

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee

November 5, 2025

Finger Lakes Community College Main Campus, Stage 14

Presiding: Trustee Donna Mihalik

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

Trustees: Trustee Astles, Trustee Mallard, Trustee Martin, Trustee Russell

Excused:

Staff and Students: Rose Witkowski, Cheryl Ten Eyck, Liz Brownell, Medea Rambish, Debora Ortloff, Jason Tack, Carol Urbaitis, Brie Chupalio, Jonathan Wesley, Robert Nye, Ed Kelty, Jon Palzer, Matt McGrath

Guests: Meeting had a total of 5 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified. In person were Barbara Hamlin, Trustee Emeritus, her daughter and son in law, and family of Lucile Mallard

Media:

Trustee Mihalik called the meeting to order at **4:31 PM**.

Presentation to Barbara Hamlin – Trustee Emeritus Recognition Resolution

Trustee Mihalik reviewed the language in the emeritus/emerita resolution explaining that the committee had suggested only using “emeritus” to keep this gender neutral. Recommends the committee to revise policy to follow preference of honoree.

Trustee Cass introduced and honored Barbara Hamlin as Trustee Emerita. He read the accompanying resolution while Rikki Van Camp took pictures. The resolution was presented to Barbara Hamlin at 4:38 PM.

Trustee Martin moved to adjourn for photographs; seconded by Trustee Astles. Motion carried unanimously. The meeting adjourned at 4:39 p.m.

Following photographs, Chair Mihalik reconvened the meeting at 4:58 p.m. Motion to reconvene made by Trustee Martin, seconded by Trustee Wille, and unanimously approved.

Oath of Office – Lucile Mallard

Donald Cass introduced Trustee Mallard, who took the Oath of Office at 4:59 PM. Lucile and family had photographs taken following the swearing in.

Review of October 1, 2025, Committee Meeting Minutes

Trustee Mihalik inquired if there were any comments, after amending that there were no Webex participants in the 10/1 meeting. Trustee Cushman moved to approve the minutes as amended to correct the list of Webex participants; seconded by Trustee Geise. Motion carried.

Enrollment Report

Dr. Carol Urbaitis provided an enrollment update as of October 31, 2025:

- Excluding Gemini and non-credit students: Headcount increased by 5.8%, FTE remained unchanged at +3.1%.
- Including Gemini and non-credit students: Headcount increased 6.7%, FTE increased 5.6%.
- Gemini enrollment has grown among both full- and part-time students.

Trustee Martin commented positively on the increase, and Dr. Urbaitis confirmed this is the first enrollment increase since COVID-19.

Trustee Cushman inquired about adult learners; Dr. Urbaitis noted approximately 450 adult students and similar trends for spring enrollment.

Dr. Urbaitis invited Trustees to the Fall Open House on Saturday, November 8, noting 186 registrants as of Monday, compared with 191 total participants last year.

No further questions were raised.

Student Success Sabbatical Update – *My whole Life is Two Different Stories – 2025*

Trustee Mihalik introduced Professor Liz Brownell, who took a spring 2024 sabbatical focused on exploring her birth family and expressing that journey through art. Her exhibit at ArtSpace36 included mixed media, fiber, and fine art works, aiming to “bring joy and beauty to a difficult topic.”

She expressed gratitude for the sabbatical opportunity and noted she continues to facilitate a monthly adoptee support group at ArtSpace36 on the first Wednesday of each month. When asked what she hoped to bring back to her students, Brownell said she wished to provide them “the space to tell their stories.”

Student Success, Sabbatical Update – *Hope & Sabotage: A Personal History of Living with ADHD*

Trustee Mihalik introduced Professor Jon Palzer, who thanked the Board for granting a two-semester sabbatical.

Palzer discussed his experience living with ADHD and executive dysfunction, explaining that during his sabbatical, his writing used the Japanese *zuihitsu* form, a reflective and fragmented style combining poems and essays.

This opportunity gave him the chance to reflect on his 25 years at FLCC and how understanding his own ADHD allows him to better support students with similar challenges. Trustees Martin, Geise, and Astles, and Mallard expressed appreciation for his openness.

