



Success. It's In Our Nature.

**RESOLUTION OF APPRECIATION TO
BARBARA HAMLIN, BOARD OF TRUSTEE**

WHEREAS, Barbara Hamlin has served Finger Lakes Community College as a Board of Trustees Member since 2012; and

WHEREAS, Barbara Hamlin continued her role with genuine support for Finger Lakes Community College; and

WHEREAS, Barbara Hamlin has been involved with various committees that include: Finance and Facilities, and FLCC Association; and

WHEREAS, Barbara Hamlin has been instrumental in providing guidance to others at Finger Lakes Community College based on her experience and knowledge; and

WHEREAS, Barbara Hamlin has provided invaluable support for new initiatives for Finger Lakes Community College; and

WHEREAS, Barbara Hamlin significantly played a role in various projects during her tenure on the Finger Lakes Community College Board of Trustees; and

NOW, THEREFORE BE IT RESOLVED, that Finger Lakes Community College Board of Trustees and the college community expresses their sincere appreciation to Barbara Hamlin for her dedicated service to Finger Lakes Community College.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 2, 2023 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 2nd day of August 2023.

Penny Hamilton, Assistant Secretary of the Board



**APPROVE FINGER LAKES COMMUNITY COLLEGE
STRATEGIC PLAN FOR 2023-2029**

WHEREAS, the Finger Lakes Community College Strategic Plan has been comprehensively reviewed and revised with extensive input from college and community stakeholders; and

WHEREAS, the Finger Lakes Community College Strategic Plan aligns with the board approved mission, vision and values, including the pursuit of Vitality, Inquiry, Perseverance and Interconnectedness; and

WHEREAS, the Finger Lakes Community College Strategic Plan will ensure that decisions are guided by the established, board-approved priorities of the institution and that operational plans are structured in accordance with established priorities; and

WHEREAS, President Nye, after consultation with the College community, including, among others, College Council, Governance Executive Committee, Academic Senate, College trustees, senior leadership, and external campus stakeholders requests Board of Trustees approval of the FLCC Strategic Plan: 2023- 2029;

NOW, THEREFORE BE IT RESOLVED that the FLCC Board of Trustees hereby approves the FLCC Strategic Plan: 2023-2029.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023.

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE ADMISSIONS POLICY

WHEREAS, the Director of Admissions, Enrollment Management Directors, Academic Senate, and appropriate offices have reviewed and considered admissions requirements; and

WHEREAS, these considerations have informed policy development regarding admissions requirements; and

WHEREAS, the policy 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 Admissions Policy;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE IMMUNIZATION POLICY

WHEREAS, the FLCC Academic Senate and appropriate offices have reviewed and considered immunization requirements; and

WHEREAS, these considerations have informed policy development and alignment with current NYS requirements; 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 Immunization Policy;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE ACADEMIC GRIEVANCE POLICY

WHEREAS, the FLCC Academic Senate, the academic departments, and appropriate offices have reviewed and considered academic grievances; and

WHEREAS, these considerations have informed policy development regarding the uniform application of grievance processes; 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 Academic Grievance Policy;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE 24 CREDIT HOUR POLICY

WHEREAS, the FLCC Academic Senate and appropriate offices have reviewed and considered the 24 credit hour requirements; and

WHEREAS, these considerations have informed policy development in accordance with NYS guidance and have increased clarity for FLCC administration and access for FLCC students; 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 24 Credit Hour Policy;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve said policy.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**AUTHORIZATION TO EXECUTE AGREEMENTS BETWEEN FINGER LAKES COMMUNITY COLLEGE AND,
CHEMUNG, SENECA, STEUBEN, WAYNE AND YATES COUNTIES TO OFFER COLLEGE COURSES DURING THE
2023-2024 ACADEMIC YEAR**

WHEREAS, the Boards of Supervisors of Chemung, Seneca, Wayne, Steuben and Yates County Legislatures anticipate authorizing non-credit and college-level course offerings in their respective counties by Finger Lakes Community College during the 2023-2024 academic year; and

WHEREAS, the Finger Lakes Community College President and administration have reviewed and recommended approval of said agreements; and

WHEREAS, the FLCC Board of Trustees Education & Planning Committee has also reviewed and approved said agreements; and

NOW, THEREFORE BE IT RESOLVED, that the chairperson of the FLCC Board of Trustees is authorized to execute agreements with Chemung, Seneca, Steuben, Wayne and Yates counties to offer non-credit remedial and vocationally- related courses, and courses for high school students earning dual-credit by Finger Lakes Community College during the 2023-2024 academic year.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT:
JAYDEN DONAHUE, COORDINATOR FOR ACADEMIC AND ASSESSMENT DATA**

WHEREAS, Jayden Donahue a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor; and

WHEREAS, the College President recommends Jayden Donahue receive an administrative appointment; and

WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Jayden Donahue, Coordinator of Academic and Assessment Data, effective January 3, 2024.

Approved by the FLCC Board of Trustees meeting on August 2, 2023.

