

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EDUCATION AND PLANNING COMMITTEE MEETING
June 7, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Cushman, Chair**

Committee Members Present: Trustee Abraham, Trustee Cushman (Chair), Trustee Mihalik

Excused: Trustee Astles, Trustee Geise (ex- officio), Student Trustee Schumacher

Others Present:

Trustees: Trustee Cass, Trustee Hamlin, Trustee Martin, Trustee Russell

Staff and Students: Brie Chupalio, Dr. Sim Covington, Kimberly Evans-Dame, Michael Fisher, Penny Hamilton, Ed Kelty, Cassy Kent Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Dr. Carol Urbaitis

Guests:

Meeting had a total of 3 participants at the start of the meeting; 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 May 3, 2023, Committee Meeting Minutes

Trustee Cushman inquired if there were any changes or recommendations? Hearing none we will move on.

Enrollment Report

Michael Fisher, Associate Vice President of Enrollment Management, mentioned that the enrollment report is in the packet. There was an update done for June 2nd and it is essentially the same, Summer FTE dropped 6% due to the loss of SUNY online students, but we have gained with non-matriculated students. Fall has a sizable gain largely due to the Academic Advising Office encouraging early enrollment.

Student Success Update

Sarah Whiffen, Associate Vice President of Student Affairs explained the report is in the packet outlining goals as well as year-end updates related to student retention efforts. Prior to a student's arrival, there is a student intake process through the Starfish platform. There has been progress with FLICK (chatbot) through campaigns measuring risk, and the use of Timely Care for physical and mental wellbeing. Review of the slides continued with student lingo and student services monitoring. The student intake form outlines stats related to students' confidence in their major and or their career field. Expectation for students is two years, while working 20-30 hours. Stats reflected that 93% of students will be working. Term of time blindness relates to the 13 hours that students must do all their academic requirements. The stats also reveal concerns related to trouble with computers, food insecurity, loss of a job or a family member's loss of a job. There is a lot of indication to stress. We have more and more students registering with disability service, 80% are taking advantage of services offered. The data is actionable we are using Starfish a lot as displayed throughout the presentation materials and continuing through the fall.

Sarah explained that Ws are better than Fs which hurt a student's GPA. Evaluations revealed why students are transferring to go to another community college or to a four-year school. A positive note based on satisfaction surveys received, 80% of students would recommend FLCC. FLICK is the student experience in real time and is a great tool to utilize for retention efforts. Trustee Abraham inquired about international students and are the tools available to them as well? Ms. Whiffen explained that yes, the tools are available once the international phone number is set up. Trustee Martin inquired about the time response for Starship. Sarah explained that Academics or Finance pick up the connection more often and there is documentation in the system unless it is too sensitive to share. Sarah explained that the embedded survey is the full component and FLICK messaging is already slated to send out messages to new students who will be coming in the fall. Trustee Mihalik discussed that TCC has a playlist and wondered if we have one? Sarah explained that it will be available in August through the Chatbot.

MEMORANDUM OF UNDERSTANDING MOU - Urban League

Jason Tack, Vice President of Administration and Finance, explained that Dr. Urbaitis has worked out an agreement with the Urban League of Rochester to sponsor a youth program for five weeks for 7th-9th graders to receive programming from our faculty and staff. This is a great opportunity to partner with community members. Trustee Cushman also may retain those students for future educational opportunities.

Academic Grievance Policy - FIRST READ

Sarah Whiffen, Associate Vice President of Student Affairs presented the policy and explained that most of the updates are minor. The grievance process incorporated some SUNY recommendations and some formatting aspects were addressed in the policy.

Immunization Policy – FIRST READ

Sarah Whiffen, Associate Vice President of Student Affairs presented the policy and explained that the updates to the policy related to changes with the COVID immunization and abiding by the New York State Health guidelines.

24 Credit Hour Policy – FIRST READ

Sarah Whiffen, Associate Vice President of Student Affairs presented the policy and explained this in an effort to assist students who had not received a high school diploma or equivalency diploma. The students would take a basic skills test and upon successful completion would allow for the early college scholar and home-schooled degrees to be combined. Assisting further with financial aid.

