

**FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES EDUCATION AND PLANNING
COMMITTEE MEETING
August 7, 2024
Finger Lakes Community College
Muller Field Station**

Presiding: Trustee George Cushman, Chair

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

Excused:

Trustees: Trustee Astles, Trustee Martin, Trustee Russell, Frederick Wille

Staff and Students: Brie Chupalio, Jeff Dugan, Alli Esposito, Kimberly Evans-Dame, Penny Hamilton, Sara Iszard, Margaret Lorenzetti, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Michelle Robbins, Dustin Stalnaker, Jason Tack, Jackie Termini, Cheryl Ten Eyck, Lisa Thomas, Carol Urbaitis, Sarah Whiffen, Nissa Youngren

Guests:

Meeting at 4:36 PM had a total of 4 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 Cass explained before Trustee Cushman starts the Education and Planning Committee Meeting that he would like to welcome our newest Board of Trustee, Frederick Wille, East Bloomfield Town Supervisor and Ontario County Supervisor. Trustee Willie brings to the FLCC board of trustees, a lifetime of knowledge and experience in education for being an elementary teacher, an assistant superintendent of schools, a superintendent of school and a graduate school instructor. He further explained that he looks forward to working with Fred based on his experiences and helping us out.

At 4:36 P.M., Trustee Cushman called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Business

Review of June 5, 2024, Committee Meeting Minutes

Trustee Cushman inquired if there were any adjustments, 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 related to Summer and Fall Enrollment. The report for Summer is unchanged from what is in the packet, there was a 14.4% increase in headcount and 16.3% FTE attributed to a lot of physics sections. She thanked the Tech Department and the Provost for their involvement. The Fall update requires an update from what is in meeting packet. As of 8/2/24 there was a 4.2% increase up and FTE in headcount and .9% FTE increase. There are 3 weeks left until school starts and right now is peak time for enrollment. Trustee Martin inquired as to when Gemini enrollment starts. Dr. Urbaitis explained that Gemini occurs September through November. The numbers for summer and fall exclude state aid able and Gemini.

FLCC Specialized Student Programs Review and Preview

Sarah Whiffen, Associate VP of Student Affairs, Lisa Thomas, Director of Academic Success and Access Programs, Dustin Stalnaker, Assistant Director of Students Success, Nissa Youngren, Assistant Director SUNY ASAP provided a presentation as follows:

Sarah Whiffen explained that this presentation will highlight 3 programs. She explained as a reminder that PACE is a grant funded program that works with 4 depts. We offer services through ASAP and this is related to SUNY transformational funds and we are in the 2nd year of the project. The other program is EOP and is the oldest support for students in the NYS system.

Sarah Whiffen explained that Dustin was hired a year and a ½ ago and promoted late May as Assistant Director of Student Success. Dustin Stalmaker discussed the PACE program and there has been a big impact meeting with students, so far he has met with 223 students prior to the beginning of September to assist students by streamlining the college life, familiarizing students with courses and observing red flags in Starfish which there have been over a 1000 occasions of attempts with mixed results to reach out to students. The previous leadership had 7 videos to share with students and providing electronical support. Thanks to the systems put in place pre-semester we have spoken to over 200 students. At this stage of the summer there are a lot of goods ideas to have a bigger impact this time around. Trustee Mihalik inquired as to where the grant is coming from? Dr. Nye explained that the grant was Board approved to provide support with dollars for this this program. Trustee Cushman asked Dustin what if he could give examples of what he learned last year that stood out this year. Dustin explained that the online content year last year didn't reach the level of engagement we had hoped for. Therefore, this year we are sharing content with them and what to expect when they click on it a certain application. Also, they learned how this generation likes to communicate, phone is not a favored communication, text message will possibly be more receptive.

Nissa Youngren began her position in May and is involved with the Transformational Funding Grant through 2025-2026. We invited 53 students to join us so far. Last year we had 100 students. We reached out to 600 students through various methods to onboard students. We have made contact with 500 students through various methods and of those 500 students we personally were in contact with 200 students to explain the program and ask for their participation. Before reaching out 79 students that had joined us and signed an agreement to participate. There are 26 returning students we will be above the 100 students' mark. Trustee Martin inquired about the term ASAP what it stands for. Reply is that it stands for Accelerated Studies Associate Pathways in terms of the meaning it is to retain students and completion of degree with 6 semesters. The requirement to be eligible is that you need to be a NYS resident and PELL eligible. Applies to 1st term students at FLCC that have up to 21 credits this does not include gemini credits. Trustee Wille inquired if this program has a strict timeline? There is flexibility with SUNY based on the unique situation to acquire 150 students in the system by the beginning of September. Most 4 years have already filled their spots.

