

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee

March 4, 2026

Finger Lakes Community College Stage 14

Presiding: Trustee George Cushman

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

Trustees: Trustee Astles, Trustee Russell (virtual)

Excused: Trustee Mallard, Trustee Martin, Trustee Mihalik

Staff and Students: Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Carol Urbaitis, Jonathan Wesley, Sarah Whiffen

Guests: Meeting had a total of 2 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: none

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

Review of February 4, 2026, Committee Meeting Minutes

Trustee Cushman inquired if there were any changes to the minutes required, none were noted.

Enrollment Report

Dr. Carol Urbaitis noted that the report included in the packet reflects data as of February 20, 2026. She provided an updated verbal report as of February 27, 2026, indicating an 18.7% increase in enrollment and a 12.8% increase in FTE. Including noncredit activity, enrollment increased by 21.7% with a corresponding 13.4% increase in FTE.

Dr. Robert Nye clarified that the significant increases are largely attributable to student registration patterns and are expected to stabilize over time. It was also noted that Fall 2025 registrations were completed manually via paper forms, whereas the current process is fully online. Trustee Cushman remarked that maintaining flat full-time enrollment is a notable accomplishment and anticipates that part-time enrollment will adjust in the coming years based on demand. The group further noted that adult learners are expected to be a key driver of future enrollment growth.

Supporting Students: A look at Single Stop at FLCC

Sarah Whiffen, Associate Provost of Student Affairs, provided an overview of a strategic grant project approved last year, highlighting the implementation of the Single Stop initiative. The program is designed to reduce barriers for students by providing streamlined access to support services. In Spring 2025, more than 270 unique students utilized Single Stop, including 138 during the spring term alone, demonstrating a clear and ongoing need for accessible support.

She explained that the platform is designed to meet students where they are, offering access via tablets, computers, and mobile devices. Through a brief screening process that assesses household and financial circumstances, students are guided to appropriate resources and next steps. The tool includes features such as an interactive map and personalized prompts that encourage students to pursue available benefits, including guidance on application processes and required documentation, with the goal of reducing drop-off and strengthening student self-advocacy.

Sarah noted that eligibility alone is not sufficient; the program emphasizes proactive, individualized support and follow-up. Data collected through Single Stop helps identify trends, gaps, and opportunities to enhance services, as well as measure impact on the communities served. She shared examples illustrating how the program supports students with complex needs, including those managing significant household expenses. Efforts are also underway to strengthen student grant funding and improve communication about available resources.

Resolutions

Jonathan Wesley, Chief Human Resources Officer, discussed the positions as outlined in packet with detailed job descriptions. Resolution as follows: 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 previously approved job descriptions for Finger Lakes Community College:

New Title

AI & OER Librarian (03/04/2026)
Student Health Manager (03/04/2026)

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.

Dr. Debora Ortloff presented the following resolution - Grant Professional Appointment: David Walker, Director of Data Engineering and Analytics Support WHEREAS, David Walker, 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 David Walker 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 David Walker, Director of Data Engineering and Analytics Support, effective September 25, 2026.

Dr. Ortloff expressed with enthusiasm the outstanding work of David Walker and the team, recognizing focus, intentionality, and the depth of information reflected in reports and memos. David’s ingenuity and leadership have played a key role in moving the College forward. Upon joining the institution, he quickly assessed existing processes and, within his first few weeks, demonstrated the insight and courage to challenge the status quo and propose more effective approaches.

It was noted that his work reflects a strong commitment to modern problem-solving and sustainable practices, particularly in transforming how the College manages data. Prior to his arrival, the institution did not have a centralized data warehouse. Through his vision, perseverance, and technical expertise, David led the effort to establish a more structured and forward-looking approach to data coding, storage, and accessibility—laying a foundation that will support long-term institutional effectiveness.

In addition to his technical contributions, David was commended for his willingness to support colleagues across the College. Whether assisting with events such as Admissions Day or responding to operational needs, he consistently demonstrates a collaborative and service-oriented mindset. His engagement beyond the College, including his role as a robotics coach in the Victor community, further reflects his dedication and impact.

The Board expressed strong appreciation and pride in David Walker’s contributions, recognizing him as a valued and exemplary member of the College community.

