

**FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES EDUCATION AND PLANNING  
COMMITTEE MEETING  
November 6, 2024  
Finger Lakes Community College  
Stage 14**

**Presiding: Trustee George Cushman, Chair**

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

**Excused:**

**Trustees:** Trustee Astles, Trustee Russell

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz (virtual), Jason Tack (virtual), Cheryl Ten Eyck, Carol Urbaitis

**Guests:**

Meeting at 4:30 PM had a total of 6 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 Cushman called the FLCC Board of Trustees Education and Planning Committee meeting to order.

**Business**

**Review of October 2, 2024, Committee Meeting Minutes**

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

**Enrollment Report**

Trustee Cushman noted that Carol Urbaitis has been recommended to speak to NYCCT related to Best Practices with Enrollment and thanked Carol for involvement. ***Carol Urbaitis, Vice President of Enrollment Management***, provided a verbal update as of the report in the packet. The verbal update included enrollment through November 1<sup>st</sup> numbers are up 4.4% and FTE increased by 1.8%. Factoring in Gemini and state aidable and we are up 9% and up FTE 10.4%.

**Student Success: Title III and Support for First-Term Students**

***Sarah Wiffen, Associate Vice President of Student Affairs*** provided a presentation provided in the packet. She explained the Title III Grants received in October, explaining specifically the 1<sup>st</sup> year. We were awarded just over a two-million-dollar grant over the course of 5 years to focus on student success. The first year we applied for the grant unfortunately we were not successful in securing the grant. However, we did receive it this year and there are multiple initiatives with focus on PACE. We have placed emphasis for the last two years on PACE and already had cohorts in place. We are ready for 2025 to assist all new and matriculated students into degree programs and this will be a game changer for us and the students. It allows for us to provide more personalized service for students and determining why a student would come to us in the first place and providing a comfort for who they need to speak with to ask questions related to their goals of

success. There will be continued outreach combined with the use of the PACE chatbot. Students are linked every week and we partner with the instructors to explain the system which engages talk about specific topics. The coaches are able to respond to the flags and allows to redesign with the student in mind. The PACE model allows academic advisors to focus on the student and the impact on the student experience is enhanced. We are currently on the search for PACE coaches and have received 23 applications. Sarah inquired if there were any questions. Trustee Wille inquired about the training for the coaches. Sarah explained that we have a good onboarding training program to work on student case load. There is a lot that we can intervene with any data provided and the use of Starfish as a retention tool. We also review with students the W (withdraw) so that it doesn't impact their GPA. Debora Ortloff explained the ongoing analysis that we are doing. Jason Tack is reviewing the long-term training aspect. There is some ASAP funding that will be provided from the State as well as funding for PACE. There are however a few unknowns financially. The President and Chief Financial Officer will determine what is the most impactful. Debora Ortloff emphasized that the Title III was authorized \$200,000 over three years and this will overlap with the Title III funding, at the time we were unaware of the Title III funding award. She further explained that ASAP came after we started PACE with another stream of funding. Dr. Nye discussed we developed the program initially with home grown funds because we saw the need and to focus on retention of students. Trustee Cushman complimented the wonderful involvement to secure the grant and knows there is a tremendous amount of work to manage the grant received.

### **Resolutions**

**Kim Evans-Dame, Interim Chief Human Resources Officer** presented a resolution related to Adjust the Finger Lakes Community College Professional Service Positions Roster. She explained the need for the changes with the positions. Academic Affairs and Student Affairs Technology Specialist is required due to the more broadly involvement with retention efforts and the software applications that the previous title position was not required. This position is rated in the Professional Association and will be E Group. Field Station title and position was revised as a Manager due to the needs at Muller Field Station the additional requirements related to the Facilities and the Grounds moved this position from E to B in the Professional Association.

Student Success Coach Online Support previously was an advisor position, the move from to Coach required more involvement with PACE and ASAP. This position in the Professional Association went from E to D.

