

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EDUCATION AND PLANNING COMMITTEE MEETING
May 3, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Cushman, Chair**

Committee Members Present: Trustee Abraham, Trustee Geise (ex-officio)

Excused: Trustee Cushman (Chair), Trustee Martin, Trustee Mihalik, Student Trustee Schumacher

Others Present:

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

Staff and Students: Jeff Babcock, Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Kelly Noyes, Louis Noce, Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Dr. Carol Urbaitis

Guests: Nick Ward - Student

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

Media: No representatives present at this meeting.

Due to Trustee Cushman's absence, Trustee Abraham will chair the meeting.

At 4:30 P.M., Trustee Abraham called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Business

Review of April 5, 2023, Committee Meeting Minutes

Trustee Abraham inquired if there are any additions, deletions, or corrections. No revisions or comments were discussed.

Enrollment Report

Dr. Carol Urbaitis, Vice President of Enrollment Management, provided an enrollment report in the packet as of final spring numbers, she was not going to review all of the numbers outlined in the report. She did mention that enrollment is down 1.5% and that FTE was up 0.9%. She shared current numbers for summer enrollment, and it is up 6.3%, and FTE is up 1.4%. She explained that currently fall new student registration is down 0.8% and FTE is down 2.3%, however we are very early on in the enrollment process for fall. She inquired if there were any questions, there were no questions about the report.

Student Success Update

Jennie Erdle-Krampen, Director of Student Life and Andrea Brown, Assistant Director of Student Life discussed the presentation available in the Board of Trustees packet - Supporting Students: Student Activities through Campus Activity. Jennie and Andrea explained the engagement opportunities that are quite different from pre covid. Since then, we have engaged student online and part of it is the requirement to attend orientation. We provide an online orientation for those students who are not on campus. We have found that students that attend orientation whether in person or online are overall better students. We have designated days that are for touch point with students prior to arrival. We offer the hybrid model, title 9, sexual awareness is one of many other topics covered in the orientation. SPARK is the online platform required for onboarding and allowed us to connect with students. The Warrior Series is a partnership with Ontario Chamber of Commerce. We can record the orientation segments for online use and continue our leadership development program. Our Volunteer Center of Community Engagement is very active in engaging students for

assistantship and provides us student success reports. Approximately 25% of our students are taking online classes. We need to serve the students in a meaningful way. There is a lot of effort that goes into our student events and providing online options associated with the events. Constant Contact notifications goes out to students every two weeks. The website offers virtual engagement links that provide as an example google trips to Europe. The online engagement provides a look at what it means to be a student at FLCC, online students can see the events and be a part of it virtually. There is a way to access to our honor program virtually as well. We had a student from Dubai locate us online and is acquiring the credits required to transfer to a SUNY four-year school. This student will be our Secretary for Student Corp.

Sarah Whiffen, Associate Vice President of Student Affairs and Lindsey Chamberlain, Association Executive Director discussed the Student Corporation FY22 Audit Highlights. The presentation materials were provided in the packet. The Association provides financial support for the college athletic fields, and for the Center for Student Wellbeing. Lindsey explained that we have a new auditing firm for the Association - REG is the firm that audits the association housing. We felt that they have a good process. Student Corp. is in good financial standing. We did have lower assets and liabilities, there is \$300,000 in designated funds. Lindsey reviewed the financials that were provided in the packet. She explained that the assets with this year's student fees is down, and this affects the revenue stream. Sarah explained that there are fewer students on campus and that offsets cost to go to art center in NYC for example. The new auditors looked at the books with fresh eyes, we are working together and identify how can we streamline things.