Admissions Policy – FIRST READ

Michael Fisher, Associate Vice President of Enrollment Management presented the policy and explained a change for International Students related to the English language and substantive changes. This is newer test offered to international students. Dr. Nye explained for transparency through the governance process the Academic Senate endorsed this for the Nursing program and the changes in the curriculum acknowledging a decrease of from 2.75 GPA to 2.50 GPA. There will be a review of the data in the fall once we have sufficient data.

RESOLUTIONS

Tenure Approval for Matthew Holla

Beth Johnson, Interim Director of instruction presented the resolution and explained that she has had the pleasure of working with faculty and the tenure process. She explained that immediately it was evident the quality of instructor Matthew Holla and how active he is with his students. He has been in a leadership role as Discipline Coordinator, as well as general education instructor and has aligned the program, we are very lucky to have Matthew. **APPROVE TENURE TRACK FACULTY APPOINTMENT WHEREAS**, the FLCC Tenure Review Committee has completed their deliberations and recommends that the following teaching faculty be approved for appointment effective January 24, 2024: Matthew Holla WHEREAS, the College President and Provost/Vice President of Academic & Student Affairs have reviewed and concur with the FLCC concur with the Review Committee recommendation; and WHEREAS, reappointments are ordinarily scheduled to

Be presented to the Board of Trustees for approval no later than four months after the anniversary date of a faculty member's appointment anniversary date; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of said faculty appointment; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said faculty member for appointment effective on the dates stated above.

Adjust the Finger Lakes Community College Professional Service Positions Roster

Beth Johnson, Interim Director of instruction presented a portion of the resolution related to Technical Theatre and Auditorium Manager. The position has changed from its early beginnings as Technical Director/Production Manager. Previously this was a fully online position, bring us forward 10-12 years the current position does not reflect all that is involved. The posting was endorsed by the Professional Association.

Sarah Whiffen, Associate Vice President of Student Affairs presented the second position on the resolution indicating that there is a need for a higher level of office services since COVID. The change is from an OS1 to Office Manager because there is much more involved around academic success, ASAP requires a high level of functions, pace, and skillset beyond front desk specialist. The position is exempt civil service and there is a requirement of an Associate Degree. **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

Technical Theatre and Auditorium Manager (05/17/2023)

Previous Title

Technical Director/Production Manager (07/09/2012)

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

Office Manager, Academic Success and Access Programs (May 9, 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.

Degree and Certificate Residency Requirements (A-9) Policy (SECOND READ)

Sarah Whiffen, Associate Vice President of Student Affairs presented the resolution and inquired if there were any questions. **APPROVE DEGREE & CERTIFICATE RESIDENCY REQUIREMENTS (A-9) POLICY**

WHEREAS, the FLCC Academic Senate, the academic departments, and appropriate offices have reviewed and considered degree and certificate residency requirements; and WHEREAS, these considerations have informed policy development regarding an array of degree and certificate requirements, including Associate Degree credit hours, programmatic core courses, Bachelor's Degree credit requirements, and academic credits awarded for International Baccalaureates; and WHEREAS, these policies developments were properly presented to the College President for consideration and approval; and WHEREAS, the College President recommends the FLCC Board of Trustees approval of the Degree and Certificate Residency Requirements (A-9) Policy; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Strategic Thought Presentation

Dr. Ortloff and Sara Iszard presented the Strategic Plan. Dr. Ortloff indicated that the strategic plan is in the packet. However, she provided an additional document related to the Strategic plan at the meeting. This is a first read of the plan. Dr. Ortloff provided an overview about the process and the discussion of buy in from the community. She complimented Sara Iszard and Patti Rockwell as amazing co-hosts who were instrumental in gathering information related to the strategic plan. There were many sources in the college community and outside of the college community contributing to the plan. The most important part is documenting the writing process, setting the direction and strategy, so that people see themselves as part of that direction.

