

## **FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING**

### **Education and Planning Committee**

**August 6, 2025**

**Finger Lakes Community College Victor Campus Center**

**Presiding: Trustee Joan Geise**

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

**Trustees:** Trustee Wille

**Excused:** Trustee Cushman, Trustee Martin, Trustee Mihalik (Chair)

**Staff and Students:** Brie Chupalio, Donald Emirbayer, Penny Hamilton, Rich McGuire, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Carol Urbaitis, Joseph Yates

**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 Geise called the meeting to order at 4:30 PM due to Trustee Mihalik noting she will be late in attending.

**Victor Campus Center – Donald Emirbayer, Director of Center**

Donald Emirbayer presented an overview of the program that was also supplied in the Board of Trustees packet. Slides were reviewed for spring 2025, and summer 2025 and he discussed what is planned for fall. He explained a career expo on April 12 where technology businesses participated and some of the businesses included our Alumni. We had an open house for the program which also involved the Director of Admissions, participation from Work Force and Career solutions as well as a focus on the virtual welding program which is very popular right now. There was discussion related to robotics and the attendance of 48 individuals which was something new this year. Dr. Sam Samanta had a pre-expo for students who had interest. There were over 30 attendees some of may be part of the architecture program. PTEC freshman included an event where we had campers on campus, and we provided lunch for the participants. The Urban League visits every year and there is an Admissions Open House. There was discussion of high school students participating in a shadow day with existing college students. We have a partnership with Victor School involving the virtual welding program to later acquire a certification. The drive is only 3-minutes for Victor students to our Victor Campus vs. a 40-minute drive to BOCES. Trustee Wille noted that Victor school district has the highest enrollment for high school approximately 325 students graduating from Victor. Appeal to that audience is important for post-secondary education. Don explained that we are very tenacious working with the Victor School District.

**Review of June 4, 2025, Committee Meeting Minutes**

Trustee Geise inquired if there were any adjustments, concerns to the minutes. There were no concerns noted.

**Enrollment Report**

Dr. Urbaitis reported the July report is in the packet. There was an increase of 6% over the summer from last summer 2024. There was a 7.1 % FTE increase. Overall summer was a success. Fall headcount reflects 4.3% decrease and a 4.5% decrease in FTE as of July 25th. Evening and weekend appointments at all campus locations were added the week of July 20th. Head Count and FTE as of August 1<sup>st</sup> was reviewed and we have an influx after May largely due to SUNY reconnect. Enrollment of students as part time was discussed and an increase of 19% and 18.1% respectively. Adults between the ages of 25-55 with no prior degree are eligible for SUNY reconnect. Applications received - 316 freshmen 541 from transfer students, and 197 first time students. This is the beginning of closing the gap, and we have four weeks to go.

**Student Success: People, Purpose, Progress: Advancing Student Success through ASA Innovation, Reorganization, and Optimization – Laura E. Ortiz, Ed.D.**

Laura discussed the presentation materials available in the packet. We focus on asking ourselves about the resources available and reducing the confusion for students creating synergy to navigate with kindness and to be responsible to the needs of our community. Four clearly defined centers were discussed student support programs, the center for academic advising, transfer services and the career piece. Experiential Learning and involvement in leadership was discussed which for some students can mean everything or nothing. Further discussion related to disability services as well as the mental health aspect for students. Through curriculum and instruction, we are bringing together unified leadership. Shared leadership internships, global education, where teaching learning are all impacted. The focus on people, purpose, progress and centering our students and the people that support them. Outcomes for vitality and perseverance ASA division aligned academic, social, and emotional purpose with care and clarity. Trustee Wille mentioned that you are formulating structure not just rearranging the chairs but determining who sits in the chairs. Laura further explained that we have hired an Associate Provost and there was a recent hire of a curriculum and instruction position.

**Resolutions**

***Brittany Schutz, Assistant Director HR Operations*** explained that the first position in the resolution is a database support position for students, the second position is a Project Support Specialist 2<sup>nd</sup> project support specialist and is a part time grant funded position. She further reviewed two additional positions – Associate Provost of Student Affairs and Diversity, Equity, and Inclusion Specialist position.

**ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER** - WHEREAS, Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees in the professional service as defined by §6306 (2) of New York State Higher Education Law as approved by the Chancellor of the State University of New York, and; WHEREAS, the following are *new* job descriptions for Finger Lakes Community College:

Student Project Support Specialist – Finger Lakes Mosaic Collective (08/06/2025)

Project Support Specialist – Finger Lakes Mosaic Collective (08/06/2025)

WHEREAS, the following are *revised* job descriptions for previously approved job descriptions for Finger Lakes Community College:

**New Title**

**Previous Title**

Associate Provost of Student Affairs (08/06/2025)	Associate Vice President of Student Affairs (04/24/2013)
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Diversity, Equity, and Inclusion Specialist (08/06/2025)	Student Life Specialist – Diversity, Equity, and Inclusion (06/17/2021)
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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.

***Brittany Schutz, Assistant Director HR Operations*** reviewed Non unit reappoint nonexempt resolution as follows: APPROVE NON-UNIT EMPLOYEES REAPPOINTMENTS: 2025-2026 - WHEREAS, the following non-unit employees have received annual evaluations from the immediate supervisors and the College President recommends their reappointment for the period September 1, 2025 to August 31, 2026: NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby reappoint the following non-unit employees to their respective positions:

Sim J. Covington, Jr., Ed.D, MBA, Chief Diversity Officer and Dean of Student Athlete Development  
Brie E. Chupalio, Chief Advancement Officer  
Edward Kelty, Chief Information Officer  
Laura E. Ortiz, Ed.D., Provost, Vice President of Academic and Student Affairs  
Debora H. Ortloff, Ph.D., Vice President of Strategic Initiatives and Assessment  
Jason Tack, Vice President of Administration and Finance

Carol S. Urbaitis, Ed.D., Vice President of Enrollment Management  
Samantha L. Boccacino, Ed.D, Director of Athletics  
Michael J. Fisher, Associate Vice President of Enrollment Management  
Lenore L. Friend, Director of Public Relations and Communications  
Sara Iszard, Senior Director Center for Student Well Being  
Ryan L. McCabe, Associate Provost of Academic Innovation and Learning Resources  
Matthew G. McGrath, Chief of Campus Police  
Richard T. McGuire, Controller  
Jennifer Parsons, Assistant Director for Talent Management  
Medea Rambish, Ed.D, Associate Provost of Curriculum and Instruction  
Michelle M. Robbins, Director of Development  
Brittany E. Schutz, Assistant Director of HR Operations  
Sarah E. Whiffen, Associate Vice President of Student Affairs  
Penny M. Hamilton, Executive Assistant to the President  
Tammi Murtha, Human Resources Generalist  
Ryan I. Reynolds, Assistant to the Provost  
Rachel Loforte, Human Resources Generalist  
Rose Witkowski, Executive Assistant to the Vice President of Administration & Finance

**Laura Ortiz, Provost, VP of Academic and Student Affairs** reviewed a resolution related to the creation of a wine management certificate for individuals interested in viticulture, hospitality, and possible viticulture transition to an AA degree.

**APPROVE CREATION OF THE WINE SERVICE MANAGEMENT CERTIFICATE** - WHEREAS, Finger Lakes Community College strives to offer the appropriate mix of programs to ensure students can successfully transfer and/or enter the workforce, and WHEREAS, Finger Lakes Community College seeks to create a collaboration between our AAS Culinary Arts, AAS Event and Hospitality Management and AAS Viticulture programs, WHEREAS, there is market demand for highly trained personnel in the wine and restaurant industry within the Finger Lakes Region; and WHEREAS, the Academic Senate of Finger Lakes Community College voted to approve the Creation of the Wine Service Management Certificate on April 24, 2025; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Creation of a Wine Service Management Certificate.

**Laura Ortiz, Provost, VP of Academic and Student Affairs** reviewed discontinuance of a track related to Arts and Sciences. The degree use to have five tracks and allows students to explore discipline through micro credentials this allows an individual to graduate with a micro credential as well as AA degree.