Cassy Kent, Interim Provost and Vice President of Academic and Student Affairs reviewed the First Read for policy - Degree & Certificate Residency Requirements (A-9) revisions, this policy was updated over 10 years ago, most of the changes are cosmetic and change of titles, things of that nature. Reviewed transfer credits, 32 credits 50% of maximum degree requirements of 64. Previously required 32 credits however, now requiring 30 credits because our degree requirements. Specific course work not required, example physical education if not required. Others as example related to specific nursing program requirements to be SUNY gen ed compliant. Discussion related to students that already have a bachelor's degree requirement would be 20 credits rather than 30 credits depending on their degree. The students that have a bachelor's degree bring credits in with them and can bring in as much as 34 credits for a transfer.

Kelly Noyes, Interim Human Resources Officer presented a resolution to Adjust the Finger Lakes Community College Professional Service Positions Roster

RESOLUTIONS

Kelly Noyes, Interim Chief Human Resources Officer brought forward the resolution related to Adjust the Professional Service Positions Roster. She explained there are two positions within the resolution. We are seeking approval for two titles.

The coordinator is a new role, new title to provide tutoring and support for technology, science and nursing. The other position is an Office manager for workforce development, this title will replace title of County Clerk Typist, this is a paraprofessional job description that is tailored to the department. The office manager will track course data. The County Clerk position wage is \$17.00; however, the Office Manager will be a Grade 7 with a starting wage of \$17.64.

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 *new* job descriptions for Finger Lakes Community College:

New Title:

Coordinator of the Science Incubator (04.11.23)

Office Manager, Workforce and Career Solutions (04.05.23)

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.

Strategic Thought Presentation Student Capstone Presentation, titled: Laker Links presented by Nick Ward

Nick Ward reviewed his demonstration, there is not an outline in the packet. Nick explained that he is a Computer Science major student and has created a digital collaborative puzzle. Each campus location, Victor, Geneva, and Canandaigua can work simultaneously on the puzzle pieces at the same time allowing multiple people to play with the pieces. Each campus is color coded to identify who is moving the pieces. Victor is blue, and there are a variety of options to play the game and shuffle around pieces. There is also referenced identifier to allow you to view the pieces and their size. This makes it easier to see the puzzle pieces while they are clicking on them. The final design of the puzzle pieces will be generated by artwork of students at FLCC for the puzzle pieces for the game. This will engage students, faculty, staff move the puzzle pieces and stats show how many pieces were placed by the various locations. There is only one campus site equipped at this time. There could be a celebration when a puzzle is completed, allowing students to connect across campus. This puzzle has 45 pieces, each puzzle varies in size an orientation. Trustee Geise inquired as to how many pieces could each puzzle be? Nick explained that there could be a screen size constraint, at most he would think 200 pieces. Trustee Russell mentioned that this would be a great application for senior communities, you really have something here.

Adjourned

There being no further business, at 5:10 P.M., on motion by Trustee Astles, and a second by Trustee Geise and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,
Penny Hamilton
Assistant Secretary of the Board

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

Next Meeting: Wednesday, June 7, 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
May 3, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Astles

Committee Members Present: Trustee Astles, Trustee Cass, Trustee Hamlin, Trustee Russell, Trustee Geise (ex-officio),

Excused: Trustee Martin (Chair), Trustee Cushman, Trustee Mihalik, Student Trustee Schumacher

Others Present:

Trustees: Trustee Abraham

Staff and Students: Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Dr. Carol Urbaitis

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.

In the absence of Steve Martin, Trustee Astles led the meeting.

At 5:11 P.M., Trustee Astles called the FLCC Board of Trustees Finance & Facilities Committee to order.

Business

Review April 5, 2022, Committee Meeting Minutes

Trustee Astles inquired if there were any revisions, or comments. None noted.

FLCC 2022-2023 Operating Budget Update & Finance Report

Jason Tack, CFO explained the report in the packet. He has analyzed it, and in June will provide additional information as a forecast, at this time nothing stood out to him as an issue.

