

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee Meeting

April 1, 2026

Finger Lakes Community

Newark 14

Presiding: Trustee Joan Giese & Donna Mihalik

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: Brie Chupalio, Sim Covington, Penny Hamilton, Todd Myles (interim CIO remote), Robert Nye, Karen Ohlrich, Debora Ortloff, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

Guests: Meeting had a total of 7 participants at the start of the meeting virtually; some guests joined via livestream link and were unidentified.

Media: none

Trustee Geise called the meeting to order at 4:30 p.m.

Trustees Cass and Russell requested the privilege of the floor to express their appreciation to Cheryl Ten Eyck for her outstanding service and support. They also noted Cheryl's consistent responsiveness and contributions to the success of the College as a whole. Debora Corsner also expressed her appreciation of Cheryl's efforts in supporting operations and resolving issues at the Newark location.

Debora Corsner, Newark Campus Center Director provided a presentation on Newark Campus Center activities, enrollment, and community engagement. Credit enrollment trends indicate that, while fall headcount was down 7.7% compared to the prior year (adjusted for projections related to the P-TECH program), the Center exceeded its targeted headcount and achieved growth in full-time equivalent (FTE) enrollment. Spring FTE increased by 31.5, reflecting expanded course offerings despite the smaller overall size of the location.

Non-credit programming continues to expand, including the fifth cohort of virtual welding and additional workforce development offerings. The welding program has received regional attention, including local media coverage and increased participation in job fairs and graduation ceremonies. Workforce training initiatives continue to grow, with increased instructor engagement and the development of a certified testing lab projected to serve approximately 500 individuals. This initiative is expected to strengthen visibility and attract prospective students to the College.

Additional highlights included growing participation of women in welding programs, successful open house events with approximately 50 attendees, and engagement from state and local leaders, including representatives from SUNY, BOCES, and regional legislators. Collaborative partnerships, including P-TECH and workforce referral pipelines, continue to develop. The Newark Campus Center and P-TECH program were also featured at a national conference, further elevating the College's profile.

Recruitment and outreach efforts remain a priority, with targeted high school visits, direct admissions engagement, and community presentations. Workforce and admissions staff have partnered on outreach initiatives, including presentations at the Newark Chamber of Commerce. Expanded GED testing, SUNY Reconnect programming, and a robust schedule of workforce development offerings were also noted.

Planning is underway for the potential development of an early college high school model at the Newark Campus Center. Upcoming events include a STEAM Camp (July 13–17) for students in grades 6–9, as well as Accepted Student Day, Spring Visit Day, registration events, graduation, and the Laker Day of Giving.

Dr. Nye commented that the Newark Campus Center as "small but mighty," recognizing its significant impact on both the College and the surrounding community.

Approval of Minutes

The minutes of the March 4, 2026, Committee Meeting were presented for review. Trustee Mihalik inquired if any revisions were

needed; none were noted.

Enrollment Report

Dr. Carol Urbaitis reviewed the enrollment report included in the meeting packet, reflecting data as of March 20, 2026, with a verbal update provided through March 27, 2026. Spring enrollment, excluding Gemini, is up approximately 6%, with FTE up 4.8%. Overall enrollment growth remains strong, and significant changes are not anticipated for the remainder of the term. Fall enrollment projections will be available in May.

Discussion followed regarding the continued growth in part-time enrollment, consistent with national trends. Trustees noted the financial implications of this shift and the need for improved modeling to better understand FTE-related costs. Administration will work to develop tools and projections to support future planning discussions, with additional information to be presented at upcoming meetings.

Gemini enrollment has increased by approximately 350 students. This growth is attributed in part to expanded participation by partner school districts, including Canandaigua and Victor, and increased awareness of the program's value. Some districts have elected to cover Gemini fees, eliminating costs for students and further supporting access. Continued collaboration with BOCES through cooperative service agreements was also noted.

Supporting Students: The World is Our Classroom – Sicily and South Africa

John Bateman, Associate Professor, and Beth Johnson, Interim Associate Provost for Curriculum & Instruction presented an overview of faculty-led study abroad opportunities in Sicily and South Africa. The programs are designed to expand global learning and provide students with immersive, credit-bearing experiences aligned with their academic programs.

The Sicily program, developed in partnership with an international institution, will offer coursework in areas such as theatre, language, and design, with opportunities for students to engage directly with historical and cultural sites. Courses are eligible for financial aid, and the program is expected to grow in future terms.

The South Africa program continues to demonstrate strong enrollment, with 11 students participating this year. The experience focuses on ecological and environmental studies, including hands-on wildlife tracking and field-based learning. Students work alongside trained guides and gain practical skills in conservation and environmental science.

Both programs emphasize student support, safety, and accessibility, including coordinated travel, housing, and pre-departure preparation. Additional opportunities for post-program engagement and continued global learning were also discussed. Trustees expressed strong support for these initiatives, noting their value in enhancing student experience and positioning the College as a destination for high-impact learning opportunities.

Resolutions

Jonathan Wesley, Chief Human Resources Officer, Affirmed resolution 22-2026 approved by Board of Trustees Poll on March 10, 2026 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

Assistant Provost of Curriculum and
Academic Partnerships (03/10/2026)

Associate Provost of Economic
Development and Lifelong Learning
(03/10/2026)

WHEREAS, the following is a *revised* job description for previously approved job description for Finger Lakes Community College:

New Title

Associate Provost of Academic Innovation and Learning Resources
(03/10/2026)

Previous Title

Associate Provost of Academic Innovation and Learning
Resources (05/07/2025)

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 by poll vote, dated March 10, 2026 and to be affirmed at the April 1, 2026 FLCC Board of Trustees Meeting.

