

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee

September 3, 2025

Finger Lakes Community College Victor Campus Center

Presiding: Trustee Donna Mihalik

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

Trustees: Trustee Astles, Trustee Martin, Trustee Russell

Excused:

Staff and Students: Penny Hamilton, Ed Kelty, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests:

Meeting 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 Mihalik called the meeting to order at 4:30 PM.

Review of August 6, 2025, Committee Meeting Minutes

Trustee Mihalik inquired if there were any comments. There were no concerns noted.

Enrollment Report

Dr. Urbaitis provided a verbal update weekly as of 8/29th and referenced the report in the packet as of August 22nd. In the packet the report provides an increase of 1.8% and an FTE increase of 0%. The reporting excludes the Gemini program, and those registrations will continue through the end of October. She will provide a report in October showing a comparison and the trend shift related to part-time enrollment.

Student Success: Academic Success Meetings.

Medea Rambish, Associate Provost of Curriculum, and Instruction explained she has been with the college about a month, and everyone has been very kind. *Sarah Whiffen, Associate Provost of Student Affairs* discussed that the presentation that was provided in your packet was built initially for Faculty to use with new students. Admission and persistence are introduced through sessions and with online orientation with a focus throughout the students' academic career. It was explained that Medea requests Chairs to go over the information and utilize with their syllabus for learning outcomes and modalities. The expectation is to respectfully engage students and connect with success coaches therefore not allowing students to slip through the cracks. Student Affairs provides professionals to assist with questions and for students to be provided feedback. Trustee Cushman inquired with so many changes such as Hy flex is there a glossary of terms to assist with the changes for students? There are the acronyms and providing a key to what they mean, distinguishing bright space and offered a session on Tech Talk. Trustee Mihalik asked as a follow up could the Board of Trustees have access to the acronyms as well. This will occur for the Board of Trustees as well.

First Read – Anti Bullying Policy - *Jen Parsons, Assistant Director of Talent Management and Richard Van Dyke, Assistant Director of Tutoring & Learning Support*

Rich explained that the Policy came to College Council in the Fall of 2023 and the discussion around the need for anti-bullying related to faculty and staff. There were several reiterations, Jo Busch of the Nursing Department assisted in the review of the policy and comparisons with other institutions. At that point there was a second group formed with HR involvement. Jen explained the last version was reviewed by the Ontario County attorney for feedback and tweaked based on recommendations from County Attorney Lea Nacca. Trustee Cushman expressed gratitude to College Council for putting this together. Trustee Mihalik inquired as

to what was the most challenging part of this policy. Rich explained there were two aspects based on feedback in some cases it was expressed that the policy was too vague, and others expressed it was too specific. In relation to bullying there were parts that were not comprehensive, and the way to enforce concerns being brought forward.

Resolutions

Jen Parsons, Assistant Director of Talent Management discussed the following resolution related to two positions. 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 *new* job descriptions for Finger Lakes Community College: Healthcare Pathways Coordinator (09/03/2025)WHEREAS, the following is a *revised* job descriptions for previously approved job descriptions for Finger Lakes Community College:

New Title

EMS – Paramedic Clinical Coordinator (09/03/2025)

Previous Title

EMS – Paramedic Clinical Coordinator, PT

(04/18/2023)

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.

Jen Parsons, Assistant Director of Talent Management discussed the Management Confidential Handbook which covers benefits such as holidays, paid leave, reappointments. There were a couple minor changes related to paid parental leave as well as additional vacation days after 12 years as well as leave time for sick, and vacation could be taken as hourly time off rather than taking a half day off. There was also a new title assigned under management confidential. Trustee Mihalik inquired how often does the handbook get reviewed. Jen discussed the last review was three years ago.

