

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee Meeting

June 3, 2026

Finger Lakes Community

Stage 14

Presiding: Trustee Donna Mihalik

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

Trustees: Trustee Astles, Trustee Martin Trustee Russell(virtual)

Excused: Trustee Mallard

Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz Debora Ortloff, Jason Tack (virtual), Carol Urbaitis

Guests: Meeting had a total of 3 participants at the start of the meeting virtually; some guests joined via livestream link and were unidentified.

Media: none

Trustee Mihalik called the meeting to order at 4:30 PM.

Review of Minutes

Trustee Mihalik asked if there were any comments about the minutes, no changes or additions for the May 6, 2026, minutes; none were noted.

Enrollment Report

Dr. Urbaitis discussed she was going to provide a summer and fall 2026 enrollment report reflected as of May 29th. Summer Enrollment Report reflects 21.6% FTE is up and 23.6% is up. We did have a de-registration of students that occurred on May 14th that affected 139 students. As of this Friday 36 students deregistered. The students that deregistered, then reregistered for their courses. She inquired if there were any questions in terms of summer enrollment before moving on to Fall. Fall enrollment excludes head count of Gemini and state aid able. Head count is up for Fall at 6.8% and FTE 1.7% and as a reminder the new student registration for Fall 2026 began April 28th. In comparison for April 2025, we are a week off as a difference in comparison. Gemini registration begins September 16th and ends October 7th we have a ways to go for fall. Trustee Martin inquired about the 6.8% is that the same year over year. Dr. Urbaitis explained yes, the same time period by a week. She stated that the FTE need to go up.

International Recruitment Update – Vietnam Initiative

Director of Admissions Matthew Stever provided an update on the College's international student recruitment efforts in Vietnam. The presentation, included in the Board packet, summarized a two-year strategic initiative designed to expand the College's international enrollment pipeline.

Mr. Stever explained that Vietnam was selected as a target market due to its large college-age population, strong interest in studying in the United States, and growing demand for affordable pathways to bachelor's and graduate degrees. During a recent recruitment trip, representatives visited multiple cities, participated in recruitment fairs and networking events, met with prospective students and families, and visited several high schools. Approximately 1,200 student leads were generated, with 84 students participating in meaningful one-

on-one conversations regarding educational opportunities at the College.

Mr. Stever discussed the importance of building long-term relationships with educational partners, students, and families. He noted that Vietnamese families place a high value on education and view studying in the United States as an investment in future opportunities. Recruitment materials and messaging were tailored to emphasize the College's value proposition, academic programs, student support services, and transfer opportunities.

The Board reviewed current international enrollment data, including F-1 visa students enrolled at the College, recent graduates, and prospective students in various stages of the admissions process. Trustees also learned about the College's digital marketing efforts, which reached more than 1.6 million individuals through targeted social media campaigns.

In response to trustee questions, Mr. Stever described the support services available to international students, including assistance with admissions and visa processes, housing coordination, academic advising, and student support resources. He noted that a cross-functional working group has been established to ensure students receive comprehensive support throughout their enrollment experience. Trustees also discussed the potential for students to begin studies online before transitioning to campus when appropriate.

Trustees inquired about future recruitment opportunities and partnerships, including the role of current international students as ambassadors and the potential for additional recruitment efforts in other countries. Mr. Stever noted that building international enrollment requires patience and sustained relationship development but that early results are encouraging. He also reflected on the value of the Vietnam experience and the opportunity it presents to further diversify the College's student population.

Adult Learner and Student Re-engagement Initiatives

Mr. Stever also presented an update on adult learner engagement strategies, as outlined in the Board packet. He reported that 653 adult learners enrolled for Fall 2025 and reviewed efforts to improve communication and outreach throughout the admissions process. Data indicates that many adult learners submit applications shortly after interacting with SUNY and College marketing materials, demonstrating the effectiveness of targeted communications.

Registrar Michael Fischer provided introductory remarks and remained available to respond to trustee questions following the presentation. The discussion focused primarily on adult learner engagement and student re-engagement initiatives.

Mr. Fischer reviewed the College's efforts to reconnect with former students who had previously attended but did not complete their educational goals. He outlined current strategies designed to encourage these students to return to the College, including targeted outreach, enhanced communication efforts, and support services intended to reduce barriers to re-enrollment. The College continues to evaluate and refine these initiatives to improve student re-engagement and completion outcomes.

Director of One Stop and Student Financial Services Chris Kull provided an overview of the College's readmit and student re-engagement initiatives. These efforts focus on reconnecting with former students who left before completing their degrees and encouraging them to return. Communication campaigns emphasize available support services, updated academic opportunities, registration assistance, and clear pathways for degree completion.

