

## FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

### Education and Planning Committee

June 4, 2025

### Finger Lakes Community College Viticulture & Wine Center

Presiding: Trustee George Cushman

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

**Excused:** Trustee Cass (ex-officio), Trustee Hall

**Trustees:** Trustee Astles, Trustee Martin, Trustee Russell

**Staff and Students:** Brie Chupalio, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck

**Others:** Geisha Aman

**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:** No representatives present at this meeting.

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

#### **Viticulture & Wine Center – Gina Lee, Coordinator Viticulture & Wine Technology**

Gina Lee presented key points regarding the Viticulture facility, made possible through grant funding. She outlined the Associates and certificate programs, emphasizing the hands-on nature of vineyard and winemaking processes, including fermentation analysis.

She highlighted the success of Marete Seymour, a program graduate who continued her education at Cornell (B.A.) and the University of Rochester (M.S.), and now serves as an adjunct instructor. The Viticulture Center has been licensed since 2015, offering a scholarship for one student to participate in an international viticulture course spanning Provence, Italy, and Barcelona.

FLCC students have consistently earned medals at the NY Wine Classic. Trustee Russell inquired whether the first harvest was with Fox Run, to which Gina clarified that it was with Ravines, alongside vines planted in 2013 through a donation. FLCC collaborates with the Finger Lakes Grape Program, housed at Anthony Road Wine Company.

#### **Review of May 7, 2025, Committee Meeting Minutes**

Trustee Cushman inquired if there were any adjustments, concerns, there were no concerns noted.

#### **Enrollment Report**

Dr. Nye reported a 2% decline in headcount but a **0.3% increase** in FTE enrollment. Summer enrollment is down 2% in headcount and 1% up for FTE. A key factor has been the recent reintroduction of deregistration to maintain financial stability and reduce bad debt.

#### **Student Success: Concurrent Enrollment and Interactive Videoconferencing – Fred Fink**

Fred Fink, Director of Concurrent Enrollment, discussed trends in Gemini enrollment, which has declined since 2019 due to shifting demographics. A drop in high school seniors, along with declines in 10th-12th grade participation, contrasts with increased enrollment in **9th-grade College Success Introduction courses** through partnerships with Geneva and Waterloo School Districts.

A **shortage of Gemini instructors** has posed challenges, prompting FLCC to use **distance learning** funded by a NYS agriculture grant. FLCC is collaborating with **BOCES** to expand course offerings, with **eight schools participating this year**. Courses in healthcare, general education, and business remain in demand, although Wayne County has seen a **decline in enrollment and teacher availability**.

Trustee Martin inquired about completion rates for Gemini courses, asking whether students fully complete them or if retention is lower. Fred explained efforts to sustain enrollment despite instructor shortages, with district-to-district remote learning serving as a key solution.

### **Resolutions**

**Jennifer Parsons, Assistant Director of Talent Acquisition** reviewed the positions outlined in the resolution. She discussed the titles and the changes as represented in the resolution. 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>
Director – Center for Student Success (06/04/2025)	Director of Academic Success & Access Programs (ASAP) (01/23/2015)
Director of Assessment, Planning and Continuous Improvement (06/04/2025)	Director of Assessment, Planning and Continuous Improvement (07/25/2018)
Director of Workforce, Career and Experiential Learning (06/04/2025)	Director of Workforce and Career Solutions (10/22/2019)
Disability Services Manager (06/04/2025)	Disability Services Coordinator (10/19/2015)

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.

**Laura Ortiz, Provost, VP of Academic and Student Affairs** discussed the following resolution for Commencement not to be directly on the Saturday before Memorial Day and instead have the Commencement on Thursday, the day after classes is complete. APPROVE MAY 21, 2026, AS THE DATE OF THE 58<sup>TH</sup> COMMENCEMENT CEREMONY FOR FINGER LAKES COMMUNITY COLLEGE WHEREAS, in compliance with NYS Education Law, §355 (1) (e), Part 604, the Finger Lakes Community College Board of Trustees has the authority to designate the official day of the Finger Lakes Community College Commencement Ceremony; and WHEREAS, the Finger Lakes Community College Academic Calendar Committee, comprising constituents from across the campus community, recommends changing the 2026 Commencement date to deconflict the ceremony with Memorial Day and provide a greater opportunity for graduates and guests to enjoy the Commencement celebration; NOW, BE IT RESOLVED, the FLCC Board of Trustees hereby designates May 21, 2026, as the official date for the 58th Finger Lakes Community College Commencement ceremonies.