Strategic Thought Presentation

Adult Learner Profile: Formal Summary and Strategic Implications – Dr. Carol Urbaitis presented the Adult Learner Profile (Fall 2025) to Cabinet several weeks ago. Dr. Nye emphasized the relevance of this work for future data collection and strategic planning. The analysis incorporates Spring 2025 APCI data, July 2025 adult learner data, and enrollment information for students registered for Fall 2025. Adult learners continue to represent a critical component of FLCC’s enrollment stability and growth, accounting for 44% of total enrollment. Year-over-year adult

enrollment increased by 16%, and FLCC reconnected with 320 former students in November alone. Engagement with SUNY Reconnect materials reached 17.6%, underscoring the program's influence on enrollment momentum.

Adult learners typically balance significant external responsibilities, with 52% working 21 or more hours per week. Financial instability, childcare needs, and housing costs remain primary barriers to persistence, and financial pressures are a leading cause of withdrawal. Despite these challenges, adult learners demonstrate strong academic engagement, positive interactions with faculty, and above-average engagement scores. A majority report feeling respected (85%) and a sense of belonging (71%) at FLCC.

The data also identifies several unmet needs. Adult learners require expanded access to tutoring and advising after 4:30 PM, increased evening and weekend course offerings, and more hybrid and online learning options. Peer connection and active learning opportunities are areas where current offerings do not fully meet adult learner expectations. Caregiving students are highly sensitive to schedule changes and require predictable academic structures.

FLCC is advancing several initiatives to address these needs, including expanded financial tutoring, development of a cohort model, and simplification of financial processes. A conceptual Adult Learner Roadmap has been drafted and shared with the SUNY Reconnect Work Group and the Strategic Planning Steering Committee, with Cabinet review forthcoming. Adult learners consistently request weekend and night courses, as well as synchronous learning options.

The College will participate in the SUNY 360 Survey and the CAEL (Council for Adult and Experiential Learning) assessment this spring. CAEL will survey adult learners age 25+ with prior credit and 20–30 employees, with a goal of full participation. A comprehensive report and webinar will follow.

Childcare capacity remains a pressing concern. The childcare center is currently full, and planning is underway for a pilot drop-in childcare program. A \$200,000 SUNY grant will support the expansion of evening childcare services.

Enrollment projections indicate continued growth in adult learners, supported by SUNY Reconnect funding. However, declining enrollments in feeder school districts present long-term challenges. APCI is developing term-by-term projections, though only one semester of Reconnect data is currently available. Programmatic growth in robotics, engineering, and healthcare may require additional faculty and facility investments.

Recruitment efforts include a strong presence on the SUNY Reconnect website, targeted social media outreach, paid advertising, and direct mail campaigns to adults age 25 and older. While not all adult learners enroll through Reconnect, the program accounts for the largest share of recent enrollment gains.

Overall, the Adult Learner Profile underscores the essential role of adult learners in FLCC's enrollment strategy and highlights the need for expanded support services, flexible scheduling, and sustained investment in programs aligned with adult learner goals.

Adjourn

There being no further business, Trustee Wille moved to adjourn the meeting; Trustee Geise seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 5:16 PM.

Prepared by Penny Hamilton - Assistant Secretary to the Board of Trustees

Submitted by George Cushman - Education & Planning Committee

Next Meeting: Wednesday, April 1, 2026 – Finger Lakes Community College, Newark Campus Center, Room WC-115, 1100 Technology Parkway, Newark, NY 14513 (unless otherwise determined and notice posted before the meeting).

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Finance and Facilities Committee

March 4, 2026

Finger Lakes Community College

Stage 14

Presiding: Trustee Astles

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

Trustees: Trustee Aman, Trustee Cushman, Trustee Geise

Excused: Trustee Mallard, Trustee Martin, Trustee Mihalik

Staff and Students: Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Carol Urbaitis, Jonathan Wesley, Sarah Whiffen

Guests: Meeting had a total of 2 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media:

Trustee Astles called the FLCC Board of Trustees Finance & Facilities Committee meeting to order at 5:17 P.M.

Review of February 4, 2026, Committee Meeting Minutes

Trustee Astles inquired if there were any changes to the minutes required, none were noted.

FLCC 2025-2026 Operating Budget Update & Finance Report

Jason Tack, Vice President of Administration & Finance discussed the report in the packet discussing that through January revenue is up. Spring enrollment is up and there was discussion that Gemini numbers will be available soon. Revenue is on track and exceeds last year with SUNY reconnect. Expenses are trending well.

Resolutions

Jason Tack, Vice President of Administration and Finance discussed the following resolutions:

Accept auditor report, positive comments working with the college and preparing for the audit. The single audit will be completed in April, and we are not anticipating any findings. Jason and his team did a lot of clean up.