Mr. Kull also discussed the College's debt deferral and payment plan options, which help students address outstanding balances and continue their education. He noted that consistent communication and personalized outreach have contributed to improved student engagement and retention outcomes.

Also discussed were factors that influence successful student re-enrollment. Mr. Kull explained that students' circumstances vary widely, but many benefit from increased awareness of available support services, academic advising, counseling resources, and financial assistance options. The College continues to refine its communication strategies and student support systems to remove barriers and help students persist toward completion.

Provost Laura E. Ortiz presented an overview of the College's Student Success initiative, which integrates academic affairs and student affairs efforts under the theme of "Success by Design." Dr. Ortiz explained that student success is not a single initiative but rather a coordinated institutional strategy designed to support students from enrollment through completion and beyond. Using a backward-design approach, the College has identified desired student outcomes and is implementing systems and processes to help students achieve their academic, career, and personal goals while meeting them where they are in their educational journeys.

Dr. Ortiz reviewed several key accomplishments and ongoing initiatives, including the relaunch of scheduling committees, implementation of the Academic Momentum Plan, improvements to advising and onboarding processes, expansion of success coaching, enhancements to gateway courses, and increased use of high-flex and other instructional modalities. Additional efforts include course quality improvement initiatives, standardized academic policies and procedures, midterm reporting, academic progress monitoring, required verification processes, and improved student registration and enrollment support. She also highlighted initiatives related to low- and no-cost course materials, strategic enrollment management, experiential learning, transfer and workforce preparation, internships, and community engagement.

Looking ahead, Dr. Ortiz noted that the College is entering the next phase of implementation, with a focus on measuring outcomes, assessing the effectiveness of strategies, and sustaining successful practices. She emphasized that faculty and staff across the institution are central to these efforts and that their dedication to student success drives the College's progress.

During the discussion, Trustee Martin asked about the role of artificial intelligence in student learning and workforce preparation. Dr. Ortiz explained that technology competencies, including artificial intelligence, are increasingly being integrated into curriculum and learning outcomes. She noted that the College plans to launch an Applied Artificial Intelligence micro credential in Fall 2026 and highlighted the work of both an operational AI Task Force and a faculty-led AI group focused on advancing teaching and learning through meaningful AI integration.

Trustee Mihalik asked whether advisory boards have been helpful in assessing and informing the College's student success strategies. Dr. Ortiz responded that advisory boards play an important role in providing feedback on workforce needs and industry trends, helping to inform curriculum development, program planning, and institutional priorities.

Resolutions

Provost Laura E. Ortiz reviewed the following resolutions. She discussed the first two resolutions related to job descriptions to formalize the faculty coordinator position related to framework of academic quality and communication. This position will assist with course alignment and professional development. The other

position is related to a Revised Department Chairperson position.

APPROVAL OF JOB DESCRIPTION FOR SPECIAL PURPOSE COORDINATOR: GEMINI FACULTY LIAISON WHEREAS, Finger Lakes Community College offers Gemini concurrent enrollment courses in partnership with regional school districts, allowing eligible high school students to earn concurrent high school and college credit through FLCC courses taught in the high school setting; and WHEREAS, the academic quality and integrity of Gemini courses require ongoing faculty communication, curriculum alignment, instructor support, classroom observation, assessment collaboration, and professional development; and WHEREAS, the College seeks to formalize the Gemini Faculty Liaison role to strengthen academic oversight, promote consistency across Gemini course sections, and ensure alignment with FLCC course outcomes, academic standards, and expectations for college-level rigor; and WHEREAS, the Gemini Faculty Liaison role is intended to be supportive, formative, and relationship-centered, strengthening collaboration between FLCC faculty and Gemini instructors in support of instructional quality, faculty development, and student success; and WHEREAS, faculty serving as Gemini Faculty Liaisons may be assigned to support Gemini courses, disciplines, or related academic areas based on program need, faculty expertise, and the academic requirements of the Gemini course; and WHEREAS, faculty serving as Gemini Faculty Liaisons must successfully complete Gemini Faculty Liaison training offered by the Office of Concurrent Enrollment; and WHEREAS, the Faculty Alliance Collective Bargaining Agreement recognizes Special Purpose Coordinators as a category of Faculty Coordinator and provides that Faculty Coordinator job descriptions shall be established by the Provost and approved by the Board of Trustees; and WHEREAS, the proposed job description for the Special Purpose Coordinator: Gemini Faculty Liaison establishes the responsibilities, qualifications, reporting relationship, and appointment structure for this role; NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the job description for the Special Purpose Coordinator: Gemini Faculty Liaison, effective upon approval by the Board of Trustees; and BE IT FURTHER RESOLVED, that the President, Provost, and their designees are authorized to take the administrative actions necessary to implement the position in accordance with the Faculty Alliance Collective Bargaining Agreement and established College procedures.