**Laura Ortiz, Provost, VP of Academic and Student Affairs** reviewed **APPROVE DISCONTINUANCE OF THE HUMANTIES TRACK IN THE AA LIBERAL ARTS AND SCIENCES PROGRAM** - WHEREAS, Finger Lakes Community College strives to offer the appropriate mix of programs to ensure students can successfully transfer and/or enter the workforce, and WHEREAS, Finger Lakes Community College has other degree programs to fit this need; and, WHEREAS, the Academic Senate of Finger Lakes Community College voted to approve the Discontinuance of the Humanities Track in the AA Liberal Arts and Sciences Program on May 15, 2025; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Discontinuance of the Humanities Track in the AA Liberal Arts and Sciences Program.

#### **Strategic Thought Presentation – Strategic Messaging to Adult Learners**

Christen Accardi and Lenore Friend presented materials outlined in the packet related to adult learners. Christen discussed both she and Lenore promote using the framework for advertising, write a guide, identify audience, determine what audience needs to hear from us. They provided a walk through with SUNY reconnect and what we have done so far with the new initiative. Lenore discussed the specific audience while completing the goal determined with the legislation in mind. Viewing the legislation and detour the fear that families have

related to obligations hopefully omit the fear when speaking to the audience. There is a core message in all of our communications with the last one based on emotional reasons to boost confidence for individuals to attend college. Christen developed the message considering the challenges and determining what needed to be paid to provide the right messaging in the right ways to various audiences. This is accomplished through shared advertising, sportify, billboard advertising, google search, SUNY, the purchase of Meta Facebook and addressing calls to action. Speak to students and guide for success. Nursing is getting a lot of attention; we need to be smart about technology. SUNY reconnect by the way radio show talk about successes is important. Uplifting attention with marketing right before the upcoming nursing ceremony. Utilizing social media though others sharing information as an institution. Write about students' success stories, send through SLATE, print materials get the message out there through news blogs and the official center of the website. The outcomes are monitored and there are key indicators for our teams to track for metrics that matter. Students will have the opportunity to click on an add and sign up for an admissions counselor for example.

Lenore discussed this is a marathon, not a sprint. The materials that we share and talk about are shared in different ways. Christen discussed that on May 16<sup>th</sup> we had 14,000 unique identifiers and of those 600 have applied in a 2-month span of time. This is positive and we are riding the wave. Lenore discussed that when you make a post and if it has a link then the link needs to work or there will be comments that follow with complaints. Trustee Astles commented that there are people that will say nothing is free that you haven't paid for in your taxes. He wondered if there is consideration to providing target groups and what their income range could be in a high demand field. A 55-year-old may be concerned and if we can show how, it could improve their life situation that may be helpful. Trustee Russell discussed the value with social media posts and sharing the posts through the Foundation and possibly Ontario County Facebook page and townships Facebook pages. Lenore mentioned placing something in the County Newsletter and proving a link to share out.

#### **Adjourned**

There being no further business, at 5:21 PM, on motion by Trustee Wille and a second by Trustee Astles 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 Geise  
Education & Planning Committee

**Next Meeting:** *Wednesday, September 3, 2025 – Stage 14, Finger Lakes Community College, Marvin Sands Drive, Canandaigua, NY (unless otherwise determined and notice posted before the meeting).*

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING**  
**Finance and Facilities Committee**  
**August 6, 2025**  
**Finger Lakes Community College Victor Campus Center**  
**Presiding: Trustee Geoff Astles**

**Committee Members Present:** Trustee Astles, Trustee Cass (ex-officio), Trustee Russell, Trustee Wille

**Excused:** Trustee Cushman, Trustee Martin (Chair), Trustee Mihalik,

**Trustees:** Geisha Aman, Trustee Geise

**Staff and Students:** Brie Chupalio, Donald Emirbayer, Penny Hamilton, Rich McGuire, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Carol Urbaitis, Joseph Yates

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 5:22 P.M., Trustee Astles called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**Business**

**Review of June 4, 2025, Committee Meeting Minutes**

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

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

***Rich McGuire, Controller*** reviewed Financial Reports as of 6/30/25 tuition revenue is up since last year. There is summer deregistration, but numbers are still strong. Slight increases for fall and spring semester a line with budget. Mary Gates from Ontario County will be communicating with us regarding funds related to funds of \$150,000. The CDs are above what we budgeted for at \$750,000. Expenses are favorable to budget and review. In August there is a three-payroll month in regard to salary lines therefore will be slightly above budget then there is a light month or two related to contract for services due to open positions.