Lisa Thomas is involved with Academic Success, ASAP and runs the EOP program which has a lot of similar characteristics to the other programs. This has been a year of challenge and change based on mandates related to the summer bridge program. We are to acclimate and retain students during a four-week session prior to move in day at the suites. We work with Admissions, and the communication system referred to as SLATE. We have support from SUNY because the EOP program has been operating for over 55 years and FLCC was one of the first to sign on. Students receive the Students of Excellence Award, and this is a big accomplishment because these are students that come in with a C to D average and accomplish a GPA of a 3.5 or 4.0 and that is amazing. The students receive recognition for the Provost and Chancellor acknowledging what they have accomplished. Those students are also recognized in Albany, and they are able to place the accomplishment on their resume. A true testimony to perseverance. There is involvement from the financial

aid counselors to achieve the financial needs for these students. The new process with FAFSA hammered up this year due to the old program guidelines of the 1960s regulations with EOP.

Lisa further explained the involvement with high school counselors that work with us to promote the EOP program. Trustee Mihalik inquired as to the capacity limit for the EOP program. Lisa explained that there is an allocation of FTE for 95 students for 2024-2025, the provisions are for student housing, meals, supplies, and books. We had 75 students admitted for the summer program and it started August 5th, 2024. Trustee Martin inquired as to if this is a state funded initiative. Lisa explained that we are at the mercy of NYS budget increase for student ratio. The four-year institutions receive a lot more than we do. Trustee Russell inquired how is the constraints for community colleges being addressed. Lisa explained that we have a Community College sector within NYS EOP that work to address the issues.

Resolutions

The following resolutions were presented by *Kim Evans-Dame, Interim Chief Human Resource Officer, Sara Iszard, Senior Director Center for Student Well Being, Sarah Whiffen, Associate VP of Student Affairs*

Sarah Whiffen explained that we are dealing with NYS and had 109 days to review and implement changes related to a 1,600 page document and make it understandable and a digestible level. The Grievance policy was adjusted to comply with Title IX, added and reviewed guidelines related to the document. The intention is to monitor Title IX policy on a regular basis related to sex discrimination, protections, and what creates a hostile environment. Determinations as to what is reasonable for pregnant individuals or related conditions that require us to develop policies without bias. The expectation is to train Title IX providing a video that is reviewed and acknowledged. Broadening protective classes, procedure and new protective classes. Trustee Martin inquired as to who the designee is would it be the Chief HR Officer? Sarah Whiffen explained that at this time she is the Interim designee with Jennifer Parsons, Assistant Director for Talent Management and Sara Iszard as Investigator for the campus. Trustee Mihalik asked so there is not a lot of change in the process or procedures primarily just a title change? Sara Iszard explained that she as investigator is replacement as conduct officer and determining what they do for the process. Sarah Whiffen explained that there are modifications requested as adjustments that had not been done before. Sara Iszard explained that the previous version had to be in writing, it cannot be verbal and reported by someone else. Trustee Martin inquired if it is oral then how is it captured? As an institution if something is disclosed to us then there are reporting option through My FLCC portal, we have multiple websites to report a concern. Kim explained it can be done by a click of button and if verbal then it is brought forward and written for documentation. There are copious notes in the case of an audit or follow up is needed. Sarah Whiffen explained that there are injunctions in 15 states affiliated with Moms of Liberty with the purpose to stop gender related conditions, bias right away. Sara Iszard explained that the injunctions were put in place by 3 organizations, based on information from the Department of Education over the last two days it's a moving target.

FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees WHEREAS, the FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and WHEREAS, the guidance dictated that schools must conform to the new regulations by 8/1/24; and WHEREAS, we did not receive such guidance until late April 2024; NOW, THEREFORE BE IT RESOLVED, the FLCC Board of Trustees approve the FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees to take effect immediately.

The next resolution Sara Iszard explained relates to a title change that encompasses sex discrimination providing an expanded definition, timelines, and reporting systems. This policy could be complicated with

CMAC. SUNY lawyers note that it is very gray still. Trustee Wille inquired about being a whistle blower can I be or is that a separate policy? It could be reported to us, HR. Trustee Russell inquired about the county attorney being involved with review of this as well, is it necessary or primarily rely on the SUNY attorneys? Dr. Nye explained that all entities are embedded and ultimately can be part of the complaint. Title VI requires training as well and is directed from SUNY.

FLCC Non-Discrimination Policy WHEREAS, the FLCC current Non-Discrimination Policy was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and WHEREAS, the guidance dictated that schools must conform to the new regulations by 8/1/24; and WHEREAS, we did not receive such guidance until late April 2024; and WHEREAS, FLCC's current policy title is not an accurate reflection of the policy or its responsibilities; NOW, THEREFORE BE IT RESOLVED, the FLCC Board of Trustees approve a new title change, as well as substantial adjustments to the current FLCC Non-Discrimination and Sexual Harassment Response and Prevention Policy to take effect immediately.

FLCC Student Code of Conduct Policy

WHEREAS, the FLCC Student Code of Conduct was adjusted based on guidance received by the Department of Education to comply with new regulations set forth by Title IX; and WHEREAS, the guidance dictated that schools must conform to the new regulations by 8/1/24; and WHEREAS, we did not receive such guidance until late April 2024; NOW, THEREFORE BE IT RESOLVED, the FLCC Board of Trustees approve the FLCC Student Code of Conduct Policy to take effect immediately.

