcount is up 3.5% and FTE is 0.4% and new student registration is underway. Will have an updated report in August related to enrollment numbers.

Supporting Online Student Success

Ryan McCabe, AVP of Academic Technology and High Impact Practices and Brooke Napoleon, Professional Academic Advisor Online Learning presented a slide presentation beginning with Ryan speaking of the programmatic side and Brooke continuing the discussion of involvement related to advising. Presentation in packet outlined points of discussion. The development of courses is up to standards for 24-hour online programs for certificates and institutional readiness. We are up 37% from 2023 for students taking every class online. Discussion of Physics section as cash cow for summer. The investment in STEM online courses has been beneficial for networking, cyber security that other institutions do not have. Plans are in the works to create wine and food course online with projected launch in 2025. Watermark provides the ability to do student evaluations and provide feedback from students on their course design process. We are in the process to refresh older courses and following best practices as well as evaluating low pass rates. Discussion of SUNY standards was reviewed as presented in the packet.

Brooke discussed that traditional students utilize Brightspace which they became accustomed to due to COVID, non-traditional students require additional meetings to familiarize them with Brightspace. There is a need to assist the non-traditional more with finding classes and instructor based on the FLCC directory as well as 24-hour services available to them for assistance with technology resources. She further explained that online courses are a huge time commitment. Remote classes require interaction with faculty however it is not as concentrated as in person, they read the materials, finish work and meet briefly remotely with professors for briefing their assignments. Faculty do make themselves available for online students and post their hours for interaction with students outside of the online classroom environment. She has partaken in coaching strategies with other SUNY college personnel to develop professionally with focus on the online students. She can provide tips and tricks for students and provide knowledge to students related to Timely Care which is a huge help for students as a resource. We are working with students that may never step foot on campus but would like them to have the feel for the community by providing online events and have tangible swag items representing FLCC. We work very closely with the PACE team to assist students who are struggling and to bridge the gap. Trustee Cushman inquired about the gap, does that mean from start to finish? Dr. Ortloff discussed that there are different measures reviewed that are not the same as course completion, example of W for withdrawal and determining if it was due to medical or just withdrawing 2 weeks before class is over. Trustee Cushman inquired about why Brooke mentioned a higher time commitment for online students. Brooke explained the online student needs to learn material, do the homework, understand the material, and show that they understand the material, sometimes the wait between student and professor through email or other means can delay and create timing issues. Trustee Abraham asked about faculty office hours for students. Brooke conveyed that faculty does provide office hours for students in the evenings and at times on the weekend. They have their WebEx room open for the online students and face to face interaction with students. Trustee Martin inquired about online learning opportunities to visit a museum for example virtually, are there opportunities like that? Ryan discussed an example of investigating how to provide a cooking show with plastic utensils rather than real knives to market to adult students

due to the interest in food and wine pairings. Viticulture could provide a deep dive with wine making process and there was discussion of a beverage course as a possibility.

RESOLUTIONS

Ed Kelty, Chief Information Officer presented the resolution to recommend reappointment of Mike Best. He indicated that Mike has worked at FLCC since 2018, however left after a stint at St. John Fisher and then came back to us. Ed has worked with Mike for less years than **Robin Campo, Coordinator of IT Services and Instructional Technology** and requested that Robin speak on behalf of the resolution. Robin expressed that this means more than appointment to her, she discussed Mike's excellent work and that he is always worked on projects with the best of intentions. He instituted the Apple Device Program – JAM for college iPads, this enables us to provide support and recover lost devices and lock down if necessary, those devices. He provides support to Artspace as well. Mike completed work on the Apple refresh that included the processing related to 200 devices in terms of unpacking, and reloading the software on the new devices, this is a lot of work. He has made the office technology and operation of JAM a seamless support project. Robin discussed that she has known Mr. Best since 2015 and that he has a thoughtful approach, always considering best practices, and consistent based on his evaluation from his supervisor, Matt Hance. Robin is fully supportive of the Administrative Appointment of Michael Best.

GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MICHAEL BEST, APPLE TECHNOLOGY SPECIALIST - WHEREAS, Michael Best, 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 Michael Best 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 Michael Best, Apple Technology Specialist, effective May 2, 2024.

