

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

**November 1, 2023**

**Room WC 15 Newark Center Campus**

**Finger Lakes Community College**

**Presiding: Trustee Mihalik & Trustee Abraham, Chair**

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**Committee Members Present:** Trustee Abraham (Chair), Trustee Geise (ex-officio), Trustee Mihalik, Trustee Schumacher

**Excused:** Trustee Astles, Trustee Cass, Trustee Russell

**Others Present:**

**Trustees:** Trustee Cushman, Trustee Martin

**Staff and Students:** Brie Chupalio, Debora Corsner, Sim Covington, Kimberly Evans-Dame, Michael Fisher, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Debora Ortloff, Laura Ortiz (Webex), Jason Tack, Cheryl Ten Eyck

**Guests:**

Meeting had a total of 0 participants in person at the start of the meeting; 7 guests joined via livestream link.

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

Chair Geise requested that Trustee Mihalik start the meeting until Trustee Abraham who is delayed arrives.

At 4:31 P.M., Trustee Mihalik called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Deborah Cosner, Director of the FLCC Newark Center welcomed all to the campus center. She believes the last time a Board of Trustees Meeting was at this location was 2018/2019 academic year. She reviewed enrollment numbers at the center and that we had 79 students enrolled and that was up 100% from last fall. We are going in the right direction since the pandemic. There are 39 regular traditional students currently enrolled, and the other students are through BOCES and the PTEC Program. We offer 70 different degree programs for students at the center. She discussed the Department of Labor as a co-partnership down the hall which the space is now under construction and expected completion is approximately in a 120 days, however with the upcoming holidays it may extend that time line.

## **Business**

### **Review of October 4, 2023, Committee Meeting Minutes**

Trustee Mihalik inquired if there were any changes or recommendations to the minutes? There were none noted.

### **Enrollment Report**

*Michael Fisher, Associate Vice President of Enrollment Management*, reviewed the report available in the packet. The enrollment report is largely unchanged except for Gemini students which is up 6% for enrollment, currently 4.5% for total enrollment of 5,595.

## **Student Success - Specialized Programs to Support Student Retention & Completion: At a Glance**

*Sarah Whiffen, Associate Vice President of Student Affairs* Reviewed slides available in the packet and reviewed specialized programs known as PACE. Advancing success in associated pathways -SUNY ASAP - Programs relate to Educational Opportunity Program (EOP). Students must meet academic and financial thresholds and apply first term, the other group is Higher Opportunity Program (HOP). Academic success is funded through grants, NYS is one of the oldest EOP programs recognized. We monitor students' activity and determine the funds. We will have a cohort in the spring, 150 students. Students outside of the PACE project have majors in business or conservation programs. EOP students are not eligible for PACE per SUNY because of replication. A stipend or a gift card in the \$50.00 range is provided to EOP students for meeting with a coach. This amount assists with food and transportation, etc. We have two staff funded with the grant to align with PACE students. Second portion of what students are provided through the Bridge program to onboard for student success embedded into our first-year student outreach following the SUNY ASAP model. Trustee Astles remarked that the slides are good, and it is nice to see the tracking outcomes. APCI provides the data for SUNY. Dr. Ortloff explained that we can aggregate across programs for reporting.

There was a request for Michael Fisher to bring others up to date that were not yet in attendance during his presentation, Michael reiterated his presentation for enrollment as noted above.

## **RESOLUTIONS**

Trustee Cushman inquired if these are permanent or grant funded positions for the ASAP Program related to the resolution? Trustee Mihalik mentioned that the new title is not complete from the change of the old title. Kim Evans-Dame noted that the title should reflect Coach in the title. The title will be amended to reflect Student Success Coach: SUNY Advancing Success in Associated Pathways (SUNY ASAP).

## **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 is a **revised** job description for previously approved job description for Finger Lakes Community College:

### New Title

Assistant Director, Student Success: SUNY Advancing Success

In Associated Pathways (SUNY ASAP)

Student Success Coach: SUNY Advancing Success

In Associated Pathways (SUNY ASAP)

### Previous Title

Newly created

Student Success Coach (PACE)

**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.

## **DENY PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT WITH PROBATIONARY TIME EXTENSION**

*Dr. Ortiz, Provost Vice President of Academic and Student Affairs* presented the resolution via Webex from Cooperstown and asked if there were any questions. There were not any questions.