Jason introduced Randy Shepard from Bonadio. Partner Randy Shepard reviewed the audit as an overview since it was already addressed in detail with the Audit Committee on March 31st, and a final on April 7th. In the packet there is Communication record dated March 31st, this goes through as the name applies, accounting practices, there was a new category related to leases and there will be an additional one in 2023 related to subscriptions, like leases, this relates to cloud-based subscriptions. There are three identified areas related to net estimates, and the assumptions are appropriate, this is sensitive because they are actuarial, sensitive in terms of performing the audits. In January and February there were strides of moving forward. In this area it identifies the audit, and number of adjustments. Financial statements is provided with an unmodified opinion, and it is a clean opinion and that is what you are hoping for. Yellow book identifies material weaknesses, audit closed, and audit completed and findings for 2020 and 2021. This is a Single audit report, the federal funds and student financial aid was reviewed. There were withdrawals and turn over in that area throughout the year. In the sample, there were 22 entries that had to be corrected. There are no new findings for the year. Trustee Astles inquired if there were any additional tweaks between March 31st and April 7th? Randy Shepard replied that there were no issues

between that time frame. Randy explained that we worked our way through the covid related funds for 2023 audit and there will still be some next year. Trustee Astles thanked Randy for coming in to do the presentation.

Facilities Update

Jason Tack, CFO reviewed the Facilities Update and explained that there is a report outlined in the packet. Cathy Ahern will plan to attend the June meeting. We have the electrical shut down after graduation due to facility projects.

Resolutions

Jason Tack, Vice President of Administration and Finance presented the following resolution to accept the audit. ACCEPT AUDITOR'S REPORT FOR FLCC OPERATING FUND AND FEDERAL FUNDS FOR HCC FISCAL YEAR 2021-2022 **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 independent accounting firm or the agency of the sponsor responsible for the performance of audits; and **WHEREAS**, the external auditors have completed their review of Finger Lakes Community College's financial statements and related schedules for fiscal year 2021-2022; and **WHEREAS**, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee has reviewed these financial statements and recommends acceptance of said financial statements by the Finger Lakes Community College Board of Trustees; **NOW, THEREFORE BE IT RESOLVED**, that the audited financial statements prepared by the College's external auditor for fiscal year 2021-2022 are hereby accepted.

Dr. Nye presented the resolution related to the Collective bargaining agreement for the Faculty Alliance. This is to approve 2.5% COLA this year and for the following two years, as well as a \$1,000 stipend for this year and the additional year. Reduction of non-teaching days from 10 to 6.

APPROVAL OF A COLLECTIVE BARGAINING AGREEMENT WITH FINGER LAKES COMMUNITY COLLEGE, ONTARIO COUNTY, AND THE FINGER LAKES COMMUNITY COLLEGE TEACHING FACULTY ALLIANCE September 1, 2022 – August 31, 2025 **WHEREAS**, negotiating teams representing Ontario County, Finger Lakes Community College (“The College”), and the FLCC Teaching Faculty Alliance reached agreement on terms and conditions of employment for the period September 1, 2022 through August 31, 2025; and **WHEREAS**, the original of said tentative agreement is on file with the FLCC Chief Human Resources Officer and the First Assistant Ontario County Attorney; and **WHEREAS**, the FLCC Board of Trustees has reviewed this resolution; **NOW, THEREFORE BE IT RESOLVED**, that the agreement between the College, Ontario County, and Finger Lakes Community College Teaching Faculty Alliance is hereby approved for the period September 1, 2022 through August 31, 2025; and **BE IT FURTHER RESOLVED**, that the College is hereby authorized and directed to execute a collective bargaining agreement, incorporating the terms and conditions of employment set forth in the tentative agreement, herein approved as to form by the College President, FLCC Interim Chief Human Resources Officer, FLCC Provost and Vice President of Academic & Student Affairs, Ontario County Attorney and Ontario County Administrator; and **BE IT FURTHER RESOLVED**, that a certified copy of this resolution will be provided to the FLCC Teaching Faculty Alliance, FLCC Vice President of Administration and Finance, FLCC Interim Chief Human Resources Officer and the Ontario County Attorney.