**Resolutions**

***Lindsey Chamberlain, Executive Director FLCC Association*** came through virtual from Florida to review an agreement. She explained that we needed a new support agreement due to the bond agreement with Key Bank who provided an option the last day at the last hour to give us notice. Key Bank provided a new bond interest rate, the Association Board wanted to explore back in March 2025 due to an issue of housing credit for May 2025. We received great term sheets from 7 different banks. The Housing Bond was reviewed in July with Ontario Economic Development Committee as a follow up from June. The Ontario County Board of Supervisors meeting has not occurred yet.

***Lindsey Chamberlain, Executive Director FLCC Association*** reviewed ACCEPT ASSOCIATION HOUSING SUPPORT AGREEMENT - WHEREAS, FLCC previously entered into a support agreement dated March 1, 2015 by and between the College, Association Housing, LLC, and the First Niagara Bank as bondholder and swap provider, in connection with the financing of student housing on land adjacent to the College campus; and WHEREAS, in connection with the upcoming issuance of the Series 2025 Bonds, the College by the Ontario County local Development Corporation, a new support agreement dated August 1, 2025 has been presented to be entered into by and between the College, Association Housing, LLC, and UMB Bank as trustee for the holders of the Series 2025 Bonds; and WHEREAS, the 2025 Support Agreement is intended to replace and supersede the 2015 Support Agreement and reflects the expectation of the Series 2025 bond purchaser for a

simplified College commitment regarding additional student housing; and WHEREAS, the Board has reviewed and considered the terms of the 2025 Support Agreement and the related bond requirements and finds them to be in the best interest of the College and consistent with the College's ongoing partnership with Association Housing, LLC; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts and approves the Association Housing Support Agreement as presented, and authorizes the appropriate officers of the College and the Association to execute the agreement.

**Ed Kelty, Chief Information Officer** discussed extending the Elucian SUNY Reconnect. Trustee Astles inquired how long have we been in an agreement with Elucian. Ed believes four years.

**AUTHORIZE A CONTRACT RENEWAL FOR COLLEAGUE SYSTEM SUPPORT SERVICES** - WHEREAS, Finger Lakes Community College has determined that there is a need for ongoing support of our Colleague systems to be more efficient and less customized, including assistance in training and implementation of the recommended changes; and WHEREAS, Ellucian is an expert in how their products should be configured and used we have chosen them to assist us with this project; and WHEREAS, we were able to secure a quote to accomplish this work over the course of one year at a cost not to exceed \$129,150; and WHEREAS, the term of this agreement would be from September 1, 2025 to August 31, 2026; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed the quote; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby awards a contract for Ellucian Advisory Support Services, 2003 Edmund Halley Drive, Suite 550, Reston, VA 20191, for Finger Lakes Community College at a total cost not to exceed \$129,150; 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.

**Rich McGuire, Controller** reviewed the following Resolutions:

**APPROVE THE 2025-2026 MANAGEMENT CONFIDENTIAL SALARY SCHEDULE** WHEREAS, management confidential employees are included in the FLCC Administrative Compensation Plan; and WHEREAS, the College President recommends a 2025-2026 salary schedule for management confidential employees; and WHEREAS, funds for the recommended salary schedule are included in the 2025-2026 operating budget; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved the recommended salary schedule; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the recommended 2025-2026 salary schedule for management confidential employees effective September 1, 2025 – August 31, 2026.

