

**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

Assistant Director of Development (03/05/2025)

Assistant Director of Development (07/12/2021)

Technology Support Specialist (03/05/2025)

Desktop Technology Specialist (05/26/2022) and

Apple Technology Specialist (10/20/2021)

**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.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

\_\_\_\_\_  
George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on March 5, 2025, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 5<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**FLCC Title IX Grievance Policy: Procedures for Sex Based Harassment Complaints for Students and Employees**

**WHEREAS**, adjustments have been made to revert to the 2020 Department of Education Final Rule on 34 CFR Part 106 Nondiscrimination on the Basis of Sex In Education Programs or Activities Receiving Federal Financial Assistance as a result of the ruling on January 9, 2025 by the U.S. District Court for the Eastern District of Kentucky to vacate the entirety of the 2024 Title IX Rule nationwide; to ensure that the College is treating all students appropriately and in accordance with any SUNY, State and Federal laws; and

**WHEREAS**, this policy was previously endorsed by the Board of Trustees at the August 5, 2020 BOT meeting; and

**WHEREAS**, a new policy statement was created;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees does hereby approve the changes for the Title IX Grievance Policy.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025

Date

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Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**APPROVE TENURE TRACK FACULTY REAPPOINTMENT**

**WHEREAS**, the FLCC Tenure Review Committee has completed their deliberations and recommends that the following teaching faculty be approved for reappointment effective 27 August 2025:

Jennifer Dunn                      Nursing

**WHEREAS**, the College President and the Provost, Vice President of Academic and Student Affairs have reviewed this recommendation and concur with the FLCC Tenure Review Committee; and

**WHEREAS**, the College President recommends the Board of Trustees approval of said faculty reappointment;

**NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees does hereby approve said faculty member for reappointment effective on the date stated above.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025

Date

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Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

**GRANT PROFESSOR EMERITUS DISTINCTION TO  
KAREN O'DONNELL**

**WHEREAS** Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and;

**WHEREAS** it is the honor of the FLCC Emeritus Committee to recommend Karen O'Donnell, Professor of Developmental Studies, and Humanities, for Professor Emeritus distinction. Professor O'Donnell served the College with distinction for over 33 years, beginning as an adjunct instructor in 1986 and progressing through the ranks to become a full Professor in 1999. Her legacy is evident in the countless lives she touched through her teaching, mentorship, and dedication to student success, and;

**WHEREAS** throughout her tenure at Finger Lakes Community College, Professor O'Donnell was an exemplary faculty and mentor. Her recognition with the SUNY Chancellor's Award for Excellence in Teaching in 2004 speaks to her abilities as an educator. Students consistently praised her teaching style, with one noting, "She was very straightforward, to the point, and said all that was needed to help us through the course. One of the best teachers I've had experience with." Others emphasized her ability to engage students intellectually, commenting that "thinking is a big part of this class, and your opinion is appreciated and respected." Her innovative approach to education included developing College 101 as an online course through the SUNY Learning Network, demonstrating her ability to adapt to changing educational landscapes. She maintained active involvement in professional organizations, presented at national conferences, and reviewed textbooks for major publishing companies, constantly working to stay at the forefront of educational best practices, and;

**WHEREAS** Perhaps Professor O'Donnell's most lasting impact was her mentoring of fellow faculty. Before the establishment of tenure teams, she voluntarily mentored new instructors, particularly those transitioning from industry to academia. Her mentorship included classroom observations, informal guidance, and comprehensive support in developing teaching techniques. Her role in the Center for Teaching and Learning (CTL) was particularly significant, where she served multiple terms on the Planning Board and worked with the NEST Committee to shape faculty development initiatives while mentoring newer faculty in navigating institutional systems, and;

**WHEREAS** Professor O'Donnell's service as a campus leader was far-reaching. She was a long-time member of the Academic Senate and Academic Policies Committee, serving as both chair and vice-chair. Her leadership extended across numerous committees, including chairing the Sabbatical Committee and serving on the Promotion Committee and Developmental Studies Department Advisory Board. She was frequently sought after to serve on personnel search committees for multiple departments and for administrative appointments, and;

**WHEREAS** Professor O'Donnell embodied her favorite quote by Edward G. Bulwer-Lytton: "The best teacher is the one who suggests rather than dogmatizes and inspires his listener with the wish to teach himself." Her legacy at FLCC is profound, marked by her extraordinary commitment to teaching excellence, institutional service, and student success. For these reasons and more, Professor O'Donnell is deserving of Emeritus status, and;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby bestow the distinction of Professor Emeritus status upon Karen O'Donnell with all the rights and privileges thereof.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**GRANT EMERITUS DISTINCTION TO  
KATHY SCHWARTZ**

**WHEREAS** Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and;

**WHEREAS** it is the honor of the FLCC Emeritus Committee to recommend the Honorable Kathy Schwartz, Senior Clerk, for Emeritus distinction. Ms. Schwartz served the College with distinction for 29 years while simultaneously maintaining a remarkable commitment to public service as Town Justice for Gorham. Her legacy at FLCC is characterized by her exceptional dedication to institutional growth, union leadership, and mentorship of both staff and students, and;