**Laura Ortiz, Provost, VP of Academic and Student Affairs** discussed the following resolution related to a policy. APPROVE ACADEMIC INTEGRITY AND GRIEVANCE POLICY WHEREAS, Finger Lakes Community College identified a need to integrate academic integrity into the existing academic grievance policy, creating a revised Academic Integrity and Grievance Policy; and WHEREAS, Finger Lakes Community College's Academic Senate unanimously endorsed the establishment of the revised Academic Integrity and Grievance Policy; and

WHEREAS, the revised policy maintains alignment with existing SUNY policies while providing clearer guidance for the campus community regarding both academic integrity violations and the academic grievance process; NOW, BE IT RESOLVED, the Finger Lakes Community College Board of Trustees does hereby approve said policy. Moving from Student Affairs to Academic Affairs.

### **Strategic Thought Presentation**

Dr. Ortloff reviewed key strategic plan data and confirmed another update is scheduled for Fall 2025. The plan's focus includes tracking numeric indicators, monitoring impact, and refining approaches to student success and retention.

Retention trends were analyzed, showing pre-COVID rates between 7-10%, with a major decline during the pandemic. Recent retention data suggests recovery, with positive equity indicators—especially for students of color. The Cabinet continues discussions on retention interventions, including grant-funded student support roles, measuring their return on investment, and expanding the ASAP program. Grant funding remains a priority, with efforts to secure state and county support beyond current grants. The strategic plan process emphasizes trial initiatives, evaluation, and adjustments, ensuring effective student success interventions.

### **Completion Rates & Student Success Infrastructure**

Retention and completion rates for cohorts 2021–2022 were reviewed, noting the absence of certain interventions during that period. Data indicates a higher number of returning students compared to prior years. FLCC has focused on building assessment infrastructure, including Watermark data analytics tracking course/program assessments.

A new faculty early alert software supports intervention efforts. Fall-to-spring success rates are under review, and faculty engagement with retention tools—including Kudos Flags for student motivation—is expanding.

### **Opportunity & Innovation Initiatives**

Strategic priorities include advancing AI initiatives, international student recruitment, and online learning expansion. FLCC responded to inquiries from prospective F1 Visa students—the only institution among four to do so. The institution aims to support international students as ambassadors and provide additional resources. Recruitment metrics, online contracts, and engagement strategies are being developed for Fall 2024 and 2025, with 31 students already identified for intervention tracking.

### **Alumni Engagement & Visibility Efforts**

FLCC is increasing alumni participation and strengthening advisory board connections. The number of donors has risen compared to 2022–2023 baselines, indicating growing engagement. Events tracking shows 75% total engagement, with more people attending campus events.

A discussion on visibility included whether CMAC concerts should be accounted for. External cultural and theatrical events with intentional outreach were highlighted as key engagement strategies.

### **Workforce & Advisory Board Developments**

Three new advisory boards are in progress, particularly for AAS and transfer degrees. HR involvement was discussed regarding **talent acquisition** and deep engagement with industry professionals. The Advancement Team is considering a **Presidential Advisory Board** to improve executive-level connections.

Strategic Plan grant funding analysis indicates that most initiatives are aligned with overall goals. The 2025 projects will be reviewed in the next update to ensure impactful implementation.

### **Adjourned**

There being no further business, at 5:48 PM, on motion by Trustee Wille and a second by Trustee Geise and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Penny M. Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee Cushman  
Chair, Education & Planning Committee

**Next Meeting:** *Wednesday, August 6, 2025 – Victor Campus Center, VC200A, 200 Victor Heights Parkway, Victor, NY*  
(unless otherwise determined and notice posted before the meeting).

DRAFT

## FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

### Finance and Facilities Committee

June 4, 2025

Finger Lakes Community College Viticulture & Wine Center

Presiding: Trustee Steve Martin

**Committee Members Present:** Trustee Martin (Chair), Trustee Astles, Trustee Russell

**Excused:** Trustee Cass (ex-officio), Trustee Hall

**Trustees:** Trustee Cushman, Trustee Geise, Trustee Mihalik, Trustee Wille

**Staff and Students:** Brie Chupalio (virtual), Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck

**Others:** Geisha Aman

**Guests:**

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

**Media:** No representatives present at this meeting.

At 5:48 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

### **Business**

#### **Review of May 7, 2025, Committee Meeting Minutes**

Trustee Martin requested if there were any questions or comments. There were none noted.

#### **FLCC 2024-2025 Operating Budget Update & Finance Report**

***Jason Tack, Vice President of Administration and Finance*** reviewed Financial Reports as of April 30<sup>th</sup>, revenue is up compared to last year, with steady summer tuition and deregistration. FLCC's interest-bearing accounts are earning 4.15% in CDs.