RESOLUTION APPROVING THE REVISED DEPARTMENT CHAIRPERSON POSITION DESCRIPTION WHEREAS, Department Chairpersons provide academic and administrative leadership for instructional departments at Finger Lakes Community College; and WHEREAS, the current Academic Department Chair position description requires revision to reflect the contemporary scope, responsibilities, and expectations of departmental leadership; and WHEREAS, the revised Department Chairperson position description clarifies the Chairperson's role in supporting departmental operations, course scheduling, curriculum development, assessment, program health, student success, budget coordination, and institutional and community engagement; and WHEREAS, the revised position description establishes Department Chairpersons as the direct supervisors of adjunct faculty within their departments, with responsibilities that include recruiting, hiring, onboarding, developing, supervising, evaluating, and recognizing adjunct faculty; and WHEREAS, the revised position description removes Gemini/Secondary Programs responsibilities from the Department Chairperson role, as these functions will be addressed separately through the Special Purpose Coordinator role for Gemini Faculty Liaisons; and WHEREAS, the collective bargaining agreement between Ontario County, Finger Lakes Community College, and the Finger Lakes Community College Teaching Faculty Alliance provides that the job description of Department Chairpersons shall be established by the Provost and approved by the Board of Trustees; and WHEREAS, the revised Department Chairperson position description will take effect on June 15, 2026, coinciding with the beginning of the new Department Chairperson term; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Department Chairperson position description, effective June 15, 2026; and BE IT FURTHER RESOLVED, that the revised Department Chairperson position description shall supersede the current Academic Department Chair

position description and serve as the official position description for Department Chairpersons at Finger Lakes Community College beginning June 15, 2026.

RESOLUTION APPROVING REVISIONS TO THE MICROCREDENTIAL POLICY - The Board reviewed revisions to the Microcredential policy to ensure alignment with current SUNY guidance, including updated nomenclature and definitions. Resolution Approving Revisions to the Microcredential Policy WHEREAS, Finger Lakes Community College maintains a Microcredential Policy to guide the development, approval, awarding, and documentation of credit-bearing microcredentials; and WHEREAS, microcredentials provide students with flexible, focused opportunities to demonstrate learning in smaller units of knowledge and skills aligned with academic, professional, and workforce needs; and WHEREAS, revisions to the Microcredential Policy were developed to align with current SUNY guidance, Department of Labor nomenclature requirements, and applicable workforce development requirements and opportunities; and WHEREAS, the revised policy clarifies the scope and scale of microcredentials by establishing a minimum of two courses and a maximum of 11 credit hours, with a limited documented exception of up to 13 credit hours when required by industry, accreditation, or certification standards; and WHEREAS, the revised policy updates the terminology from “micro-credential” to “microcredential” to align with current guidance and usage; and WHEREAS, the proposed revisions were presented to Academic Senate on May 14, 2026, and were approved unanimously; NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Microcredential Policy as presented.

ANIMALS ON CAMPUS POLICY - The Board reviewed proposed revisions to the Animals on Campus policy to modernize language and improve clarity, legal compliance, accessibility, and operational effectiveness. The updated policy distinguishes between service animals and other animals associated with educational, wellness, or approved campus programs. ADOPTION OF REVISIONS TO THE ANIMALS ON CAMPUS POLICY (F:3) WHEREAS, Finger Lakes Community College completed a substantive review of Policy F-3: Animals on Campus to ensure alignment with current operational practices, institutional priorities, accessibility expectations, and applicable federal and state requirements; and WHEREAS, the proposed revisions were reviewed through the College’s governance process and endorsed by College Council at the April 2026 meeting; and WHEREAS, the revised policy clarifies institutional expectations regarding the presence of animals on campus by distinguishing between service animals and animals used for approved educational and wellness programming; and WHEREAS, the revisions improve alignment with the Americans with Disabilities Act (ADA), related federal regulations, and New York State requirements while preserving equal access and maintaining institutional safety and operational consistency; and WHEREAS, the revised policy updates responsibilities across operational areas including Human Resources, Student Affairs, Disability Services, Campus Police, Facilities, and associated institutional processes; and WHEREAS, the revised policy establishes clearer guidance regarding handler responsibilities, educational and wellness programming approvals, operational expectations, and circumstances under which animals may be restricted or asked to leave campus; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Policy F-3: Animals on Campus, as presented and endorsed through College governance processes. BE IT FURTHER RESOLVED, that the President or designee is authorized to implement associated procedures, forms, communications, and operational practices necessary to support implementation of the revised policy.