ACCEPT AUDITOR'S REPORT FOR THE FLCC OPERATING FUND FISCAL YEAR 2024-2025

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 2024-2025; 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 2024-2025 are hereby accepted.

Install the EV stations approved by Ontario County apply for grant for DEC and identify funding from federal government, all of this will be paid by grant funding.

APPROVAL AND ADOPTION OF SEQR – EV STATIONS IN PARKING LOT A WHEREAS, FLCC is working with the Ontario County Director of Planning and with JACOMB, LLC and their proven turnkey project development, funding, and installation approach, for the installation of electric vehicle charging stations in Parking Lot A with a combination of funding from RGE's Make-Ready Incentive and the DEC ZEV grant; and WHEREAS, consolidated funding application (CFA) 144837 was submitted for a DEC ZEV grant for the purchase, installation, and ten years operation and maintenance of fourteen level 2 charging stations in Parking Lot A to provide for students, staff, and the public the opportunity to charge vehicles at FLCC's main campus; and WHEREAS, notice has been received that CFA 144837 was funded at the amount of \$89,800, meaning that in combination with \$88,200 in funds available from Rochester Gas

and Electric under the Make Ready Program, the net project cost to FLCC and Ontario County will be \$24,250; and WHEREAS, if the project is completed before June 30, 2026, the FLCC Lot A project will qualify for a 30C Elective Pay tax credit, and can reimburse the \$24,250 out of pocket cost; and WHEREAS, the acceptance of said DEC ZEV grant by this Board of Trustees, upgrade and extension of electric service, extension of data network connectivity, purchase, installation, and operation of said EV stations, coordination with the Friends of CMAC to maintain public access to the EV charging stations (except during CMAC events), provision of signage for the public, maintaining 24 hour lighting and public access to the charging stations, and setting of rates to charge customers for use of said charging stations is collectively an 'action' as said term is defined in the New York State Environmental Quality Review Act and its implementing regulations found at 6 NYCRR Part 617, hereinafter collectively referred to as "SEQR"; and WHEREAS, a Short Environmental Assessment Form (EAF) Part I and draft Part II regarding said action (collectively the 'EAF') has been drafted and submitted to this Board by the Director of Facilities and Grounds; and WHEREAS, based upon the information contained in the EAF, it appears that the Action is an unlisted action under SEQR involving permitting and grant funding from other agencies; and WHEREAS, The Board of Trustees desires to solicit comments from the public concerning the purchase, installation, and operation of EV Charging Stations in Lot A of the Main FLCC Campus prior to its determination of significance pursuant to SEQR. NOW, THEREFORE BE IT RESOLVED, that this Board hereby establishes its desire to act as lead agency pursuant to SEQR for the environmental review of purchase, installation, and operation of EV Charging Stations in Lot A of the Main FLCC Campus; and BE IT FURTHER RESOLVED, that a Public Hearing is hereby scheduled to be held on April 1, 2026 at the regularly scheduled and publicized FLCC Board of Trustees meeting, to hear any and all comments from the public concerning purchase, installation, and operation of EV Charging Stations in Lot A of the Main FLCC Campus and the establishment of this Board of Trustees as Lead Agency to conduct a coordinated review of said action; and BE IT FURTHER RESOLVED, That the Secretary of this Board is hereby authorized and empowered to circulate to all interested and involved agencies the EAF with a letter stating this Board's desire to serve as lead agency pursuant to SEQR for the environmental review of the purchase, installation, and operation of EV Charging Stations in Lot A of the Main FLCC Campus and solicit any comments relevant to a determination of significance or objection to this Board serving as lead agency by March 27, 2026.

Budget Transfer Report

Bid Renewal for Janitorial services at FLCC Victor and Newark Campus Centers

Bid Renewal for lawn mowing and plant bed maintenance at the Geneva Campus site

Budget transfer between departments. Jason explained that the report is realigning student records approved last year to assist with the budget.

Adjourned

There being no further business, Trustee Wille moved to adjourn the meeting; Trustee Cushman seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 5:24 PM.

Prepared by Penny Hamilton - Assistant Secretary to the Board of Trustees

Submitted by Geoff Astles - Finance and Facilities Committee

Next Meeting: Wednesday, April 1, 2026 – Finger Lakes Community College, Newark Campus Center, Room WC-115, 1100 Technology Parkway, Newark, NY 14513 (unless otherwise determined and notice posted before the meeting).