Non discrimination and SUNY's requirement asked to review freedom of speech policy in best FLCC Freedom of Expression Policy WHEREAS, the FLCC current Freedom of Speech Policy was adjusted based on guidance received by the U.S. Department of Education and the State University of New York to comply with new regulation set forth by Title VI; and WHEREAS, the guidance dictated that schools must conform to the new regulations by the beginning of the 2024-2025 academic year; and WHEREAS, FLCC's current title is not an accurate reflection of the Freedom of Expression policy or its responsibilities; NOW, THEREFORE BE IT RESOLVED, the FLCC Board of Trustees approve a new title change, as well as substantial adjustments to the current FLCC Free Speech Policy to take effect immediately.

The Board of Trustees appreciates all the work related to the policies and the impact it has on students.

Ed Kelty, Chief Information Officer presented a resolution related to Matthew Hance. Matt has been with us for 5 years and has stepped up therefore in his 2nd year based on his involvement with customer service and his great organization we are highly recommending Matt for his Administrative Appointment. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MATTHEW HANCE, MANAGER OF TECHNICAL SUPPORT SERVICES WHEREAS, Matthew Hance, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Matthew Hance receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Matthew Hance, Manager of Technical Support Services, effective September 5, 2024.

Brie Chupalio, Chief Advancement Officer presented a resolution related to Margaret Lorenzetti. Brie explained that this is Margaret's second probationary period and that she has had tremendous

involvement with donor stewardship and created strong connections and businesses. In addition, she has handled the Management of the scholarship programs and secured benefactors for the scholarships. Margaret also provides oversight to Tara Bloom, part-time event coordinator. Above all else Margaret has a genuine care for our students, and team members therefore Brie strongly endorses Margaret's Administrative Appointment.

GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MARGARET LORENZETTI, ASSISTANT DIRECTOR OF DEVELOPMENT WHEREAS, Margaret Lorenzetti, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Margaret Lorenzetti receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Margaret Lorenzetti, Assistant Director of Development, retroactive to September 20, 2023.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs reviewed five administration appointments during the Board of Trustees Meeting beginning with Alexandria Esposito. She explained that Alli brings authentic compassion in terms of body, mind and spirit and continues to advance her academic training by attending various programs. She facilitates tremendous service related to care and passion to humans and animals alike. She knows that Alli will continue to shine at FLCC in harmony at our college. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: ALEXANDRIA ESPOSITO, ASSISTANT DIRECTOR MULLER FIELD STATION WHEREAS, Alexandria Esposito, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Alexandria Esposito receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Alexandria Esposito, Assistant Director Muller Field Station, effective September 25, 2024.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs, discussed that Jeff Dugan is with us this evening and how impressed she is with the personal interaction that Jeff provides related to FLCC full time online students. His individualized care that he provides to students does not go unnoticed. Jeff was Chair of College Council and was a superb leader. He soon will be launching the first Viticulture online program. Thank you to Jeff for the continued advancement with online learning. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: JEFFERY DUGAN, ASSISTANT DIRECTOR OF ONLINE LEARNING WHEREAS, Jeffery Dugan, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Jeffery Dugan receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Jeffery Dugan, Assistant Director of Online Learning, retroactive to April 25, 2024.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs, discussed that Leslie is not with us tonight due to vacation. She explained that Leslie is a trusted colleague and honors past practices utilizing data to meet the needs of our students. Leslie exhibits student centered authentic care. As a

student herself at FLCC Laura can attest to the expertise of Leslie welcoming students to the college. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: LESLIE PIERRE-PHILIPPE, SENIOR PROFESSIONAL ACADEMIC ADVISOR WHEREAS, Leslie Pierre-Philippe, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Leslie Pierre-Philippe receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Leslie Pierre-Philippe, Senior Professional Academic Advisor, retroactive to January 3, 2024.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs, discussed that Lisa Thomas who has Led Student Affairs as an exceptional team member providing tutoring services and involvement with disability services which are highly critical resources for our students' success at the college. She is in charge of the EOP students' and involved with the academic honors event. It is evident as to how students connect with Lisa, she is a great role model for success. Lisa's creativity and innovation to establish and set up infrastructure is just one more thing that adds to Lisa's success and Laura highly recommends Lisa for Administrative Appointment. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: LISA THOMAS, DIRECTOR OF ACADEMIC SUCCESS AND ACCESS PROGRAMS WHEREAS, Lisa Thomas, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Lisa Thomas receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Lisa Thomas, Director of Academic Success and Access Programs, retroactive to August 16, 2022.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs, Laura explained that Mary-Elizabeth could not be with us this evening due to another commitment. Mary Elizabeth continues with professional development in Management, and she is heavily involved and supporting our online student support certificate program. She Teaches in workforce development and is a representative on Academic Senate. Laura highly supports Mary Elizabeth for Administrative Appointment. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MARY-ELIZABETH D'ARDUINI, ACADEMIC TECHNOLOGY SPECIALIST WHEREAS, Mary-Elizabeth D'Arduini, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Mary-Elizabeth D'Arduini receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Mary-Elizabeth D'Arduini, Academic Technology Specialist, effective December 20, 2024.