Key revenue drivers include:

- Increased fees, with nursing program enrollment contributing significantly
- Expected \$700,000 in summer chargebacks, though slightly lower than last year
- \$150,000 in county contributions anticipated this month

Expenses are tracking well, with scholarships, utilities, and Gemini program costs remaining within budget. Adjustments due to 26 vs. 27 pay periods will even out by August.

#### **2025-2026 Operating Budget Projections**

***Jason Tack, Vice President of Administration and Finance*** outlined revenue expectations for 2025-2026, comparing FLCC with other colleges.

- Salary savings from 2.1% retirements have been factored into the budget.
- Union contract negotiations will impact the full employment budget.
- Healthcare costs continue to rise significantly, with a 4.5% increase in medical expenses.

Efforts to offset mental health costs include transitioning Timely Care services into student health fees (\$18 per semester). Tuition revenue is expected to remain stable, with SUNY Reconnect impacting future enrollment.

FLCC's sponsor investment will increase 3% annually for the next two years.

### **Enrollment & Chargeback Trends**

Statewide, Columbia-Greene Community College faces enrollment issues, leading to significant budget cuts. FLCC has managed enrollment effectively, avoiding major declines while maintaining its statewide reputation.

Chargeback revenue remains an important source of funding, with FLCC serving a four-county region. Tuition rates are expected to hold at 3.1%, while chargeback rates will rise slightly this year.

### **Fund Balance & Future Financial Stability**

FLCC's fund balance strategy ensures sustainability:

- \$12.3 million projected as of August 31, 2024
- COVID-era reserves were vital in avoiding insolvency
- A focus on maintaining 20% state aid levels ensures long-term financial health

While Pell Grant reductions (\$2.1M) pose challenges, prudent financial planning continues to stabilize FLCC's position.

### **Budget & Expense Allocations**

- Personnel & benefits account for 75% of expenses, with healthcare and salaries rising.
- Strategic investments in marketing (\$1M) support student recruitment.
- The chargeback rate increase offsets operational expenses.

### **State & Restricted Funding Contributions**

Restricted funds support workforce initiatives, including:

- \$209,000 for personnel hiring
- \$103,000 for counseling services
- \$165,000 for SUNY Reconnect

Community colleges continue advocating for state support beyond the traditional 1/3 state, 1/3 county, 1/3 student model. Trustees and Presidents across NYS are pushing for increased funding commitments.

Vice President of Administration and Finance Jason Tack provided updates on:

- A janitorial services quote for Geneva and the Viticulture Center
- The Budget Transfer Report, detailing reallocation within budget categories

### **Public Announcement regarding Cathy Ahern**

On July 2, 2025, recognition will be given to Cathy Ahern for her 10 years of service, maintaining FLCC facilities in pristine condition. She has contributed to learning processes and state funding efforts and is now focusing on home and garden projects. Discussions included potential contract work with Muller architects.

### **Financial Overview – Jason Tack, Vice President of Administration and Finance**

As of **April 30**, revenue is up compared to last year, with **steady summer tuition and deregistration**. FLCC's **interest-bearing accounts** are earning **4.15% in CDs**.

Key revenue drivers include:

Increased fees, **with nursing program enrollment contributing** significantly

- Expected **\$700,000 in summer chargebacks**, though slightly lower than last year
- **\$150,000 in county contributions** anticipated this month

Expenses are **tracking well**, with scholarships, utilities, and Gemini program costs **remaining within budget**. Adjustments due to 26 vs. 27 pay periods will even out by August.

## 2025-2026 Operating Budget Projections

Jason outlined revenue expectations for **2025-2026**, comparing FLCC with other colleges.

- **Salary savings from 2.1% retirements** have been factored into the budget.
- **Union contract negotiations** will impact the **full employment budget**.
- **Healthcare costs** continue to rise significantly, with a **4.5% increase in medical expenses**.

Efforts to **offset mental health costs** include transitioning **Timely Care services** into student health fees (\$18 per semester). Tuition revenue is **expected to remain stable**, with **SUNY Reconnect** impacting future enrollment.

FLCC's **sponsor investment will increase 3% annually** for the next **two years**.

## Enrollment & Chargeback Trends

Statewide, **Columbia-Greene Community College** faces **enrollment issues**, leading to **significant budget cuts**. FLCC has managed enrollment effectively, avoiding major declines while maintaining its **statewide reputation**.

Chargeback revenue remains an important source of funding, with FLCC **serving a four-county region**. Tuition rates are expected to **hold at 3.1%**, while chargeback rates will **rise slightly** this year.