He also reviewed an additional resolution as follows, all job descriptions are outlined in the packet. 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 *revised* job descriptions for previously approved job descriptions for Finger Lakes Community College:

<u>New Title</u>	<u>Previous Title</u>
Digital Content Strategist (04/01/2026)	Digital Content Specialist (08/11/2021)
Director of Workforce, Career and Experiential Learning (04/01/2026)	Director of Workforce, Career and Experiential Learning (06/04/2025)

WHEREAS, the following are *new* job descriptions for Finger Lakes Community College:

Assistant Director of Academic Advising and Transfer Services (04/01/2026)

Assistant Registrar (04/01/2026)

Senior International Student Advisor (04/01/2026) – replacing one of the current Admissions Counselor positions Associate Provost of Curriculum and Instruction (04/01/2026)

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. Nye explained that they are all existing positions except one which was part of the budget process as a new position within the workforce development program. They are positions that are strategic in nature and take in consideration Pell program funding.

Matt is a graduate of FLCC who began his career with the College as a part-time employee and has steadily advanced into full time positions, he has taken on increasing responsibilities with each new role. He has demonstrated exceptional performance in his current position, maintaining a high standard of campus security and serving as an excellent communicator across the College community.

Matt is widely regarded as the epitome of a dedicated college employee, consistently prioritizing the safety and well-being of students. He has also been a valued and effective assistant in his previous role. Based on his strong track record and continued contributions, his appointment is highly recommended.

Dr. Nye presented the next Resolution as follows: GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MATTHEW HANCE, IT NETWORK SECURITY SPECIALIST WHEREAS, Matthew Hance, 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 Matthew Hance 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 Matthew Hance, IT Network Security Specialist, effective October 21, 2026.

Originally adopted in June 2017, the Credit Contact Hour Policy has been updated to reflect the evolving modalities of instruction. As teaching and learning have shifted, particularly with the growth of asynchronous and hybrid formats. Traditional seat-time measures have become less effective in capturing student engagement.

The College defines one credit hour as equivalent to 37.5 hours of total student engagement over the duration of a course. This standard applies consistently across instructional modalities, including lecture, laboratory, and alternative delivery formats.

- For lecture-based courses, this traditionally equates to approximately 3.0 hours of direct instruction per week across the term.
- For laboratory and experiential courses, as well as online or asynchronous formats, student engagement may occur outside of a

traditional classroom setting.

In all cases, credit hour determination is based on a combination of direct instruction and substantive interaction, along with assigned coursework completed outside of scheduled instructional time. This ensures that all modalities whether synchronous, asynchronous, in-person, or remote are held to an equivalent standard of total student learning time.

This revised definition affirms that 37.5 hours represents the total expected student effort per credit, inclusive of all instructional and independent learning activities, aligned with institutional and accreditation expectations in 2026.

Milt Johnson, Professor reviewed the following resolution: APPROVE REVISION OF THE CREDIT/CONTACT HOUR POLICY WHEREAS, Finger Lakes Community College strives to ensure that all credit-bearing courses and programs comply with applicable state and federal regulations governing the award of academic credit; and, WHEREAS, the Credit/Contact Hour Policy establishes the standards by which the College awards semester credit hours across all instructional types and modalities; and, WHEREAS the revised policy provides more detailed and equitable credit hour standards across all instructional types (lecture, laboratory, clinical, experiential learning, etc.) and modalities; and, WHEREAS, the revised policy aligns the College's credit hour definitions with federal regulations (34 CFR § 600.2) and SUNY policy, and introduces clarifying definitions and procedures to support consistent application across departments and programs; and, WHEREAS, the Academic Senate of Finger Lakes Community College voted to approve the revised Credit/Contact Hour Policy on March 5, 2026; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the revised Credit/Contact Hour Policy.

Mary Murphy, Professor reviewed the following resolution - APPROVE 2026-2027 FACULTY PROMOTIONS WHEREAS, the FLCC Teaching Faculty collective bargaining agreement states that teaching faculty members may be promoted in their respective positions each year; and WHEREAS, the Promotion Committee has met and determined that the following teaching faculty meet the minimum requirements for promotion in the 2026-2027 academic year:

From Instructor to Assistant Professor

Melissa Langworthy, Nursing

From Assistant Professor to Associate Professor

Christine D. Quinn, Mathematics Tina

Hamilton, Nursing

Dr. Sarah E. Heidebrink-Bruno, Humanities

From Associate Professor to Professor

Jamie C. Rotter, Business

Delia M. Ackerman, Humanities

Dr. Trevor Johnson-Steigelman, Science/Technology

Paul E. Brock II, Environmental Conservation and Horticulture Dr.

Kimberlie Noyes, Nursing

WHEREAS, the Provost and College President have reviewed the recommended list; and WHEREAS, the College President recommends FLCC Board of Trustees approval of the aforementioned 2026-2027 faculty promotions; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve these faculty members for promotion in the 2026-2027 academic year.