Kim Evan-Dame, Interim Chief Human Resources Officer presented a resolution in support of two positions. The positions are related to the IT department. The first is an IT position blend together to replace Tech Specialist role and will be involved in networking as well as telecommunication. This position will provide a higher level of technical support for back up administrator and cyber security. This position moves from pay group B to A. The next is a campus student replacement for Tech Specialist as a one year temp position to be dedicated to the smart system technology for the Victor Campus Operations.

ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER

WHEREAS, Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees in the professional service as defined by §6306 (2) of New York State Higher Education Law as approved by the Chancellor of the State University of New York, and;

WHEREAS, the following are revised job descriptions for previously approved job descriptions for Finger Lakes Community College:

New Title

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

Previous Title

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

IT Network Security Specialist (05/22/2024)

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

Kim Evan-Dame, Interim Chief Human Resources Officer presented a resolution to APPROVE NON-UNIT EMPLOYEES REAPPOINTMENTS: 2024-2025 WHEREAS, the following non-unit employees have received annual evaluations from the immediate supervisors and the College President recommends their reappointment for the period September 1, 2024 to August 31, 2025: NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby reappoint the following non-unit employees to their respective positions:

Sim J. Covington, Jr., Ed.D, MBA, Chief Diversity Officer and Dean of Student Athlete Development Brie E. Chupalio, Chief Advancement Officer

Edward Kelty, Chief Information Officer

Laura E. Ortiz, Ed.D., Provost, Vice President of Academic and Student Affairs

Debora H. Ortloff, Ph.D., Vice President of Strategic Initiatives and Assessment

Jason Tack, Vice President of Administration & Finance

Carol S. Urbaitis, Ed.D., Vice President of Enrollment Management

Catherine L. Ahern, Director of Buildings & Grounds

Samantha L. Boccacino, Ed.D, Director of Athletics

Michael J. Fisher, Associate Vice President of Enrollment Management

Lenore L. Friend, Director of Public Relations & Communications

Sara Iszard, Senior Director Center for Student Well Being

Cathryn F. Kent, Associate Vice President of Instruction

Ryan L. McCabe, Associate Vice President of Academic Technology and High Impact Practices Matthew G. McGrath, Chief of Campus Police

Richard T. McGuire, Controller

Jennifer Parsons, Assistant Director for Talent Management

Michelle M. Robbins, Director of Development

Brittany E. Schutz, Assistant Director of HR Operations

Sarah E. Whiffen, Associate Vice President of Student Affairs

Penny M. Hamilton, Executive Assistant to the President

Tammi Murtha, Human Resources Generalist

Ryan I. Reynolds, Assistant to the Provost

Rachel A. Simmons, Human Resources Generalist

Kim Evan-Dame, Interim Chief Human Resources Officer presented a resolution to APPROVE THE 2024-2025 MANAGEMENT CONFIDENTIAL SALARY SCHEDULE WHEREAS, management confidential employees are included in the FLCC Administrative Compensation Plan; and WHEREAS, the College President recommends a 2024-2025 salary schedule for management confidential employees; and WHEREAS, funds for the recommended salary schedule are included in the 2024-2025 operating budget; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved the recommended salary schedule; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the recommended 2024-2025 salary schedule for management confidential employees effective September 1, 2024 – August 31, 2025.

Strategic Thought Presentation was a verbal description of programs and services at the Muller Field Station

presented by Alli Esposito Muller with an offer of a tour of the facilities. Alli discussed that her main role at the Field Station involves K-12 area school districts. She also explained that she hosts Yoga, and extends invitations for others to utilize the space. She explained that Maura who is the Center Director wishes she could be here tonight but she just got back from South Africa as a Muller funded program. She further explained the expansion at Muller and that we are in the process of building a bunk house that will house 24 people overnight allowing for 24 hour stays for exploration. She explained that Muller Field Station does have a Newsletter and we are very active on the platform. Trustee Russell mentioned utilizing webcams that could be tied to the FLCC Web page. Great idea, presently we do have a Facebook and Instagram account as well as a YouTube channel. Trustee Mihalik mentioned the progress with the signage for Muller Station. Alli explained we want to host more Retreats at the Center and incorporate possibly the business, hospitality programs. We have a great branding opportunity as a retreat center.

Adjourned

There being no further business, at 5:55 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 George Cushman
Chair, Education & Planning Committee

Next Meeting: *Wednesday, September 4, 2024 –Stage 14, FLCC Campus, 2332 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

August 7, 2024

**Finger Lakes Community College
Muller Field Station**

Presiding: Trustee Martin

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

Excused: Trustee Cushman

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

Staff and Students: Brie Chupalio, Jeff Dugan, Alli Esposito, Kimberly Evans-Dame, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Jackie Termini, Cheryl Ten Eyck, Lisa Thomas, Carol Urbaitis, Sarah Whiffen

Guests:

Meeting had a total of 4 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 5:56 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

Business

Review of June 5, 2024, 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 financials, he explained

Jason Tack, Vice President of Administration and Finance provided a presentation of the 2024-2025 Operational Budget (Update)

Geoff asked about the Fund Balance and if we will be adding to our Fund Balance. Jason explained once our expenses are recognized that will allow us to add to fund balance. As far as enrollment we don't know if there will be a decrease. Trustee Martin inquired about budgetary reversal based on excess revenue to add to fund balance. Jason explained we will evaluate based on students and the rate of how and when they pay their bills. Covid Funds helps with Write offs and determine where we need to build back. The RGE program saved us \$12,000 in expenses within 3 days. This is a one-time savings but by participating in the electrical upgrades allows us that savings. Trustee Martin inquired in addition to RGE is there any thoughts of wind power or exploring it based on challenges. Jason explained that he and Cathy Ahern have discussed alternative energy that was not outlined in the facilities master plan. Solar is being discussed as well as adding additional buildings, the Green house project may provide additional exploration for energy sources.