The new position is required and based on funding from NYS to work in the capacity of Mental Health needs. This position will see students and will also engage with Timely Care needs provided to students. There is the Active Minds coaching as a focus with this position as well as a supervisory capacity within Professional Association group and will be in salary group A. Trustee Cushman inquired about the increase in terms of the budget as to are they already accounted for? Kim explained that the positions are reviewed in detail with the Chief Financial Officer to meet budget requirements. Kim also provided an update as a requirement from SUNY legal that all Professional Association positions (70 unique titles) including part time are required to come forward to the Board for review and then to SUNY for approval followed by final to Ontario County based on Civil Service Requirements. We will be seeking email approval related to the positions presented today and there will be more for the December Board of Trustees Meeting, the positions will be posted, and we will attempt to staff the positions. Trustee Russell requested that the email approval not only gets delivered to his FLCC email but also his personal email. Trustee Cushman inquired if the emails should go through the Assistant Board Secretary? Kim confirmed that the information will be provided to the Assistant Board Secretary to send to the Board of Trustees.

ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER

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

| New Title  | Previous Title   |
|--|--|
| Academic and Student Affairs Technology Specialist<br>(11/06/2024) | Academic Technology Specialist (09/18/2019)                    |
| Field Station Manager (11/06/2024)                                 | Conservation Education Outreach Coordinator<br>(10/22/2019)    |
| Student Success Coach -Online Support (11/06/2024)                 | Professional Academic Advisor: Online Learning<br>(02/02/2022) |

WHEREAS, the following is a *new* job description for Finger Lakes Community College:

Director of Counseling – Center for Student Well-Being (11/06/2024)

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

**Laura E. Ortiz, Provost Vice President of Academic and Student Affairs** presented the following resolutions: Laura reported virtually from Cooperstown NY due to a Chief Academic Officer Conference. She explained that there needed to a change in the Commencement date for May 2025 due to the previous date approved was Memorial Day Weekend. We were able to accommodate with CMAC Saturday, May 17<sup>th</sup> as a celebratory time and utilize the large white tent next to CMAC for after ceremony festivities rather than the need to walk to the cafeteria.

Approve May 17, 2025, as the date of the 57th Commencement Ceremony for Finger Lakes Community College WHEREAS, in compliance with NYS Education Law, §355 (1) (e), Part 604, the Finger Lakes Community College Board of Trustees has the authority to designate the official day of the Finger Lakes Community College Commencement Ceremony; and WHEREAS, it is the intention of the Finger Lakes Community College Board of Trustees to designate the third Saturday of the month of May, 2025, as the official day for the 57th Finger Lakes Community College Commencement Ceremony in conformance with the days of instruction required by the approved 2024-2025 academic calendar; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby designates Saturday, May 17, 2025, as the official date for the 57th Finger Lakes Community College Commencement ceremonies.

Laura explained the reason for discontinuance of the Wildland Fire Suppression Certificate Program centered around low enrollment and that it does not matriculate for an associate degree. Trustee Cushman inquired as to how many students would be affected by the discontinuance. Laura responded none because there has not been enrollment in the certificate program for several years.

Approve Discontinuance of the Wildland Fire Suppression Certificate Program - WHEREAS, the Wildland Fire Suppression Certificate Program has experienced low enrollment and difficulties with staffing; and WHEREAS, the certificate is a stand-alone offering that does not feed directly into an associate degree; and WHEREAS, the FLCC Academic Senate voted to approve discontinuance of the Wildland Fire Suppression Certification Program on October 10, 2024; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby does hereby approve the discontinuance of the Wildland Fire Suppression Certification Program.

Laura explained the Program Approval Policy and it is to assure alignment with the State and enhance the process.