Delia Ackerman, Associate Professor reviewed Sabbatical Leaves resolution allowing for formal and informal studies, scholarly activities. Charles Hoffman reported progress on a *Mathematics for Nursing Students* workbook and accompanying companion text, designed to support applied learning and student success in nursing programs. Milton Johnson is engaged in a scholarly and creative project involving a full-length play originally developed more than 30 years ago. The work is being reimagined for a potential new production, incorporating contemporary revisions and creative interpretation. Lacey McKinney described a scholarly travel experience connected to an exhibition in Helena, Montana, including secondary contacts and interdisciplinary exploration linking feminist psychology and real-world art. This work is connected to ongoing initiatives at ArtSpace 36 and was supported through a sabbatical. McKinney expressed gratitude to the Board for supporting this valuable professional opportunity. Steve referenced post-sabbatical processes and noted collaboration through the Faculty Alliance, including opportunities for faculty to present and share work, particularly in connection with ArtSpace programming. APPROVE 2026-2027 SABBATICAL LEAVES WHEREAS, the Sabbatical Committee received, reviewed and ranked faculty sabbatical leave applications for the 2026-2027 academic year; and WHEREAS, the Sabbatical Committee Chair has presented the committee's recommendation to the Provost, Vice President of Academic and Student Affairs; and WHEREAS, three semester-long sabbatical leaves have been requested at full pay and; and WHEREAS, the College President has reviewed and concurs with the Provost, Vice President of Academic and Student Affairs, and Sabbatical Committee recommendations and requests FLCC Board of Trustees approval; and WHEREAS, the FLCC Board of Trustees in granting this sabbatical leave affirms that no changes to a sabbatical recipient's

proposal can be made without the express written approval of the Provost, Vice President of Academic and Student Affairs and/or President of the College; and WHEREAS, in approving the aforementioned sabbatical leaves the FLCC Board of Trustees affirms that faculty members being granted sabbatical leave must abide by the conditions as described in the Faculty Alliance Collective Bargaining Agreement; NOW, BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve sabbatical leaves for the following faculty members for the 2026-2027 academic year:

Charles Hoffman, Professor, Mathematics (Fall 2026)
Milton Johnson, Professor, Visual and Performing Arts (Spring 2027)
Lacey McKinney, Professor, Visual and Performing Arts (Fall 2026)

Beth Johnson, Interim Associate Provost for Curriculum & Instruction emphasized her amazement of her colleagues and conveyed the tremendous impact they have had on the lives of students and families and recognizing each colleague by recommending Grant Emeritus Distinction.

Beth Johnson, Interim Associate Provost for Curriculum & Instruction reviewed the Emeritus Distinction resolutions as follows: She discussed Heather Reece-Tillack emphasizing the impact she has had on the lives of students and families for over 30 years at FLCC. GRANT EMERITUS DISTINCTION TO HEATHER REECE-TILLACK WHEREAS Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and; WHEREAS it is the honor of the FLCC Emeritus Committee to recommend Heather Reece-Tillack, Professor of Nursing, for Emeritus distinction. Professor Reece-Tillack served the College with distinction for over 30 years, culminating in her role as Department Chair. Colleagues describe her tenure as bringing steadiness, predictability, and calm to the department, qualities that defined her entire career and made her an anchor for students and faculty alike; WHEREAS Heather Reece-Tillack's effectiveness as an educator was evident across the full arc of the nursing curriculum. She taught first-semester nursing courses, a role that demands exceptional patience, clarity, and emotional intelligence, and she excelled in providing new students with the extensive guidance, support, and advisement they needed to be successful. She also served as lead instructor for fourth semester Mental Health Nursing, demonstrating versatility and depth of experience that spanned the entire program. Colleagues consistently described her as a steadfast, reliable, and highly organized educator whose work set a standard of excellence within the department. The demands of nursing education are unlike those of any other discipline, and Professor Reece-Tillack met them with professionalism and composure throughout her career; WHEREAS Heather Reece-Tillack's transition from dedicated faculty member to department chair is a testament to her strength of character and capacity for professional growth. Her four-year term as Department Chair was marked by steady leadership through a period of significant institutional change. She guided the department through a major redesign of the nursing admissions process, the implementation of a concept-based curriculum, and the expansion of dual admission pathways. She also led the department through the opening of the new Allied Health Center and navigated the considerable challenges of sustaining nursing education during the COVID pandemic. Under her chairmanship, the department's pass rate on the nursing licensure exam increased each year, a meaningful and measurable testament to her ability to unify a team of teaching faculty around a shared commitment to student success. As one colleague noted, she handled all of this while also managing personal setbacks, never losing her composure or her focus on the work; WHEREAS Heather Reece-Tillack made substantial contributions to professional service and the broader nursing community throughout her career. She attended numerous national and local nursing conferences over her three decades at FLCC and presented at several of them. She was actively involved in multiple nursing curriculum reviews, played a central role in preparation for the recent ACEN accreditation visit, and supported NYS Department of Education accreditation preparation and reviews. She chaired the Outcomes Committee for several years, leading program-level learning outcomes analyses that informed continuous improvement. She also served on the Student Orientation Committee, the Admission Point System Committee, and was involved in faculty union contract negotiations for many years; WHEREAS Her community and professional service extended beyond campus through her representation of FLCC's nursing program at the ADN Council, where she engaged in both local and statewide conversations about associate degree nursing education. She also participated regularly in RASON meetings, where Rochester area schools of nursing convene to align clinical guidelines and share best practices, ensuring that FLCC remained a collaborative and informed partner in regional nursing education; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Emeritus status upon Heather Reece-Tillack with all the rights and privileges thereof.