**WHEREAS** throughout her tenure at Finger Lakes Community College, Ms. Schwartz demonstrated an unwavering commitment to professional growth and institutional advancement. While serving the college, she pursued her own education, earning a certificate in criminal justice and regularly participating in continuing education related to her role as Town Justice. Her recognition with the 2022 SUNY Chancellor's Award for Excellence in Classified Service stands as a testament to her exceptional contributions to the college community, and;

**WHEREAS** as a campus leader, Ms. Schwartz was invaluable to FLCC's operations and governance. She served on numerous critical committees, including curriculum, assessment, CALM, academic senate, and the employee wellness committee. Her institutional knowledge, particularly regarding curriculum and assessment, made her the trusted "go-to" person for colleagues seeking guidance. She played a vital role in the institution's evolution, working through the transition from CCFL to FLCC while consistently taking on additional responsibilities that supported the growth of Academic and Student Affairs, and;

**WHEREAS** Ms. Schwartz's greatest contribution to the institution may have been her dedicated service to the CSEA union, where she served as Recording Secretary of the Executive Board of CSEA Unit 7850-02. Her participation in contract negotiations was marked by a collaborative approach that balanced the needs of both union members and the college. She consistently demonstrated her commitment to fairness and professional development by mentoring employees and helping them navigate workplace challenges, and;

**WHEREAS** beyond her college service, Ms. Schwartz maintained an exemplary record of community involvement, serving as court clerk for the Town of Gorham for 13 years before dedicating 26 years as Town Justice. This dual service to both FLCC and Ontario County showcased her extraordinary commitment to public service and professional excellence, and;

**NOW, THEREFORE BE IT RESOLVED**, Ms. Schwartz's willingness to step beyond her job description to support colleagues, mentor others, and contribute to institutional growth exemplifies the qualities we value most at FLCC. Her ability to balance multiple roles while maintaining the highest standards of professionalism and service makes her highly deserving of Emeritus status.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025

Date

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Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**EXTEND A CONTRACT FOR COLLEAGUE SYSTEM SUPPORT SERVICES**

**WHEREAS**, Finger Lakes Community College has determined that there is a need to extend ongoing support of our Colleague systems to maintain a .8FTE; and

**WHEREAS**, Ellucian is an expert in how their products should be configured and used we have chosen them to assist us with this project; and

**WHEREAS**, the term of this agreement would extend from April 1, 2025 through August 31, 2025 totaling \$40,000; 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 awards a contract extension for Ellucian Advisory Support Services, 2003 Edmund Halley Drive, Suite 550, Reston, VA 20191, for Finger Lakes Community College at a total cost not to exceed \$40,000; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025  
Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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\_\_\_\_\_  
Penny M. Hamilton, Assistant Secretary of the Board



**ACCEPT AUDITOR'S REPORT FOR THE FLCC OPERATING FUND FISCAL YEAR 2023-2024**

**WHEREAS**, the Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of State University of New York requires that the records and accounts of the community college be audited annually by a certified public independent accounting firm or the agency of the sponsor responsible for the performance of audits; and

**WHEREAS**, the external auditors have completed their review of Finger Lakes Community College's financial statements and related schedules for fiscal year 2023-2024; and

**WHEREAS**, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee has reviewed these financial statements and recommends acceptance of said financial statements by the Finger Lakes Community College Board of Trustees;

**NOW, THEREFORE BE IT RESOLVED**, that the audited financial statements prepared by the College's external auditor for fiscal year 2023-2024 are hereby accepted.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025

Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

**APPROVE A SHORT-TERM CONTRACT FOR TRANSCRIPTION SERVICES WITH VITAL SIGNS LLC**

**WHEREAS**, Finger Lakes Community College reached out to several Transcription Services on State Contract and Vital Signs LLC was the lowest responder; and

**WHEREAS**, Vital Signs LLC, 1308 Heather Crest Ter, Silver Spring, MD 20902 is the current service provider for transcription services at FLCC through March 9, 2025 for a total cost not to exceed \$10,000; and

**WHEREAS**, Vital Signs LLC has expressed interest in continuing services under a short-term contract until August 9, 2025; and

**WHEREAS**, this would be a five-month short-term contract for the period of March 9, 2025 through August 9, 2025 under a short-term contract for a total cost estimated at \$15,000; 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 accepts a five-month short-term contract with Vital Signs LLC, 1308 Heather Crest Ter, Silver Spring, MD 20902 for transcription services as needed from March 9, 2025 through August 9, 2025 for a total cost estimated at \$15,000; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, and the FLCC Director of Academic Success and Access Programs.

Approved by the FLCC Board of Trustees at the meeting on March 5, 2025

March 5, 2025

Date

\_\_\_\_\_  
Donald Cass, Board Chair

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George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board