Sara Iszard shared her own thoughts relative to the process explaining the variety of outreach methods such as one on

one, committee involvement, surveys and videos used to engage people. She noted the committee members in the packet explaining that they did the heavy lifting with internal and external committees, we had a great representation of the community as well. We looked at community engagement and asked what does that mean to you? We had three buckets of non-negotiables - DEI, Sustainability, and a kind work environment, those are givens. We received the highest amount of information from students. There are specific areas in the metrics related to implementation as well as setting strategic direction for the institution. The entire community is going to be involved, it takes a village. Also, we need to focus on the retention of students. Dr. Ortloff explained that five years ago we did not have the ability to measure that. The plan aligns perfectly, it is succinct compared to the previous plan. We paid a lot of attention to aggregated data, web page specific and followed up with folks. Dr. Ortloff explained that in August we will be back to request endorsement to go forward and implement the plan. Trustee Martin discussed how FF Thompson engaged industry partners for endorsement with a strategic plan launch party.

Dr. Nye commented that the Board is interested in student success metrics at a strategic level, announcement like the Aspen Study. Dr. Nye thanked Dr. Ortloff, Patti and Sara for their involvement. This is a grassroots activity, Dr. Nye continued with a story about a student and the quality of great leaders. One such leader is Patti Rockwell who assisted this very student who was sleeping in a car, got the student a hotel and continued with efforts to help the student succeed. This is the type of leaders we have at FLCC. The First read was endorsed by College Council. Trustee Abraham asked if there was any objectives rolled over from last strategic plan? Dr. Ortloff explained that the metrics continue to be worked on as operational framework, such as environmental sustainability, etc. The Hyper focus and those metrics could be part of the operational plans.

Adjourned

There being no further business, at 5:34 P.M., on motion by Trustee Abraham, and a second by Trustee Mihalik and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,
Penny Hamilton
Assistant Secretary of the Board

Submitted by,
Trustee George Cushman
Chair, Education & Planning Committee

Next Meeting: Wednesday, August 2, 2023 – Stage 14, 2nd 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
June 7, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Martin

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

Excused: Trustee Astles, Trustee Geise (ex-officio), Student Trustee Schumacher

Others Present:

Trustees: Trustee Abraham, Trustee Cushman, Trustee Mihalik,

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Guests:

Meeting had a total of 5 participants 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.

At 5:34 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

Business

Review May 3, 2023, Committee Meeting Minutes

Trustee Martin inquired if there were any revisions, or comments. None noted. Thanked Penny for capturing the details of the meeting.

FLCC 2022-2023 Operating Budget Update & Finance Report

Jason Tack, Vice President of Administration and Finance explained the revenue and expenses outlined in the materials in the packet. There is nothing unusual in the fund balance. We are on track for what we are budgeted for, trending in the right direction. There will be a bump up in the budget due to state aid payment in June. There is the need to utilize \$300,000-\$500,000 of fund balance. The 2.1 million stimulus funds will offset the fund balance.

Expenses are on track, and we requested purchase orders for the end of May, an update will be provided in August. Equipment is down, purchases are down in the summer months.

2023-2024 Operational Budget Update

Jason Tack, Vice President of Administration and Finance explained that there is 4.2 million in overall expenses, primarily consisting of salaries, wages, and benefits that attribute to 70% of the overall costs. Non salary expenses are enrollment scholarships for our Gemini students, reduce equipment expenditures, revenue increased due to 3.2 % tuition increase, however there is a 2.5% reduction in enrollment.

State budget held funding flat however our students bearing the cost of increase in tuition. We received \$111,000 for the current year sponsor; agreement signed to go forward to receive \$880,000 from sponsor. Trustee Martin inquired with Trustee Russell about timing with the County budget. Trustee Russell explained that the county budget cycle is in September and usually passes the first meeting in November. This is part 1 of support package, this has been a team effort with a good plan, good execution, and will be sustainable for the next 7 years. Dr. Nye indicated that Trustee Russell led the way in terms of this last

year. Jason explained that salaries are budgeted for full staff, accounting for vacancies and turn over for the next year.

The state aid held flat for this year. Enrollment decline provides a decrease of 6%, we have held steady. A lot of schools are talking about retrenchment. We are in the middle for tuition increase compared to other community colleges.

The charge back rate provided \$4,440 increase for the current year. Rates will increase with the cost of everything going up. There was a question as it related to our tuition being more than Monroe CC. The explanation is that the students pay more in fees at MCC. The chart does not really show a true picture. Dr. Nye explained that MCC is funded better from their county sponsors, TCC uses more chargebacks to keep their tuition lower. Trustee Hamlin asked if SUNY cares about what the fees are? Trustee Mihalik inquired about the chargebacks for Columbia Green, is that accurate representation -\$12,000? Dr. Nye explained that Jason can provide you information as to how the formula works at a future meeting. FLCC use to be the highest for chargebacks because we did so well during Covid. Monroe CC gets half of the county sponsor of 4.4 million.