Barbara Schreiber who also is another colleague who had an impact for 30 years, provided sources of knowledge that every student left FLCC with more than a degree. She listened and advocated for students as an advisor. Her impact with the emergency loan fund through the Foundation related to student hardships to dismantle the barriers that often derail our students. GRANT EMERITUS DISTINCTION TO Barbara Schreiber - WHEREAS Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and; WHEREAS For her unwavering commitment to student success, the FLCC Emeritus

Committee is proud to recommend Barbara Schrieber for Emeritus distinction. During her thirty years at the college, Ms. Schrieber served multiple roles, including Professional Advisor and Personal Services Counselor in what is now the Center for Academic Advising and Transfer Services. Across every role she held, her work reflected the best traditions of student-centered practice, empowering students to take ownership of their educational journeys while ensuring they had the support they needed to succeed; WHEREAS The breadth and depth of Ms. Schrieber's advising work exemplified her professional effectiveness, a contribution recognized by the Chancellor's Award for Excellence in Professional Service in 2002. She served students in multiple capacities, providing academic, personal, and career counseling as institutional needs evolved. As a true mark of distinction, she was able to adapt to institutional change without missing a step. As offices changed and roles shifted, Ms. Schrieber expanded her expertise to include career counseling and meeting students wherever they were on their journey. She was known as the go-to resource for faculty seeking guidance on how to best support students in need, and colleagues consistently praised her ability to listen deeply and advocate effectively. One colleague noted that she demonstrated "a strong commitment to supporting others by sharing her specialized knowledge and helping them navigate complex processes," and that her expertise was instrumental in deepening understanding of advising operations during staff training; WHEREAS Barbara Schrieber contributed meaningfully to college governance and campus life, serving numerous committees including the Student Intervention Team, Chancellor's Award Committee, and Campus Safety Committee, taking on leadership roles in the Professional Association, and participating in various search committees. As the designated professional advisor for the Business department, her thorough knowledge of academic pathways and her genuine investment in student success earned her the respect of faculty and staff alike. Her broad experience across advising, personal counseling, and career counseling gave her a unique understanding of the student experience at FLCC. Beyond her formal roles, Ms. Schrieber enriched campus culture in meaningful ways, introducing the Clothesline Project to the college and partnering with the ARC to bring therapy dogs to campus; WHEREAS Ms. Schrieber's most lasting institutional contribution was her role in advancing holistic student support at FLCC. Recognizing that students often face barriers that extend beyond academics, she worked with colleagues to advance the FLCC Cares Program and helped pioneer the emergency loan program through the FLCC Foundation. These initiatives provided critical support to students facing food insecurity, financial hardship, housing instability, and other challenges that threaten academic success. Her attention to students' basic needs helped shape a more compassionate and responsive institutional culture, and her legacy lives in the countless students who were able to persist and succeed because someone in her role was paying attention; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Emeritus status upon Barbara Schrieber with all the rights and privileges thereof.

Hemen Sweet was described as the Adjunct that gave more than any other Adjunct ever has. His involvement with the Anthropology program as a discipline. He provided on his own initiative courses that set us apart from other institutions with online courses. He was the first to receive Adjunct SUNY award, his involvement with Veteran clubs, and the Veterans Advocacy program, relief fund had transformed from a day to a week. Beth thanked Hemen and his family for championing the Veterans and students. GRANT EMERITUS DISTINCTION TO Hemen Sweet WHEREAS Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and; WHEREAS it is the honor of the Emeritus Committee to recommend Hemen Sweet for Emeritus distinction. Mr. Sweet served FLCC with extraordinary dedication for 20 years, beginning in 2006. His contributions, which exceeded all expectations for a part-time faculty member, have left an enduring mark on our students, our programs, and our community. In 2018, he became the first FLCC recipient of the SUNY Chancellor's Award for Excellence in Adjunct Teaching, a distinction that reflects a career defined by excellence; WHEREAS Hemen Sweet was the backbone of FLCC's Anthropology program, serving as lead instructor and assessment facilitator for multiple courses. When the retirement of a colleague left the department without an anthropology discipline coordinator, he stepped forward voluntarily and without compensation, a role he maintained until his retirement. On his own initiative, he developed HIS/ANT 206: North American Indian History & Culture, a course that attracted regional interest and distinguished FLCC among its peer institutions, and later debuted ANT 205: Principles of Archaeology. He was also a trailblazer in distance learning, developing the first online history course at FLCC and transitioning all anthropology courses online. His student evaluations were consistently strong, and he earned "Advisor of Distinction" honors in 2012, 2014, 2016, and 2018; WHEREAS A U.S. Air Force veteran, Hemen Sweet channeled his personal experience into transformative service for FLCC's student veteran population. He co-led the Student Veterans Club and partnered with colleagues to establish the Veterans Advocacy Council, bring a licensed counselor to campus through the VITAL program, and create a dedicated Veterans' Resource Center and Lounge. He was a familiar and beloved presence in FLCC's hallways, regularly raising funds for the Veterans Relief Fund. He transformed the college's annual Veterans Day ceremony into a week-long celebration culminating in an Armed Forces Formal Dinner and Dance, an event that drew well over 140 attendees and became a highlight of the college calendar. In 2022, he helped launch the VA Student Work Study Allowance Program and established the Student Emergency Relief Fund for Veterans. His direct personal intervention on behalf of countless student veterans proved, in many cases, to be life changing; WHEREAS Hemen Sweet's community engagement brought distinction to FLCC far beyond campus. His advocacy for veterans resonated across Western New York through his service on the Veterans Coalition of the Finger Lakes, partnerships with the Canandaigua VA, VFW Post #7414, American Legion Post #256, and other regional and statewide organizations. He was a consistent presence at FLCC's History, Culture & Diversity series, organized field trips and hands-on archaeological excavations for students across Ontario County. He coordinated numerous Laker Day events that enriched campus life. He also served on three

faculty search committees, a rare commitment for any adjunct faculty member; WHEREAS Mr. Sweet pursued relentless professional growth throughout his career, earning a master's degree in global medieval history and a graduate certificate in ancient and classical studies, both at his own expense, to better serve departmental needs. He spearheaded the Social Science department's alignment with the SUNY General Education Framework, successfully earning a DEI designation for his anthropology courses at a time when few FLCC offerings had done so. He led the development of a SUNY Seamless Transfer pathway for anthropology, represented the department in statewide discussions, and his early mastery of successive learning management systems made him a trusted resource for colleagues navigating institutional transitions; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Emeritus status upon Hemen Sweet with all the rights and privileges thereof.