## Fund Balance & Future Financial Stability

FLCC's **fund balance strategy** ensures sustainability:

- **\$12.3 million projected as of August 31, 2024**
- **COVID-era reserves** were vital in avoiding insolvency
- A focus on **maintaining 20% state aid levels** ensures long-term financial health

## Resolutions

Jason Tack, services we need and utilize to provide the support for colleague information Officer reviewed the following resolutions: **AUTHORIZE A CONTRACT RENEWAL WITH FERRILLI FOR COLLEAGUE SYSTEM CORE ADMINISTRATION SERVICES WHEREAS**, Finger Lakes Community College wishes to continue using Ferrilli Services to administer, monitor, update, secure, and communicate with key users around the college of software enhancements, for FLCC's Colleague systems in FY2025-26; and **WHEREAS**, Ferrilli has supported FLCC with this service for over five years; and **WHEREAS**, Ferrilli possesses unique capabilities and expertise with regard to Ellucian Colleague administrative support; and **WHEREAS**, this contract renewal would begin September 1, 2025 and end August 31, 2026 at a total cost not to exceed \$75,420.00; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby awards a contract for Ferrilli System Administration Services with Ferrilli, 414 West State Street, Media, PA 19063 for the Ellucian Colleague enterprise systems for Finger Lakes Community College from September 1, 2025 through August 31, 2026 at a total cost not to exceed \$75,420.00; and **BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Jason, Chief Information Officer - **AUTHORIZE A CONTRACT RENEWAL FOR FERRILLI SERVICES SUPPORT WHEREAS**, FLCC wishes to continue using Ferrilli Services for the Ellucian Colleague Enterprise systems ad-hock

and emergency programming support in FY2025-26; and **WHEREAS**, Ferrilli has supported FLCC with this service for on demand and emergency support for at least five years; and **WHEREAS**, Ferrilli possesses unique capabilities and expertise with regard to Ellucian Colleague support, troubleshooting and programming; and **WHEREAS**, this contract renewal would be from September 1, 2025 through August 31, 2026 at a total cost not to exceed \$15,000; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby awards a contract for Ferrilli support services with Ferrilli, 414 West State Street, Media, PA 19063 for on demand programming and emergency support for the Ellucian Colleague enterprise systems for Finger Lakes Community College from September 1, 2025 through August 31, 2026 at a total cost not to exceed \$15,000; and **BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and FLCC Chief Information Officer.

Jason requirements for the City approval Canandaigua City Council - **Accept Quote for Masthead Sign at Art Space 36** **WHEREAS**, ArtSpace36 has determined a need for a new masthead sign for above the expanded ArtSpace36 area; and **WHEREAS**, Historic Sign Restoration, 492 Harrogate Dr, Rochester NY 14626 was the sole responder to a quote request for this project; and **WHEREAS**, the sign will read “College and Community Art Collective” to encompass current and future partnerships and help serve the strategic goals of the space **WHEREAS**, the cost of the sign and installation is not to exceed \$5,845.00; and **WHEREAS**, the sign meets the historical requirements for Main Street and has been approved by Canandaigua City Council; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby accepts a one-time purchase and installation of a masthead sign from Historic Sign Restoration for above the expanded ArtSpace36 area, with a total cost not to exceed \$5,845.00.

Jason Tack, Vice President of Administration and Finance reviewed the following resolutions: **AUTHORIZE A CONTRACT RENEWAL FOR TIMELYCARE SERVICES** **WHEREAS**, FLCC has determined there is a continuing need to provide innovative student-focused healthcare for students; and **WHEREAS**, FLCC requested additional quotes from various providers for these services and did not receive any information upon request other than TimelyCare; and **WHEREAS**, TimelyCare, a telehealth company focused on keeping higher education populations healthy by providing access to 24/7 quality medical care and counseling, has supported FLCC for the last four years; and **WHEREAS**, this contract renewal would last from July 1, 2025 through June 30, 2028 at a cost not to exceed:

7/1/25 – 6/30/26     \$ 156,325  
 7/1/26 – 6/30/27     \$ 161,015  
 7/1/27 – 6/30/28     \$ 165,845;

**NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees hereby awards a contract for TimelyCare for telehealth services providing access to 24/7 quality medical care and counseling for FLCC from July 1, 2025, through June 30, 2028, at a cost not to exceed \$483,185 for the three-year contract; and **BE IT FURTHER RESOLVED**, that certified

copies of this resolution be sent to FLCC VP of Administration & Finance, the Provost, and the VP of Academic & Student Affairs.