Strategic Thought Presentation - Update on Retention

Dr. Debora Ortloff, Vice President of Strategic Initiatives and Assessment presented her report which is in the packet emphasizing that she provides this report twice a year. From a numbers perspective this is Fall to Fall and Fall to Spring based on certified enrollment by SUNY. The calculation is important because these numbers are available to the public therefore are not put forth formally until certified by SUNY. There are two ways to look at retention at FLCC, traditional Middle States data uses traditional calculations based on first-time full-time students. We have become savvier with our data driven decision making based on different calculations taking into consideration differences based on who reported and when. We look at all of our students, not just traditional students Fall to Fall, and the variations of students began to rebound after COVID. We reviewed pre-pandemic rates, noting that we did what we needed to do and recognizing we were going in the right direction. Trustee Martin asked if we are confident in the numbers outlined in the reporting. Dr. Ortloff explained that she knows the numbers on the report for Thompson Cortland is incorrect, not sure how those numbers came to be and removed FIT because literally that is not a community college, they award doctorate degrees. Trustee Astles inquired about the jump 5 places. Dr. Ortloff explained that goals seem unattainable, and we based it on how many students and did a comparative analysis. Trustee Abraham inquired about the top 10 asking is they are in the same category year after year, and what is the key to place in the top 10? Dr. Ortloff answered honestly, they receive more money and have higher budgets to spend per student. She further conveyed that retention efforts cost money and the need for staffing is an additional cost to work on those efforts. Dr. Nye provided an example that Rockland receives more county sponsor funding in the amount of 7 million and only have 500 students more than us. Dr. Nye further explained that when money and staff are not an object, and you don't have it you think about it differently. Dr. Ortloff explained that there are more complexities, and it is not just us, there is a greater need for wrap around services than in the past.

She further explained the new data stories that she will review at a retreat. She reviewed the dashboard outlining different retention patterns based on how students learn. We are beginning to see mitigating factors that will allow us to make better decisions based on data stories.

She reviewed 5-year averages based on information from Sarah Whiffen who utilizes tools to identify student services needed. Reviewing the chart Blue indicates wrap around services, a discussion of EOP that has been in existence for 50 years and the target associated with EOP is low income and preparation issues. PACE which is a Board of Trustees supported initiative focused on 1st year students. SUNY ASAP program targets students that are not A or B students and are low income. The services available for these students to identify concerns allow us to connect the student with an advisor, Starfish and ChatBot are tools utilized to identify and help these students. Dr. Ortloff looks at it as the quarterback helping to get you where you need to go.

She did emphasis that Timely Care and Chatbot tools are available for all students. The big question becomes to move up in ranking are these efforts that cost us money effective? Through EOP we retain a lot of students at a number the equals 82%. The biggest challenge is getting students in the program based on this program has a bureaucratic lift as a state program. PACE number comes in at 34.3% and is a major initiative but too early to tell this is the 1st semester. Trustee Martin asked how do you define active? Dr. Ortloff discussed areas related to how the student is responding to the program, if a professor indicates low participation, low attendance and we reach out to the student as to what is going on. Possibly the need for an emergency loan or another specific service. The other category discussed was SUNY ASAP and we do not have indication yet because it just started. She reviewed numbers related to Chatbot in relation to retention.

She discussed Timely Care and that the expenditure was valuable during COVID. She indicated that 85% of the appointments with Timely Care were associated with mental health. Trustee Abraham asked what the strategies for students that dropped out during covid? Dr. Ortloff explained that we have different initiatives and possibly Dr. Urbaitis can better answer that question. Dr. Urbaitis explained that we have 2 programs - Return to Finish and Debt deferral we forgive 2,400 with Return to Finish. Debt deferral program return allows to defer financial aid and complete the degree, or a student can also have the option to pay off their balance. Dr. Nye mentioned a program through SUNY that we paid for called ED financial. Dr. Urbaitis explained that it is called ED America and is a debt prevention program and allows a student to come back here or any other college to be successful in their educational goal. Initially the cost of the program was covered by SUNY and after 3 years transferred to the college to participate, we were one of the colleges that participated.

Adjourned

There being no further business, at 5:42 PM, on motion by Trustee Mihalik and a second by Trustee Schumacher 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 Santa Abraham
Chair, Education & Planning Committee

Next Meeting: *Wednesday, August 7, 2024 –Muller Field Station, NY 14564 (unless otherwise determined and notice posted before the meeting).*

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
FINANCE AND FACILITIES COMMITTEE MEETING
June 5, 2024
Finger Lakes Community College Victor Center

Presiding: Trustee Martin

Committee Members Present: Trustee Astles, Trustee Cushman, Trustee Martin, (Chair), Rich Russell

Excused: Trustee Geise (ex-officio)

Trustees: Trustee Abraham, Trustee Cass, Trustee Mihalik (virtual), Trustee Schumacher

Staff and Students: Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests: Misty Hall

Meeting had a total of 7 virtual 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 5:43 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

Business

Review of May 1, Committee Meeting Minutes

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

FLCC 2023-2024 Operating Budget Update & Finance Report

Jason Tack, Vice President of Administration and Finance reviewed the financial results as of April. Revenue is trending up 6%, tuition is up compared to revenue, and there is some interest income. Sponsor investment came in and we will see that as well as the chargebacks for the report provided in August. There is 50 Million for operating revenue and the state aid payment will be available in June as well as chargebacks for the summer will be added to the numbers. Expenses are trending in line with budget. Salaries and benefits reflected a percentage due to the vacancies related to positions and those dollars were added to savings. The cost related to equipment will pick up during the summer months. There is higher number related to enrollment due to the scholarships that are recognized. The utility costs are in line. Expenses for contractors to fill in for the position vacancies will reflect higher. The projection of revenues is 50 million and will be a break-even number, however no use to the fund balance will be needed. In August we will be analyzing bad debt and writing bad debt off and we will provide a better projection at that time.