Jason Tack, Vice President of Administration and Finance presented the following resolution related to content system terminalfour and the conditions of the agreement. An RFP went out and 6 proposals were reviewed, this proposal was the most competitive at a cost of \$140,000 and an annual cost for the next three years of \$31,000. Dr. Urbaitis and

Marketing was instrumental in making this happen.

AUTHORIZATION TO SIGN AN AGREEMENT: WEB CONTENT MANAGEMENT SYSTEM WHEREAS, resolution, dated May 3, 2023, approved entering into an agreement between Finger Lakes Community College (“FLCC”) and a web development and digital engagement company to obtain a web content management system (CMS) to provide authoring and publishing software for FLCC’s public website (flcc.edu); and WHEREAS, FLCC has advertised a request for proposals (“RFP”) to obtain such professional services from web content management system vendors to assist with the implementation and training of the chosen product for FLCC; and WHEREAS, the College administration recommends awarding the contract to Terminalfour with a term beginning upon installation of the content management system, at a cost of \$145,160 in one-time services, plus new annual licensing costs of \$31,806; 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 an agreement with Terminalfour, 50 Milk Street, 16th Floor, Boston, MA 02109, at a cost of \$145,160 in one-time services, plus new annual licensing costs of \$31,806, a term beginning upon installation of the content management system 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.

Ed Kelty, Chief Information Officer presented the following resolution with the explanation that we have had a couple staff leave our program area. There is a lot of development in the works, and we are not asking for any additional funds for the vacant positions. This is a procurement contract until we have a person hired to fulfill the need in our department. **RESOLUTION TO AUTHORIZE A CONTRACT FOR ELLUCIAN PROGRAMMING SUPPORT SERVICES** WHEREAS Finger Lakes Community College has determined that there is a need for Ellucian Programming Support Services for the Ellucian Colleague environment; and WHEREAS Ellucian possesses unique capabilities and expertise with regard to Ellucian Colleague Programming support; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has review and approved this resolution. WHEREAS, the college administration was able to secure a quote for Ellucian Programming services with a term from May 8th, 2023 through May 3rd, 2024 at a total cost not to exceed \$140,000; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby grants authority to the Vice President of Administration and Finance to execute an agreement for Ellucian Programming Services with Ellucian, Inc., 4375 Fair Lakes Court, Fairfax, VA. 22033 for a period from May 8th, 2023, through May 3rd, 2024, with a not to exceed cost of \$140,000; 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.

Informational Items

Jason Tack, Vice President of Administration and Finance reviewed the informational items related to the Maintenance and Repair of Boiler Systems for FLCC in the packet as well as the Budget Transfer report. The Boiler system is a renewal with Encore for \$8,300 to maintain our boilers on campus. This is the last of the renewal for this service. Budget transfer report is to balance the accounts.

Adjourned

There being no further business, at 5:27 P.M., on motion by Trustee Hamlin, and a second by Trustee Russell, and a unanimous vote, the Board of Trustees Finance & Facilities Committee adjourned.

Prepared by,
Penny Hamilton
Assistant Secretary of the Board

Submitted by,
Trustee Martin
Finance & Facilities Committee

Next Meeting: Wednesday, May 3, 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
MEETING MINUTES
May 3, 2023
Stage 14, FLCC Main
Campus Presiding:
Trustee Geise

Attendance: Trustee Abraham, Trustee Astles, Trustee Cass, Trustee Geise, Trustee Hamlin, Trustee Russell

Excused: Trustee Cushman, Trustee Martin, Trustee Mihalik, Trustee Schumacher,

Others Present:

Staff and Students: Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Dr. Carol Urbaitis

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.

Call to Order

At 5:28 P.M. Trustee Geise called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Geise inquired if there was anyone in attendance that would like to speak at this time. No comments.