**APPROVE THE FINGER LAKES COMMUNITY COLLEGE 2025-2026 TUITION SCHEDULE** **BE IT RESOLVED**, that the following tuition schedule for the 2025-2026 academic year be, and hereby is, adopted:

Tuition: New York State resident student, New York State stationed members of the Armed Forces, their spouses and dependents, and non-New York State resident students having:

CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$2,772.00
Full-time (per semester) Excelsior Recipient	\$2,772.00
Part-time (per credit hour)	\$231.00
High School Concurrent Enrollment Programs (per credit hour)	\$77.00

NO CERTIFICATE OF RESIDENCE

Full-time (per semester) Non-Excelsior Recipient	\$5,436.00
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Part-time (per credit hour)	\$453.00
High School Concurrent Enrollment Programs	
Variable Tuition for College Credit (per credit hour)	\$151.00

Tuition: non-New York State resident student.

#### OUT-OF-STATE TUITION

Full-time (per semester)	\$3,900.00
Part-time (per credit hour)	\$325.00

#### **Changes required:**

**APPROVE FINGER LAKES COMMUNITY COLLEGE 2025-2026 STUDENT SERVICES FEE SCHEDULE RESOLVED**, that the following student services fee schedule for the 2025-2026 academic year be, and hereby is, adopted:

<u>Student Services Category</u>	<u>Student Services Fee</u>
Applied Music	\$ 500.00 per course
Athletic	\$ 90.00 per semester
Auxiliary Services	\$ 27.00 per semester
Challenge Examinations	\$ 218.00 per course
Culinary Arts	\$ 150.00 – 300.00 per course
Culinary Arts (Uniform Fee)	\$ 123.00 (\$72 jacket, \$51 pants)
Culinary Arts (Knife Kit)	\$ 177.50 one time
Diploma Replacement Fee	\$ 20.00 per request
EMT Fee Critical Care Transport	\$ 211.00 per course High
School Concurrent Enrollment Program Admin Fee	\$ 7.00 per credit
Independent Study Course Fee (in addition to tuition)	\$ 108.00 per course Late
Payment	\$ 75.00 per semester
Liability-Malpractice Insurance	\$ 15.00 fee annually (estimated)
Music Recording Technology Student Course Fee	\$ 53.00 per semester
Nursing Pre-admission Test – TEAS	\$ 129.00 one time
Nursing ATI	\$ 390.00 - 490.00 per semester, in addition to tuition
Nursing Lab Supply Fee	\$ 124.00 per semester, in addition to tuition
Nursing Exam Soft (Testing Fee)	\$ 43.00 per semester, in addition to tuition
Nursing ACEMAPP	\$ 25.00 per semester, in addition to tuition
Physical Education Fees	\$ 35.00+ (\$250.00 maximum per course)
Returned Check	\$ 50.00 per occurrence
Specialized Course/Laboratory	\$ 5.00+ (300.00 maximum per course)
Student Activity	
Full-time	\$ 84.00 per semester
Part-time	\$ 7.00 per credit
Student Health Fee	\$ 18.00 per semester
Technology Fee	\$ 30.00 per credit hour
Transcript Fee	\$ 5.00 per official transcript
Wildland Fire Suppression Materials	\$ 6.00 one-time fee, in addition to tuition

**ADOPT THE FINGER LAKES COMMUNITY COLLEGE 2025 – 2026 OPERATING BUDGET WHEREAS**, budget allocations for the 2025–2026 fiscal year align College resources with the goals and objectives of Finger Lakes Community College’s Strategic Plan: 2023 - 2028; and **WHEREAS**, the College administration has developed and presented an institutional operating budget request of \$53,357,383 for 2025–2026 with the Sponsor Contribution in the amount of \$4,197,709; **NOW, THEREFORE BE IT RESOLVED**, pursuant to Section 6304 of the Education Law of the State of New York, a budget in the amount of \$53,357,383 is hereby adopted for Finger Lakes Community College for the period beginning September 1, 2025 and concluding on August 31, 2026, subject to the approval of

the Ontario County Board of Supervisors and the Board of Trustees of the State University of New York.

**Informational Items**

*Jason Tack, Vice President of Administration and Finance* discussed a quote for janitorial services for Geneva and the Viticulture Center as well as the Budget Transfer Report which is movement of allocation within the budget categories.

**Adjourned**

There being no further business Trustee Martin requested a motion to adjourn at 6:38 P.M., on motion by Trustee Wille and a second by Trustee Cushman and a unanimous vote, the Board of Trustees Finance & Facility Committee adjourned.

Prepared by,

Penny M. Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee Steve Martin  
Finance & Facilities Committee

**Next Meeting:** *Wednesday, August 6, 2025 – Victor Campus Center, VC200A, 200 Victor Heights Parkway, Victor, NY*  
(unless otherwise determined and notice posted before the meeting).

