FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee Meeting

November 4, 2026

Stage 14, Finger Lakes Community

Presiding: Trustee Frederick Wille

Committee Members Present: Trustee Cass, Trustee Hellauer-Geiger, Trustee Mihalik, Trustee Wille, Chair, Trustee Russell, ex-officio

Trustees: Trustee Astles, Trustee Geise, Trustee Cushman, Trustee Mallard

Excused: Trustee Martin

Staff and Students: Samanatha Boccacino, Brie Chupalio, Sim Covington, Penny Hamilton, Beth Johnson, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Jason Tack, Carol Urbaitis, Michael VanEtten

Guests: Meeting had a total of 0 participants at the start of the meeting virtually; some guests joined via livestream link and were unidentified.

Media: none

Trustee Wille called the meeting to order at 4:38 PM.

Review of the October 7, 2026, minutes

Trustee Wille inquired if there were any questions. None were noted. However, Trustee Wille provided an editorial comment related to the presentation that Sara Iszard provided related to the student life center. The opportunity we had at the Board Retreat to go on a field trip with her to review the many services provided on a daily basis was profoundly impressive in terms of each and every student having this level of service.

Enrollment Report

Dr. Urbaitis provided a verbal update related to the one in the packet. Verbal update as of October 30th Fall 26 reflected a year of growth in terms of FTE the number she provided constituted full enrollment excluding Gemini student and other dual enrollment. During the reporting period we were up 0.4% for enrollment, including Gemini, and a comparison was made reflecting an increase compared to the previous year. We are continuing the process of Gemini verification; there appears to be an increase over the last 3-week period. The weekly enrollment report and headcount of FTE was monitored during both reporting periods. Enrollment continued with an increase of 17.8% compared to last fall, headcount is outpacing FTE growth.

These are preliminary numbers and, in the packet, concurrent enrollment reflects 2.3% headcount and that is a little off from APCI numbers as discussed due to Ontario school is carrying a portion. There is a decrease due to declining high school enrollment and the perception is that it is up significantly overall FTE for all the populations. We are up slightly as an increase in head count due to the shift from full-time to part-time however, FTE is covering the costs. Trustee Wille discussed the variance between the Wayne County school and Ontario County school in terms of curriculum. Superintendents are challenged in finding highly qualified teachers and there is the opportunity for market expansion through the high school scholar programs which are already offered in the Geneva and Waterloo school districts. We would like to pursue this with Seneca Falls and Penn Yan school districts. Newark school district was also mentioned, and we have the Newark campus center where classes could be provided. These are opportunities that we could capitalize on.

Resolutions

Dr. Nye requested that Dr. Beth Johnson review the resolutions related to the Pastry certificate and Pastry track. Beth explained that we will have a beautiful new building that will allow us to offer two new programs, one is a baking and pastry certificate, and the other is a baking and certificate track, both could lead to further educational opportunities. Both these programs seemed like a wise beginning for a positive future. Beth reviewed the following resolutions:

APPROVE CREATION OF THE BAKING AND PASTRY 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 certificate that complements our AAS Culinary Arts and AAS Event and Hospitality programs; and

WHEREAS, there is market demand for highly trained personnel with baking and pastry skills within the Finger Lakes Region; and WHEREAS, the Academic Senate of Finger Lakes Community College voted to approve the Creation of the Baking and Pastry Certificate on October 8, 2026; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Creation of a Baking and Pastry Certificate.

APPROVE CREATION OF THE AAS CULINARY ARTS BAKING AND PASTRY TRACK - 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 track that complements our AAS Culinary Arts and AAS Event and Hospitality programs; and WHEREAS, there is market demand for highly trained culinary personnel with baking and pastry skills within the Finger Lakes Region; and WHEREAS, the Academic Senate of Finger Lakes Community College voted to approve the Creation of the AAS Culinary Arts Baking and Pastry Track on October 8, 2026; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Creation of a AAS Culinary Arts Baking and Pastry Track.