August 2, 2023
Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College, sponsored by Ontario County, at their regular meeting held on August 2, 2023, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have here unto set my hand this 2nd day of August 2023.

Penny Hamilton, Assistant Secretary of the Board

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 Finger Lakes Community College:

New Title:

Coordinator of Basic Needs for Student Well Being (7/12/2023)

Previous Title:

Student Services Counselor (4/15/2015)

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby requests that the roster of professional service positions be adjusted in the manner described herein.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE NON-UNIT EMPLOYEES REAPPOINTMENTS: 2023-2024

WHEREAS, the following non-unit employees have received annual evaluations from the immediate supervisors and the College President recommends their reappointment for the period September 1, 2023 to August 31, 2024:

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby reappoint the following non-unit employees to their respective positions:

Sim J. Covington, Jr., Ed.D, MBA, Chief Diversity Officer
Edward Kelty, Chief Information Officer
Laura E. Ortiz, Ed.D., Provost, Vice President of Academic and Student Affairs
Debora H. Ortloff, Ph.D., Vice President of Strategic Initiatives and Assessment
Jason Tack, Vice President of Administration & Finance
Carol S. Urbaitis, Ed.D., Vice President of Enrollment Management

Catherine L. Ahern, Director of Buildings & Grounds
Samantha L. Boccacino, Director of Athletics
Brie E. Chupalio, Director of Development/Interim Chief Advancement Officer
Kelly Engert, Assistant Director Employment & Labor Relations
Michael J. Fisher, Associate Vice President of Enrollment Management
Lenore L. Friend, Director of Public Relations & Communications
Sara Iszard, Senior Director Center for Student Well Being
Cathryn F. Kent, Associate Vice President of Instruction
Ryan L. McCabe, Associate Vice President of Academic Technology and High Impact Practices
Matthew G. McGrath, Chief of Campus Police
Christine Palace-Neininger, Controller
Sarah E. Whiffen, Associate Vice President of Student Affairs

Penny Hamilton, Executive Assistant to the President
Ryan I. Reynolds, Assistant to the Provost
Tammi Murtha, Human Resources Generalist
Rachel A. Simmons, Human Resources Generalist

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE THE 2023-2024 MANAGEMENT CONFIDENTIAL SALARY SCHEDULE

WHEREAS, management confidential employees are included in the FLCC Administrative Compensation Plan; and

WHEREAS, the College President recommends a 2023-2024 salary schedule for management confidential employees; and

WHEREAS, funds for the recommended salary schedule are included in the 2023-2024 operating budget; and

WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved the recommended salary schedule;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the recommended 2023-2024 salary schedule for management confidential employees effective September 1, 2023 – August 31, 2024.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 2, 2023, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 2nd day of August 2023.

Penny Hamilton, Assistant Secretary of the Board

ACCEPT A SHORT-TERM CONTRACT FOR PHOTOGRAPHY SERVICES WITH RIKKI VAN CAMP

WHEREAS, Finger Lakes Community College has determined that there is a need for photography services for the Communications Office; and

WHEREAS, Rikki Van Camp is the sole responsible/responsive vendor willing to provide the required services; and

WHEREAS, this would be a twelve-month short-term contract for the period August 6, 2023 through August 5, 2024, and

WHEREAS, Rikki Van Camp has indicated a desire to accept a short-term contract to provide photography services for a twelve-month period at a cost not to exceed \$13,600.00; 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 accepts a twelve-month short-term contract with Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 for photography services for the 2023-2024 academic year at a cost not to exceed \$13,600.00 for the twelve-month period from August 6, 2023 through August 5, 2024; and

BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, FLCC VP of Enrollment, FLCC Director of Public Relations & Communications.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**APPROVE A LEASE EXTENSION BETWEEN FINGER LAKES COMMUNITY COLLEGE AND THE FLCC FOUNDATION, INC.
MULLER FIELD STATION AND FISH CULTURE & RESEARCH CENTER**

WHEREAS, the FLCC Board of Trustees approved resolution #68-17 dated August 2, 2017 to enter into a five year lease agreement with the FLCC Foundation, Inc. for the rental of the Muller Field Station and the Fish Culture & Research Center located at 6455 County Road 36, Town of Canadice, County of Ontario, State of New York; and

WHEREAS, the current lease agreement will expire on August 31, 2023; and

WHEREAS, the lease specifications allow for up to three additional one-year extensions; and

WHEREAS, this extension would be the second lease extension of three for a one-year period commencing on September 1, 2023 through August 31, 2024; and

WHEREAS, the FLCC Foundation, Inc. and the College have mutually agreed to renew said lease for the rental of the Muller Field Station and the Fish Culture & Research Center located at 6455 County Road 36, Town of Canadice, County of Ontario, State of New York for a one-year extension, September 1, 2023 through August 31, 2024 for the same amount of \$40,000 per year; 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 approves the College to renew a one-year lease extension with the FLCC Foundation, Inc. of the Muller Field Station and Fish Culture & Research Center commencing September 1, 2023 to August 31, 2024, at an annual fee, not to exceed \$40,000 per year.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**FINGER LAKES COMMUNITY COLLEGE
WRITE-OFF ACCOUNTS RECEIVABLE**