Resolutions

Dr. Jonathan Wesley, Chief Human Resources Officer, presented a resolution to adjust the FLCC Professional Service Positions Roster as follows:

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:

<u>New Title</u>	<u>Previous Title</u>
Assistant Director of Workforce, Career and Experiential Learning (11/05/2025)	Assistant Director of Workforce and Career Solutions (11/12/2021)
Assistant Director, Center for Student Involvement (11/05/2025)	Assistant Director of Student Life (03/26/2023)
Director of Library Learning Resources (11/05/2025)	Director of Library Learning Resources (07/01/2013)
Director, Center for Academic Advising and Transfer Services (11/05/2025)	Director of Academic Advising, Career and Transfer Services (06/13/2018)
Director, Center for Student Involvement and Leadership (11/05/2025)	Director of Student Life (04/03/2023)

No questions were raised.

Strategic Thought Presentation – Strategic Plan Updates

Dr. Debora Ortloff provided an update on the College's Strategic Plan. She noted that data is collected at multiple points throughout the year, and enrollment and fall retention metrics are not yet available. The plan is organized around three strategic spheres:

1. Student Success
2. Community and Industry Engagement
3. Opportunity and Innovation

Trustee Mihalik asked where the College currently stands in the plan's timeline, and Dr. Ortloff confirmed it is in Year 3.

Dr. Ortloff reviewed how various metrics—such as course completion, fall-to-spring persistence, fall-to-fall retention, graduation and completion rates, transfer rates, post-graduation outcomes, socioeconomic mobility, IPEDS indicators, and Richmond Federal Reserve data—are being tracked and reported.

Dr. Ortloff also proposed a change in the reporting schedule from November/December/June to February/September to allow the Board a more comprehensive view of student success outcomes.

Goals for the year include investing in individualized student support systems, improving the first-year student experience, and using data-driven initiatives to enhance student success.

Dr. Ortloff shared that fall-to-spring retention (persistence) continues to show sustained improvement, particularly among students of color. While progress remains ongoing, year-over-year increases demonstrate encouraging results. She noted that traditional success metrics often fail to capture the full story of FLCC's student population, as many are part-time and balance work with education. The College is focusing on understanding both retention rates and headcount growth, as the same rate may now apply to a larger number of students.

Various SUNY-funded initiatives are supporting retention-focused roles, strengthening persistence efforts across the institution.

Completion rates were discussed as a lagging indicator, with prior dips noted in 2020 and the previous academic year. Dr. Ortloff stated these metrics will continue to be monitored closely. Trustee Martin inquired how "completion" is defined. Dr. Ortloff explained that definitions differ between student and institutional perspectives and that understanding students' diverse goals is key to interpreting the data.

Trustee Mihalik asked whether non-traditional or non-credit programs are included in these figures; Dr. Ortloff clarified that the data reflect credit-bearing programs only. Student learning outcomes continue to show improvement, with expanded data access, strong assessment cycles, and evidence of continuous improvement.

Course success rates remain strong, with 80% of all grades at C– or higher. Success among students of color increased by 5% since 2022–23. DFW (Drop, Fail, Withdraw) rates are at a three-year low, even with a 16%

increase in the number of grades submitted. Faculty and staff continue to focus on high-failure courses and targeted student support.

Dr. Ortloff reported that faculty and staff participation in professional learning opportunities has increased to 12%, up nearly five percentage points in two years. Student diversity remains strong and stable, though there has been an increase in selecting “unknown” or declining to report demographic data.

Faculty engagement with the Early Alert software system has also grown significantly: faculty raised flags for 77% of enrolled students, a ninefold increase overall. Spring numbers were lower due to fewer course offerings.

Trustee Cushman expressed encouragement, asking whether these early-alert interventions correlate with measurable improvements in student success. Dr. Ortloff responded that while direct research has not yet been completed, early findings suggest a strong implied correlation, and the College plans to analyze those impacts in the coming year.

Dr. Ortloff shared data on the College’s community and industry engagement initiatives, highlighting growth in alumni participation, donor activity, and campus event attendance.

- Alumni donors: 245 (2022–23), 280 (2023–24), and 294 (2024–25), reflecting steady year-over-year increases attributed to intentional engagement strategies.
- Campus event attendance: Increased from 5,363 attendees in 2023–24 to 6,076 in 2024–25.
- Applied learning participation remains steady following a strong initial expansion in 2019–2020.