Operational Budget for 2024/2025 an Executive Summary was provided by Jason Tack reflecting on non-salary related expenses in the current year noting that we added two new positions, digital content specialist and a position for Science as a Faculty related position. The Digital Content Specialist will focus on social media, marketing, and building a brand to present to the public. Further assisting Lenore Friend with Public Relations. The costs of the position will be offset by grants. We have in line for the contracts a 2.5% COLA that will be coordinated with the Grant Writer. There will be a 7.7 % increase for health care, costs are up 14%, there is a 2-3% increase for dental. Health insurance is a big cost, wellness committees will encourage employees and families to take advantage of recommendations from the committees for proactive health. Previously we were part of the consortium and may review that as well as self-insured options. We want to ensure to provide faculty and staff the right type of insurance for the best cost that will also be beneficial for the bottom line.

Contractual expenses were reviewed due to an increase of \$160,000 of bad debt, efforts to apply methodology and identifying with a focus to increase the reserve have occurred. Additional efforts to ensure students apply for FAFSA. There has been an investment of \$250,000 for Faculty professional development over the next 2 years.

Revenue assumption related to enrollment for 2022-23 went south by 3,500 FTEs. In 2023-24 there was 1.6% decline. We have revised our enrollment to 3,600 FTEs which is a significant change, however budgeted flat for FTE, this will equate to flat enrollment for the last 2 years. There will be an increase in tuition of 1.8%, this will also be applied to part time enrolled students. Increase revenue and sponsor contribution and offset chargeback revenue. The decrease in revenue is tied to tuition increase.

There is a 40% decrease of \$880,000 from the county. We have provided 724,000 to the sponsor contribution and are waiting to discuss with the county in June. The Ways and Means committee will meet in July to finalize operating expenses and the sponsor contribution.

The FTE enrollment provides a four year look back and Jason touched on that topic related to 2013-2019 emphasizing that we have remained stable even through the pandemic.

The operating chargeback reflects a rate jump due to the enrollment decline; most schools did increase. He reviewed the impact on charge backs and how the rate is brought down as a result. Dr. Ortloff explained that the chart shows the colleges above us in the top 12. Dr. Nye explained that we shared a similar chart with the Board of Trustees last year.

Revenue Sources were discussed related to local share chargebacks and fund balance. The required fund balance was discussed in terms of providing the local share. The representation shows the decline in what the state covers and the more cost the students need to cover. Education Law was discussed and that presently at least for the next two years it will remain based on various discussions. Receive Local Floor or whatever is greater, if we take away FTE, we will come up short. Jason further explained weighted figures 50/30/20. Trustee Cushman mentioned that the State are in talks of conducting a study related to the Floor but not a commitment. Trustee Russell discussed that the local Sheriff commented recently at a meeting that the State is redoing the sponsor contribution. Trustee Astles inquired about the capital number and if that is in the local share? Jason explained no that is not recognized by the state, the county accounts for that.

Operating Fund Balance – 2023-24 Jason had a chart with blue line, orange line and gray line and reviewed the meaning of the chart to the Board of Trustees. Blue line represents what we are going to use the fund balance for. Orange line is what is appropriated and gray what it takes to get to the blue line. Discussion related to building the fund balance to 5.6 million. Discussion of 20 % reduction and savings of 2.2 million for retrenchment 2 years out. This will provide a cushion to have funds for example for the PACE program utilized for student success as well as other funds related to Board initiatives. 13 million for the total fund balance. Rob, 2.4 million for strategic and a return on investment. Trustee Martin there is an investment in the culture with enthusiasm and engagement. He questioned if other community colleges are doing what we are doing? Dr. Ortloff explained that the leadership at Adirondack Community College are very interested in how we are doing things, noting the HoloLens project but are not ready to go ahead yet. Our management of the grants process is innovative as well

Personnel Services is 75% of our overall operating budget. Budget projections are based on 0 enrollment projection, a tuition increase of 2%, a sponsor increase of 3% every year would be beneficial to us. Chargeback's effect increases and explained that bargaining units could change numbers based on negotiation.

The expenses are reflected as actuals and what is budgeted for 2022-2025. Trustee Astles inquired with a question related to break up of Administration/academic/student support services based on percentages what do we need to report to SUNY? Jason indicated that he could bring that information to the August Meeting. Trustee Astles would like a comparison average of SUNY schools that our size.