APPROVE REVISIONS TO THE FLCC MANAGEMENT CONFIDENTIAL HANDBOOK WHEREAS, Finger Lakes Community College employs managerial and confidential employees as defined by the New York Civil Service Law who perform specific managerial and confidential functions on behalf of the College; and WHEREAS, Finger Lakes Community College maintains a Management Confidential Employee Handbook for managerial and confidential exempt and non-exempt employees to provide consistent information regarding the terms of employment and fringe benefits; and WHEREAS, proposed revisions to the existing FLCC Management Confidential Employee Handbook have been reviewed by the College President and Chief Human Resources Officer; and WHEREAS, the College President recommends approval of these revisions by the FLCC Board of Trustees; and WHEREAS, all previously existing documents, statements or other communications purporting to set forth official College policy with respect to the corresponding subject matter, or that are in any way inconsistent with the attached document, are hereby REPEALED; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the revised FLCC Management Confidential Employee Handbook, effective September 1, 2025.

Strategic Thought Presentation – Electronic Accessibility Impacts for FLCC

Ed Kelty, Chief Information Officer reviewed the presentation in the packet. He explained that this process is not unique to FLCC others are required to address the issues as well. Due to Federal, State and SUNY policies there are required changes and they all have different timelines that are noted on the slides in the packet. All content is required to be accessible. Our new Website has it covered, any vendors we will deal with if their materials are not up to the standards then we will not be able to use them. Previously there were guidelines for this but not enforced unless there was a complaint, now it will be enforced, the DOJ will act. All electronic documents must meet that accessibility standard, there is a lot of work to go into this. We do not need to be concerned about back records related to compatibility they will be archived. You may ask yourself what does this mean to me? Well, you may not be creating a website, but you create documents, write emails, write course content, purchase software. Every employee of the college will be learning about it. He further explained that Microsoft has tools that will automatically tell you if a document is accessible or not. He had a situation where his signature was not accessible because it was in color and not everyone can read color. This is to make everyone

aware that the IT group will be providing a lot of communication. SUNY has procured courses and we will be sending someone to take the courses who will then come back and review with others in IT so that we will know what needs to be done. There will various sites that will enlist employees that will serve on teams to assist and lead. SUNY has purchased training related to every tool through DEQUE University. There are social media posts that will archived. If I have a document that are two years old, we may revitalize to ensure it is accessible. Trustee Russell inquired about responding to emails, there was discussion of including a picture and shades of gray or black background are fine. Trustee Martin inquired as to why? Ed explained we receive public funds and are required to comply. Trustee Mihalik asked about guest lecturers or speakers and what they provide. Debora Ortloff mentioned that it applies to them as well and we will ensure that their documents are compliant. Trustee Russell asked about audio. The reply was that we are stable with sign language and audio.

Shaping Our Work in 2025-26: SUNY Initiatives & Compliance Matters

Laura E. Ortiz, Provost expanded on what Ed led off with related to compliance. She explained that the strategy, innovation, and compliance issues detract from our ability to channel all our energy into the work we need to focus on. She provided a slide with a sample of current SUNY initiatives that impact the work across the college. One hundred percent support the initiatives, however the challenge of time, quantity and data reporting required of these initiatives while continuing with innovative teaching excellence at the college is certainly challenging. These levels of initiatives are not anything we can opt out of they are mandatory. Trustee Cushman inquired as to reads all this stuff. Laura explained that the SUNY staff has the resources and they do read it and provided responses. There was a comment that SUNY's overhead has gone up a lot. Laura just wanted to provide the awareness and the importance of the mandates not detracting from important strategic work.

Adjourned

There being no further business, at 5:16 PM, on motion by Trustee Astles and a second by Trustee Geise and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Penny M. Hamilton
Assistant Secretary of the Board

Submitted by,

Trustee Geise
Education & Planning Committee

Next Meeting: *Wednesday, October 1, 2025 – Viticulture Center and Wine Center, 100 Empire Drive, Geneva, NY* (unless otherwise determined and notice posted before the meeting).

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Finance and Facilities Committee
September 3, 2025
Finger Lakes Community College Victor Campus Center
Presiding: Trustee Geoff Astles

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

Excused:

Trustees: Geisha Aman, Trustee Cushman, Trustee Geise, Trustee Mihalik,

Staff and Students: Penny Hamilton, Ed Kelty, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests:

Meeting had a total 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.