Jason explained that tuition fees is where we are getting 40% of our revenues. As State funding continues to decline there will be a new model, talks of funding FTE rather than not having the floor. Dr. Nye explained that if you have 20 students, and you lose 5 students you still put on the class for the 15 students. There are more part time students than full time students. Dr. Nye explained that alignment varies and hopeful that NYCCT, the Assembly and Senate will contribute to advocacy efforts for support.

Fund balance reserve at 108 million shows the growth of the fund balance and a lot is attributed to stimulus funds received of 10 million. Prior to COVID we were below 6 million. It was an issue 5.6 or 5.7 million to build up the fund, to prepare for the turbulence in the next couple of years. Taking bits of 300,000 to 500,000 of the fund balance to see what the environment is in the next few years. This was a concerted effort while doing good things as well.

Dr. Nye discussed how Washington State funds college for 11th and 12th grade students. Reimburse 1.2 FTEs another avenue of how the state sets up their system.

Jason discussed that the budget is 75% personnel/benefits 13% increase employee benefits 11%-13.5% is standard. Discussed the possibility of becoming self-insured and get some sort of funding from the state for the college.

Trustee Hamlin had concerns related to the contract with Ferrelli. Ed Kelty, spoke about the need for Ferrelli to assist the colleges. Ed spoke of the use of Colleague and what other community colleges are using as well. Ellucian has the Banner product, and we are investigating that further to receive some allocation of funds through SUNY. He explained that Banner is not a silver bullet, problems still exist if we go that route. Ferrelli has prebuilt activities. There are significant costs, impacts, to switch to banner. When SUNY switched to banner they allowed everyone else to get on that program and it could have been beneficial. It would be a real cool initiative to be a pilot site and we would migrate set up.

RESOLUTIONS

Jason Tack, Vice President of Administration and Finance presented the following resolutions to be approved by the Board:

Adopt the Finger Lakes Community College 2023 – 2024 Operating Budget

WHEREAS, budget allocations for the 2023–2024 fiscal year align College resources with the goals and objectives of Finger Lakes Community College’s Strategic Plan: 2019 - 2023; and WHEREAS, the College administration has developed and presented an institutional operating budget request of \$49,915,979 for 2023–2024 with the Sponsor Contribution in the amount of \$3,815,355; NOW, THEREFORE BE IT RESOLVED, pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$49,915,979 be and the same is hereby adopted for Finger Lakes Community College, for the period beginning September 1, 2023 and concluding on August 31, 2024, subject to the approval of the Ontario County Board of Supervisors and the Board of Trustees of the State University of New York.

Authorization To Execute A Contract: For Sports Medicine Services

WHEREAS, Finger Lakes Community College administration has determined there is a need for sports medicine services for Finger Lakes Community College; and WHEREAS, the college administration negotiated an agreement between FLCC and Rochester Regional Health- Rochester General Hospital at a cost not to exceed \$40,000 per year; and WHEREAS, this award will be for one year for a term from July 1, 2023 through June 30, 2024; 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 contract between FLCC and Rochester Regional Health- Rochester General Hospital, 1425 Portland Ave., Rochester, NY 14621, for a term from July 1, 2023 through June 30, 2024 for an amount not to exceed \$40,000; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance and the Vice President of Enrollment Management.

Corrected Resolution To Authorize A Contract for Collection Services

WHEREAS, this resolution rescinds the resolution number 15-23, signed by the board of trustees in April 2023, as that resolution incorrectly named Williams & Fudge as being recommended to be awarded the contract. WHEREAS, having identified a need for Collection Services for Finger Lakes Community College, the Ontario County Purchasing Department solicited proposals on RFP R23037; and WHEREAS, the need to place accounts for collection as “firsts” and “seconds”, contracting with two vendors offers the optimum benefit for FLCC; and WHEREAS, the RFP specifications allow for a term not to exceed 36 months from the date of the award (three years), with the college reserving the right to renew any contract resulting from this RFP for up to two additional twelve month periods for a total of five years, if mutually agreeable by both parties; and WHEREAS, this award will be for the period April 7, 2023, through April 6, 2024; and WHEREAS, after review of all proposals by the Purchasing Director and the Bursar of Finger Lakes Community College, it is recommended that the award of this contract be made to General Revenue Corporation and Security Credit Systems, Inc.; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards contracts to the following:

General Revenue Corporation
4660 Duke Drive, Suite 200
Mason, OH 45040-8466

Security Credit Systems, Inc.
100 River Rock Dr., Suite 200
Buffalo, New York 14207

BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the Vice President of Administration and Finance at FLCC, the Bursar at FLCC, and the Ontario County Purchasing Director.

Resolution to Authorize A Contract Renewal for Ferrilli Services Support

WHEREAS, Finger Lakes Community College wishes to continue using Ferrilli Services for the colleges Ellucian Colleague Enterprise systems ad-hock and emergency programming support in FY2023; WHEREAS, Ferrilli has supported Finger Lakes Community College with this service for on demand and emergency support for at least five years; and WHEREAS, Ferrilli possesses unique capabilities and expertise with regard to Ellucian Colleague support, troubleshooting and programming; and WHEREAS, this contract renewal would be until the end of the fiscal year through August 31, 2023 at a total cost not to exceed \$15,000; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Ferrilli support services with Ferrilli, 414 West State Street, Media, PA 19063 for on demand programming and emergency support for the Ellucian Colleague enterprise systems for Finger Lakes Community College until the end of the fiscal year August 31, 2023 at a total cost not to exceed \$15,000; 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.

Approve Contract for Human Resources Consulting Services with Grand River

WHEREAS, in 2022 FLCC in partnership with the Upstate NY College Collaboration (UNYCC) contracted with Grand River Solutions to provide much needed support related to Title IX and Equity support services, and WHEREAS, Grand River Solutions facilitates networks of institutions with similar needs designed to ease the financial burden of compliance through collective cost and resource sharing. WHEREAS, UNYCC's current collective contract with Grand River for Title IX and Equity support services expires on May 31, 2023, and WHEREAS, the current contract will exceed \$10,000.00; 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 approves the one-year contract with Grand River Solutions, P.O. Box 2094, Saratoga, CA 95070, for providing critical Title IX and Equity support services, investigation support, consulting services on complex cases, and legal advice in an effort to mitigate risks to the College for the period of Jun 1, 2023 until May 31, 2024 at a cost not to exceed \$25,000, and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and the Interim Chief Human Resources Officer.

Authorization to Sign a Contract for Interim Director of Financial Aid Support

WHEREAS, Finger Lakes Community College has determined that there is an immediate need for interim director of financial aid support; and WHEREAS, college personnel have reviewed said request and the interim support will be for the period May 15, 2023 and up to September 30, 2023; and WHEREAS, the College administration recommends entering into a contract between FLCC and ProEducation Solutions at a cost of \$90.00 per hour for an amount not to exceed \$36,000; and WHEREAS, such a contract will be executed pending successful negotiations of all applicable terms and conditions; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby grants authority to the Vice President of Administration and Finance to execute a contract for interim director of financial aid support with ProEducation Solutions, 491 Partridge Circle, Sarasota, FL 34236, for the period of May 15, 2023 up to September 30, 2023, at a cost of \$90.00 per hour for an amount not to exceed \$36,000; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration and Finance and the FLCC Vice President of Enrollment Management.

Lease Renewal Between Finger Lakes Community College and New York Kitchen

WHEREAS, the Culinary Arts Certificate and Associate in Applied Science programs have been approved by the Finger Lakes Community College Board of Trustees; and WHEREAS, these programs will prepare students for a

career in the diverse food service industry; and WHEREAS, the College wishes to enter in a partnership with the New York Kitchen, to offer the culinary course labs at the Center; and WHEREAS, the College and the New York Kitchen have agreed to a rental lease renewal for the period from September 1, 2023, through August 31, 2024 and that the College will rent the New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month; and WHEREAS, the College will also utilize a laboratory assistant on a rate of \$112 per lab occurrence; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed the rental agreement and recommends its adoption. NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the rental lease renewal between Finger Lakes Community College and the New York Kitchen for the period from September 1, 2023, through August 31, 2024 and that the College will rent New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month and a laboratory assistant on a on a rate of \$112 per lab occurrence. BE IT FURTHER RESOLVED those certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Provost, and Vice President of Academic & Student Affairs, and New York Kitchen.