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES**

**ANNUAL MEETING**

**June 4, 2025**

**Finger Lakes Community College**

**Viticulture & Wine Center**

**Members Present:** Trustee Astles, Trustee Cushman, Trustee Geise, Trustee Martin, Rich Russell (Vice Chair), Trustee Mihalik, Trustee Wille

**Trustees Excused:** Trustee Cass, Chair (ex-officio), Trustee Hall

**Staff and Students:** Brie Chupalio, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck

**Others:** Geisha Aman

**Guests:**

Meeting had a total of 3 virtual participants at the start of the meeting: some guests joined via WebEx call-in or livestream link and were unidentified.

**Media:** No representatives present at this meeting.

At 6:39 PM, Trustee Russell called the meeting to order.

Request for Approval of Minutes from June 5, 2024 – Motion of approval by Trustee Martin and a second by Trustee Geise, and a unanimous vote of the Board of Trustees.

Motion to approve the 2025-2026 FLCC Board of Trustees meeting Calendar. Motion of approval by Trustee Astles, and a second by Trustee Cushman, and a unanimous vote of the Board of Trustees.

A request from Trustee Martin to separate the Official Depositories from the other resolutions and act on separately.

**Resolutions**

**APPOINT OFFICERS OF THE 2025-2026 FLCC BOARD OF TRUSTEES**

**WHEREAS**, at the May 7, 2025 FLCC Board of Trustees meeting, Trustee Astles, Chair of the Board Nominating Committee with assistance from Trustee Geise and Trustee Mihalik presented the following proposed slate for Board Officers 2025-2026; and

Chair - Trustee Donald Cass

Vice Chair - Trustee Richard Russell

Secretary - Trustee George Cushman

**WHEREAS**, in the case that there are other nominees brought forward there would be discussion, if no nominees from the floor the nominations will be closed; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees does hereby approve the appointment of the 2025-2026 slate of Board Officers.

Motion of approval by Trustee Astles and a second by Trustee Mihalik, and a unanimous vote of the Board of Trustees.

**DESIGNATE THE 2025-2026 FLCC OFFICIAL NEWSPAPERS WHEREAS**, it is the intention of the FLCC Board of Trustees to designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2025-2026; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees does hereby designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2025-2026.

Motion of approval by Trustee Geise and a second by Trustee Wille, and a unanimous vote of the Board of Trustees.

**DESIGNATE THE 2025-2026 FLCC OFFICIAL DEPOSITORIES WHEREAS**, FLCC requires the services of financial

institutions; and **WHEREAS**, Finger Lakes Community College currently utilizes the services of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC; and **WHEREAS**, Finger Lakes Community College personnel recommend the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; and **WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; **NOW, THEREFORE, BE IT RESOLVED**, that the FLCC Board of Trustees does hereby authorize the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, Key Bank, Vanderbilt Asset Management, American Deposit Management Company and HSBC as custodians of college funds for operating, payroll, payables and investing idle funds; and Motion of approval Trustee Cushman and a second by Trustee Wille, one abstention by Trustee Martin, all other Board of Trustees Members were in favor.

**APPROVE REIMBURSEMENT OF NECESSARY EXPENSES INCURRED BY MEMBERS OF THE FLCC BOARD OF TRUSTEES FOR 2025-2026** **WHEREAS**, Education Law Section 6306(1), provides that "Trustees shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties under this article;" and **WHEREAS**, members of the FLCC Board of Trustees shall be reimbursed for necessary expenses incurred as the result of their attendance at meetings, conferences, retreats and workshops directly related to official Board and/or College business; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees does hereby approve trustee reimbursement for necessary expenses incurred relative to official Board and/or College business for 2025-2026.

Motion of approval by Trustee Astles and a second by Trustee Giese, and a unanimous vote of the Board of Trustees.

**APPOINT PENNY M. HAMILTON AS THE 2025-2026 ASSISTANT SECRETARY TO THE FLCC BOARD OF TRUSTEES** **WHEREAS**, in accordance with the FLCC Board of Trustees Bylaws, Article VI: The Board of Trustees, Section 12: Duties of the Assistant Secretary: "The Board shall appoint annually an Assistant Secretary who shall not be among the Trustees and shall be an employee of the institution. The Assistant Secretary assists the Secretary in maintaining minutes of all meetings and functions as a clerk to the Board of Trustees in providing information and records to the Board"; and **WHEREAS**, it is the intention of the FLCC Board of Trustees to appoint Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2025, through May 31, 2026; **NOW, THEREFORE BE IT RESOLVED**, that the FLCC Board of Trustees does hereby approve the appointment of Penny Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 1, 2025, through May 31, 2026.