Jason reviewed the timeline for the Adoption of the budget explaining that the Ways and Means Committee meeting on July 3rd and the Public Hearing of the Board of Supervisors is 7/11. There was the question of whether Board of Trustees should attend. Dr. Nye recommended that last time Trustee Geise did attend the public hearing and suggested 1-2 people be there from FLCC Board of Trustees. Trustee Cass will plan to attend.

SUNY reported today that there would be 8 million available for restricted funds related to workforce development and health. We were notified that the awards would be 75,000 to 350,000. Part of the funding will be utilized for mental health \$100,000 per community college. The funds will not be associated with noncredit programs. Guidance from SUNY will be forthcoming. Presidents were requesting distribution to be even across the Board, however the larger schools made out better.

RESOLUTIONS

Jason Tack, Vice President of Administration and Finance reviewed several resolutions beginning with the tuition schedule. Jason discussed the tuition schedule for fall semester and that this has no impact on the county contribution. Trustee Abraham did not understand how the certificate of residency and chargeback rate is associated. Jason explained that Counties track students that have completed the certificate of residency and it comes off the student's bill and the county associated with that student pays that portion of the bill.

Jason Tack, Vice President of Administration and Finance provided the following resolution: APPROVE THE FINGER LAKES COMMUNITY COLLEGE 2024-2025 TUITION SCHEDULE BE IT RESOLVED, that the following tuition schedule for the 2024-2025 academic year be, and hereby is, adopted:

Tuition: New York State resident student, New York State stationed members of the Armed Forces, their spouses and dependents, and non-New York State resident students having a

CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$2,688.00
Full-time (per semester) Excelsior Recipient	2,688.00
Part-time (per credit hour)	224.00
High School Concurrent Enrollment Programs (per credit hour)	74.00

NOT having a CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$5,208.00
Part-time (per credit hour)	434.00
High School Concurrent Enrollment Programs	
Variable Tuition for College Credit (per credit hour)	145.00

Tuition: non-New York State resident student

OUT-OF-STATE TUITION

Full-time (per semester)	\$3,780.00
Part-time (per credit hour)	315.00

APPROVE FINGER LAKES COMMUNITY COLLEGE 2024-2025 STUDENT SERVICES FEE SCHEDULE

RESOLVED, that the following student services fee schedule for the 2024-2025 academic year be, and hereby is, adopted:

<u>Student Services Category</u>	<u>Student Services Fee</u>
Applied Music	\$ 490.00 per course
Athletic	\$ 90.00 per semester
Auxiliary Services	\$ 27.00 per semester
Challenge Examinations	\$ 218.00 per course
Culinary Arts	\$ 150.00 – 258.00 per course
Culinary Arts (Uniform Fee)	\$ 123 (\$72 jacket, \$51 pants)
Culinary Arts (Knife Kit)	\$ 177.50 one time
Diploma Replacement Fee	\$ 20.00 per request
EMT Fee Critical Care Transport	\$ 211.00 per course
High School Concurrent Enrollment Program Admin Fee	\$ 7.00 per credit
Independent Study Course Fee (in addition to tuition)	\$ 108.00 per course

Late Payment	\$ 75.00 per semester
Liability-Malpractice Insurance	\$ 15.00 fee annually (estimated)
Music Recording Technology Student Course Fee	\$ 53.00 per semester
Nursing Assessment Testing & Remediation	\$ 390.00 per course, in addition to tuition
Nursing Pre-admission Test – TEAS	\$ 129.00 one time
Nursing ATI Exam License Fee	\$ 43.00 per course
Nursing Lab Supplies	\$ 124.00 per course
Physical Education Fees	\$ 35.00+ (\$250.00 maximum per course)
Returned Check	\$ 50.00 per occurrence
Specialized Course/Laboratory	\$ 5.00+ (\$250.00 maximum per course)
Student Activity	
Full-time	\$ 84.00 per semester
Part-time	\$ 7.00 per credit
SUNY Distance Learning Course	\$ 18.00 per credit
Technology Fee	\$ 20.00 per credit hour – up to 12 credit hours
Transcript	\$ 5.00 per official transcript
Wildland Fire Suppression Materials	\$ 6.00 one-time fee, in addition to tuition

ACCEPT AUDITOR'S REPORT FOR THE FLCC SINGLE AUDIT FOR FISCAL YEAR 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 independent accounting firm or the agency of the sponsor responsible for the performance of audits; and WHEREAS, the external auditors have completed their review of Finger Lakes Community College's Single Audit Report for fiscal year 2022-2023; and WHEREAS, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee has reviewed the Single Audit Report and recommends acceptance of said financial statements by the Finger Lakes Community College Board of Trustees; NOW, THEREFORE BE IT RESOLVED, that the Single Audit Report prepared by the College's external auditor for fiscal year 2022-2023 are hereby accepted.