Jason Tack reviewed a presentation that was provided in the packet. He explained that nothing has changed in the overall budget. However, what really changed was sponsor revenues based on 3.9 million dollars provided. There are continued discussions with the county related to sponsor contributions. Mary Gates has talked with Jason, and he described that the county works on their budget January 1, 2025 and FLCC budget starts September 1, 2024. Increase in appropriation fund is slated for 2.8 million. The last slide he reviewed was cost by function and discussed an additional \$500,000 to us from the County turns into 1 million because it is matching funds. FTE has remained consistent. Academic student services and some early retirement packages

are taken into consideration as well as some costs elevated due to early retirement program that was offered the last couple of years. He further described readjustment of sponsor contribution and a 0 % increase in enrollment, expenses that increased, and explained the largest increase of 10% related to benefits. There is the continuation of a 2.5% salary increase. Trustee Mihalik inquired how the charge back calculations are treated moving forward? Chargeback revenue increase numeration for overall expenses minus out to offset some increases in expenses. Charge back revenue expenses are more than your revenues. The 2023/2024 budget takes in consideration full salary amount and vacancies. All the factors impacted us this year. The sponsor reduced our operating expenses because we lower 6% FTE utilizing that drives these up higher year over year. Trustee Martin inquired about appropriated fund balance and that it is unsettling because it could eat up the fund balance. The is deeply concerning. Jason explained that the sponsor contribution can drive that down and pulling expenses out into restricted fund. Offsetting expenses to raise charge backs. There will be 1.2 to 1.7 use of the fund balance into the future. The county increase contribution will then allow the appropriation to go down. We are not always using the fund balance, there are savings from vacancies and other things. Trustee Russell assumes that the county is aware of the personnel services. It was explained that the county works their fund balance the same way. The county recognizes the use of fund balance based on charge back revenue as a result of county sponsored contribution.

RESOLUTIONS

Jason Tack, Vice President of Administration and Finance presented a resolution related to *BID RENEWAL: MINOR MAINTENANCE SERVICES OF WALLS CONTAINING ASBESTOS* WHEREAS, resolution 65-22 dated September 7, 2022 awarded a bid for minor maintenance services, big B22060, for Finger Lakes Community College; and WHEREAS, the bid specifications for bid B22060 allow for up to two additional twelve-month periods for a total of three years, if mutually agreeable by both parties; and WHEREAS, this would be the second of two renewals available for an additional twelve-month period; and WHEREAS, the term of this bid commences September 7, 2024 through September 6, 2025; and WHEREAS, the cost of the contract will increase by 3.4% from prior year, which is within the CPI limits; and WHEREAS, this is a demand contract, therefore, the annual cost will depend on budget and usage throughout the contract period with an annual amount not to exceed \$5,000.00; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees hereby accepts the renewal of AAC Contracting, LLC, 175 Humboldt Street, Rochester, NY 14610, bid B22060 for minor maintenance services of walls containing asbestos for a twelve-month demand contract with a cost of \$160.06 per hour depending on budget usage throughout the contract period, at a term commencing September 7, 2024 through September 6, 2025 at an amount not to exceed \$5,000.00; and BE IT FURTHER RESOLVED certified copies of this resolution be sent to FLCC Vice President of Administration & Finance, the FLCC Director of Facilities & Grounds, and the Ontario County Purchasing Director.

Jason Tack, Vice President of Administration and Finance presented the resolution *BID ACCEPTANCE: DISTANCE LEARNING AND TELEMEDICINE SYSTEM FOR FLCC* WHEREAS, the Ontario County Purchasing Director advertised and received one bid for a distance learning and telemedicine system, bid B24060, for Finger Lakes Community College; and WHEREAS, this is a rebid based on stipulations laid out in FLCC's grant agreement from Department of Agriculture not previously included; and WHEREAS, College administration has reviewed said bid and has determined that the sole responsive/responsible bidder is acceptable; and WHEREAS, the total cost is \$1,111,288.00 for all equipment, installation, 3-year support and training, and portal access; and WHEREAS, the cost of the project will be funded through a Department of Agriculture award; and WHEREAS, the term of this bid commences August 7, 2024 through August 6, 2027; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE, BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts the sole responsive/responsible bid of OneRoom, Inc, 2055 West Iles, Ste A, Springfield, IL 62704, bid B24060 for distance learning and telemedicine system for a three year contract with a total cost of \$1,111,288.00; and BE IT FURTHER RESOLVED, that certified copies of this resolution will be sent to the FLCC Vice President of Administration & Finance, FLCC Controller, FLCC Director of Grants Development and the Ontario County Purchasing Director.

