

**ADMISSIONS POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, the Nursing Taskforce, and the Admissions Office have reviewed the existing Admissions Policy to align policy language with existing practices and procedures; and

**WHEREAS**, this review highlighted the need to remove sections on nursing admissions from the policy and relocate those sections to relevant admissions webpages in order to affect timely changes and adhere to evolving requirements; and

**WHEREAS**, these policy changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the Admissions Policy, as amended;

**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 September 4, 2024

September 4, 2024

Date

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

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

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 4, 2024 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 4<sup>th</sup> day of September 2024.

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

**BASIC SKILLS TESTING AND PLACEMENT POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Basic Skills Testing and Placement Policy to align policy language with existing reading and writing placement and mathematics placement standards; and

**WHEREAS**, these policy changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the Basic Skills Testing and Placement Policy, as amended;

**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 September 4, 2024

September 4, 2024  
Date

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

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

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

**GRADING POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the Grading Policy, as amended;

**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 September 4, 2024

September 4, 2024

Date

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

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

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

**ACADEMIC FORGIVENESS POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on academic forgiveness, formally known as “fresh start,” was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Academic Forgiveness 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 September 4, 2024

September 4, 2024

Date

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

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

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

**ADMINISTRATIVE REMOVAL POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on administrative withdrawal or removal from a course was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Administrative Removal 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 September 4, 2024

September 4, 2024

Date

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

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

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

**AUDITING COURSES POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on senior citizens and course audits was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Auditing Courses 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 September 4, 2024

September 4, 2024

Date

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

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

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

**COURSE DROP AND WITHDRAWAL POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on course drops and withdrawals was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Course Drop and Withdrawal 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 September 4, 2024

September 4, 2024

Date

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

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

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

**GRADE CHANGE POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on grade changes was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Grade Change 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 September 4, 2024

September 4, 2024

Date

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

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

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



**INDEPENDENT STUDY POLICY**

**WHEREAS**, the Division of Academic and Student Affairs, the FLCC Academic Senate, and the appropriate offices have reviewed the existing Grading Policy to remove sections that do not directly pertain to procedures for the assigning and recording of grades; and

**WHEREAS**, those removed sections will serve as foundations for the creation of separate policies; and

**WHEREAS**, the section on independent studies was as one of the sections removed for establishment as a separate policy; and

**WHEREAS**, these changes were properly presented to the College President for consideration and approval; and

**WHEREAS**, the College President recommends the FLCC Board of Trustees approves the new Independent Study 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 September 4, 2024

September 4, 2024

Date

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

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

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 4, 2024 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 4<sup>th</sup> day of September 2024.

\_\_\_\_\_  
Penny M. 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 are *revised* job descriptions for previously approved job descriptions for Finger Lakes Community College:

New Title

Previous Title

Academic and Student Affairs Coordinator (8/13/2024)

Academic Specialist (11/4/2022)

Nursing Laboratory Coordinator (8/14/2024)

Nursing Laboratory Coordinator (3/7/2019)

**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 September 4, 2024

September 4, 2024

Date

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

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George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 4, 2024, 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 4<sup>th</sup> day of September, 2024.

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

**ACCEPT REQUEST FOR PROPOSAL: PHOTOGRAPHY SERVICES WITH RIKKI VAN CAMP**

**WHEREAS**, the Ontario County Purchasing Director received proposals for photography services, R24064 Finger Lakes Community College; and

**WHEREAS**, college personnel have reviewed said proposals and determined that the proposal from Rikki Van Camp is acceptable at an annual cost not to exceed \$15,000; and

**WHEREAS**, the award would be for a three-year term from September 5, 2024 through September 4, 2027; and

**WHEREAS**, the specifications for RFP R24064 allow an option for renewal for two additional twenty four-month periods for a total of four additional years, if mutually agreeable by both parties; 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 proposal R24064 between FLCC and Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 for a term from September 5, 2024 through September 4, 2027 for an amount not to exceed \$15,000 annually; and

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

Approved by the FLCC Board of Trustees at the meeting on September 4, 2024

Sept 4, 2024

Date

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

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

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 4, 2024, 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 4th day of September 2024.

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

**RESCIND RESOLUTION 70-2024, AUTHORIZE PRINTER LEASE BETWEEN FLCC AND EBP SUPPLY SOLUTIONS**

**WHEREAS**, resolution 70-2024, dated August 7, 2024, authorized a new printer lease between FLCC and EBP Supply Solutions; and

**WHEREAS**, the business name and address, EBP Supply Solutions, 200 Research Dr, Milford, CT 06460 was incorrect; and

**WHEREAS**, the correct business name and address is Electronic Business Products, 4 Airport Park Blvd, Latham, NY 12110.

**NOW, THEREFORE BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees hereby rescinds Resolution 70-2024

Approved by the FLCC Board of Trustees at the meeting on September 4, 2024

Sept 4, 2024  
Date

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

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George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on September 4, 2024 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 4<sup>th</sup> day of September 2024.

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

**AUTHORIZE PRINTER LEASE BETWEEN FLCC AND ELECTRONIC BUSINESS PRODUCTS**

**WHEREAS**, college personnel have received two quotes for a five-year lease of 22 printers, determining the lowest quote from Electronic Business Products to be the most cost effective; and

**WHEREAS**, the leased printers have an estimated total monthly cost of \$4,156; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby authorizes a five-year lease of 22 printers at an estimated total monthly cost of \$4,156 through Electronic Business Products, 4 Airport Park, Latham, NY 12110; and

**BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the FLCC Controller.

Approved by the FLCC Board of Trustees at the meeting on September 4, 2024

Sept 4, 2024  
Date

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

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

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Penny M. Hamilton, Assistant Secretary of the Board