Rochester Regional Health awarded contract based on rating- **ACCEPT REQUEST FOR PROPOSAL: SPORTS MEDICINE SERVICES** WHEREAS, the Ontario County Purchasing Director received proposals for sport medicine service, RFP R24041 Finger Lakes Community College; and WHEREAS, college personnel have reviewed said proposals and determined that the proposal from Rochester Regional Health is acceptable at a cost not to exceed \$48,000.00 annually; and WHEREAS, the award will be for a three year term from July 1, 2024 through June 30, 2027; and WHEREAS, the specifications for RFP R24041 allow an option for renewal for two additional twelve-month periods for a total of five years, if mutually agreeable by both parties; 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 proposal R24041 between FLCC and Rochester Regional Health, 401 South Main Street, Canandaigua, NY 14424, for a term from July 1, 2024 through June 30, 2027 for an amount not to exceed \$48,000.00 annually; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance and the Vice President of Enrollment Management.

Jason discussed the change with the lease agreement to reflect a 20-year lease, so we don't have to come back every 5 years. SUNY requested a longer lease especially with the addition of the bunker house

APPROVE A LEASE BETWEEN FINGER LAKES COMMUNITY COLLEGE AND THE FLCC FOUNDATION, INC. MULLER FIELD STATION AND FISH CULTURE & RESEARCH CENTER - WHEREAS, Finger Lakes Community College desires to enter into a lease agreement with the Finger Lakes Foundation, Inc. for the rental of the Muller Field Station and Fish Culture & Research Center located at 6455 County Road 36, Town of Canadice, County of Ontario, State of New York; and WHEREAS, the term of said agreement shall be for a twenty-year period commencing on September 1, 2024 through August 31, 2044; and WHEREAS, the lease specifications allow for up to three additional five-year extensions after the initial five years; and WHEREAS, Tenant shall pay to Landlord rent, following this schedule and payment of said annual rent shall be made in four equal quarterly installments; September 1st, December 1st, March 1st, and June 1st.

Duration	Annual Rent
September 1, 2024 - August 31, 2029	\$75,000
September 1, 2029 - August 31, 2034	\$80,000
September 1, 2034 - August 31, 2039	\$85,000
September 1, 2039 - August 31, 2044	\$90,000

WHEREAS, the FLCC Foundation, Inc. and the FLCC College have mutually agreed to accept 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 twenty-year lease, September 1, 2024 through August 31, 2044 with the annual rent amounts as noted in the chart above; 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 twenty-year lease with the FLCC Foundation, Inc. of the Muller Field Station and Fish Culture & Research Center commencing September 1, 2023 to August 31, 2044, with the annual rent made in four equal quarterly installments; September 1st, December 1st, March 1st and June 1st.

County acts as lead agency and to name the county as the seeker of the FLCC Facilities Master Plan. **ADOPTION OF FINDINGS IN REGARD TO THE ENVIRONMENTAL REVIEW OF THE 2024 FLCC FACILITIES MASTER PLAN** WHEREAS, Adoption of the 2024 FLCC Facilities Master Plan constitutes an "Action" requiring review pursuant to the New York State Environmental Quality Review Act and its implementing regulations found at 6NYCRR Part 617 (hereinafter collectively referred to as "SEQR"); and WHEREAS, The Board of Trustees of Finger Lakes Community College (the "Board of Trustees") is an involved agency in regard to said Action as the adoption of the 2024 FLCC Facilities Master Plan requires approval of both the Ontario County Board of Supervisors and the Board of Trustees; and WHEREAS, The Ontario County Board of Supervisors classified said Action as a Type 1 action as that term is defined in SEQR and commenced a coordinated environmental review of said Action pursuant to their Resolution No. 103- 2024; and

WHEREAS, On April 18, 2024 in Resolution No. 204-2024 the Ontario County Board of Supervisors was duly established as lead agency for the coordinated environmental review of said Action, adopted findings in regard to said Action, and made a negative determination of significance finding that the adoption of the 2024 FLCC Facilities Master Plan would not have a significant negative impact on the environment; and WHEREAS, The Ontario County Board of Supervisors' Resolution No. 205-2024 adopted said 2024 FLCC Facilities Master Plan; and WHEREAS, This Board of Trustees has reviewed the proposed 2024 FLCC Facilities Master Plan, the environmental assessment forms, various resolutions and correspondence received regarding the environmental review and adoption of said Master Plan from the Ontario County Board of Supervisors, reviewed said Master Plan, solicited comments from FLCC Faculty, Staff, and Students concerning said Master Plan, and reviewed such other project materials as this Board determined was reasonable and prudent to consider in regard to said Action; WHEREAS, The College President, the College Administration and various stakeholders recommend the adoption of this resolution; NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Finger Lakes Community College hereby makes the following findings in regard to the adoption of the 2024 FLCC Facilities Master Plan:

1. Implementation of the Facility maintenance, remodeling, expansion, closure, acquisition, and divestment identified in the 2024 FLCC Facilities Master Plan will result in projects benefiting the general public by bringing FLCC campuses and facilities more supportive of the evolving education and cultural needs of the FLCC's service area, make operations more resilient, and protect the value of the public investment that has been made in said facilities,
2. Environmental impacts from each implementation project chosen for implementation by Ontario County will be assessed by the Ontario County Board of Supervisors through a separate environmental review for each facility expansion project identified in the 2024 FLCC Facilities Master Plan when the Board of Supervisors establish a capital project and develops concept plans for such individual facility expansion projects,
3. Projects implemented at facilities leased by FLCC that do not involve funding provided by the County of Ontario, such as the bunk house proposed for Mueller Field Station, shall be subject to local municipal approval requirements as established through municipal zoning laws, and the environmental review procedures required for such projects,

4. The majority of projects identified in the 2024 FLCC Facilities Master Plan involve IT systems (such as electronic document conversion) and remodeling of existing space, and will be exempt from review under the NYS Environmental Quality Review Act,
5. Several projects identified in the 2024 FLCC Facilities Master Plan will expand or create partnerships with the Friends of the Constellation Brands-Marvin Sands Performing Arts Center, Cornell Cooperative Extension of Ontario County, the Ontario County Soil and Water Conservation District, and other business and educational partners, and
6. Inclusion of stormwater management projects in the 2024 FLCC Facilities Master Plan are intended to mitigate the impacts of climate change on the FLCC facilities and operations as well as reduce impact on neighboring properties; and further

RESOLVED, That certified copies of this resolution be sent to the Vice President of Administration & Finance, the FLCC Director of Facilities and Grounds, and the Ontario County Director of Planning.

Jason discussed two proposals that went out to bid. The training requirement for the Grant changed and therefore a need to reject the bids.

AUTHORIZATION TO REJECT BID FOR DISTANCE LEARNING AND TELEMEDICINE SYSTEM FOR FLCC WHEREAS, the Ontario County Purchasing Director issued Bid B24037 for Distance Learning and Telemedicine System for Finger Lakes Community College; and WHEREAS, the College administration has determined it is in its best interest to reject all bids received; and WHEREAS, all bids received for Bid B24037 for Distance Learning and Telemedicine System for Finger Lakes Community College are hereby rejected; and WHEREAS, this will be rebid based on stipulations laid out in FLCC's grant agreement from Department of Agriculture not previously included; and NOW, THEREFORE, BE IT RESOLVED, that Bid B24037 for Distance Learning and Telemedicine System for Finger Lakes Community College be rejected; and RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Controller, FLCC Director of Grants Development and the Ontario County Purchasing Director.

Ed Kelty, Chief Information Officer presented a resolution for Ferrilli Core monitoring which is 24/7.

AUTHORIZE A CONTRACT RENEWAL WITH FERRILLI FOR COLLEAGUE SYSTEM CORE ADMINISTRATION SERVICES - WHEREAS, Finger Lakes Community College wishes to continue using Ferrilli Services to Administer, Monitor, Update, Secure, and communicate with Key users around the college of software enhancements, for the college Colleague systems in FY2024-25; WHEREAS, Ferrilli has supported Finger Lakes Community College with this service for over five years; and WHEREAS, Ferrilli possesses unique capabilities and expertise with regard to Ellucian Colleague administrative support; and WHEREAS, this contract renewal would be until the end of the fiscal year through August 31, 2025 at a total cost not to exceed \$70,380; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Ferrilli System Administration Services with Ferrilli, 414 West State Street, Media, PA 19063 for the Ellucian Colleague enterprise systems for Finger Lakes Community College at a total cost not to exceed \$70,380; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Ed Kelty, Chief Information Officer presented a resolution indicating that we require a lot of work with Ellucian related to FAFSA and assisting students. There are brand new programmer training upgrades required.

AUTHORIZE A CONTRACT FOR COLLEAGUE SYSTEM SUPPORT SERVICES WHEREAS, Finger Lakes Community College has determined that there is a need for ongoing support of our Colleague systems to be more efficient and less customized, including assistance in training and implementation of the recommended changes; and WHEREAS, Ellucian is an expert in how their products should be configured and used we have chosen them to assist us with this project; and WHEREAS, we were able to secure a quote to accomplish this work over the course of one year at a cost not to exceed \$98,500; and WHEREAS, the term of this agreement would be from July 1, 2024 to August 31, 2025; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed

the quote; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Ellucian Advisory Support Services, 2003 Edmund Halley Drive, Suite 550, Reston, VA 20191, for Finger Lakes Community College at a total cost not to exceed \$98,500 and; BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Trustee Mihalik asked about Ferrilli it seems we have these resolutions every year is this a continuous expense on our end or leading us to something else? Ed explained that Ferrilli is available 24/7 we do not have a second programmer on staff and this service comes in handy for emergencies and off hours. We have had a lot of work with HR, Payroll and Student Records. The databases currently in place are older than Ed and upgrades are needed therefor the services of Ellucian and Ferrilli.