Jason explained that the numbers reflect the county numbers included sponsor specific invest 51.4 million generating the chargebacks.

Jason Tack, Vice President of Administration and Finance presented the following resolution: *ADOPT THE FINGER LAKES COMMUNITY COLLEGE 2024 – 2025 OPERATING BUDGET WHEREAS, budget allocations for the 2024–2025 fiscal year align College resources with the goals and objectives of Finger Lakes Community College’s Strategic Plan: 2023 - 2028; and WHEREAS, the College administration has developed and presented an institutional operating budget request of \$51,489,347 for 2024–2025 with the Sponsor Contribution in the amount of \$3,929,815; NOW, THEREFORE BE IT RESOLVED, pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$51,489,347 be and the same is hereby adopted for Finger Lakes Community College, for the period beginning September 1, 2024 and concluding on August 31, 2025, subject to the approval of the Ontario County Board of Supervisors and the Board of Trustees of the State University of New York.*

Lowest quote to lease vans, athletics, housing , adding EV stations CMAC applied for funding cspot to add to lots over 1 million to add V stations. **Jason Tack, Vice President of Administration and Finance** AUTHORIZE VEHICLE LEASE BETWEEN FLCC AND HOLMAN FLEET LEASING WHEREAS, college personnel have determined a five-year lease for six 15 passenger vans leased through a new auto lease vendor, Holman Fleet Leasing, to be the best cost effective option; and WHEREAS, the six vehicles have an estimated total monthly cost of \$8,458.26 with a one time implemental cost of \$10,692; and WHEREAS, the FLCC Association will be covering the cost of three vehicles to use for the athletics department at an estimated total monthly cost of \$4,229.13; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee have reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby authorizes the lease of six 15 passenger vans through Holman Fleet Leasing, LLC, 4001 Leadenhall Road, Mount Laurel, NJ 08054; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance, the FLCC Controller, and the Executive Director of the FLCC Association.

No change in monthly rate. **Jason Tack, Vice President of Administration and Finance** LEASE RENEWAL BETWEEN FINGER LAKES COMMUNITY COLLEGE AND NEW YORK KITCHEN WHEREAS, the Culinary Arts Certificate and Associate in Applied Science programs have been approved by the Finger Lakes Community College Board of Trustees; and WHEREAS, these programs will prepare students for a career in the diverse food service industry; and WHEREAS, the College wishes to continue a partnership with the New York Kitchen, to offer the culinary course labs at the Center; and WHEREAS, the College and the New York Kitchen have agreed to a rental lease renewal for the period from August 29, 2024 through August 28, 2025 and that the College will rent the New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month between September 1, 2024 and May 31, 2025; and WHEREAS, the College will also utilize a laboratory assistant on a rate of \$115 per lab occurrence; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed the rental agreement and recommends its adoption; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the rental lease renewal between Finger Lakes Community College and the New York Kitchen for the period from August 29, 2024 through August 28, 2025 and that the College will rent New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month beginning September 1, 2024 and ending May 31, 2025 and a laboratory assistant on a rate of \$115 per lab occurrence; and BE IT FURTHER RESOLVED those certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Provost, and Vice President of Academic & Student Affairs, and New York Kitchen.

Replace existing printers and to reduce footprint of printers. **Jason Tack, Vice President of Administration and Finance** presented AUTHORIZE PRINTER LEASE BETWEEN FLCC AND EBP SUPPLY SOLUTIONS WHEREAS, college personnel have received two quotes for a five-year lease of 22 printers, determining the lowest quote

from EBP Supply Solutions to be the most cost effective; and WHEREAS, the leased printers have an estimated total monthly cost of \$4,156; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee have reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby authorizes a five-year lease of 22 printers at an estimated total monthly cost of \$4,156 through EBP Supply Solutions, 200 Research Dr, Milford, CT 06460; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the FLCC Controller.

Jason Tack, Vice President of Administration and Finance presented APPROVE 2024-2025 SPONSOR SERVICES INCLUDED IN THE FLCC OPERATING BUDGET RESOLVED, that the following sponsor services included in the 2024-2025 Finger Lakes Community College Operating Budget are hereby approved:

SERVICE	2024-2025
Workers Compensation	\$87,003
TOTAL	\$87,003

Start contract with disability services - **Jason Tack, Vice President of Administration and Finance** presented APPROVE A CONTRACT WITH SYMPLICITY FOR DISABILITY SERVICES SOFTWARE WHEREAS, Finger Lakes Community College has determined that there is a need for improved software for disability services; and WHEREAS, through a review of vendor platforms, the College has identified Symlicity Accommodate software be recommended to fulfill the need at FLCC; and WHEREAS, Symlicity Accommodate software is an all-in-one platform that would enable disability services staff to more effectively and efficiently serve not only its students, but FLCC; and WHEREAS, the college administration wishes to enter into an agreement with Symlicity for a three-year contract beginning August 1, 2024 through July 31, 2027; and WHEREAS, the cost for the three year term is as follows:

2024-2025: \$11,700

2025-2026: \$12,051

2026-2027: \$12,412

2024 One Time Implementation Cost: \$6,800; and WHEREAS, the FLCC Board of Trustees Finance and Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby grants authority to the Vice President for Administration and Finance to approve an agreement with Symlicity to implement the Accommodate software system that will serve as the mechanism for FLCC’s disability services for a three-year term from August 1, 2024 through July 31, 2027 at a total cost of \$42,963.00; and BE IT FURTHER RESOLVED, certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the Director of Academic Success and Access Programs.