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

March 4, 2026

Finger Lakes Community College

Stage 14

Presiding: Trustee Donald Cass, Chair

Committee Members Present: Trustee Aman, Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Russell (Virtual), Trustee Wille

Excused: Trustee Mallard, Trustee Martin Trustee Mihalik

Staff and Students: Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Carol Urbaitis, Jonathan Wesley, Sarah Whiffen

Guests: Meeting had a total of 2 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: None

Trustee Cass called the FLCC Board of Trustees meeting to order at 5:25 PM.

Community/Public Comment

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

Trustee Cass requested a motion to accept the Consent Agenda which includes the Minutes & Resolutions. Trustee Geise motioned approval, Trustee Cushman seconded, and a unanimous vote was approved to accept the Consent Agenda.

Approve the Consent Agenda Minutes & Resolutions

Review February 4, 2026, Minutes

Resolutions on the Consent Agenda:

Adjust the Finger Lakes Community College Professional Service Positions Roster

Grant Professional Appointment: David Walker, Director of Data Engineering and Analytics Support

Accept Auditor's Report for the FLCC Operating Fund Fiscal Year 2024-2025

Approval and Adoption of SEQR – EV Stations in Parking Lot A

Old Business

None

Chair's Report

None

President's Report

Dr. Nye explained that there is a transition with personnel, however, not a major issue at this time. There was a welding class graduation in Penn Yan that was just completed. There was a lot of heavy lifting with SUNY reconnect and the PELL grants. There will be a resolution next month to support Banner SAAS which will replace Ellucian, this will be a 3–4-year process. SUNY providing a portion of the funding for Banner is a game changer. The move to banner costs approximately 2 million. We, along with Onondaga Community College, have chosen to make this transition to Banner. The Banner program will be more efficient with the various programs required for payroll, developing queries for data, etc. Jason described that this provides college template sharing and resources with other community colleges more efficiently. Dr. Nye discussed the Nursing Accreditation and the exceptional job of all academic staff and nursing staff department as well as Dr. Debora Ortloff for the work they have done. On March 30th we will host a meeting of the new Ontario County Supervisors with the intention of providing and orientation related to the college.

Student Trustee Report

Trustee Aman discussed the success of the Spring transfer fair. She also mentioned the Mascot Madness voting process and voting for our Mascot. She discussed the opportunities she has had with SUNY and to be part of getting together and learning. She discussed that elections for Student Corp will be coming up in a month and a half. She discussed an online survey and from the survey results there was the indication that there are students that do not feel they are part of the college.

Audit & ERM Committee

Trustees Astles discussed our work is done in terms of the Auditor's report.

Personnel Committee

Trustee Cushman discussed that there is no report at this time. There is a meeting coming up on March 18th.

FLCC Association Liaison

Trustee Cass did not have a report.

FLCC Foundation Liaison

Trustee Geise discussed that we are getting ready for Vintners & Valentines event.

NYCCT Liaison

Trustee Cushman discussed that he is looking into Success stories of alumni and will be reaching out to Brie Chupalio about that. Trustee Cushman thanked Trustee Geisha for her leadership at the recent meeting in Washington, DC. He discussed an interesting story related to employment training. Lobby Day in Albany will be soon as well and Trustee Cushman plans to attend. He thanked Trustee Mihalik for coordinating with SUNY and CUNY for their involvement. He discussed a template letter on NYCCT site to write to your representatives in support of Community Colleges. He discussed that the Faculty Union adopted our ask for increased funding and we got good cooperation with NYCCT – well over 3,000 have endorsed and sent in letters at this time. He discussed that nominations for awards are coming up. He thanked Trustee Cass for his involvement with the Nomination Committee. Trustee Astles was a recipient of an award last year.

Student Corporation Liaison

Trustee Cushman has nothing to report at this time.

Adjourned

There being no further business, upon a motion by Trustee Cushman, seconded by Trustee Aman, and approved unanimously, the Board of Trustees adjourned its meeting at 5:44 p.m.

Prepared by Penny Hamilton - Assistant Secretary to the Board of Trustees

Submitted by Donald Cass - Chair, Board of Trustees

Next Meeting: Wednesday, April 1, 2026 – Finger Lakes Community College, Newark Campus Center, Room WC-115, 1100 Technology Parkway, Newark, NY 14513 (unless otherwise determined and notice posted before the meeting).