At 5:17 P.M., Trustee Astles called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

Business

Review of August 6, 2025, Committee Meeting Minutes

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

FLCC 2024-2025 Operating Budget Update & Finance Report

Jason Tack reviewed the report in the packet, noting that tuition was up from last year, tuition is strong, \$200,000 for summer and overall budget numbers are higher. Received \$150,000 from the local sponsor in August and miscellaneous revenue from our CDs and taking advantage of the higher interest rate we receive.

He explained that expenses are at 85% for salary and benefits. In August there was an increase of 95% due to vacancies for faculty hires, and retirees as well as nursing position vacancies attributed to the numbers. There was a review of supply and expenses related to bad debt reserve. Trustee Martin inquired about the anticipated bad debt amount. Jason anticipates \$800,000 in bad debt. Trustee Martin inquired with some adjustments can you provide what you anticipate for the fund balance. Jason replied that he anticipates adding 1 million to the fund balance by years end based on adjustment of 2.7% applied to the budget.

Jason reviewed the Capital Request Plan 2026-2027 in the packet indicating that we submitted this to SUNY in order to get SUNY matched dollars. He discussed the mechanical and electrical needs that are set aside by the county related to conservation. He discussed a split of funds in multiple years to get the project in place. The ask is for 3 million to update technology in the classroom and receive the match as well as the maintenance of vehicles. Utilizing the dollars in the future, the Advancement team has a scoreboard that they are working on. For the Bunk house a donor provided the additional \$250,000 towards the \$500,000 needed. We also learned this year that we can get a state match on that project. This year's budget and lighting for LED program may be ending in December 2025 and to get the rebates we need to reflect that the Mechanicals are maintained. Trustee Martin inquired about the adjustments related to the Horticulture needs, a required 50 million is needed and there is an anticipation of future swings for some of the projects. Jason mentioned possibly additional asks in the Spring related to building, pricing, tariff impacts related to pricing. He explained that we are closer on the pricing in 2026-2027 related to Pinnacle North. This will be submitted on the weekend to the state or SUNY throughout the month of September with updated numbers, project action forms in preparation for resolutions in December for timeliness with the State Budget process

for April 1st. From that start the whole process over by putting together a plan for other projects based on the facilities master plan. Trustee Martin inquired about the likelihood of approval. Jason explained that it is a rigorous project required by the State and typically are projects that bonded. Onondaga Community College just received 40 million from the state for a Clean Room. As we move forward, we could anticipate federal cuts and the uncertainties that come with projects in the future.

Resolutions

Jason Tack, Vice President of Administration and Finance discussed the need for transcription services for students in classroom and the following service provided the low bid. ACCEPT REQUEST FOR PROPOSAL: TRANSCRIPTION SERVICES WHEREAS, Finger Lakes Community College has a need for remote transcription services to support its students; and WHEREAS, Quality Captions, 5459 Lyndale Way, Frederick, MD 21703 is the low responsive/responsible bidder for transcription services at FLCC; and WHEREAS, Quality Captions has a \$55/hour cost for remote, real-time transcription services, and a \$130/hour cost for remote automated transcription services. Transcription Services at FLCC are on an as-needed basis, and total cost varies on how many students and faculty need to use these services; and WHEREAS, this would be a twelve-month contract for the period of September 8, 2025 through September 7, 2026 with the option of two twelve-month renewals if agreed upon by both parties; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts a twelve-month contract with Quality Captions, 5459 Lyndale Way, Frederick, MD 21703 for transcription services as needed from September 8, 2025 through September 7, 2026; 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.

Jason Tack, Vice President of Administration and Finance discussed the following.