Since Fall 2024, the College has established six new advisory boards, with three more in development and two additional programs preparing to launch advisory processes. These boards help ensure programs remain responsive to industry needs and strengthen student and employer connections. Regarding grant-funded initiatives, Dr. Ortloff reported that all but one grant are progressing as intended. The remaining project, which was pending SUNY approval, has now received authorization to move forward.

Trustee Russell asked whether the emerging adult learner population is being analyzed alongside traditional student success and persistence metrics. Dr. Ortloff confirmed that age-based tracking is included, and Dr. Urbaitis shared that a survey was conducted in July 2025 among adult learners who enrolled in Spring 2025. A follow-up focus group study will be conducted in Spring 2026 to gather qualitative data.

Trustee Mihalik asked how the College plans to sustain grant-funded roles that support student success once initial funding ends. Dr. Nye explained that FLCC utilizes both external and internal grants. Internal grants are evaluated based on return on investment, while external grants are assessed by outcomes and alignment with institutional goals. Some positions may continue, some may conclude, and others may be replaced through future funding opportunities. Dr. Nye emphasized the importance of continued advocacy for SUNY-supported resources and long-term funding for student success initiatives.

Trustee Cushman expressed concern about the increasing demands placed on institutions by SUNY and the potential strain on College resources. Dr. Nye acknowledged the challenge but noted that FLCC is focused on leveraging existing work within the current strategic plan rather than duplicating efforts. He emphasized that while additional resources are always beneficial, the College is well-positioned to continue advancing its goals with current capacities through intentional planning and innovation.

Adjourned

There being no further business, Trustee Geise moved to adjourn the meeting; Trustee Cushman seconded. The motion carried unanimously, and the Education and Planning Committee adjourned at 6:18 PM.

Prepared by,

Rose C. Witkowski
Executive Assistant to the Vice President
for Administration and Finance

Submitted by,

Chair, Donna Mihalik
Education & Planning Committee

Next Meeting: *Wednesday, December 3, 2025* – Geneva Campus Center, Conference Room, 63 Pulteney Street, Geneva, NY 14456 (unless otherwise determined and notice posted before the meeting)

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Finance and Facilities Committee

November 5, 2025

Finger Lakes Community College, Stage 14

Presiding: Trustee Steve Martin

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

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

Excused:

Staff and Students: Staff and Students: Rose Witkowski, Cheryl Ten Eyck, Medea Rambish, Debora Ortloff, Jason Tack, Carol Urbaitis, Brie Chupalio, Jonathan Wesley, Robert Nye, Ed Kelty, Matt McGrath

Guests: Meeting had a total of 5 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media:

TRUSTEE Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order at 6:19 P.M.

Review of October 1, 2025, Committee Meeting Minutes

Trustee Martin asked if there were any comments or questions regarding the minutes of the October 1, 2025, meeting. None were noted.

FLCC Annual Security Report per The Clery Act Requirements

Chief McGrath presented the 2025 Annual Security Report, noting that the report covers calendar year 2024. He explained that in June, notifications were sent to all law enforcement partners and mandated reporters across college facilities to collect petty crime data. Data collection continued throughout the summer, and all information was finalized and accepted by September 23.

The final report confirms FLCC's compliance with all Clery Act requirements and demonstrates that the College continues to maintain a safe campus environment. The report was distributed electronically to the campus community, with printed copies available upon request.

Chief McGrath noted that crime statistics remain low and consistent with prior years, indicating minimal areas of concern. Beginning in 2025, hazing statistics have been added to the annual report as part of new reporting requirements.

Trustee Russell inquired whether the drug and liquor referrals included incidents from CMAC. Chief McGrath confirmed that they do, reporting 73 total referrals on campus, 71 of which occurred in campus housing.

Trustee Mihalik asked for thoughts on the positive trend and what actions Campus Police is taking to maintain safety. Chief McGrath highlighted extensive collaboration with local law enforcement and participation on off-campus committees such as the Mental Health Committee and Safety and Security Council. He also noted the revitalization of the Behavioral Assessment Team, which works proactively to identify and address student concerns to support overall campus safety.