Recommendation based on history of Community Colleges and FLCC and knowledge of continue change over with finance staff suggest continuation of our partnership with Bonadio and Randy. Astles thought it was very beneficial to hear the proposals. Based on rubrics and cost as well as the college experience determined the decision. **Jason Tack, Vice President of Administration and Finance** presented ACCEPT REQUEST FOR PROPOSAL: FLCC EXTERNAL AUDIT FIRM WHEREAS, the Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of State University of New York requires that the records and accounts of the community college be audited annually by a certified public accounting firm or the agency of the sponsor responsible for the performance of audits; and WHEREAS, the Department of Education also requires an audit of federal funds by an independent accounting firm; and WHEREAS, the operating and federal funds of Finger Lakes Community College were last audited as of April, 2024; and WHEREAS, the Ontario County Purchasing Director received proposals for external audit firm services, RFP R24057 Finger Lakes Community College; and WHEREAS, college personnel have reviewed said

proposals and determined the proposal from The Bonadio Group is acceptable at a total cost not to exceed \$341,600; and WHEREAS, the award will be for a three year term beginning with a report for the College’s fiscal years ending August 31, 2024 through 2026 with the option of extending the contract for the subsequent two (2) fiscal years; and WHEREAS, the Board of Trustees Audit and Enterprise Risk Management Committee has reviewed and approved this resolution; NOW THEREFORE, BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts the proposal R24057 between FLCC and The Bonadio Group, 171 Sully’s Trail, Pittsford, NY 14534. The Bonadio Group will audit the Finger Lakes Community College operating accounts for the following academic years, and conduct an audit of the operating and federal funds of FLCC at the following, not to exceed \$341,600, excluding out-of-pocket expenses:

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

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

Jason Tack, Vice President of Administration and Finance presented RESCIND RESOLUTION 27-2024, 2024 FINGER LAKES COMMUNITY COLLEGE FACILITIES MASTER PLAN

WHEREAS, resolution 27-2024, dated May 1 2024, approved and adopted the 2024 Finger Lakes Community College Facilities Master Plan prepared by LaBella Associates; and WHEREAS, the approval and adoption of the 2024 Facilities Master Plan should have occurred after the Adoption of Findings in regard to the environmental review of the 2024 Facilities Master Plan approved in the June 2024 BOT meeting; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby rescinds Resolution 27-2024.

Jason Tack, Vice President of Administration and Finance presented APPROVAL AND ADOPTION OF THE FINGER LAKES COMMUNITY COLLEGE 2024 FACILITIES MASTER PLAN

WHEREAS, a Master Plan Steering Committee was established representing Finger Lakes Community College, the FLCC Board of Trustees and Ontario County to provide oversight throughout the process to create the 2024 FLCC Facilities Master Plan; and WHEREAS, The Master Plan Steering Committee retained the firm of LaBella Associates to prepare the 2024 Facilities Master Plan outlining short and long-term maintenance needs, facility remodeling, and facility changes recommended to align FLCC’s facilities with the needs of the community it serves as described in the College’s mission statement and strategic plan, a copy of which is on file with the Clerk of this Board; and WHEREAS, the 2024 Facilities Master Plan will enable SUNY and the Ontario County sponsor to anticipate the College’s long-range capital needs for funding purposes; and WHEREAS, the 2024 Master Plan has been prepared in direct support of the goals and objectives of the Finger Lakes Community College Strategic Plan; and WHEREAS, the College President, after extensive consultation with the Master Plan Steering Committee, architects from LaBella Associates, the College Administration and various stakeholders recommends FLCC Board of Trustees’ acceptance of the 2024 Facilities Master Plan; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby accepts the College’s 2024 Facilities Master Plan.

Informational Items

Jason Tack, Vice President of Administration and Finance discussed the informational items as follows:

Accept Default Prevention

Lease renewal – ITECH

Budget Transfer report

Adjourned

There being no further 6:27 P.M., on motion by Trustee Astles, and a second by Trustee Russell 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 Stephen Martin
Chair, Finance & Facilities Committee

Next Meeting: *Wednesday, September 4, 2024 –stage 14, Canandaigua 2332 Marvin Sands Drive, NY 14564 (unless otherwise determined and notice posted before the meeting).*

DRAFT

**FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
August 8, 2024
Finger Lakes Community College
Muller Field Station**

Presiding: Trustee Donald Cass, Chair

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

Excused:

Others Present:

Staff and Students: Brie Chupalio, Jeff Dugan, Alli Esposito, Kimberly Evans-Dame, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Jackie Termini, Cheryl Ten Eyck, Lisa Thomas, Carol Urbaitis, Sarah Whiffen

Guests: Meeting had a total of 4 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 6:28 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.