Motion of approval by Trustee Martin and a second by Trustee Mihalik and a unanimous vote of the Board of Trustees.

### **Adjourned**

There being no further business, at 6:42 PM, on motion by Trustee Cushman and a second by Trustee Mihalik and a unanimous vote, the Board of Trustees Annual Meeting was adjourned.

It was suggested to continue with the regular Board of Trustees Meeting.

Prepared by, Submitted by,

Penny M. Hamilton  
Assistant Secretary of the Board

Trustee Richard Russell  
Vice Chair, Board of Trustees

**Next Meeting:** *Wednesday, June 3, 2026 – Muller Field Station, 6455 Co. Rd. 36, Honeoye, NY 14471*  
(unless otherwise determined and notice posted before the meeting).

# FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

June 4, 2025

Finger Lakes Community  
College Viticulture & Wine  
Center

Presiding: Trustee Richard Russell, Vice Chair

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**Committee Members Present:** Trustee Astles, George Cushman, Trustee Geise, Trustee Mihalik, Trustee Martin, Trustee Russell (Vice Chair), Frederick Wille

**Excused:** Trustee Cass (Chair), Trustee Hall

**Others Present:** Geisha Aman

**Staff and Students:** Brie Chupalio, Penny Hamilton, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Jennifer Parsons, Jason Tack, Cheryl Ten Eyck

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

**Media:** No representatives present at this meeting.

## **Call to Order**

At 6:43 P.M. Trustee Russell called the FLCC Board of Trustees Meeting to order.

## **Community/Public Comment**

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

## **Board of Trustees First Read of Bylaws and Proposed Resolution**

First Read - Approve the Adoption of an Amendment to the Bylaws of the Finger Lakes Community College Board of Trustees - APPROVE THE ADOPTION OF AN AMENDMENT TO THE BYLAWS OF THE FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES WHEREAS, Article IX, Section 4: Amendments of the Bylaws, of the Finger Lakes Community College Board of Trustees Bylaws states, "amendments may be presented for consideration at any regular or special meetings of the Board but may not be acted upon prior to the next regular Board meeting. An affirmative vote of a majority of the members of the Trustees is required for the approval of any amendment;" and WHEREAS, the FLCC Board of Trustees last amended their bylaws in July 23, 2020; and WHEREAS, the FLCC Board of Trustees considered the following amendments to its bylaws at their meeting on June 4, 2025: Detailed and outlined in draft resolution for first read review.

**APPROVE FLCC BOARD OF TRUSTEES EXPECTATIONS FOR STUDENT SUCCESS POLICY WHEREAS,** The Finger Lakes Community College Development Committee of the Finger Lakes Community College Board of Trustees developed Board Expectations for Student Success policy; **WHEREAS,** The Finger Lakes Community College Development Committee reviewed the policy and recommends the policy to be put forth for approval by the Board of Trustees at the Finger Lakes Community College Board of Trustees Meeting for June 4, 2025; **NOW, THEREFORE BE IT RESOLVED,** that the Finger Lakes Community College Board of Trustees does hereby approve the Board Expectations for Student Success Policy effective June 4, 2025.

## **Trustee Cass requested a motion to accept the Consent Agenda - Minutes & Resolutions**

Trustee Cushman motioned approval and a second from Trustee Astles to accept the Consent Agenda Minutes and Resolutions.

## **Old Business**

None noted.

## **New Business**

None noted.

## **Chair's Report**

Nothing noted.

## **President's Report**

Dr. Nye discussed JK Exec for CHRO search chair Debora and a good session with Search Team. Bomb Threat could not have done it any better than we did critical of ourselves approve upon, mid-July act during the emergency operations center EOP in August to continue to get better. AI session scheduled for June 11<sup>th</sup> and presently there are 140 individuals signed up, many from other entities and this a form of community engagement. Dr. Nye discussed the GED graduation and that it will be held in Stage 14.

## **Nominating Committee**

Student Trustee Report – There was appreciation expressed for the involvement of Misty Hall and her attendance at a recent County Board of Supervisors Meeting expressing the impact FLCC has made on her and her transition to Nazareth University.

## **Audit & ERM Committee Report**

A meeting is scheduled for June 17<sup>th</sup>.

## **Board Development Committee**

Discussed the approval of Student Success Policy at this meeting.

## **Association Report Report in Packet**

## **Foundation Report**

Trustee Geise explained that the Golf Tournament took place, and it was cold and it rained. The event was held at the Canandaigua Country Club and have not heard the final numbers of what was raised.