NYS Office of General Services License Agreement At the Newark Campus Center

WHEREAS, Finger Lakes Community College approves a License Agreement with the New York State Office of General Services; and WHEREAS, Finger Lakes Community College at the location of 1100 Technology Parkway, Newark, New York does hereby grant unto the New York State Office of General Services the use of approximately 3,518 square feet; and WHEREAS, this License Agreement shall commence on August 1, 2023 and end on July 31, 2026; and WHEREAS, Finger Lakes Community College and the New York State Office of General Services have mutually agreed to the terms of said License Agreement; WHEREAS, THE College President recommends FLCC Board of Trustees approval of a License Agreement with the New York State Office of General Services; 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 approves a License Agreement with the New York State Office of General Services for a term from August 1, 2023 through July 31, 2026 at a rental schedule of \$66,349.48 per annum which equates to a monthly payment of \$5,529.12.

Finger Lakes Community College 2023-2024 Tuition Schedule

BE IT RESOLVED, that the following tuition schedule for the 2023-2024 academic year be, and hereby is, adopted: Tuition: New York State resident student, New York State stationed members of the Armed Forces, their spouses and dependents, and non-New York State resident students having a

CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$2,640.00
Full-time (per semester) Excelsior Recipient	2,640.00
Part-time (per credit hour)	220.00
High School Concurrent Enrollment Programs (per credit hour)	73.00

NOT having a CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$5,208.00
Part-time (per credit hour)	434.00
High School Concurrent Enrollment Programs	
Variable Tuition for College Credit (per credit hour)	145.00
<u>Tuition:</u> non-New York State resident student	

Finger Lakes Community College 2023-2024 Student Services Fee Schedule

RESOLVED, that the following student services fee schedule for the 2023-2024 academic year be, and hereby is, adopted:

<u>Student Services Category</u>	<u>Student Services Fee</u>
Applied Music	\$ 422.00 per course
Athletic	\$ 90.00 per semester
Auxiliary Services	\$ 27.00 per semester
Challenge Examinations	\$ 218.00 per course
Culinary Arts	\$ 150.00 – 258.00 per course
Diploma Replacement Fee	\$ 20.00 per request
EMT Fee Critical Care Transport	\$ 211.00 per course
High School Concurrent Enrollment Program Admin Fee	\$ 5.00 per credit
Independent Study Course Fee (in addition to tuition)	\$ 108.00 per course
Late Payment	\$ 75.00 per semester
Liability-Malpractice Insurance	\$ 15.00 fee annually
(estimated) Music Recording Technology Student Course Fee	\$ 53.00 per semester
Nursing Assessment Testing & Remediation	\$ 365.00 per course, in addition to tuition
Nursing Pre-admission Test – TEAS	\$ 129.00 one time
Nursing ATI Exam License Fee	\$ 37.00 per course
Nursing Lab Supplies	\$ 124.00 per course
Physical Education Fees	\$ 35.00+ (\$250.00 maximum per course)
Returned Check	\$ 50.00 per occurrence
Specialized Course/Laboratory course)	\$ 5.00+ (\$250.00 maximum per course)
Student Activity	
Full-time	\$ 84.00 per semester
Part-time	\$ 7.00 per credit
SUNY Distance Learning Course	\$ 17.50 per credit
Technology Fee	\$ 19.00 per credit hour – up to 12 credit hours
Transcript	\$ 5.00 per official transcript
Wildland Fire Suppression Materials	\$ 6.00 one-time fee, in addition to tuition

Informational Items

Bid acceptance: printing of letterhead & envelopes, this is a standard practice and hasn't required any changes.

Bid renewal: Architectural Design – Facilities & Grounds

Budget Transfer Report in the packet, this report may deem not necessary in the near future. CHRO Search, this is an ongoing search.