REVISIONS TO ADMISSIONS POLICY C-4 - The Board reviewed revisions to the Admissions Policy related to international students to ensure the policy accurately reflects current requirements and procedures. The updates clarify documentation requirements for F-1 visa applicants, application deadlines, and standards for language proficiency. REVISIONS TO ADMISSIONS POLICY C-4 WHEREAS, Finger Lakes Community College maintains Admissions Policy C-4 to ensure that prospective students receive a fair opportunity to pursue an

education at the College; and WHEREAS, Admissions Policy C-4 includes requirements and procedures for international student admissions; and WHEREAS, the current International Student Admissions language requires revision to more accurately reflect the documentation and application steps required of international applicants, including supplemental documentation, financial support records, passport requirements for F-1 visa applicants, and applicable application deadlines; and WHEREAS, the proposed revisions update the College's English language proficiency requirements by adopting the Common European Framework of Reference for Languages (CEFR) as the standardizing benchmark while maintaining the B2 proficiency level for open-admissions programs; and WHEREAS, the revised policy expands the range of accepted English language proficiency examinations that map to the B2 level, thereby supporting access for otherwise-qualified international applicants while maintaining appropriate standards for English language readiness; and WHEREAS, the proposed revisions were presented by Enrollment Management to the Academic Senate and approved by the Academic Senate on May 14, 2026; and WHEREAS, the Academic Senate recommends approval of the revised Admissions Policy C-4, with implementation beginning for the Spring 2027 international student intake term; NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Admissions Policy C-4, including the updated provisions related to International Student Admissions; and BE IT FURTHER RESOLVED, that the revised Admissions Policy C-4 shall take effect beginning with the Spring 2027 international student intake term.

Strategic Thought Presentation - Student Success & Retention Update: Understanding Our Current FLCC Students – Dr. Debora Ortloff and Laura E. Ortiz, Provost presented the presentation that was in the Board Packet. Dr. Debora Ortloff presented the data with commentary from Provost Laura E. Ortiz, noting that the discussion was focused on understanding student success within a complex and non-linear student journey.

The presenters emphasized that student pathways are not linear and that multiple factors influence persistence and completion. The analysis included fall-to-fall retention and completion metrics, which were identified as important indicators of student success but also as lagging measures that reflect outcomes after students have already progressed through the system. The report highlighted the importance of interpreting this data in both current and future contexts to better understand implications for the student population.

Dr. Ortiz noted that student cohorts include a wide variety of experiences and needs, and that the College continues to examine how best to support students at different stages of their academic journey. A color-coded framework (green, yellow, and red) was used to illustrate levels of student progress and identify areas requiring intervention. The discussion noted that many students fall into “yellow” categories, representing those who are progressing but may be at risk of not completing without additional support.

The Board also reviewed targeted intervention efforts, including outreach to students enrolled in high-demand introductory courses and strategies designed to improve awareness of available supports. It was noted that early intervention and increased awareness efforts have already shown positive impact.

The report further highlighted long-term persistence trends and equity considerations, including continued work to identify and address disparities in student outcomes. The College is also applying lessons learned from SUNY “Reconnect” initiatives focused on adult learners. No additional questions were raised by trustees.

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 5:59 PM.

Prepared by,

Penny Hamilton

Assistant Secretary to the Board of Trustees

Submitted by,

Donna Mihalik

Chair Education & Planning Committee

Next Meeting: Wednesday, August 5, 2026 – Muller Field Station, 6455 Co. Rd. 36, Honeoye, NY (unless otherwise determined and notice posted before the meeting).

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Finance and Facilities Committee

June 3, 2026

Finger Lakes Community College

Stage 14

Presiding: Trustee Astles

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

Trustees: Trustee Aman, Trustee Cushman, Trustee Geise, Trustee Mihalik

Excused: Trustee Mallard

Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack(virtual), Carol Urbaitis

Guests: Meeting had a total of 3 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media:

Trustee Martin called the meeting to order at 5:59 PM.

Review of Minutes

Trustee Martin inquired if there were any changes to the minutes of May 6, 2026, minutes; none were noted.