Beth also recognized Berna Ticonchuk for her exceptional contributions. Berna has been instrumental in the development and ongoing success of the Greenhouse, demonstrating a commitment that extends well beyond a traditional Monday–Friday schedule, including consistent weekend work in the gardens. Her approach reflects both professionalism and a deep sense of care, integrating academic purpose with hands-on practice. She has built strong networks across the region, supporting “green” initiatives, event planning, staging, student recruitment, and broader community engagement efforts. Her work has contributed to collaborations with local initiatives, including Canandaigua relief efforts and Sonnenberg Gardens. Berna was also recognized at the Chancellor level in 2020 and has continued to give back through meaningful public-facing work. Beth noted the value of her partnership and the lasting impact of her contributions to the institution and community. GRANT EMERITUS DISTINCTION TO Berna Ticonchuk WHEREAS Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and; WHEREAS It is the honor of the FLCC Emeritus Committee to recommend Berna Ticonchuk, retired Technical Specialist, Adjunct Instructor, and Coordinator of the Horticulture Program, for Emeritus distinction. Throughout her tenure at FLCC, Ms. Ticonchuk exemplified professional excellence, innovation, and a deep commitment to student success across every role she held. As one colleague put it, “I cannot possibly convey all of the reasons that Berna is deserving of Emeritus status. She embodies the values of FLCC, and everyone who worked with her valued her as a colleague and human being.” WHEREAS Berna Ticonchuk's effectiveness across her many roles is a true mark of distinction. She served simultaneously as technical specialist, greenhouse manager, academic advisor, horticulture program coordinator, and instructor, and she excelled in each capacity. As manager of the department's greenhouse, she transformed it into a living laboratory that enriched teaching and applied learning, often coming in on weekends to tend to it whenever necessary and keeping operations running even as the physical space deteriorated around her. Colleagues noted that she never shied away from difficult jobs, meeting every challenge with a matter of fact, get-it-done attitude. She also helped greenify special events across campus, contributed to the beautification of the arboretum and flowerbeds before graduation, and served as a steady, stabilizing force through the many transitions the department experienced over the years; WHEREAS Berna Ticonchuk's student-centered approach was at the heart of everything she did. She mentored countless students, encouraging their aspirations and guiding them toward academic and career success with patience, gentleness, and genuine care. Many alumni credit her support and leadership as pivotal to their development. She brought the horticulture industry to life for her students by maintaining deep professional connections across the region and country and translating that practical knowledge directly into the classroom and greenhouse. She also represented the program at high school recruiting events, helping to build the pipeline of future horticulture students at FLCC; WHEREAS Berna Ticonchuk maintained the highest standards of professional growth throughout her career, keeping her DEC, CNLP, and ISA certifications current through ongoing training and professional development. Her commitment to staying at the forefront of her field was recognized in 2020 when she received the SUNY Chancellor's Award for Excellence in Service, one of the most prestigious honors in the SUNY system WHEREAS Ms. Ticonchuk's community service was wide-ranging and deeply rooted in environmental stewardship and public education. She served as a mayoral-appointed member of the City of Canandaigua Tree Advisory Board, participated in the Western New York ReLeaf Council, and served on the Sonnenberg Gardens Education Committee. She delivered educational programming connected to the NYS Agricultural Experiment Station and organized a public lecture series, including a notably well-attended event featuring renowned ecologist Doug Tallamy at Stage 14. Since her retirement, she has continued this work, leading a tree inventory initiative in the Village of Naples and offering public pruning workshops through the Naples Library, a testament to a commitment to community that never required a job title to sustain it; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Emeritus status upon Berna Ticonchuk with all the rights and privileges thereof.

Strategic Thought Presentation – Banner SaaS – Dr. Nye and Dr. Ortloff

Dr. Nye introduced Todd Myles, who participated virtually, and noted that his remarks would support an upcoming resolution on transitioning to Banner SaaS. The current student information system was discussed as outdated and no longer sustainable for efficient operations, particularly in reporting, forecasting, and daily administrative functions. Staff across IT, APCI, the Registrar's Office, and Human Resources have relied on temporary workarounds, underscoring the need for a modernized system. The proposed transition to Banner SaaS represents a significant institutional investment, with implementation anticipated from June 2026 through February 2028 and partial funding from institutional reserves.

Todd Myles outlined the scope of the project, emphasizing the need for temporary staffing support and collaboration with SUNY and peer institutions in a cohort model. Trustees discussed costs, long-term benefits, and the importance of improved data standardization and operational efficiency. It was noted that the transition will primarily affect back-end systems, with minimal disruption to students and anticipated long-term improvements in scheduling, communication, and mobile access. Regular updates to the Board will be provided as the project progresses.