Program Approval Policy - WHEREAS, the Division of Academic and Student Affairs and the FLCC Academic Senate have reviewed and revised the existing Program Approval Policy; and WHEREAS, these revisions clarify internal processes and align the policy with current SUNY procedures; and WHEREAS, the revised policy was properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approves the Program Approval Policy, as revised; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

### **Strategic Thought Presentation**

Debora Ortloff presented the Board of Trustees Strategic Plan and Strategic Grant Update. Trustee Cushman complimented Debora Ortloff on the outstanding preparation for the Board of Trustees members that attended the ACCT conference in Seattle. Other Trustees from other colleges want to replicate it at their location. Debora said that they should it is a fantastic program. The Strategic Plan enables us to focus on highlights of the plan and it will be reported on approximately four times a year. This provides us an overview of how things are going and analysis of the data to review trends over time. There is an extensive PowerPoint in the packet and provides updates related to the initial grant. Debora included recipients in the meeting today to answer any questions you may have related to the various initiatives. At the very end of this portion of the meeting we will visit the area related to Anatomage Table with Project Manager Melissa Miller to see it live and in color. There was discussion of the metrics related to enrollment numbers and the trends. There are three main areas of engagement, tracking and reporting and we have begun with base line data. Developing the metrics in the Strategic plan and the ability to share the information. We are continually tracking student success in order to understand student success retention which is an area we continue to look at for improvement. We look at curricular and co-curricular performance of students outside of the classroom specifically monitoring grades of D, F, or W and the focus on students' success with a C or above. Core success was not something we were looking at a year ago. We are building infrastructure to get better outcomes for the strategic plan. As Dr. Nye has mentioned more continuing students this fall than in the previous year. We have more updated information indicating that we are going in the right direction. In 2019 started this data analysis and we are looking at 2-4 years more for completion of this process as to outcomes for this strategic plan. The transformational funds provided the possibilities for decisions to be made for students who are struggling with critical thinking. Use it to make decisions, for critical thinking.

There are recruitment efforts under way and there will be 29 international students attending FLCC. This is a new market we are looking at. There is an analysis of diversity related to students, faculty and staff. There was the discussion of stackable credentials leading to degrees in the LPN or RN programs as well as an effort for community learning. The pathway to stack for an educational path of new and existing programs. There were programs in 2023-24 school year considered micro credentials that led students to success. Example given related to the virtual welding program with further growth through Work Force Development as another metric area. Community engagement developing metrics around businesses that hire alumni, and then the cross reference of alumni donors, and events hosted on campus and the involvement of the community. Inviting the community to be part of the FLCC community. A result to strengthen advisory boards. Advancement looks at Alumni Donors and are on track with a 5% increase. Events are tracked over time as it relates to the involvement of alumni. The Advancement Office is tracking in a variety of ways. There may be strategies to reach a particular group that we may not have thought of.

The next round of grants is about to start, and it is exciting to see the progress and big steps we have made. Advisory Board comment related to Linda and appreciation for her work. The Advancement Team and game changing approaches. FLCC Reads and the lead Professor Nehring-Bliss is in the planning stages. Jackie Tiermini project with planning grant that schools partake in. Jeremy Tiermini is revamping curriculum for online

students. Patti Rockwell's engagement with the GIS Lab. Teresa Daddis involvement with the Charlie Cart to educate students about cooking and nutrition. Our zero degree with library poised for greatness Sarah Moon.

Trustee Mihalik inquired of the Project Managers if there is anything that they would like to inform the Board of Trustees about? Patti Rockwell informed the Board of Trustees that she is looking for community partners that could benefit from work of students outside of the classroom. Projects students could be involved in, may business ask what type of project to fit their business that a student could be involved with. Jackie Tiermini discussed experiential learning to high school students that did not think they were able to take a college class. In fact, they can and can go on to transfer the classes or be involved with a project to learn more about themselves. Understand what skills they like and what they don't like and that leads to retention. Find the passion the student has and help assist them in the path to follow the passion. If anyone has a project that they would be willing to share with students for involvement and the school districts are not opposed to paying for a class or transportation to the class. Example was given of a project involving social media campaign. A company may have a need and we have the student to help bring it to life, the company would just need to what the company's target is. Students can do this with the right encouragement, there is no GPA requirement. Jackie asked if anyone has an opportunity to just reach out to her.