Adjourned

There being no further business, at 6:27 P.M., on motion by Trustee Russell, and a second by Trustee Hamlin 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, August 2, 2023 – Stage 14, 2nd 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
ANNUAL MEETING MINUTES**

June 7, 2023

Carpenter Board Room, FLCC College and a Webex
Option

Presiding: Trustee Cass

Committee Members Present: Trustee Abraham, Trustee Cass, Trustee Cushman, Trustee Hamlin, Trustee Martin, Trustee Mihalik, Trustee Russell

Excused: Trustee Astles, Trustee Geise, Trustee Schumacher

Others Present:

Staff and Students: Brie Chupalio, Dr. Sim Covington, Kimberly Evans-Dame, Michael Fisher, Penny Hamilton, Ed Kelty, Cassy Kent Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck

Guests: Meeting had a total of 3 participants 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 6:28 P.M., Trustee Cass called the FLCC Board of Trustees Annual Meeting to order.

The Annual Meeting is held in June each year on the same date as the Board's regular monthly meeting in June.

Resolutions/Actions

Motion to Approve the 2023-2024 FLCC Board of Trustees Meeting Calendar

On motion by Trustee Abraham and second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved the 2023-2024 FLCC Board of Trustees Meeting Calendar.

On motion by Trustee Abraham and second by Trustee Hamlin, the FLCC Board of Trustees approved the resolutions unanimously other than the Depositories which Trustee Martin abstained.

APPOINT OFFICERS OF THE 2023-2024 FLCC BOARD OF TRUSTEES - WHEREAS, at the May 3, 2023, FLCC Board of Trustees meeting, the Board Nominating Committee had not presented the following proposed slate of 2023- 2024 Board Officers; and

Chair -	Trustee M. Joan Geise
Vice Chair -	Trustee Donald Cass
Secretary -	Trustee Richard Russell

WHEREAS, there was discussion with members of the Nominating Committee Trustee Mihalik and Trustee Hamlin they were in agreement and that the Officers being considered should continue and a waiver was required; WHEREAS, *Section 8 - Terms of Office: Officers of the Finger Lakes Community College Board of Trustees Bylaws* (dated June 6, 2018) states in full: *The term of office for all officers (Chair, Vice Chair & Secretary) is two years. Members of the Board shall be eligible for election to any one office consecutively for no more than two terms. Officers shall be elected annually at the Board of Trustees annual meeting held in June.;* and WHEREAS, the Board agrees to override *Section 8 - Terms of Office: Officers of the Finger Lakes Community College Board of Trustees Bylaws* (dated June 6, 2018) to allow Trustee Donald Cass to serve a second one year term as Board Vice Chair for 2023-2024; and WHEREAS, there were no further nominations from the floor and nominations were closed; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of the aforementioned 2023-2024 slate of Board Officers.

PENNY HAMILTON AS THE 2023-2024 ASSISTANT SECRETARY TO THE FLCC BOARD OF TRUSTEES

WHEREAS, Trustees, Section 12: Duties of the Assistant Secretary: The Board shall appoint

annually an Assistant Secretary who shall not be among the Trustees and shall be an employee of the institution. The Assistant Secretary assists the Secretary in maintaining minutes of all meetings and functions as a clerk to the Board of Trustees in providing information and records to the Board"; and WHEREAS, it is the intention of the FLCC Board of Trustees to appoint Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2023, through May 31, 2024; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2023, through May 31, 2024.

DESIGNATE THE 2023-2024 FLCC OFFICIAL NEWSPAPERS

WHEREAS, it is the intention of the FLCC Board of Trustees to designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2023-2024; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2023- 2024.

DESIGNATE THE 2023-2024 FLCC OFFICIAL DESPOSITORIES

WHEREAS, FLCC requires the services of financial institutions; and WHEREAS, Finger Lakes Community College currently utilizes the services of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC; and WHEREAS, Finger Lakes Community College personnel recommend the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; 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 does hereby authorize the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; and **WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution;

APPROVE REIMBURSEMENT OF NECESSARY EXPENSES INCURRED BY MEMBERS OF THE FLCC BOARD OF TRUSTEES FOR 2023-2024

WHEREAS, Education Law Section 6306(1), provides that "Trustees shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties under this article;" and WHEREAS, members of the FLCC Board of Trustees shall be reimbursed for necessary expenses incurred as the result of their attendance at meetings, conferences, retreats and workshops directly related to official Board and/or College business; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve trustee reimbursement for necessary expenses incurred relative to official Board and/or College business for 2023- 2024.