Adjourn

There being no further business, Trustee Geise moved to adjourn the meeting; Trustee Cushman seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 6:01 PM.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

George Cushman
Education & Planning Committee

Next Meeting: Wednesday, May 6, 2026 – Finger Lakes Community College, Stage 14, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Finance and Facilities Committee
April 1, 2026
Finger Lakes Community College
Stage 14
Presiding: Trustee Martin

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: Brie Chupalio, Sim Covington, Penny Hamilton, Todd Myles (interim CIO remote), Robert Nye, Karen Ohlrich, Debora Ortloff, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

Guests: Meeting had a total of 7 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 6:02 P.M.

Review of March 4, 2026, Committee Meeting Minutes

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

FLCC 2025-2065 Operating Budget Update & Finance Report

Karen Ohlrich discussed the report in the packet. As of February 28th revenue tracking is on point with what we expected other than tuition, FTEs have gone up, we weren't sure how to anticipate that. Miscellaneous fees are up due to health fees.

Expenses are tracking and we are only 50 % done with the academic year. There are some savings with salary vacancies, and all other expenses are where they should be.

Resolutions

Dr. Ortloff provided an update on strategic initiatives, noting that projects are progressing well and will either extend through the end of the current strategic plan or be incorporated into the operational budget as they are completed. She highlighted continued collaboration with Jeremy on a strong online program, now approximately 75% online, incorporating innovative software, exercise equipment integration, and data-driven student assessments. Additional program enhancements include expanded work with animal science models, with recent approvals supporting further development, including swine-related instruction. Debora also noted growing industry interest and the potential role of AI in advancing these efforts.

Further updates included the use of augmented and virtual reality technologies, such as AVR headsets and immersive modeling tools, to enhance instruction in areas like butchery and welding, providing high-impact, hands-on learning experiences. AlexAI has expanded to additional student groups, supported by advisory board engagement, and continues to strengthen pathways from internships through program completion. The Mosaic initiative, in collaboration with Liz Brownell, connects students with local leaders and businesses. Steve highlighted ongoing partnerships in Canandaigua and Geneva, including ArtSpace window displays coordinated with downtown businesses and Jackie, as well as expanded dual enrollment opportunities with regional high schools. Trustee Cushman noted growing statewide collaboration, reflecting the broad potential of these initiatives to further connect and elevate the College's work.

Resolutions

Debora Ortloff discussed the following resolutions: Approve Amended Budgets for Previously Approved Strategic Plan Grants - WHEREAS, on May 1st, 2024 the FLCC Board of Trustees approved the 2024 Strategic Plan Grants under Resolution 28-2024; and WHEREAS, on April 2nd, 2025 the FLCC Board of Trustees approved the 2025 Strategic Plan Grants under Resolution 18-2025. WHEREAS, an additional total amount of \$283,000 has been requested to support four separate projects approved in these previously approved resolutions, outlined below;

Project	Applicant	Original Funding Amount	Additional Funds Requested	Purpose
Using iWorx Human Physiology Kits to Improve Student Outcomes	Jeremy Tiermini	\$29,725	\$8,000	Additional online modules for the Kinesiology Program
Culinary Arts Mixed Reality Development	Jamie Rotter Christine Parker	\$41,345.85	\$41,000	Additional module, earmarked for expenditure after first module is completed.
Lexis AI in Paralegal Studies	Tomas Gonzalez	\$34,827.80	\$36,000	Additional licensing for paralegal student access
FLCC CAPS: High School and FLCC Student Applied Learning Opportunities	Jackie Tiermini Liz Brownell	\$180,000	\$198,000	Continuation of Mosaic and Mosaic Downtown project until end of strategic plan.
Total:		\$285,898.65	\$283,000	

WHEREAS, all projects have met their assessment requirements. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the amended budgets for the previously approved Strategic Plan Grants.

APPROVAL OF CHANGES TO THE FACILITY USE POLICY -WHEREAS, the College Council has reviewed and endorsed revisions to the existing Facility Use Policy; and WHEREAS, the proposed revisions update and rename the policy to the “Facility and Grounds Use Policy” to better reflect its scope and application; and WHEREAS, the revised policy emphasizes improved planning practices, including extended lead times for reservations and clearer expectations to ensure effective coordination of campus events; and WHEREAS, the revisions introduce enhanced administrative procedures, including updated departmental oversight through the Resource Development Office, standardized processes for audio-visual requests, and consistent handling of external group accommodations; and WHEREAS, the revised policy establishes additional requirements for auditorium use, including a 90-day advance reservation requirement and mandatory written approval prior to confirmation or promotion; and WHEREAS, the revisions clarify expectations for conduct and use of College property, including prohibitions on unauthorized camping, requirements for food and beverage procurement, and updated provisions regarding supervision of minors; and WHEREAS, the revised policy includes an appendix of best practices to support successful event planning and execution. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the updated “Facility and Grounds Use Policy”; and BE IT FURTHER RESOLVED, that this policy shall take effect upon approval.

Karen Ohlrich, Controller, reviewed the general revenue debt collection services for a 12-month period. The services have been effective in supporting the College’s collection efforts and it is recommended to continue with the agreement. APPROVAL OF CHANGES TO THE USE OF COLLEGE CREDIT CARD POLICY - WHEREAS, the Use of College Credit Cards policy has been reviewed and revised; and WHEREAS, the revisions include substantive updates, including reformatting the policy for improved clarity and consistency, and revising roles and responsibilities to reflect the College’s current organizational structure; and WHEREAS, such revisions are necessary to ensure the policy remains accurate, effective, and reflective of current administrative practices. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the changes to the Use of College Credit Cards Policy; and BE IT FURTHER RESOLVED, that this policy shall take effect upon approval.