Budget Update – Jason Tack, Vice President of Administration and Finance

Jason reviewed the budget update, noting that summer enrollment is significantly higher than projected, resulting in an increase in summer FTEs. He also reported that an additional \$700,000 to \$800,000 in state aid is expected. Trustee Martin commented that the fiscal year-end projection appears positive. Jason discussed that the summer report may not generate substantial additional revenue. There will be miscellaneous revenue, county support, and investment income that will also perform better than projected and will be updated further in August.

Expenses continue to track well against the budget. Retroactive payments related to the faculty contract are reflected in the current figures, with additional updates expected in August. Energy costs are running higher than budgeted; however, several spending categories remain below budget, helping to offset those increases. Trustee Martin asked about adjunct and overload expenses and if they will exceed budget projections. Jason explained due to increased summer enrollment, additional course sections, and higher instructional needs there could be an impact there.

Jason also reported that the state has approved its budget, which includes \$12 million in additional funding for community colleges. Of that amount, \$8 million is designated for fiscal sustainability and program support, while \$4 million is unrestricted funding intended to support student success initiatives. The college anticipates receiving approximately \$240,000 for program expansion and an estimated \$120,000 in additional operating aid. More information regarding the allocation and implementation of these funds is expected following upcoming SUNY discussions. The SUNY Board of Trustees has approved the related funding resolutions.

Resolutions - Jason Tack presented the following resolutions:

The first resolution is a special 4 year contract with FLCC Grade negotiations from a year and half ago.

APPROVAL OF A TENTATIVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE ONTARIO COUNTY BOARD OF

SUPERVISORS, FINGER LAKES COMMUNITY COLLEGE, AND FLCC GRADE WHEREAS, negotiation teams representing Ontario County, Finger Lakes Community College (“the College”), and FLCC GRADE reached a tentative agreement on terms and conditions of employment for the term September 1, 2025 through August 31, 2029; and WHEREAS, the original of said agreement is on file with the College and the Clerk of the Ontario County Board of Supervisors; and WHEREAS, the FLCC Board of Trustees and Ontario County Board of Supervisors Personnel Committee have reviewed and recommend adoption of this resolution; NOW, THEREFORE BE IT 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 and approved as to form by the College President, Human Resources, Provost and Vice President of Academic & Student Affairs, Vice President of Administration and Finance, Ontario County Attorney, and Ontario County Administrator; and BE IT FURTHER RESOLVED, that a certified copy of this resolution will be provided to FLCC GRADE, the FLCC Vice President of Administration & Finance, FLCC Human Resources and the Ontario County Attorney.

The contract with EAB Global doesn't end until next April, however, to take advantage of discount pricing we need to get it in place now and be prepared for opening day and research opportunities. AUTHORIZE A CONTRACT RENEWAL WITH EAB GLOBAL, INC. FOR STRATEGIC ADVISORY SERVICES WHEREAS, FLCC has determined there is a continuing need for strategic advisory support services; and WHEREAS, EAB Global, Inc. possesses unique capabilities and expertise regarding strategic advisory support for community colleges through best practice research; and WHEREAS, the College administration wishes to renew said agreement for a three-year term beginning April 6th, 2027 through April 5th, 2030 to capitalize on early bird pricing; and WHEREAS, the cost for the three-year term with early bird pricing is \$20,271 each year for a total of \$60,813 for three years; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees authorizes a renewal for strategic advisory services with EAB Global, Inc., 2445 M Street NW, Washington, DC 20037 for a three-year agreement beginning April 6th, 2027 through April 5, 2030 at an annual cost of \$20,271.

This is a request to accept the single audit report issued by Bonadio. ACCEPT AUDITOR'S REPORT FOR THE FLCC SINGLE AUDIT FOR FISCAL YEAR 2024-2025 WHEREAS, the code of Standards and Procedures for the Administration and Operations 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 Single Audit Report for fiscal year 2024-2025; and WHEREAS, the FLCC Board of Trustees has already reviewed and accepted the full Audit Report as of March 4, 2026 under resolution 20-2026; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees accepts the Single Audit Report prepared by the College's external auditor for fiscal year 2024-2025.