## **Strategic Thought Presentation- Sim Covington**

*Dr. Sim Covington, Chief Diversity Officer* reviewed the presentation in the packet, URM Student Project: A Qualitative Exploration of the Student Experience at FLCC. He reviewed the slides related to the purpose of projects, retention, graphs reflecting the areas of the state and out of state where students came from in terms of numbers. Majority of students are coming from Monroe County first and Ontario County second.

Factors to consider and outlined in the packet information reflecting the connection of students' involvement on campus. Percentages also represented involvement of athletics and living in the suites and that both are a big draw for students. Students that participate in athletics vs. non athletics have a better retention rate. Based on the student summary review there is a correlation in the data with NYC students. Recruitment efforts with emphasis on athletics and the suites sells. The suites are great because students have their own rooms, however, share a bathroom. One issue identified is that there are students that do not feel connected at the suites because there is not representation of personnel that look like them.

The climate on campus is intentional to race and there was no other aspect reported as being bias. International students feel isolated from being away from home. There needs to be more opportunities to bring people together. Recommendations were highlighted in green in the report and that we have reached out to variety of stakeholders. Trustee Mihalik inquired in terms of international support is there any thought to connect with local families through various groups if there is such a thing? Dr. Covington mentioned Rotary Exchange has a lot of involvement with international students. Dr. Covington can speak to Rotarians to see how we might be able to make that happen. There was discussion of Call to Care, an action of relocating families from other areas, there is work being done on this and will continue over the next three years. Data related to the geographic area was mentioned and that in Monroe, Onondaga which is in Syracuse there is a more diverse population which is why students choose those areas over FLCC.

Goals were outlined in the presentation to focus on underrepresented students and the need for support group effort. Staff and faculty are happy to provide the support. Trustee Martin asked how we are going to address students that are uncomfortable in the class and the suites. Dr. Covington responded with the provision of DEI curriculum and to provide more diversity. A lot of students' have culture shock that come from Monroe County additionally if they have a negative experience at Walmart even though it is away from the school, the situation is different in Canandaigua than in Rochester. Trustee Martin was curious of the perspective related to the middle east right now. Dr. Covington explained that there was an event on campus related to the international climate. There were two students who shared their Palestine perspective, the President and Provost were also in attendance. Trustee Mihalik inquired about the process to join Allana. Dr. Covington explained that anyone can join on campus to provide a sense of community. The Board of Trustees thanked Dr. Covington and Dr. Ortloff of their interconnectedness.

### **Adjourned**

There being no further business, at 5:19 PM, on motion by Trustee Mihalik and a second by Trustee Cass and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Submitted by,

Penny Hamilton  
Assistant Secretary of the Board

Trustee Santa Abraham  
Chair, Education & Planning Committee

Next Meeting: Wednesday, December 6, 2023 – Stage 14, 2<sup>nd</sup> Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES  
FINANCE AND FACILITIES COMMITTEE MEETING  
Room WC 15, Newark Center Campus  
Finger Lakes Community College  
November 1, 2023  
Presiding: Trustee Martin**

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**Committee Members Present:** Trustee Cushman, Trustee Geise (ex officio), Trustee Martin (Chair)

**Excused:** Trustee Astles, Trustee Cass, Trustee Russell

**Others Present:**

**Trustees:** Trustee Abraham, Trustee Mihalik, Trustee Schumacher

**Staff and Students:** Brie Chupalio, Debora Corsner, Sim Covington, Michael Fisher, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck

**Guests:**

Meeting had a total of 0 participants in person at the start of the meeting; 7 guests joined via livestream link.

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

At 5:19 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

**Business**

**Review October 4, 2023, Committee Meeting Minutes**

Trustee Martin inquired if there were any revisions, or comments. No changes were noted. No comments.

**FLCC 2022-2023 Operating Budget Update & Finance Report**

*Jason Tack, Vice President of Administration and Finance* explained the revenue and expenses outlined in the packet. We are working through audit adjustments and this report is without stimulus funds. There is 1.2 million dollars that will be added to fund balance. Estimate of where we will fall year end is probably break even and use of some of the fund balance. Plan to finalize year end, adjustments in November and December. The auditors will be going through it with a fine-tooth comb. The audit begins November 14 with the trial balance. Trustee Mihalik would like a refresher as to the grant revenue and where that is reflected. Jason explained that the writing of the grant revenue occurs based on the life of the grant for example a 5 year award of 5 million gets lumped into this budget rather than the true expenditures. We do not have all the expenses related to grants at the same time frame.