The Board of Trustees will be taking a tour of the Anatomage with Dr. Miller. Trustee Cushman requested a motion to adjourn prior to going on the tour.

#### **Adjourned**

There being no further business, at 5:42 PM, on motion by Trustee Geise and a second by Trustee Astles 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, December 4, 2024 – Victor Campus Center, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).*

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**FINANCE AND FACILITIES COMMITTEE MEETING**  
**November 6, 2024**  
**Finger Lakes Community College**  
**Stage 14**

**Presiding: Trustee Martin**

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

**Excused:**

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

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

**Guests:**

Meeting had a total 6 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

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

At 6:18 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**Business**

**Review of October 2, 2024, Committee Meeting Minutes**

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

**FLCC 2023-2024 Operating Budget Update & Finance Report – 9/2024**

*Jason Tack, Vice President of Administration and Finance* reviewed the financials of report dated August 31, 2024, noting an AR balance of \$960,000 dollars. This is an increase from the last report. He reviewed miscellaneous revenue and the final audit adjustments that determine the results as final. He shared revenues as it relates to the end of the year and that there is a 2% decline and 6% increase based on an FTE increase of 80% for summer enrollment numbers. As a result, this drives the revenue tuition fees. Higher interest rates yield us to obtain \$750,000 from investment to bolster the revenue numbers from actual. Expenses were higher due to contracts and vacancies related to temporary help through temp agencies. He also covered the increase in the expense line related to supplies.

The September 30, 2024, results were reviewed FTEs were up and that drives the revenue number up. The October results will be reviewed in December from a timing standpoint, state aid dollars received in October and will be reflected in December report. Sponsor contribution will be received in February or March after the county receives tax revenues for 2025.

**FLCC 2024-2025 Operating Budget Update & Finance Report**

*Jason Tack, Vice President of Administration and Finance* reviewed the financials, Salaries are in line for projections, equipment utilities lag for this report from Spring to Fall expenses. Comparison related to the Gemini program reviewed. The trial balance was submitted to Bonadio for review and will expect audit support.

**RESOLUTIONS**

*Jason Tack, Vice President of Administration and Finance* explained the following Resolutions: We are still

analyzing this, but feel this is appropriate for that time period. There is an increase in our loans compared to our budget. We are working with a collection agency to acquire money owed from students for Fall 2022 and Summer 2023.

Approve Write-Off of Accounts Receivable - WHEREAS, the FLCC Vice President of Administration and Finance and the FLCC Controller have examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts; and WHEREAS, the FLCC Vice President of Administration & Finance and the FLCC Controller recommend that these accounts be written off to Allowance for Student Tuition and to Due to Other Funds as specified:

| Semesters                     | Total          |
|-------------------------------|----------------|
| Fall/2021 through Summer/2022 | \$974,227; and |

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

WHEREAS, the College President recommends Board of Trustees approval of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees approves writing off the above specified uncollected receivables; and BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is hereby directed to make all required journal entries associated with this resolution.