This resolution is an immediate need with USDA for financial reporting and designating assigned representative. APPROVAL OF ADMINISTRATORS FOR USDA'S ONLINE FINANCIAL REPORTING AND COMPLIANCE SYSTEM WHEREAS, the Vice President of Administration and Finance of the College has the assigned Representative-Signature-Certifier security role on behalf of the College under Policy B-18 Signature Authority for Contracts, which states the Vice President of Administration and Finance, as College Treasurer, shall execute or designate individuals who may execute contractual agreements and commitments on behalf of the College. As such, Jason R. Tack shall be responsible for providing signatures, authorizing certifications, entering/updating applications, submitting applications for consideration, and assigning access to new users in USDA's Online Application Intake System for Telecommunications Programs. If application(s) are awarded under these Programs, the Representative-Signature-Certifier security role on behalf of the College, shall also be responsible for authorizing certifications, entering/updating compliance reports, submitting compliance reports, and assigning access to new users in USDA's Online Financial Reporting and Compliance System; and WHEREAS, the Director of Grants, Christopher Yarnall has the assigned Administrator(s) security role on behalf of the College, who shall be responsible for assigning access to new users and entering/updating application(s) in USDA's Online Application Intake System for Telecommunications Programs. If applications are awarded under these Programs, the Administrator(s) security role on behalf of the College, shall also be responsible for assigning access to

new users and entering/updating compliance reports in USDA's Online Financial Reporting and Compliance System; and WHEREAS, the Representative-Signature-Certifier and Administrator(s) for the College shall comply fully with all security procedures and policies of the Online Application Intake System for Telecommunications Programs and USDA's Online Financial Reporting and Compliance System; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves Jason R. Tack as the Representative-Signature-Certifier, and Christopher Yarnall as the assigned Administrator for USDA's Online Financial Reporting and Compliance System.

The next resolution is to authorize operations based on the agreement for the Culinary Arts Center development. This is an agreement with Canandaigua area development, NY Kitchen, the Sands Family Foundation and to be held in trust with Ontario County. There will be an RFP and there is a donation share for the facility and to operate the facility by NY Kitchen and the Canandaigua Corp. AUTHORIZE AN OPERATIONS AGREEMENT FOR THE FLCC CULINARY ARTS CENTER OF EXCELLENCE PROJECT WHEREAS, the agreement is made by and between the County of Ontario (the "County"), the Canandaigua Area Development Corporation (the "CADC"), Finger Lakes Community College ("FLCC"), the New York State Wine and Culinary Center, dba New York Kitchen ("NYK"), and the Sands Family Foundation, Inc. (the "Foundation."); and WHEREAS, the parties hereto desire to cooperate to construct a new FLCC Culinary Arts Center of Excellence Project (the "Project"), the purpose of which is to construct an approximately 19,287 square foot building with two parking lots and access from Lakeshore Drive and Muar Street in the City of Canandaigua as indicated in the plans and specifications prepared by DJC Architects and released as Ontario County Bid B26055 to provide shared culinary and office space for FLCC's Culinary Program, NYK, and Cornell Cooperative Extension of Ontario County (CCE); and WHEREAS, the FLCC Culinary Program in the newly constructed building will provide opportunities for students enrolled in its culinary programs to work with commercial-grade kitchen equipment as well as providing future program expansion into a bakery program; and WHEREAS, FLCC agrees to:

- A. Rent office space and access to shared facilities at the Project to NYK for an initial term of five (5) years, commencing upon final acceptance and completion of the Project on or about July 30, 2027. This agreement is based on the Request for Proposal R26052 issued by the County.
- B. Solicit competitive bids for rental of space occupied by NYK for additional terms of up to five years each with the provision that any entity other than NYK renting such space must pay the CADC in a lump sum an amount equal to one fortieth (1/40) of the value of all funds provided to the County under this agreement, including the value of the 2.519 acres of land donated to the County, times the number of years from the year of commencement of such rental agreement until the year 2067. Such lump sum shall be payable to the CADC 30 days before the commencement of the term of said rental agreement. Such lump sum shall be due to the CADC only once.
- C. Operate and maintain the FLCC Culinary Arts Center of Excellence upon the turnover of said facility and property to FLCC by the County.
- D. Operate its own separate computer network and provide public access to a wireless network throughout the facility in a manner consistent with how public wireless network access is provided at the main FLCC Campus.
- E. Coordinate use of shared facilities in the Culinary Arts Center of Excellence in collaboration with NYK. FLCC shall provide NYK with a minimum of 400 hours of use per year in the preparation kitchen, 1,000 hours of use per year for each hands-on kitchen, and 600 hours of use per year for the demonstration theater.
- F. Allow CCE to occupy an office in the Culinary Arts Center of Excellence building within the FLCC office suite therein, and allow CCE use of the shared facilities when not utilized by NYK or FLCC for their nutrition and food preparation and storage programs.