Adjourned

At 6:30 P.M., on motion by Trustee Hamlin and second by Trustee Russell, the Board of Trustees unanimously adjourned their annual meeting.

Prepared by,
Penny Hamilton
Assistant Secretary of the Board

Submitted by,
Trustee Donald Cass
Chair, FLCC Board of Trustees

Next Meeting: Wednesday, June 5, 2024 – Stage 14, 2nd 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
MEETING MINUTES
June 7, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Cass

Attendance: Trustee Abraham, Trustee Cass, Trustee Cushman, Trustee Hamlin, Trustee Martin, Trustee Mihalik, Trustee Russell

Excused: Trustee Astles, Trustee Geise Trustee Schumacher,

Others Present:

Staff and Students: Brie Chupalio, Dr. Sim Covington, Kimberly Evans-Dame, Michael Fisher, Penny Hamilton, Ed Kely, Cassy Kent Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Dr. Carol Urbaitis

Guests: Meeting had a total of 3 participants 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 6:52 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. No comments.

Approve the Consent Agenda Minutes & Resolutions

Trustee Cass requested a motion to approve the Consent Agenda, approval of minutes and resolutions. On motion by Trustee Russell and a second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved the consent agenda.

Old Business

None noted.

New Business

None noted.

Chair's Report

None at time

President's Report

Dr. Nye discussed the impact study and a short summary from the County and thanked Dr. Ortloff for her involvement. Chris DeBolt shared information related to the value that Finger Lakes Community College brings to the community as a partner. The study is beneficial to FLCC and the county. Trustee Cushman felt the joint involvement with our FLCC President, and county representation would be good to get other service areas involved like Seneca and Yates. SUNY has provided a little guidance in terms of the 75 million that the Governor is in support of for various projects. Work force opportunities for one is at the forefront. The last time it was a Governor topic we received \$300,000. There were 64 campuses involved with a lot of different projects, not a lot of funds when distributed for significant change. The proposal for Businesses would be that we can train students for businesses that need young people to work for the businesses. We could provide the students to work for the business and in turn the business pays for the student's college education. We do not do this well in NYS, the state of Ohio does it very well.

Student Trustee Report

Report is in the packet.

Audit and ERM Committee

Board Development

Trustee Mihalik nothing currently.

FLCC

FLCC Foundation

Brie Chupalio explained that the Golf Tournament is June 26th and we are in need of sponsors and golfers. She mentioned that Board Members have provided gift baskets, gift cards in the past and we would love to see you at the Golf Tournament. A request was made that Brie send a note about the basket.

NYCCT

Trustee Mihalik wasn't impressed by a recent zoom meeting they met with the Chancellor's Chief of Staff and all that was mentioned is that we want to be sustainable, predictable with the budget.

Trustee Mihalik was grateful that President Burt-Nanna was at the meeting and asked some direct questions with little answers. In April there were some last minute cancellations asking for approval of the budget and other things. Apprenticeships will be pursued. The legislators were key this year in terms of support of community colleges in Albany. Trustee Cushman was involved with the education committee and several legislators attended that meeting. There is a joint meeting tomorrow with NYCCT and CUNY. Trustee Hamlin thanked Trustee Mihalik for her spearheading change with NYCCT.

Student Corporation

Nothing to report.

Announcements

Executive Session

At 7:14 P.M. Board of Trustees Chair Cass called for a motion to enter executive session under provisions of NYS Public Officers Law, Article 7, §105, (f), with trustees and an FLCC staff members [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 Martin and a second by Trustee Mihalik, the FLCC Board of Trustees unanimously entered executive session.

Matters pertaining to the employment of a particular person or matters leading to the employment of a particular person was discussed. No action was taken.

At 8:00 P.M., on motion by Trustee Martin and a second by Trustee Cushman, the FLCC Board of Trustees unanimously adjourned their Executive Session

At 8:00 P.M., on motion by Trustee Mihalik and a second by Trustee Abraham, the FLCC Board of Trustees unanimously adjourned their open meeting.

Prepared by, Submitted by,

Penny Hamilton
Assistant Secretary to Board

Trustee Donald Cass
Chair, FLCC Board of Trustees

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