Jason explained as lead agent related to EV stations that will be funded through NYSERTA and RGE tax Incentives as well as filed for credit incentives through the IRS these will be placed in Lot G. There will be 12 level 2 ports. Approval and Adoption of SEQR: Negative Declaration of Impact of EV Stations in G lot - WHEREAS, FLCC staff working with the Ontario County Director of Planning and JACOMB, a vendor determined by the New York State Energy Research and Development Authority (NYSERDA) as eligible for government entities, including Finger Lakes Community College, to contract with for the purchase, installation, and maintenance of electric vehicle charging stations (EV Stations) without bidding and eligible to receive direct payment from NYSERDA under NYSERDA's Charge Ready NY program; and WHEREAS, The acceptance of said NYSERDA grant by this Board of Trustees, upgrade and extension of electric service, extension of data network connectivity, purchase, installation, and operation of said EV stations, coordination with the Friends of CMAC to maintain public access to the EV charging stations (except during CMAC events), provision of signage for the public, maintaining 24 hour lighting and public access to the charging stations, and setting of rates to charge customers for use of said charging stations is collectively an "Action" requiring review under 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, Resolution No. 93-2024 established this Board's intent to serve as Lead Agency for the environmental review electric vehicle charging stations in parking lot G and began a coordinated review process of said action all pursuant to SEQR; and WHEREAS, On October 18, 2024 a public hearing was held before this Board to solicit comments on the establishment of this Board as Lead Agency and on the determination of significance for the adoption of said electric vehicle charging stations in parking lot G pursuant to SEQR; and WHEREAS, The Clerk of this Board has circulated said EAF, project materials, and a notice to all interested and involved agencies and none have objected to the establishment of this Board as Lead Agency for the environmental review of said project pursuant to SEQR; and WHEREAS, This Board has reviewed said EAF part 1, draft part 2, and all the information contained therein, comments received in writing and at said public hearing, and the draft findings on file with the Clerk of this Board, and such other documents as this Board felt it necessary or appropriate to examine to adequately review the proposed Action supporting and/or supplementing the EAF; and WHEREAS, The FLCC Vice President of Finance and Administration recommends adoption of this resolution. NOW, THEREFORE BE IT RESOLVED, That the FLCC Board of Trustees is hereby established as Lead Agency pursuant to SEQR for the environmental review of the 2024 electric vehicle charging stations in parking lot G; and BE IT FURTHER RESOLVED, That the 2024 electric vehicle charging stations in parking lot G is hereby

classified as a Type I action pursuant to SEQR; and BE IT FURTHER RESOLVED, That the EAF part 1, draft part 2, and draft part 3 on file with the Secretary of this Board in regard to the electric vehicle charging stations in parking lot G are hereby approved and adopted as final; and BE IT FURTHER RESOLVED, That based on its findings, the EAF, comments received, and other project materials this Board has reviewed, this Board hereby makes a negative declaration of significance for the electric vehicle charging stations in parking lot G pursuant to SEQR, stating that electric vehicle charging stations in parking lot G will not result in any significant adverse environmental impacts and that the impacts identified shall be mitigated to the extent practical; and BE IT FURTHER RESOLVED, That the County Planning Department shall submit for publication in the Environmental Notice Bulletin this Board's Negative Determination of Significance concerning the electric vehicle charging stations in parking lot G; and BE IT FURTHER RESOLVED, That the Secretary of this Board shall send a copy of the signed EAF parts 1, 2, and 3 and this resolution to all involved and interested agencies and to the Vice President for Administration and Finance at Finger Lakes Community College; and BE IT FURTHER RESOLVED, That this resolution take effect immediately.

#### **INFORMATIONAL ITEMS**

**Jason Tack, Vice President of Administration and Finance** reviewed Budget Transfer report indicating transfers of transactions within departments to the appropriate budget lines.

#### **Adjourned**

There being no further business Trustee Martin requested a motion to adjourn at 6:29 P.M., on motion by Trustee Russell, and a second by Trustee Astles 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 Steve Martin  
Finance & Facilities Committee

**Next Meeting:** *Wednesday, December 4, 2024 – Victor Campus Center, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).*



**FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
November 6, 2024  
Finger Lakes Community College  
Stage 14**

**Presiding: Trustee Donald Cass, Chair**

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

**Excused:**

**Others Present:**

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

**Guests:** Meeting had a total of 6 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 6:29 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 a motion to accept the Consent Agenda.**

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

**New Business**

None noted.

**Old Business**

None noted.