**APPROVE PINNACLE NORTH MOU** - WHEREAS, Finger Lakes Community College has been presented with a proposed Memorandum of Understanding by and among the Canandaigua Area Development Corporation (CADC), the New York Wine and Culinary Center, Inc. d/b/a New York Kitchen (NYK), Finger Lakes Community College (FLCC), the County of Ontario (the County), the City of Canandaigua (the City), and the Sands Family Foundation, Inc. (the Foundation); and WHEREAS, the purpose of the MOU is to express the parties' mutual understanding and non-binding intentions concerning the proposed development of a culinary and hospitality facility (the "FLCC Facility") on a portion of CADC-owned lands commonly referred to as the Pinnacle North development site; and WHEREAS, the MOU outlines the preliminary roles, contributions, and expectations of each party, including land donation by CADC, funding commitments by the Foundation and SUNY, use of the FLCC Facility by FLCC and NYK, and exploration of design, planning, and grant-seeking efforts for related park improvements; and WHEREAS, the Board has reviewed the MOU and determined that its terms are consistent with the goals and mission of the Organization and represent a beneficial opportunity for collaboration; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the MOU presented between the Canandaigua Area Development Corporation, the New York Wine and Culinary Center, Inc. d/b/a New York Kitchen, Finger Lakes Community College, the County of Ontario, the City of Canandaigua, and the Sands Family Foundation, Inc., and authorizes the FLCC President to sign the MOU.

**LEASE RENEWAL BETWEEN FINGER LAKES COMMUNITY COLLEGE AND NEW YORK KITCHEN** - WHEREAS, the Culinary Arts Certificate and Associate in Applied Science programs have been approved by the Finger Lakes Community College Board of Trustees; and WHEREAS, these programs will prepare students for a career in the diverse food service industry; and WHEREAS, the College wishes to continue a partnership with the New York

Kitchen, to offer the culinary course labs at the Center; and WHEREAS, the College and the New York Kitchen have agreed to a rental lease renewal for the period from August 29, 2025 through August 28, 2026 and that the College will rent the New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month between September 1, 2025 and May 31, 2026; and WHEREAS, the College will also utilize a laboratory assistant on a rate of \$112 per lab occurrence, as well as a fee of \$50 per week for food ordering; and WHEREAS, additional spaces and/or use on other days will be arranged and reserved, and may incur additional rental charges of \$225.00 per hour; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed the rental agreement and recommends its adoption. NOW, THEREFORE **BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees does hereby approve the rental lease renewal between Finger Lakes Community College and the New York Kitchen for the period from August 29, 2025 through August 28, 2026 and that the College will rent New York Kitchen facilities on a flat monthly fee of \$11,000.00 per month beginning September 1, 2025 and ending May 31, 2026 and a laboratory assistant on a rate of \$112 per lab occurrence, as well as a fee of \$50 per week for food ordering. BE IT FURTHER RESOLVED those certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Provost, and Vice President of Academic & Student Affairs, and New York Kitchen.

**Student Health fee lowered from 18 to 8, the other**

APPROVE FLCC 2025-2026 STUDENT SERVICES FEE SCHEDULE UPDATE - WHEREAS, resolution 36-2025, dated June 4, 2025, approved the Finger Lakes Community College 2025-2026 Student Services Fee Schedule with a student health fee of \$18.00 per semester; and WHEREAS, the student health fee has decreased to \$8.00 per semester due to decreased pricing for student health services through TimelyCare; NOW, THEREFORE BE IT RESOLVED, that resolution 36-2025 is hereby rescinded, and the following updated 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	\$ 8.00 per semester

Technology Fee	\$ 22.00 per credit hour – up to 12 credit hours
Online Services Fee	\$ 16.00 per credit hour
Transcript Fee	\$ 5.00 per official transcript
Wildland Fire Suppression Materials	\$ 6.00 one-time fee, in addition to tuition

**APPROVE 2025-2026 SPONSOR SERVICES INCLUDED IN THE FLCC OPERATING BUDGET RESOLVED**, that the following sponsor services included in the 2025-2026 Finger Lakes Community College Operating Budget are hereby approved:

<u>SERVICE</u>	<u>2025-2026</u>
Workers Compensation	\$74,298
<b>TOTAL</b>	<hr/> \$74,298

#### **Informational Items**

**Rich McGuire, Controller** reviewed the following:

Bid renewal of Boiler Systems with a 2.3% labor increase

Default current rate to 12-month renewable for acceptance of a quote with Sheen and Shine.