**FLCC 2023-2024 Operating Budget Update & Finance Report**

*Jason Tack, Vice President of Administration and Finance* explained the revenue and expenses outlined in the packet. Jason feels that we are in line with where we need to be. All our revenues will be recorded however timing of revenues can change reporting; the next statements will provide more information. Jason explained that enrollment is up and therefore revenue is up. It is not large in September but will be up in October and will show a true picture of where the fall numbers should be. We had a good start to the academic new year.

## **RESOLUTIONS**

*Jason Tack, Vice President of Administration and Finance* explained that there was a prior resolution related to soft serve modules. Recently our Controller retired, and this is providing us the opportunity to look at the customization that is presently in place. The review of Accounting and Finance functions as it relates to custom reports and system generated reports will be evaluated as best practices and therefore this is what the resolution is for. Trustee Astles inquired about Banner which was previously discussed. Response provided is that we are inquiring with SUNY to provide funding for upgrades to colleague for the back end 48 out of 60 SUNY colleges use Banner. This is a difficult project to fund, and it is a big challenge. Whichever direction we take we will get rid of the customization. The HR and payroll are in the process of moving out of the box related to customization.

*Jason Tack, Vice President of Administration and Finance* reviewed the resolution - AUTHORIZATION TO RENEW AN AGREEMENT FOR ADDITIONAL ELLUCIAN IMPLEMENTATION AND TRAINING SERVICES - WHEREAS, resolution 19-23, dated April 5, 2023 authorized a contract for the Ellucian Colleague Student Support, Self Service Modules; and WHEREAS, Ellucian possesses very specific and expert services with regard to Ellucian Implementation and Training for the Colleague Student Support, Self Service, and Accounting Modules; and WHEREAS, the College administration wishes to renew said agreement with a term beginning November 1, 2023 through September 30, 2024 at a cost of \$55,000; 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 grants authority to the Vice President of Administration and Finance to renew an agreement for Ellucian Implementation and Training Services with Ellucian, Inc., 4, Country View Road, Malvern, PA 19355-1408 for a term beginning November 1, 2023 through September 30, 2024 at a cost of \$55,000. BE IT FURTHER RESOLVED that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance and the Controller.

*Ed Kelty, Chief Information Officer* discussed SUNY ITEC works with other colleges to access backup support, we do not have enough internal support. This keeps our network and off network security in check.

*Ed Kelty, Chief Information Officer* presented resolution - AUTHORIZE A CONTRACT WITH SUNY INFORMATION TECHNOLOGY EXCHANGE CENTER(ITEC) WHEREAS, Finger Lakes Community College wishes to use ITEC Services to provide backup to FLCC IT staff in the areas of virtual server environment and system administration, and assist with security initiatives and researching technologies and best practices, in FY2024; WHEREAS, ITEC possesses unique capabilities and expertise that align well with FLCC's IT team, technology and SUNY; and WHEREAS, this contract renewal would be for a term beginning September 1, 2023 through August 31, 2024, at a total cost not to exceed \$51,680; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Technology Support Services with Information Technology Exchange Center (ITEC), Buffalo State College, 1300 Elmwood Ave., Twin Rise 200, Buffalo, N.Y. 14222 at a total cost not to exceed \$51,680; 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.

## **Informational Items**

*Jason Tack, Vice President of Administration and Finance* reviewed the Budget Transfer Report was discussed as normal transaction transfers.

## **Adjourned**

There being no further business, at 5:31 P.M., 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,

Penny Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee Stephen Martin  
Chair, Education & Planning Committee

Next Meeting: Wednesday, December 6, 2023 – Stage 14, FLCC campus (unless otherwise determined and noticed before the meeting).

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**FINGER LAKES COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**November 1, 2023**  
**Stage 14, 2<sup>nd</sup> Floor**  
**Finger Lakes Community College**  
**Presiding: Trustee Geise, Chair**

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**Committee Members Present:** Trustee Abraham, Trustee Cushman, Trustee Geise (Chair), Trustee Martin, Trustee Mihalik, Trustee Schumacher

**Excused:** Trustee Astles, Trustee Cass, Trustee Russell

**Others Present:**

**Staff and Students:** Brie Chupalio, Sim Covington, Michael Fisher, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Cheryl Ten Eyck

**Guests:** Meeting had a total of 0 participants in person at the start of the meeting; 7 guests joined via livestream link.

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

**Call to Order**

At 5:32 P.M. Trustee Geise called the FLCC Board of Trustees Meeting to order.

**Community/Public Comment**

Trustee Geise inquired if there was anyone in attendance that would like to speak at this time.