**Presidents Report**

Dr. Nye discussed the Saturday, November 9<sup>th</sup> Fall open house and it was exceptional and a real testimony to what we are about and what we do at the college. This provides an opportunity for faculty and staff to interact with potential students and their family. This is a lot of work, and the staff does a great job to showcase and have an atmosphere beneficial to potential students. Dr. Nye thanked Dr. Covington related to pre-election meeting and an additional meeting with Eric Duchess to discuss the election related to the sensitivity from both sides of interest. He explained an EO C exercise that was provided the other day as well.

**Student Trustee Report**

Trustee Hall only had two things to report, first was her involvement attending the NYCCT Conference student trustee session. She felt it was very beneficial communicating in person with other Student Trustees as to expectations,

struggles and comparing experiences. She discussed Spirit Week and various aspects of that related to Hat Day, etc. there was a good turnout.

#### **Audit & ERM Committee Report**

Trustee Astles did not have anything to report.

Jason mentioned where finance is in the Audit process.

#### **Board Development Committee**

Trustee Mihalik mentioned that we had a series of recommendations from Trustee Cushman to discuss in the future. Dr. Nye and Trustee Geise met related to the Student Success Policy.

#### **Association Report**

Trustee Cass provided a report in the packet.

#### **Foundation Report**

Trustee Geise discussed the Women's Group meeting, and that Brie Chupalio provided a tour of the nursing wing, and everyone was impressed. This relates to community engagement and recommends that if there are any other groups out there that we think would be interested then we could do more tours.

#### **NYCCT Report**

Trustee Mihalik & Trustee Cushman both discussed that there is a lot going on and the NYCCT meeting was very successful. There were 24-25 colleges represented at the meeting and this is the highest number of attendees based on memory. Trustee Cushman noted that Trustee Mihalik was kind enough to accept an award on behalf of Trustee Russell. A plaque was provided to Trustee Russell for the NYCCT 2024 Marvin A. Rapp Award. Trustee Russell thanked Trustee Mihalik for accepting the award. Trustee Mihalik expressed her happiness with Trustee Russell receiving the award and thanked him for his service. There were interesting conversations centered around shared governance. Further discussion noted the Chancellor's desire related to presidential search and contract. There are 23 or 24 Community College resolutions and letters that have been sent to the Chancellor and there is now a holding point. Best Practices related to Vocational Model was discussed and that Carol Urbaitis will represent on the topic, and we are proud of her involvement. Trustee Mihalik mentioned that there is a huge amount of activity and Trustee Cushman is the newly elected Chair of NYCCT. There was a thank you to Debora Ortloff related to the AI presentation materials the Board of Trustees reported on at ACCT. We had several Board of Trustees from other Community Colleges very interested in the presentation and they wanted to know more and do the same thing. Trustee Mihalik discussed communications of ACCT related to repositioning as an international organization. There was also discussion related to agricultural programs.

#### **Student Corp.**

Trustee Cushman mentioned his report is in the packet and he thanked Jennie Erdle-Krampen for providing the information.

#### **Announcement Executive Session**

At 6:45 P.M. Board of Trustees Chair Cass 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 members [Dr. Robert K. Nye, FLCC President, Cabinet Members: Brie Chupalio, Sim Covington, Kim Evans-Dame, Ed Kelty, Debora Ortloff, Laura Ortiz, Jason Tack, Carol Urbaitis] 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 Mihalik and a second by Trustee Geise, 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 7:05 P.M., on motion by Trustee Martin and a second by Trustee Mihalik, and a unanimous vote the FLCC Board of Trustees unanimously adjourned the executive session.

**Adjourned**

There being no further business, at 7:05 P.M., on motion by Trustee Geise, and a second by Trustee Russell and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton  
Assistant Secretary to Board

Trustee Donald Cass  
Chair, FLCC Board of Trustees

**Next Meeting:** *Wednesday, December 4, 2024* – Victor Campus Center, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).