Trustee Geise reviewed the resolution related to the 56th Commencement for 2024.

Board Resolution

APPROVE MAY 18, 2024, AS THE DATE OF THE 56th COMMENCEMENT CEREMONY FOR FINGER LAKES COMMUNITY COLLEGE WHEREAS, in compliance with NYS Education Law, §355 (1) (e), Part 604, the Finger Lakes Community College Board of Trustees has the authority to designate the official day of the Finger Lakes Community College Commencement ceremonies; and **WHEREAS**, it is the intention of the Finger Lakes Community College Board of Trustees to designate the third Saturday of the month of May 2024 as the official day for the 56th Finger Lakes Community College Commencement ceremonies in conformance with the days of instruction required by the approved 2023- 2024 academic calendar; **NOW, THEREFORE BE IT RESOLVED** that the FLCC Board of Trustees hereby designates Saturday, May 18, 2024, as the official date for the 56th Finger Lakes Community College Commencement ceremonies.

Approve the Consent Agenda Minutes & Resolutions

Trustee Geise 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

Trustee Geise discussed that she forgot a magazine she wanted to share, there was an article in it about sports and colleges. She attended the Lego building event. Trustee Cushman and Trustee Mihalik also attended the Lego event. There were 80 students involved and it was a lot of fun putting together the Lego.

President's Report

Dr. Nye explained that his report is in the packet. He thanked everyone who was involved with the gen ed requirements for AS and AA degrees, it is an exhaustive process to transition. He discussed that representatives from Gallo Wine met with us to discuss scholarship for viticulture students in the amount of \$15,000. We were also presented with the idea of Viticulture students being involved with experimental wines, this has been a year and a half to get this firmed up. This reflects the connections we have made and provides employees for the project. The Governor released the budget, and he mentioned he is not enthusiastic with how it relates to community colleges. They did hold us flat, however we did not receive 4% for student aid. There is not a lot of money to do the activities and digital transmission for SUNY. Dr. Nye is working with Dr. Urbaitis and resolutions will be coming forward for electronic services for financial aid support, due to the recent resignation of our current Financial Aid Director effective May 10th.

Student Trustee Report

Trustee Geise explained that Student Trustee Schumacher is not here tonight due to an obligation to give a speech for a class.

Audit and ERM Committee

Trustee Astles discussed that he had nothing to report at this time.

Board Development

Trustee Mihalik discussed that the committee met and have another meeting planned to focus on development activities. Student Success is a topic and Trustee Russell will be focused on that topic. Trustee Mihalik will be meeting with Trustee Martin in regard to board operation policy.

FLCC Association Report

Trustee Cass had a report in the packet.

FLCC Foundation

Trustee Geise asked Louis Noce to discuss Laker Day. Louis discussed that Lake Day was Friday and we raised \$9,400. A sizeable gift was provided along with other various gift amounts, a gift in important no matter the amount.

NYCCT

Trustee Mihalik had discussed NYCCT in a previous report.

Student Corporation

Trustee Cushman explained that the report is in the packet.

Student Corporation meets on May 5th and the Arts Festival is May 5th.

Announcements

At 6:12 P.M. Board of Trustees Chair Geise called for a motion to enter into 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 & Kelly Noyes, Interim] 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 Hamlin and a second by Trustee Cass, 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 6:46 P.M., on motion by Trustee Cass and a second by Trustee Hamlin, the FLCC Board of Trustees unanimously adjourned their Executive Session

At 6:46 P.M., on motion by Trustee Astles and a second by Trustee Hamlin, the FLCC Board of Trustees unanimously adjourned their open meeting.

Prepared by, Submitted by,

Penny Hamilton
Assistant Secretary to Board

Trustee Mary Joan Geise
Chair, FLCC Board of Trustees

Next Meeting: Wednesday, June 7, 2023 – Stage 14, 2nd Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).