Office space lease for Newark Campus

Budget transfers

#### **Adjourned**

There being no further business Trustee Astles requested a motion to adjourn at 5:37 P.M., on motion by Trustee Russell and a second by Trustee Geise 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 Geoff Astles

Finance & Facilities Committee

**Next Meeting:** *Wednesday, September 3, 2025 – Stage 14, Finger Lakes Community College, Marvin Sands Drive, Canandaigua, NY (unless otherwise determined and notice posted before the meeting).*



# FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

August 6, 2025

Finger Lakes Community College Victor Campus Center

Presiding: Trustee Donald Cass, Chair

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**Committee Members Present:** Trustee Aman, Trustee Astles, Trustee Cass, Trustee Geise, Trustee Russell, Trustee Wille

**Excused:** George Cushman, Trustee Martin, Trustee Mihalik

**Staff and Students:** Brie Chupalio, Donald Emirbayer, Penny Hamilton, Rich McGuire, Dr. Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Carol Urbaitis, Joseph Yates

**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**

A 5:38 P.M. Trustee Cass called the FLCC Board of Trustees Meeting to order.

Oath of Office Geisha Aman completed with Trustee Cass

## **Community/Public Comment**

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

## **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:

### **ARTICLE VI: THE BOARD OF TRUSTEES**

#### **Current Wording**

##### **Section 6 - Election of Officers**

Officers of the Board of Trustees shall be elected annually at the Board’s annual meeting held in June. A Nominating Committee of three (3) trustees, excluding the current Chair, shall be appointed by the Board Chair at the regular April meeting. Candidates shall be announced by the Nominating Committee at the May meeting and additional candidates may be proposed by any Board member at the meeting. Election for each office shall be by voice vote at the annual meeting in June.

#### **Change to**

Officers of the Board of Trustees shall be elected annually, from among the Board’s voting membership, at the Board’s annual meeting held in June. A Nominating Committee of three (3) voting members of the Board of Trustees, excluding the current Chair, shall be appointed by the Board Chair at the regular April meeting. Candidates shall be announced by the Nominating Committee at the May meeting and additional candidates may be proposed by any Board member at that meeting. Election for each office shall be by voice vote by voting members at the annual meeting in June.

### **ARTICLE VI: THE BOARD OF TRUSTEES**

#### **Current Wording**

##### **Section 8 – Terms of Office**

The term of office for all officers (Chair, Vice Chair & Secretary) is two years. Members of the Board shall be eligible for election to any one office consecutively for no more than two terms. Officers shall be

elected annually at the Board of Trustees annual meeting held in June.

**Change to**

The term of office for all officers (Chair, Vice Chair & Secretary) is two years. Voting members of the Board shall be eligible for election to any one office consecutively for no more than two terms. Officers shall be elected annually at the Board of Trustees annual meeting held in June.

**ARTICLE VII: BOARD COMMITTEES**

**Section 1 – Standing Committees**

**Education & Planning**

**Current Wording**

Provides oversight for academic, enrollment management, and student affairs, and personnel matters

**Change to**

Provides oversight for academic, enrollment management, and student affairs

**Establish a Personnel Standing Committee**

**Personnel Committee**

Provides oversight for all matters pertaining to collective bargaining, administration of collective bargaining agreements, personnel policies, the employment status and history of particular persons, and appointments, promotions, tenure and dismissals of faculty and staff members.

**ARTICLE VIII: MEETINGS**

**Section 9 – Committee Meetings**

**Current to**

Regular committee meetings shall be held on the same day as regular monthly Board of Trustees meetings, immediately prior to the Board of Trustees meeting. Additional committee work sessions will be held on a quarterly or as-needed basis, determined by the chair of each committee. A schedule of regular monthly Board meetings will be approved each year at the Board of Trustee's annual meeting. Committee work session dates will be posed as work session dates are determined, in accordance with Open meeting law requirements.