No further comments or questions.

FLCC 2024-2025 Operating Budget Update & Finance Report

Jason Tack reported on the College's operating budget as of August 31, 2025, noting that the audit is in progress and expected to be completed in December. There were minimal changes since the prior month's report. The primary anticipated adjustment relates to the accounting for compensated absences.

FLCC 2025-2026 Operating Budget Update & Finance Report

Jason reviewed the current year's budget, noting that tuition revenue is performing above expectations due to increased FTE enrollment, including significant participation from Gemini students. Tuition revenue is approximately \$500,000 above budget, with \$250,000 attributable to the tuition rate increase and the remainder to higher FTEs, excluding Gemini enrollments.

Trustee Martin commended the results as "exceptional." Jason added that the SUNY Reconnect program has positively impacted enrollment and that tuition revenues are expected to remain above budget.

Salaries do not yet reflect adjustments related to the Professional Association (PA) contract negotiations, so those figures will be updated once finalized.

Supply and expense lines have also increased in part due to Gemini program costs.

Resolutions

Ed Kelty presented a resolution to Authorize a Contract Renewal with SUNY Information Technology Exchange Center (ITEC), noting that ITEC supports the College well and has continued to perform effectively. No questions or comments at this time.

Jason presented a resolution for the Approval of a Tentative Collective Bargaining Agreement between the Ontario County Board of Supervisors, Finger Lakes Community College, and the FLCC Faculty Alliance. The Agreement remains within parameters previously discussed with the Board and was presented earlier that day at Ways and Means. Dr. Nye commended negotiations team for their professionalism and dedication throughout the process.

Jason presented a resolution to Approve Write off Accounts Receivables. This is for student account balances from Fall 2022 through Summer 2023. These amounts have been previously reserved on the balance sheet and will now be removed through the reserve. Accounts may still be pursued through collections where feasible. Jason noted that since 2022, the College has seen an annual write-off trend of approximately \$900,000, though this figure is decreasing to about \$750,000 for the current year. He attributed the improvement to strengthened student account practices following pandemic-related disruptions.

Informational Items were reviewed by Jason Tack

Budget Transfer Report – no unusual items were noted.

Jason announced that Karen Ohlrich has been hired as the College's new Controller. The search for a Director of Facilities and Grounds is ongoing, with an anticipated hire by the end of the calendar year. Recruitment for an Associate Controller will follow in early 2026. With these exceptions, the division is now fully staffed.

Adjourned

There being no further business, upon a motion by Trustee Russell, seconded by Trustee Geise, and carried unanimously, the Finance and Facilities Committee adjourned at 6:36 p.m.

Prepared by,

Rose C. Witkowski
Executive Assistant to the Vice President
for Administration and Finance

Submitted by,

Steve Martin
Chair, Finance and Facilities Committee

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FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

November 5, 2025

Finger Lakes Community College, Stage 14

Presiding: Trustee Donald Cass, Chair

Committee Members Present: Trustee Aman, Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Mallard, Trustee Mihalik, Trustee Russel, Trustee Wille

Excused:

Staff and Students: Rose Witkowski, Cheryl Ten Eyck, Medea Rambish, Debora Ortloff, Jason Tack, Carol Urbaitis, Brie Chupalio, Jonathan Wesley, Robert Nye, Ed Kelty, Matt McGrath

Guests: Meeting had a total of 5 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: None

Trustee Cass called the FLCC Board of Trustees meeting to order at 6:36 PM.

Community/Public Comment

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

Consent Agenda – Minutes & Resolutions

Trustee Cass requested a motion to accept the Consent Agenda – Minutes & Resolutions. Trustee Geise motioned approval, Trustee Wille seconded, and a unanimous vote approved to accept the Consent Agenda – Minutes & Resolutions.

Old Business

None

Chair's Report

None

President's Report

Dr. Robert Nye welcomed Jonathan Wesley, Chief Human Resources Officer, once again to FLCC.