Approve Schedule of Meetings modified from June 2023 to exclude January and July meetings. On motion by Trustee Martin and a second by Trustee Astles, the FLCC Board of Trustees unanimously approved.

**Approve the Consent Agenda Minutes & Resolutions**

Trustee Geise requested a motion to approve the minutes and resolutions on the Consent Agenda, on motion by Trustee Cushman and a second by Trustee Cass, the FLCC Board of Trustees unanimously approved the consent agenda.

**Old Business**

None noted.

**New Business**

None noted.

**Chair's Report**

Trustee Geise mentioned that she, Dr. Nye, and Trustee Cushman attended the ACCT Leadership Congress in Las Vegas, there is a lot of lobbying that was discussed. Trustee Cushman has put a lot of time in regarding lobbying efforts. Recently we had a nice meeting with the county, and they are supportive of the lobbying efforts.

**President's Report**

Dr. Nye thanked Debora Corsner for hosting and Cheryl Ten Eyck for all the IT Support. There was an advisory meeting at the Newark Center yesterday as well. Dr. Nye mentioned that Brie Chupalio has accepted the position of Chief Advancement Officer, really excited to

launch us into the next four years and see where your vision takes the leadership for the foundation. Student success is a priority and the Board of Trustees put extra money towards the PACE program. There was an open house at Muller Field Station and there were more people in attendance than in the past. He discussed last Friday night the Strategic Plan Kick Off event and that it was the first one in 5 years, big difference a lot more innovation. We had 45 folks that stayed for dinner. Really phenomenal kick off for the strategic plan.

### **Student Trustee Report**

Trustee Schumacher commented that she did not have a written report but has information to share. Last September there was discussion of a Bronze Statue that Student Corp. has raised money for. The statue represents FLCC transition of Student Corp. with the goal to complete it by Commencement. The statue will change color as it ages and will have a green patina. The Golf Ball raised a lot more money than they made last year. The students were really involved with it.

### **Audit and ERM Committee**

Trustee Martin explained that he had nothing to report

### **Board Development**

Trustee Mihalik mentioned that a report is in the packet. She requested any input would be appreciated and that Trustee Martin and Trustee Abraham will be meeting with her to work on policies going forward.

### **FLCC Association**

Trustee Cass explained the report is in the packet and asked if there were any questions, none were noted.

### **FLCC Foundation**

Trustee Geise explained she attended the Alumni Distinction event and that it was very nice and thanked the staff involved in organizing the event.

### **NYCCT**

Trustee Mihalik reported that she along with Dr. Nye and Trustee Cushman will be attending the NYCCT conference this weekend, Thursday-Saturday. There will be a presentation of HoloLens by Associate Professor Christine Parker. In addition, a wine tasting of wines made by our students at the Viticulture Center will be provided.

### **Student Corporation**

Trustee Cushman explained that his report is in the packet. Involvement by students for Veterans Day recognition events was discussed as well as a statue and new benches that will be eco-friendly.

### **Announcement**

#### **Executive Session #1**

At 5:37 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, (e), with Trustees and FLCC staff members [Dr. Robert K. Nye, FLCC President; Brie Chupalio, Sim Covington, Kimberly Evans-Dame, Michael Fisher, Ed Kelty, Debora Ortloff, Jason Tack] to discuss matters regarding collective negotiations pursuant to article fourteen of the civil service law.

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

Matters pertaining to collective negotiations were discussed. No action was taken.

At 6:04 P.M., on motion by Trustee Cass and a second by Trustee Abraham, the FLCC Board of Trustees unanimously adjourned executive session.

### **Executive Session #2**

At 6:05 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 an FLCC staff member [Dr. Robert K. Nye, FLCC President] to discuss matters regarding the employment history of a particular person or 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 Martin, 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 6:27 P.M., on motion by Trustee Cushman and a second by Trustee Cass, and a unanimous vote the FLCC Board of Trustees unanimously adjourned the executive session.

### **Adjourned**

There being no further business, at 6:28 P.M., on motion by Trustee Mihalik, and a second by Trustee Abraham and a unanimous vote, the Board of Trustees unanimously adjourned their open meeting.

Prepared by, Submitted by,

Penny Hamilton  
Assistant Secretary to Board

Trustee Mary Joan Geise  
Vice Chair, FLCC Board of Trustees

Next Meeting: Wednesday, December 6, 2023 – Stage 14, FLCC Campus (unless otherwise determined and noticed before the meeting).