Ed Kelty, Chief Information Officer presented a resolution to **AUTHORIZE A CONTRACT RENEWAL FOR FERRILLI! SERVICES SUPPORT** WHEREAS, Finger Lakes Community College wishes to continue using Ferrilli Services for the colleges Ellucian Colleague Enterprise systems ad-hock and emergency programming support in FY2024-25; WHEREAS, Ferrilli has supported Finger Lakes Community College with this service for on demand and emergency support for at least five years; and WHEREAS, Ferrilli possesses unique capabilities and expertise with regard to Ellucian Colleague support, troubleshooting and programming; and WHEREAS, this contract renewal would be until the end of the fiscal year through August 31, 2025 at a total cost not to exceed \$15,000; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Ferrilli support services with Ferrilli, 414 West State Street, Media, PA 19063 for on demand programming and emergency support for the Ellucian Colleague enterprise systems for Finger Lakes Community College at a total cost not to exceed \$15,000; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Jason Tack, Vice President of Administration and Finance reviewed information items related to janitorial service and boiler systems as well as budget transfer report.

Adjourned

There being no further business, at 6:42 PM, on motion by Trustee Cushman and a second by Trustee Russell 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 Stephen Martin
Chair, Finance & Facilities Committee

Next Meeting: *Wednesday, August 7, 2024 –Muller Field Station, NY 14564 (unless otherwise determined and notice posted before the meeting).*

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
ANNUAL MEETING
June 5, 2024
Finger Lakes Community College Victor Center

Committee Members Present: Trustee Astles, Trustee Cushman, Trustee Martin, (Chair), Rich Russell

Excused: Trustee Geise (ex-officio)

Trustees: Trustee Abraham, Trustee Cass, Trustee Mihalik (virtual), Trustee Schumacher

Staff and Students: Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests: Misty Hall

Meeting had a total of 7 virtual 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 6:43 PM, Trustee Cass called the meeting to order.

Request for Approval of Minutes from June 7, 2023 – Trustee Martin and a second by Trustee Cushman, all in favor.

Motion to approve the 2024-2025 FLCC Board of Trustees meeting Calendar. Trustee Astles, and a second by Trustee Abraham.

Resolutions

APPOINT OFFICERS OF THE 2024-2025 FLCC BOARD OF TRUSTEES- WHEREAS, at the May 1, 2024 FLCC Board of Trustees meeting, Trustee Astles, Chair of the Board Nominating Committee with assistance from Trustee Abraham and Trustee Cushman presented the following proposed slate for Board Officers 2024-2025; and Chair - Trustee Donald Cass, Vice Chair - Trustee Richard Russell, Secretary - Trustee George Cushman

WHEREAS, in the case that there are other nominees brought forward there would be discussion, if no nominees from the floor the nominations will be closed; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of the 2024-2025 slate of Board Officers.

Motion of approval Trustee Mihalik and a second by Trustee Abraham, all were in favor.

APPOINT PENNY HAMILTON AS THE 2024-2025 ASSISTANT SECRETARY TO THE FLCC BOARD OF TRUSTEES - WHEREAS, in accordance with the FLCC Board of Trustees Bylaws, Article VI: The Board of Trustees, Section 12: Duties of the Assistant Secretary: "The Board shall appoint annually an Assistant Secretary who shall not be among the Trustees and shall be an employee of the institution. The Assistant Secretary assists the Secretary in maintaining minutes of all meetings and functions as a clerk to the Board of Trustees in providing information and records to the Board"; and WHEREAS, it is the intention of the FLCC Board of Trustees to appoint Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2024, through May 31, 2025; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2024, through May 31, 2025. Motion of approval Trustee Martin and a second by Trustee Astles, all were in favor.

DESIGNATE THE 2024-2025 FLCC OFFICIAL NEWSPAPERS - WHEREAS, it is the intention of the FLCC Board of Trustees to designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2024-2025; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2024-2025. Motion of approval Trustee Cushman and a second by Trustee Abraham, all were in favor.

DESIGNATE THE 2024-2025 FLCC OFFICIAL DEPOSITORIES - WHEREAS, FLCC requires the services of financial institutions; and WHEREAS, Finger Lakes Community College currently utilizes the services of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and

HSBC; and WHEREAS, Finger Lakes Community College personnel recommend the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; 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 does hereby authorize the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; and Motion of approval Trustee Astles and a second by Trustee Mihalik, one abstention by Trustee Martin, all other Board of Trustees Members were in favor.