**Change to**

Regular committee meetings may be held on the same day as regular monthly Board of Trustee meetings, and if so, may be prior to the Board of Trustee meeting. Additional committee work sessions will be held on a quarterly or as-needed basis, determined by the chair of each committee. A schedule of regular monthly Board meetings will be approved each year at the Board of Trustee's annual meeting. Committee work session dates will be posted as work session dates are determined, in accordance with applicable open meeting law requirements.

**Section 13 – Executive Session**

**Current Wording**

Executive sessions of the Board may be held for such purposes as personnel matters, contract negotiations, pending or current litigation, and other matters consistent with the law. However, no official action should be taken during such executive session.

**Change to**

Executive sessions of the Board may be held for such purposes as personnel matters, contract negotiations, pending or current litigation, and other matters consistent with the law. However, no official action should be taken during such executive session.

Discussions held in executive session are confidential and shall not be disclosed.

**ARTICLE X: Code of Conduct and Code of Ethics**

**Add number 13** – Discussions held in executive session are confidential and shall not be disclosed.

## **ARTICLE XI: Confidentiality**

### **Current Wording**

Matters of a confidential nature arise frequently at Trustee meetings and in the Board's relations with College Administration. It is the responsibility of the individual Board members to maintain a high level of confidentiality regarding all discussions and documents received by the Trustees when such discussions and documents are of a privileged nature or when such discussions and documents are exempted from the Freedom of the Public Information Law.

### **Change to**

Matters of a confidential nature arise frequently at Trustee meetings and in the Board's relations with College Administration. It is the responsibility of the individual Board members to maintain a high level of confidentiality regarding all discussions and documents received by the Trustees when such discussions and documents are of a privileged nature or when such discussions and documents are exempted from the NY Freedom of Information Law. Discussions held in executive session are confidential and shall not be disclosed.

**NOW, THEREFORE BE IT RESOLVED**, that the Finger Lakes Community College Board of Trustees hereby approves the adoption of its amended bylaws; and

**BE IT FURTHER RESOLVED** that these amended bylaws of the Finger Lakes Community College Board of Trustees shall be effective immediately.

**Trustee Cass requested approval of the Bylaws, Trustee Geise accepted, and a second from Approve the Bylaws , Joan and seconded by**

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

Trustee Cushman motioned approval and a second from Trustee Geise 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 HR search started the first week of August. Debora Ortloff is reviewing the candidates and we should be on track to find a suitable candidate. He further explained that we have new directors and counselors. He discussed the Strategic plan and the Pinnacle North project as well as the Muller Bunk House. Brie mentioned that the potential ribbon cutting for the Bunk House is scheduled for November 20<sup>th</sup>, and we are on budget. Dr. Nye explained a faculty associate related to curriculum and Instruction has been hired. We continue to move forward in terms of the values. Discussion related to LPN graduation and next year we figure it will be double in terms of graduates. Discussion of Navy sailors and other military involvement for education and training partnering with SUNY. Continue to work with the County Administrator to encourage students in the area to come to FLCC, right now 1/3<sup>rd</sup> of students is from Ontario County. This college has done a great job adapting and adjusting and has allowed for interconnectedness. Two upcoming events, one being David Ghidiu will be presenting to ALT Administrative Leadership Team, Board of Trustees and a few others on August 12<sup>th</sup> at the Country Club on AI advancements. Also, on August 21<sup>st</sup> we will host Ontario County Supervisors and provide a presentation.

**Nominating Committee**

Nothing at this time.

**Audit & ERM Committee Report**

Meeting scheduled for September 25<sup>th</sup>.

**Board Development Committee**

Nothing to report at this time.

**Association Report**

Report in Packet

**Foundation Report****NYCCT Report****Student Corp.****ACCT****Adjourned**

There being no further business, at 5:54 P.M., on motion by Trustee Geise and a second by Trustee Astles 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, September 3, 2025 – Stage 14, Finger Lakes Community College, Marvin Sands Drive, Canandaigua, NY* (unless otherwise determined and notice posted before the meeting).