WHEREAS, the FLCC Vice President of Administration and Finance and the FLCC Controller have examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts; and

WHEREAS, the FLCC Vice President of Administration & Finance and the FLCC Controller recommend that these accounts be written off to Allowance for Student Tuition and to Due to Other Funds as specified:

<u>Semesters</u>	<u>Total</u>
Fall/2020, Winter/2021, Spring/2021, Summer/2021	\$184,466

WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; and

WHEREAS, the College President recommends Board of Trustees approval of this resolution;

NOW THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees approves writing off the above specified uncollected receivables; and

BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is hereby directed to make all required journal entries associated with this resolution.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

APPROVE AGREEMENT WITH WATERMARK FOR THEIR SOFTWARE

WHEREAS, the purpose of entering into an agreement with Watermark is to streamline the curriculum, assessment and catalog processes of FLCC and

WHEREAS, there were three additional platforms / software reviewed and investigated; of which, after research and demo of one product none could provide the same robust platform and functions as the Watermark Software;

WHEREAS, the cost of the software over a 5 year period, will not exceed \$375K, of which paying upfront will save the college \$100K over 5 years vs. paying on an annual basis, and

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the purchase of the Watermark Software, from Watermark Insights, 10900 Stonelake Blvd. Quarry Oaks II, Suite 350, Austin, TX 78759 for an upfront price not to exceed \$375K for a 5-year period, until 2028, and

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

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 2, 2023 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 2nd day of August 2023.

Penny Hamilton, Assistant Secretary of the Board

APPROVE AGREEMENT WITH THREE PLUS ONE FOR THE ASSTANCE IN CASH MANAGEMENT ACTIVITIES

WHEREAS, in 2023/2024 FLCC enters an agreement with Three Plus One to assist in cash management activities, and

WHEREAS, this allows us to identify idle cash that can be invested and determine for how long.

WHEREAS, Three Plus One will provide us the opportunity to earn additional interest by investing in CD's and Money Market accounts, and

WHEREAS, the annual fee will be \$11,000 and will be offset by the additional interest being earned; 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 agreement with Three Plus One, 180 Office Park Way, Pittsford, NY 14534, for aiding in cash management activities to earn additional interest by investing in CD's and Money Market accounts, at an annual cost not to exceed \$11,000, and

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

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 2, 2023 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 2nd day of August 2023.

Penny Hamilton, Assistant Secretary of the Board

**APPROVE FLCC EXTERNAL AUDIT FIRM EXPENSES
FOR FISCAL YEARS 2019-2020 THROUGH 2022-2023**

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

WHEREAS, the Department of Education also requires an audit of federal funds by an independent accounting firm; and

WHEREAS, the operating and federal funds of Finger Lakes Community College were last audited as of August 31, 2022; and

WHEREAS, the Bonadio Group has completed their auditing services for the College with a report for the College's fiscal year ending August 31, 2022; for a total amount of \$168,246.25 which exceeds the formerly offered amount of \$117,400 approved in resolution #25-2020, by \$50,846.25 and

WHEREAS, the Board of Trustees Audit and Enterprise Risk Management Committee has reviewed and approved this resolution;

NOW THEREFORE, BE IT RESOLVED, that the CPA firm, The Bonadio Group, 171 Sully's Trail, Pittsford, NY 14534, be appointed to audit the Finger Lakes Community College operating accounts and federal funds for the current academic year for \$52,000 and increase the not to exceed to \$240,246.25, including out-of-pocket expenses.

BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is authorized to enter into an agreement with The Bonadio Group.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

AUTHORIZATION TO REJECT: BID FOR ARMED SECURITY GUARD SERVICES

WHEREAS, The Ontario County Purchasing Director issued Bid B23061 for Armed Security Guard Services, for Finger Lakes Community College (“FLCC”); and

WHEREAS, the College has determined it is in its best interest to reject this bid since the services of Armed Security Guards in all three locations are not needed to the same extent as they used to;

WHEREAS, College personnel have decided to use short-term coverage or internal resources to cover the possible need;

NOW, THEREFORE, BE IT RESOLVED, that the Bid B23061 for Armed Security Guard Services is rejected;

RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, the Campus Police Chief, the Ontario County Purchasing Director, and the participating companies.

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023
Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**FINGER LAKES COMMUNITY COLLEGE
APPROVE SPONSOR SERVICES INCLUDED IN THE 2023-2024 OPERATING BUDGET**

RESOLVED, that the following sponsor services included in the 2023-2024 Finger Lakes Community College Operating Budget are hereby approved:

<u>SERVICE</u>	<u>2023-2024</u>
Workers Compensation	\$116,004
TOTAL	<u>\$116,004</u>

Approved by the FLCC Board of Trustees at the meeting on August 2, 2023

August 2, 2023

Date

Mary Joan Geise, Board Chair

Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board