Karen Ohlrich, Controller continued with review of resolutions:
 AUTHORIZE A CONTRACT RENEWAL FOR DEBT COLLECTION SERVICES - WHEREAS, Finger Lakes Community College has identified the ongoing need for Collection Services; and WHEREAS, the Ontario County Purchasing Department previously solicited proposals under RFP R23037; and WHEREAS, the RFP specifications allow for the original term not to exceed thirty-six (36) months from the date of the award (three years), with the College reserving the right to renew any contract resulting from this RFP for up to two additional twelve-month periods for a total of five years, if mutually agreeable by both parties; and

WHEREAS, the College has determined that it is in its best interest to renew its agreement with General Revenue Corporation for the continued provision of collection services for the first additional 12-month period; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby authorizes the renewal of a contract with General Revenue Corporation, 4660 Duke Drive, Suite 200, Mason, Ohio 45040 beginning April 7, 2026 and ending no later than April 6, 2027.

Karen discussed that there are no environmental impacts to the extent practicable

APPROVAL AND ADOPTION OF SEQR: NEGATIVE DECLARATION OF IMPACT OF 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, Resolution No. 21-2026 established this Board's intent to serve as Lead Agency for the environmental review electric vehicle charging stations in parking lot A and began a coordinated review process of said action all pursuant to SEQR; and WHEREAS, On April 1, a public hearing was held before this Board during the regularly scheduled Board of Trustees meeting to solicit comments on the establishment of this Board as Lead Agency and on the determination of significance for the adoption of said electric vehicle charging stations in parking lot A pursuant to SEQR; and WHEREAS, The Clerk of this Board has circulated the EAF, project materials, and a notice to all interested and involved agencies and none have objected to the establishment of this Board as Lead Agency for the environmental review of said project pursuant to SEQR; and WHEREAS, This Board has reviewed said EAF, and all the information contained therein, comments received in writing and at said public hearing, and the draft findings on file with the Clerk of this Board, and such other documents. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees is hereby established as Lead Agency pursuant to SEQR for the environmental review of the 2026 electric vehicle charging stations in parking lot A; and BE IT FURTHER RESOLVED, That the 2026 electric vehicle charging stations in parking lot A is hereby classified as an unlisted action under SEQR; and BE IT FURTHER RESOLVED, That the EAF on file with the Secretary of this Board in regard to the electric vehicle charging stations in parking lot A is hereby approved and adopted as final; and BE IT FURTHER RESOLVED, That based on its findings, the EAF, comments received, and other project materials this Board has reviewed, this Board hereby makes a negative declaration of significance for the electric vehicle charging stations in parking lot A pursuant to SEQR, stating that electric vehicle charging stations in parking lot A will not result in any significant adverse environmental impacts and that the impacts identified shall be mitigated to the extent practical; and BE IT FURTHER RESOLVED, That the Secretary of this Board shall send a copy of the signed EAF and this resolution to all involved and interested agencies and to the Vice President of Administration and Finance at Finger Lakes Community College; and BE IT FURTHER RESOLVED, That this resolution take effect immediately.

- SICAS Conversion Charges: \$92,500
- These fees do not include operating costs for conversion to Banner SaaS and will backfill for continuing operations; and

WHEREAS, the projected launch date for this implementation process is in May of 2026 with services being fully implemented by March of 2028. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees approve the advancement of Banner SaaS implementation with a projected launch date of May 2026. D, That this resolution take effect immediately.

Banner SaaS Costs and Conversion

Discussion continued regarding costs associated with the Banner SaaS transition. It was noted that under the current system, SUNY is responsible for certain platform-related components; however, the SaaS model introduces additional fees, including platform subscription costs and implementation-related expenses.

Trustee Astles clarified that referenced fees do not include conversion costs, which reflect the work required to migrate the College's existing system into the Banner SaaS environment. Dr. Ortloff discussed that the conversion is complex, as it involves translating data and processes from the current system into a different programming structure and language used by the SaaS platform. As a result, additional technical work, staffing, and resources are necessary to ensure a successful transition. APPROVAL TO ADVANCE BANNER SAAS IMPLEMENTATION WHEREAS, SUNY has identified a need to transition community colleges and universities to a multi-tenant, cloud-native SaaS version of Ellucian Banner. The initial cohort includes 5-6 strategically selected campuses relying on disparate student information systems (SIS); and WHEREAS, this approach enables SUNY to address critical modernization gaps and establish a shared foundation prior to migrating the 21 community colleges that currently utilize on-premise Banner; and WHEREAS, a key distinction between the SaaS and on-premise deployment lies in how software functionality is packaged and priced. Under the SaaS model, campuses gain access to comprehensive bundles of additional software tools that are included in the overall SaaS subscription fee; and

WHEREAS, SUNY would be responsible for the following fees:

- Estimated \$1.8 - \$2.2 million implementation cost

WHEREAS, FLCC would be responsible for the following fees:

- SaaS Licensing and Platform Fees: \$302,204 (annually with a 5% escalation rate)
- SICAS Membership: \$38,654

Informational Items

Budget transfer Report was presented by Karen Ohrich. One on there moving dollars to one expense category to another in the same department

Adjourned

There being no further business, Trustee Russell moved to adjourn the meeting; Trustee Wille seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 6:18 PM.