## **NYCCT Report**

Trustee Cushman mentioned that back in February, a resolution was passed and acted on in June 2025 to engage legal counsel. The SUNY Board of Trustees is now focusing on accountability, and there is a long road ahead involving negotiations with the Chancellor's counsel. The initial legal framework has already been handed over to the attorneys.

There are 19 community colleges involved in this issue, including ours, with several counties signing on in support. Despite pressure, SUNY was initially unwilling to budge. Legal action is being taken this Friday, including serving papers and filing a challenge regarding the Governor's appointees. There were suggestions that some officials would be dropped by the Governor if they didn't drop the lawsuit.

A critical part of the case relates to SUNY Board of Trustees' rule-making authority—specifically concerning the selection, contract approval, and renewal processes for college presidents and interim administrators. The executive branch, which SUNY falls under, does not have the authority to create such rules under SAPA (State Administrative Procedure Act), which is at the heart of the legal case.

SUNY recently passed a resolution to roll back several items related to presidential searches. They're now trying to portray the process as a successful pilot to save face while repurposing those actions under SAPA. Negotiations have evolved significantly, with both sides acting in good faith and reaching a more agreeable framework.

There is now a process to update every trustee across the state. If this situation becomes politically sensitive enough, we may be able to force further changes. What began as a call for transparency has led to SUNY being held accountable to follow proper procedures—a win for local governance.

On a personal note, George mentioned he received the legal call while celebrating his son's 51st birthday. There is a need to prepare communication materials in case of further breaches, including press releases—some of which have already been folded into current news coverage (e.g., *Newsday*). These communications will stress the importance of local control, especially considering that community colleges serve over half of the state's students.

Some colleges were hesitant to “poke the bear,” but we confronted the issue directly and emerged with some positive outcomes. Ian described the process as productive and honorable. The relationship with SUNY is being rebuilt, and trust has been regained through recent votes.

Public comment will be heard on Tuesday, and every submission is being logged at the federal level. This is our chance to highlight key issues affecting the future of our colleges. The county must remain central to the governance process—the president of a college is accountable to the local community, not solely to state officials.

Joan noted the importance of this moment and that SUNY is now taking us seriously. George said this could be a “Shazam moment”—a turning point that ensures SUNY won't be able to act unilaterally again. Donna added that this progress wouldn't have been possible without George's leadership. While some want to target him, he's remained civil yet firm.

Steve acknowledged the 19 additional people who have joined the effort, noting that the groundwork is laid for future preparedness. While this issue impacted college presidents, it was fundamentally a trustee matter. Four presidential searches were successful, but the controversy around contract terminations—such as the costly Hudson Valley president case—highlighted the stakes.

Some state officials tried to politicize the matter, but we've maintained our focus. Protecting our financial reserves was critical, and we believe the money spent on legal counsel was justified.

Steve also reflected on negotiations—some parts were less successful—but the NYCCT (New York Community College Trustees) remains committed to fostering strong working relationships. While tensions remain between some trustees and the Chancellor, credit goes to all for standing firm.

This situation also affects the future of college presidency in New York. We must focus on attracting and retaining quality leaders. Donna mentioned the ACCT (Association of Community College Trustees) and how April is officially recognized as Community College Month. We should continue promoting our institutions, especially since ACCT has provided materials to support this.

We should also consider submitting nominations for the upcoming NYCCT awards in the fall. Two proposals are on the table for the ACCT conference in New Orleans—one on AI.

Additionally, NYCCT is working on a statewide AI white paper, with Dr. Nye actively engaging the Mohawk Valley and bringing many stakeholders together. It's a promising initiative with statewide potential in partnership with CUNY. NYCCT will be a key resource for this effort, and Dr. Nye's AI Think Tank includes Debora Ortloff, Dave Ghidu, and Ryan McCabe.

#### **Student Corp.**

Report is in the packet.

#### **ACCT**

##### **Announcement Executive Session**

At 7:20 P.M. Board of Trustees Chair Russell 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 Astles and a second by Trustee Joan Geise, 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 7:45 P.M., on motion by Trustee Geise and a second by Trustee Mihalik, and a unanimous vote of the FLCC Board of Trustees unanimously adjourned the executive session.

### **Adjourned**

There being no further business, at 7:46 P.M., on motion by Trustee Martin and a second by Trustee Mihalik and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton  
Assistant Secretary to Board

Trustee Richard Russell  
Vice Chair, FLCC Board of Trustees

**Next Meeting:** *Wednesday, August 6, 2025 – Victor Campus Center, VC200A, 200 Victor Heights Parkway, Victor, NY*  
(unless otherwise determined and notice posted before the meeting).