WHEREAS, NYK shall execute a rental agreement with FLCC for the use of office and shared spaces at the FLCC Culinary Arts Center of Excellence for an initial term of five (5) years commencing upon the County's final acceptance of the project and turnover of the building and property for operation by FLCC; and WHEREAS, FLCC has accepted the property from CADC to be held in trust by the County of Ontario pursuant to resolution 12-2026; and WHEREAS, the term of this Agreement shall commence on Friday, June 19, 2026, and shall terminate on Friday, June 18, 2067. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees authorizes this agreement between the County, the CADC, FLCC, NYK, and the Foundation for the FLCC Culinary Arts Center of Excellence Project.

Informational items

Jason reviewed the bid renewal related to boiler system repairs and the budget transfer report.

Adjourn

There being no further business, Trustee Astles moved to adjourn the meeting; Trustee Wille seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 6:10 PM.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Steve Martin
Chair Education & Planning Committee

Next Meeting: Wednesday, August 5, 2026 – Muller Field Station, 6455 Co. Rd. 36, Honeoye, NY (unless otherwise determined and notice posted before the meeting).

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

June 3, 2026

Finger Lakes Community College

Stage 14

Presiding: Trustee Donald Cass, Chair

Trustees Present: Trustee Aman, Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Martin, Trustee Mihalik, Trustee Russell (Virtual), Trustee Wille

Excused: Trustee Mallard

Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack(Virtual), Carol Urbaitis

Guests: Meeting had a total of 3 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 6:13 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 presented a framed resolution to honor our Student Trustee Geisha Aman for her superior involvement as a Board of Trustees Member. The resolution is as follows: RESOLUTION OF APPRECIATION TO TRUSTEE GEISHA AMAN WHEREAS, Geisha Aman was elected by the student body of Finger Lakes Community College on May 17, 2025 to serve as Student Trustee; and WHEREAS, Geisha Aman has competently served Finger Lakes Community College as the student representative on the Board of Trustees from August 6, 2025, through June 3, 2026; and WHEREAS, Geisha Aman was always conscientious in her role as Student Trustee and displayed dedication and accurate representation for the student body in a professional and thoughtful manner. She has been considerate of student related topics discussed at the Board of Trustees meetings and offered valuable insight into the student perspective; and WHEREAS, Geisha Aman presented as a well-informed ambassador through her participation with SUNY and NYCCT Student Trustee meetings on behalf of the College; and WHEREAS, Geisha Aman was a mentor for Student Trustees at SUNY and NYCCT events; and WHEREAS, Geisha Aman continued with advocacy for Community Colleges at the 2026 Legislative Summit in Washington DC. She has exhibited as a well-balanced student based on her leadership capabilities and opportunities that she engaged herself with as a college student, parent and a full-time employee for Yates County; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees expresses its sincere appreciation to Geisha Aman for her dedicated service to Finger Lakes Community College and to students attending Finger Lakes Community College.

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

Approve the Consent Agenda Minutes & Resolutions

Review April 1, 2026, Minutes

Resolutions on the Consent Agenda:

Approval of Job Description for Special Purpose Coordinator: Gemini Faculty Liaison

Approval of Revised Department Chairperson Position Description

Approve Microcredential Policy

Approve Animals on Campus Policy

Approve Admissions Policy

Approval of a Tentative Collective Bargaining Agreement between the Ontario County Board of Supervisors, Finger Lakes

Community College, and FLCC GRADE
Authorize a Contract Renewal with EAB Global, Inc. for Strategic Advisory Services
Accept Auditor's Report for FLCC Single Audit for Fiscal Year 2024-2025
Approval of Administrators for USDA's Online financial Reporting and Compliance System
Authorize an Operations Agreement for the FLCC Culinary Arts Center of Excellence Project
Resolution of Appreciation to Trustee Geisha Aman

Old Business

Trustee Cass thanked everyone for having his back when needed, the Cabinet and staff. The student's success is in good hands, and this Board of Trustees listens and cares. He thanked President Nye for all he does for the college noting how much he loves the college and Trustee Cass has enjoyed working with Dr. Nye. Trustee Cass further thanked Penny for all she does to work around his crazy schedule. The few briefings that occur prior to Commencement and seeing all the incredible students graduating and walking across the stage is so satisfying. Thank you to Lenore and Brie's team for all they do to make it so successful.

Chair's Report

No report

President's Report

Dr. Nye highlighted four key initiatives and upcoming activities currently underway at the College. He noted that we will be attending meetings with the county and other representatives of Canandaigua next week for discussions related to the Culinary Center project. Additional details were shared regarding culinary marketing efforts, field operations, and project planning. A groundbreaking ceremony is anticipated in July.