Bid Acceptance: Minor Maintenance Services of Walls Containing Asbestos

Bid Acceptance: Hauling and Disposal of Trash and Recyclables

Bid Renewal: Filters for Various HVAC Units

Bid Renewal: Maintenance and Repair of Precision Cooling Systems and Chillers

Budget transfers

These are standard informational items. We have asbestos in some walls and need to address it, trash & recyclables, HVAC and cooling systems are all standard needs, and the budget transfers simply aligns the budget based on the categories.

Adjourned

There being no further business Trustee Astles requested a motion to adjourn at 5:30 P.M., on motion by Trustee Mihalik and a second by Trustee Geise 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 Geoff Astles

Finance & Facilities Committee

Next Meeting: *Wednesday, October 1, 2025 – Viticulture Center and Wine Center, 100 Empire Drive, Geneva, NY (unless otherwise determined and notice posted before the meeting).*

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

September 3, 2025

Finger Lakes Community College Victor Campus Center

Presiding: Trustee Donald Cass, Chair

Committee Members Present: Trustee Aman, Trustee Astles, Trustee Cass, George Cushman, Trustee Geise, Trustee Martin, Trustee Mihalik, Trustee Russell, Trustee Wille

Excused:

Staff and Students: Penny Hamilton, Ed Kelty, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

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

A 5:31 P.M. Trustee Cass called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Cass inquired if there was anyone who would like to make a public comment. There were no comments.

Revised Board of Trustees Meeting Calendar 2025-2026 Approval

Trustee Cass requested approval of the Board of Trustees Meeting Calendar. On motion by Trustee Cushman and a second by Trustee Geise and a unanimous vote, the Board of Trustees approved.

Trustee Cass requested a motion to accept the Consent Agenda - Minutes & Resolutions

Trustee Wille motioned approval and a second from Trustee Astles and a unanimous vote, the Board of Trustees approved to accept the Consent Agenda Minutes and Resolutions.

Old Business

None noted.

New Business

None noted.

Chair's Report

Nothing noted.

President's Report

Dr. Nye's report is in the packet.

Student Trustee Report by Trustee Aman

Trustee Aman reviewed the various activities available for students, there are core activities such as a breakfast and today there will be a live movie outdoors, she believed it was to be Stitch or Mission Impossible. On Friday we have Laker Pride and a chance to spin the wheel and win some swag.

Nominating Committee

Trustee Astles has nothing required at this time.

Audit & ERM Committee Report

Trustee Astles mentioned that a meeting is scheduled for September 25th.

Board Development Committee

Trustee Mihalik explained that the upcoming dates are outlined on the new schedule approved today.

Association Report

Trustee Cass discussed that the report will be created at the end of this month and there will be one in the next Board of Trustees packet.

ACCT

Trustee Mihalik explained that she has been on the Education & Planning Committee for ACCT however are only able to serve two years which she has done. She would like to serve on a different committee for ACCT and will provide the form to Trustee Cass in advance to serve.

Foundation Report

There was nothing noted at this time.

NYCCT Report

Trustee Cushman explained that next week there will be a few of us attending the NYCCT Conference and it is his understanding that Bob Duffy will be speaking, and Merryl Tisch will also speak. The Board of Trustees for CUNY will also be in attendance. There will be a session that will involve the CUNY Provost and Vice Chancellor of SUNY. Dr. Phalen who has written a book on governance and will also be speaking. The importance of Advocacy for ACCT, CUNY, SUNY and NYCCT Governance is a big topic as well as AI and the impact, exciting stuff.

Student Corp.

Trustee Cushman said he is looking forward to meeting with Student Corp. in the coming weeks.

ACCT

Donna mentioned a NY Times article from August 17, 2025 and hits close to home outlining the collateral damage for community colleges, this is worth a read.

Adjourned

There being no further business, at 5:38 P.M., on motion by Trustee Mihalik 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 Donald Cass
Chair, FLCC Board of Trustees

Next Meeting: *Wednesday, October 1, 2025 – Viticulture Center and Wine Center, 100 Empire Drive, Geneva, NY (unless otherwise determined and notice posted before the meeting).*