Approve the Consent Agenda

Trustee Cass requested a motion to accept the Consent Agenda. On motion by Trustee Cushman and a second by Trustee Geise, the FLCC Board of Trustees approved the consent agenda.

Old Business

None noted.

New Business

Trustee Cass thanked Donna for getting him involved on NYCCT. It so happens this year we get two people that will be recognized on October 5th, we will do a presentation at the November Meeting for them. Trustee Cass informed the Board of Trustees that we have two individuals that have served on the Board of Trustees that will be recognized at the NYCCT Annual Conference in October. They are previous Board of Trustees Member, Santa Abraham for the Donald M. Mawhinney Jr., Trustee Leadership Award and current Board of Trustees Member, Rich Russell for the Marvin A. Rapp Award for Distinguished Trustee Service.

Chair's Report

Nothing to note at this time.

President's Report

Dr. Nye discussed the 8 million that will be received from SUNY related to Health Care Programs this is health care and is part of the Governor's initiative. There will be an emphasis on Simulation in nursing and there will be an administrator hired for the nursing program to fulfill the need to facilitate. Dr. Nye

thanked both, Carol Urbaitis and Laura E. Ortiz for their involvement with the nursing program. Dr. Nye thanked Trustee Mihalik for the encouragement of holding a larger retreat this summer. We will have presenter Bill Daggett at the Retreat to review AI and changes in the educational system. The book is provided to you to read prior to the retreat on August 26th. There is review of three industries that did well and others that did not. What will AI do, not sure, but no one knew where the iphone would take us back in 2007. This provides the opportunity to be innovative now and down the road. We are proud of our educational programs; our financial success and we will not rest on our laurels. Student success is something we strive for constantly with programs such as ASAP, PACE where the Board of Trustees provided funding of 500,000 last Spring to assist students for successful educational opportunities. We have learned from SUNY that our programs are at the forefront, and we are able to show return on investment. There has been a great amount of work with Enrollment thank you to Dr. Urbaitis and her team. Dr. Nye also thanked Carol Urbaitis and Laura Ortiz for their involvement the Urban League of Rochester who engaged in their first summer program here at the college. This provides us a presence in Rochester and that is very important for us.

Liaison reports

Student Trustee Report

Trustee Hall explained that this is her first day on the job. She hopes to have more after the beginning of semester to report.

Audit & ERM Report

Trustee Astles has nothing to report

Board Development Report

Trustee Mihalk explained that we had a plan at the end of the semester, we just need to get together to establish some dates for meetings. Trustee Martin did want to mention that Penny was very instrumental in uncovering materials from her predecessors' files related to Presidential search documents. Trustee Mihalik explained that Trustee Martin was on the previous search committee and we do not want to reinvent the wheel if we have the materials available to us so when there is the time for a search we have the materials readily available.

Association Report

No report.

Foundation Report

Trustee Geise explained that the Foundation will have an award for exceptional service to be awarded. This will go to an individual who has a strong commitment to students, and advocates for the college. The other award is based on long term leadership and commitment to the college assisting with funding growth and success of the Foundation and that is our own Trustee Steve Martin. She thanked Trustee Steve Martin for his incredible service and abilities.

NYCCT Report

Trustee Mihalik has concerned as do others related to a recent meeting with the Chancellor in terms of Presidential search process. Chancellor does not approval of the way the presidential search process is

currently being done and feels that many are not following the guidelines set forth. It is the Chancellors thought process that instead of one Presidential candidate being presented it needs to be three presented as finalists and SUNY will determined if the candidates pass. The comment that came across was that he does not want embarrassment. There was a recent community college president that a sexual harassment claim came to light as well as another instance referencing golden parachute. Nassau Community College is having issue finding and appropriate candidate. The Chancellor wants a tighter rein on the process Trustee Mihalik's concern is that there is something deeper happening. Trustee Mihalik has concern based on Johanna's recent retirement and if there will be a replacement. Trustee Geise mentioned that there are two negatives, one the loss of Johanna and control by the Chancellor to determine the appropriate candidate for a locally sponsored community college. The positive side is to filter out by background checks so that there is not any embarrassment, knowing about something ahead of time. Trustee Astles has two questions, change in the process, what if the Chancellor decides not to decide on a candidate? Back door consolidation? The State of NY doesn't do anything quickly, could wait 6-9 months, a whole academic year. The other question is what the Chancellor's criteria to decide on a candidate. Right now, it seems the perception is control. Further discussion led to what would the public think of this and the local sponsor? Dr. Nye suggested legal review because the college and county have certain rights. There might be an overstepping the boundaries of the law. This also will apply to renewal of contracts with Presidents. Will Presidents work with NYCCT on this as a joint effort.

Adjourned

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

Prepared by, Submitted by,

Penny M. Hamilton
Assistant Secretary to Board

Trustee Mary Joan Geise
Chair, FLCC Board of Trustees

Next Meeting: Wednesday, September 4, 2024 –stage 14, Canandaigua 2332 Marvin Sands Drive, NY 14564 (unless otherwise determined and notice posted before the meeting).