APPROVE REIMBURSEMENT OF NECESSARY EXPENSES INCURRED BY MEMBERS OF THE FLCC BOARD OF TRUSTEES FOR 2024-2025 - WHEREAS, Education Law Section 6306(1), provides that "Trustees shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties under this article;" and WHEREAS, members of the FLCC Board of Trustees shall be reimbursed for necessary expenses incurred as the result of their attendance at meetings, conferences, retreats and workshops directly related to official Board and/or College business; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve trustee reimbursement for necessary expenses incurred relative to official Board and/or College business for 2024-2025. Motion of approval Trustee Russell and a second by Trustee Mihalik, all were in favor.

It was suggested by Trustee Cass to continue with the regular Board of Trustees Meeting, and he requested a motion to adjourn the Annual Meeting.

Adjourned

There being no further business, at 6:45 PM, on motion by Trustee Cushman and a second by Trustee Martin and a unanimous vote, the Board of Trustees Annual Meeting was adjourned.

Prepared by, Submitted by,

Penny M. Hamilton
Assistant Secretary of the Board

Trustee Donald Cass
Vice Chair, Board of Trustees

Next Meeting: *Wednesday, June 4, 2025*

FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 5, 2024
Finger Lakes Community College Victor Center
Presiding: Trustee Cass

Committee Members Present: Trustee Astles, Trustee Cushman, Trustee Martin, (Chair), Rich Russell

Excused: Trustee Geise (ex-officio)

Trustees: Trustee Abraham, Trustee Cass, Trustee Mihalik (virtual), Trustee Schumacher

Staff and Students: Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests: Misty Hall

Meeting had a total of 7 virtual 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 6:45 P.M. Trustee Cass called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Cass inquired if there was anyone in attendance that would like to speak at this time and if there was anyone online that would like to speak. No comments.

Trustee Cass requested Trustee Abraham to the front of the room where he formally read a resolution dedicated to Trustee Abraham for involvement with the FLCC Board of Trustees noting that this was her last meeting.

RESOLUTION OF APPRECIATION TO SANTA ABRAHAM, BOARD OF TRUSTEE - WHEREAS, Santa Abraham has served Finger Lakes Community College as a Board of Trustees Member since 2018; and WHEREAS, Santa Abraham continued her role as a productive Board Member, actively engaging in college activities and demonstrating the college's values of vitality, inquiry, perseverance, and interconnectedness in genuine support for Finger Lakes Community College; and WHEREAS, Santa Abraham has contributed dedicated leadership to Finger Lakes Community College as Chair of the Education and Planning Committee since 2023 and Co-Chair of the Board Development Committee (2021-2023), as well as being actively engaged with these and various other committees throughout her tenure; and WHEREAS, Santa Abraham has been instrumental in providing vision, especially related to information technology issues and specific Board of Trustees policies based on her experience and knowledge; and WHEREAS, Santa Abraham has created the Geneva City School District Alumni Scholarship at Finger Lakes Community College to help encourage and strengthen our community partnerships with the city of Geneva and the K-12 pipeline; and NOW, THEREFORE BE IT RESOLVED, that Finger Lakes Community College Board of Trustees and the college community expresses their sincere appreciation to Santa Abraham for her dedicated service to Finger Lakes Community College.

President's Report

Dr. Nye expressed that his report is in the packet, and he does not want to take away from the celebration of Trustee Abraham and the welcome to Misty Hall as the new Student Trustee.

Student Trustee Report

Trustee Schumacher only had a few words for her report, "Graduation was great".

Audit & ERM Committee

Trustee Astles has nothing at this time.

Board Development Committee

Trustee Mihalik has nothing at this time.

Association Liaison Report

Trustee Cass missed the last meeting but was notified that he has a reappointment for the next two years and thanked Dr. Urbaitis.

Foundation Liaison Report

Nothing noted at this time.

NYCCT Liaison Report

Trustee Mihalik reported that there was a meeting with NYCCT representatives and the Chancellor this morning before the President's meeting. At this meeting there was a step forward requesting an explanation of how money was being Allocated. This was the first time where NYCCT was involved for future planning of money and strategic discussion.

Student Corporation Liaison Report

Trustee Cushman could not be at the last meeting therefore he does not have a report.

Announcement

Executive Session

At 6:56 P.M. Board of Trustees Chair Geise called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (f), with trustees and FLCC staff member [Dr. Robert K. Nye, FLCC President] to discuss matters regarding the employment history of a particular person matters leading to the employment of a particular person pursuant to article fourteen of the civil service law.

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

Matters pertaining to the employment history of a particular person or matters leading to the employment of a particular person were discussed. No action was taken.

At 7:33 P.M., on motion by Trustee Martin and a second by Trustee Abraham, and a unanimous vote the FLCC Board of Trustees unanimously adjourned the executive session.

Adjourned

There being no further business, at 7:33 P.M., on motion by Trustee Schumacher, and a second by Trustee Abraham 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
Vice Chair, FLCC Board of Trustees

Next Meeting: *Wednesday, August 7, 2024 –Muller Field Station, NY 14564 (unless otherwise determined and notice posted before the meeting).*