Dr. Nye provided an update aligned with the College's Strategic Plan and Values:

- **Opportunity and Growth:** The College continues to attract interest from external partners seeking collaboration. Dr. Nye referenced Acoustis, a chip manufacturer recently acquired by Elon Musk for the production of energy wafers for satellites. Should operations proceed, approximately 700 new positions would be created. FLCC has also been approached by companies located in Romulus at the former Seneca County Depot regarding opportunities in energy data, battery production, and welding programs.
- **Vitality:** The College celebrated the opening of a second building at Cornell's Tech Farm, demonstrating the region's continued economic development. Participation in the SUNY Reconnect program remains strong, with the SEP Committee conducting qualitative surveys to identify ways to further support adult learners. Dr. Nye expressed optimism about expanding SUNY Reconnect beyond Ontario County.
- **Innovation and Academic Development:** A new Robotics program is launching, replacing the Mechanical Engineering program, to better align with workforce needs.
- **Perseverance:** Workforce development outcomes remain highly positive. Nearly 100% of workforce program graduates are employed.
- **Interconnectedness and Collaboration:** Organizations continue to seek out the College, and Workforce programs continue to engage actively with the College.

AI Initiatives:

Dr. Ortloff shared updates on AI activities through the Consortium for Manufacturing and AI, noting new

partnerships with regional school districts. The “AI for Educators” asynchronous professional development series launched in October, releasing one new module each month. Six districts have enrolled staff, including Canandaigua, which is integrating the modules into its own PD system. Approximately 380 teachers are participating in ongoing sessions focused on using AI effectively in education to support student learning.

Nominating Committee (Ad Hoc)

Trustee Astles reported that it is too early in the cycle for committee activity.

Student Trustee Report

Student Trustee Aman provided an update on Student Corporation SMART Goals, noting significant progress toward the outlined objectives. Details were provided in the meeting packet.

FLCC Audit & ERM Committee

Trustee Astles reported the committee is preparing for the upcoming audit.

FLCC Board Development Committee

Trustee Mihalik noted the need to revisit the committee’s meeting schedule.

FLCC Personnel Committee

Trustee Cushman reported on the committee’s first meeting, which included participation from Dr. Wesley. Discussion focused on supporting the President’s efforts to foster a positive campus culture and exploring proactive approaches to personnel management. The committee will work with Dr. Wesley to “stress test” a hypothetical personnel item in preparation for potential future actions.

FLCC Association Liaison

Report provided in the meeting packet.

FLCC Foundation Liaison

Trustee Geise reported no new business other than the Golf Drop fundraiser, which raised approximately \$800 more than projected. Of the proceeds, 80% supported Athletics and 20% supported the Foundation.

ACCT

Trustee shared highlights from recent Association of Community College Trustees (ACCT) discussions:

- Encouraged trustees to explore new online resources available through ACCT, including “Advocacy 101” and additional training courses.
- Reported on discussions about developing healing gardens on campus in partnership with local hospitals and pharmaceutical companies to promote wellness.
- Noted the successful meeting between Dr. Nye and the Global Initiative Program regarding potential collaborations with Viticulture, which generated strong interest.
- Shared key takeaways from two sessions on immersive technologies, which explored creating 3D learning experiences and DIY curriculum kits for faculty. These initiatives aim to enhance student engagement and provide experiential learning opportunities.
- Discussed new apprenticeship models that integrate AI-based learning modules, allowing students to develop real-world portfolios through mentorship and industry partnerships.

NYCCT Liaison

Trustee Cushman reported discussions on state and municipal funding impacts led by the NYCCT Government Relations team. Trustees were encouraged to visit the NYCCT website for updates on legislative issues and advocacy resources.

Trustee Cushman distributed informational materials on building a collective trustee voice, including social media advocacy and legislative engagement strategies.

Trustee Mihalik emphasized the importance of trustees continuing to support Trustee Cushman and remain active in advocacy efforts.

Student Corporation Liaison

Trustee Cushman reported that Trustee Aman had already covered relevant updates in her report.

Adjourned

There being no further business, upon a motion by Trustee Mihalik, seconded by Trustee Astles, and carried unanimously, the Board of Trustees adjourned its meeting at 7:04 p.m.

Prepared by,

Rose C. Witkowski
Executive Assistant to the Vice President
for Administration and Finance

Submitted by,

Donald Cass
Chair, Board of Trustees

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