Dr. Nye also provided an update regarding institutional branding and logo development. He explained that the College's current branding dates back to 2008 and that significant changes have occurred since that time. As a result, the College is pursuing a Request for Proposals (RFP) process to engage a firm that can assist with developing updated branding, logos, signage, and related visual identity materials across campus locations.

As part of those conversations, the College is considering alignment with SUNY-branded identity approaches like other institutions have done, using the example of the following: SUNY Niagara and SUNY Geneseo, including possible use of SUNY orange branding elements.

Dr. Nye also commented on the large number of activities and events currently occurring across campus and thanked those involved for their continued engagement and support. Athletics association reports continue to show significant use of college athletic facilities by outside groups and organizations. Trustee Astles noted that a comprehensive listing of facility usage and activities should be shared with the Board of Supervisors to further demonstrate the level of community engagement occurring on campus. Discussion also included the growing need for conference center space to support increasing campus and community activities.

Nominating Committee

Trustee Astles thanked Trustees Martin and Mihalik with assistance related to the Slate of Officers that were recommended at the June 3, 2026 Annual Meeting as follows:

Trustee Richard Russell, Chair,
Trustee George Cushman, Vice Chair
Trustee Joan Geise, Secretary

The Slate of Officers were discussed and presented at the May 6th meeting.

Student Trustee Report

Trustee Aman expressed her amazement of the FLCC Graduation ceremony. She also further discussed the engagement students have with ArtSpace 36.

Development Committee

Trustee Mihalik discussed the Board Development Survey and that the questions are different than the self-survey Penny sent out. She requested that all fill out the questionnaire and get it back to her. Trustees Astles, Russell, Cushman and Wille expressed that they had filled it out and sent it to Trustee Mihalik. There will be a work group focusing on this over the summer. The next meeting is in process to move forward.

Audit & ERM Committee

No report

Personnel Committee

No report

FLCC Association Liaison

Trustee Cass indicated the report is in the packet

FLCC Foundation Liaison

Trustee Geise discussed when the Foundation receives private funds that are restricted that the Foundation is recommending to add an 8% administrative fee. The plan is to discuss this and vote on it at the July 1, 2026, Foundation Board Meeting to sustain the foundation fund programs and raise funds, others establish a set administrative fee. Trustee Martin inquired if the information is provided to those who donate so the donor knows about the additional amount added. The administrative fee is commonly asked for, and it is not optional. The 8% allocation will be on restricted gifts and will begin July 1st. Trustee Geise mentioned a couple nice events, on July 23rd Annual Meeting with a picnic in Stage 14 and then on September 28th the Golf Tournament.

NYCCT Liaison

Trustee Cushman discussed that 12 million was reallocated by (SUNY), and that the Assembly came through with 8 million. He thanked all Trustees who sent letters and made calls, etc. The involvement of Presidents being at the table will continue going forward. Last year got another 8 million and this year we have had great conversations. The SUNY reconnect has provided increased funding allowing us to expand programs. Trustee Mihalik thanked Trustee Cushman for his leadership.

Trustee Mihalik conveyed that she is on the ACCT Finance Committee, she explained that it has been a very good year with increased revenue. The Corporate Council Membership programs at Community Colleges has increased as well. She discussed implementing policy governance and although a long shot discussed applying for free retreat funding. The deadline is in July and is done through survey monkey. She further discussed that Trustee Russell is the incoming Chair for ACCT.

Announcement Executive Session

At 6:45 P.M. Board of Trustees Chair Cass called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (f), with trustees and FLCC staff members [Dr. Robert K. Nye, FLCC President] to discuss matters regarding the employment history of a particular person matters leading to the employment of a particular person pursuant to article fourteen of the civil service law.

On motion by Trustee Martin and a second by Trustee Mihalik, the FLCC Board of Trustees unanimously entered into executive session.

Matters pertaining to the employment history of a particular person or matters leading to the employment of a particular person were discussed. No action was taken.

At 7:19 P.M., on motion by Trustee Martin and a second by Trustee Mihalik, and a unanimous vote the FLCC Board of Trustees unanimously adjourned the executive session.

Adjourned

There being no further business, at 7:20P.M., on motion by Trustee Cass, and a second by Trustee Geise and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton
Assistant Secretary to Board

Trustee Donald Cass
Chair, FLCC Board of Trustees

Next Meeting: Wednesday, August 5, 2026 – Muller Field Station, 6455 Co Rd 36, Honeoye, NY 14471 (unless otherwise determined and notice posted before the meeting).