Prepared by,

Submitted by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Steve Martin
Finance and Facilities Committee

Next Meeting: Wednesday, May 6, 2026 – Finger Lakes Community College, Stage 14, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

April 1, 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: Brie Chupalio, Sim Covington, Penny Hamilton, Todd Myles (interim CIO remote), Robert Nye, Karen Ohlrich, Debora Ortloff, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

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 6:18 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 Mihalik motioned approval, Trustee Astles seconded, and a unanimous vote was approved to accept the Consent Agenda.

Approve the Consent Agenda Minutes & Resolutions

Review March 4, 2026, Minutes

Resolutions on the Consent Agenda:

Affirm resolution 22-2026 Adjust The Finger Lakes Community College Professional Services Roster Approved by Poll vote on March 10, 2026

Adjust the Finger Lakes Community College Professional Service Positions

Grant Administrative Appointment: Matthew Hance, IT Network Security Specialist

Approve Revision of The Credit/Contact Hour Policy

Approve 2026-2026 Faculty Promotions

Approve 2026-2027 Sabbatical Leaves

Grant Emeritus Distinction to Heather Reece-Tillack

Grant Emeritus Distinction to Barbara Schreiber

Grant Emeritus Distinction to Hemen Sweet

Grant Emeritus Distinction to Berna Ticonchuk

Approval of Amended Budgets for Previously Approved Strategic Plan Grants

Approval of Changes to the Facility Use Policy

Approval of Changes to the Use of College Credit Cards Policy

Authorize a Contract Renewal for Debt Collection Services

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

Approval to Advance Banner SaaS Implementation

Old Business

None

Chair's Report

Trustee Cass discussed that Trustee Martin and Mihalik have agreed to assist Trustee Astles on the Nominating Committee to provide recommendations for the Slate of Officers to be presented at the May meeting and to be voted on at the Annual Meeting in June.

President's Report

Dr. Nye discussed that Todd Myles will serve as interim CIO like when we previously had Dan Dupee. Dr. Nye highlighted the outstanding work of our IT team—another example of their excellent support across the College. Dr. Nye reviewed the following events and highlights:

- Muller Field Station – April 22, 2026, 11:00 AM (Earth Day)
The site is looking beautiful. Four speakers, including members of the Emil Muller family and foundation, will participate. The Muller Foundation was recently recognized by NYCCT for its partnership.
- Admissions & Recruitment
Accepted Student Day – April 18; planning continues for commencement and fall open house.
- Athletics Recognition – April 25, 2026
Baseball field honored in memory of Bob Loudon.
- Electronic Information & Technology Accessibility (EITA) – April 24, 2026
A long-term compliance initiative led by Deborah Ortloff. Focus areas include web and internal site accessibility, content specificity, and spell-checking. Comprehensive plan in development.
- Facilities Use & Recognition
Trustee Astles noted heavy weekend use: six softball teams and 40–50 baseball players. Our grass fields are attracting significant community activity. Special thanks to Brie and her team for maintaining these valued spaces.
- Leadership Development
Trustee Astles is coordinating orientation for Ontario County supervisors.

Student Trustee Report

Trustee Aman discussed spring break last week planned activities one activity asked the question “What does a Laker Mean to You” there were photos or artwork submitted as a contest. Experiential Learning sponsored by Student Corp. There will be some open positions on Student Corp and there will be a vote by the Student Body.

Development Committee

At the retreat Trustee Cushman believes there will be discussions on where to go with what Rose Mercier provided.

Audit & ERM Committee

Trustees Astles annual audit was completed.

Personnel Committee

Trustee Cushman referenced the March 18 meeting and provided a brief recap of the discussion regarding the potential evolution of Human Resources, including consideration of rebranding “HR” to better reflect a focus on employee experience and organizational philosophy. Jonathan Wesley emphasized the importance of rebranding as a way to position the function as a more comprehensive, full-service resource for staff. The conversation was noted as productive, with recognition that while there is strong potential within the current staff, there remains opportunity for continued growth and improvement.

FLCC Association Liaison

Trustee Cass did not have a report.

FLCC Foundation Liaison

Trustee Geise discussed upcoming events Vintners & Valentines on April 10th and the golf tournament which will be in September. There will be a combined FLCC Foundation Meeting and the FLCC Board of Trustees retreat that will give us an opportunity to come together.

Trustee Mihalik mentioned that April is National Community College Month and the importance of attaching FLCC name as a focus and a time to celebrate.

NYCCT Liaison

Trustee Cushman discussed writing to your Assembly member and/or senator to include students and the Foundation members. The governor’s Budget is delayed. Trustee Cushman feels feedback is promising and NYCCT are going to start planning at the end of the April in preparation for next year.

Student Corporation Liaison

Trustee Cushman referred that his report is included in the meeting packet, noting the remarkable vision and dedication demonstrated by students. He emphasized the importance of continued support for student success, sharing insights

and the significant impact of non-academic challenges. It was noted that approximately 80% of student barriers are related to life circumstances rather than academics. Trustee Cushman highlighted a notable increase in support for basic needs, with utilization rising from 168 last year to 320 instances this year, including an increase in bus pass distribution from 3 to 63. He concluded by commending the Foundation for its support in funding essential basic needs initiatives, noting that these resources are directly responding to what students are currently experiencing.

Adjourned

There being no further business, upon a motion by Trustee Martin and, seconded by Trustee Mihalik, and approved unanimously, the Board of Trustees adjourned its meeting at 6:36 p.m.

Prepared by, Submitted by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Donald Cass
Chair, Board of Trustees

Next Meeting: Wednesday, May 6, 2026 – Finger Lakes Community College, Stage 14, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).