Dr. Nye reviewed the Policy resolution related to Formulation, Issuance, Amendment, and Repeal of Policies, often referred to as Revision of policies of policies. This satisfies a requirement in the 2017 Governance Constitution for the review process of our policies. This just reflects the practice that we have followed for several years in the governance process. This is a new policy to determine minor or major changes related to policies. If there are major changes required it will go to Academic Senate, College Council or both.

FORMULATION, ISSUANCE, AMENDMENT AND REPEAL OF POLICIES Policy Number B-8 - WHEREAS, the Formulation, Issuance, Amendment and Repeal of Policies has been reviewed and revised; and WHEREAS, this policy was adjusted to include college governance review of both policy and process as a result of a college governance constitution change in 2017; and WHEREAS, the policy allows for a process for governance bodies to assess major or minor changes and an expediated process to institute minor policy changes; and WHEAREAS, the policy was updated and formatted for the standard policy template; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves the changes to the Formulation, Issuance, Amendment and Repeal of Policies; and BE IT FURTHER RESOLVED, that this policy shall take effect upon approval.

Presentation

The Future of Learning and the Academic Portfolio – Strategic Curriculum Planning for 2030

Dr. Beth Johnson presented Academic Future Ready for 2030**,** an AI-powered planning tool developed using Gemini to help evaluate FLCC's academic programs and identify future opportunities. Trustees were encouraged to access the application using the QR code provided. The initiative focuses on regional demographic changes, workforce demands, program sustainability, and alignment with potential funding opportunities.

The application evaluates program health, enrollment trends, costs, resources, and return on investment. It identified approximately 30 potential program opportunities, including health care, radiologic technology, and clean energy. The framework also examines micro-credentials, certificates, degree pathways, and opportunities to connect noncredit programs to credit-bearing and stackable credentials. Dr. Johnson emphasized the importance of recognizing prior learning, maintaining academic rigor, and following shared governance processes when considering program changes. Potential grant opportunities are also incorporated into the tool.

Trustees discussed the importance of balancing workforce-focused credentials with the liberal arts foundation and durable skills students need to succeed. Trustee Cushman emphasized defining the desired outcomes for FLCC graduates, including opportunities for stackable credentials and continued education. Trustees Geise and Russell

highlighted the importance of critical thinking, communication, collaboration, problem-solving, and adaptability across all academic programs.

Trustee Astles expressed support for the planning tool and suggested exploring alternative academic scheduling models, including shorter, more intensive terms. The discussion also emphasized integrating liberal arts competencies into technical programs and creating pathways that allow students to advance rather than complete credentials with no further educational opportunities.

Dr. Johnson noted the importance of incorporating AI literacy and ensuring that general education requirements remain connected to evolving workforce expectations.

Trustees commended Dr. Johnson on the development of the application and encouraged continued exploration of its capabilities. Trustee Cushman suggested identifying specific questions for the tool to address and using the information to engage community members, government representatives, and other stakeholders in conversations about FLCC's future academic direction.

Dr. Sim Covington discussed the college acknowledged the heartbreaking loss of student athlete Chase during Fall 2025. Chase passed away from cancer at the age of 19. The loss had a significant impact on the Athletic Department, coaching staff, and student well-being. The college recognized the importance of supporting those affected and providing appropriate resources. The Board observed a solemn moment in his memory. The discussion also addressed the importance of transparency while respecting the family's wishes. Human Resources was working through the matter and would determine what information could appropriately be shared, including considerations related to online communications.

Office of Diversity, Equity, and Inclusion Update: Looking Towards the Future
Dr. Sim Covington reviewed the college's six diversity and inclusion goals, focusing on workforce diversity, inclusive teaching, and student retention. Human Resources has expanded recruitment outreach through approximately 50 external websites, resulting in four diverse hires, including the Chief Human Resources Officer and Director of Facilities. Retention data highlighted continued challenges among first-generation students, Black students, and students with disabilities. The college is reviewing curriculum, assessment practices, and support services to improve student outcomes.

Civil Discourse and Community Engagement - The Board emphasized the importance of respectful dialogue and -- relationship-building within the college and the broader community. Recent international student programming provided opportunities for cultural exchange and engagement. Partnerships involving local government and the Criminal Justice program, including internships with the Sheriff's Office, were highlighted as examples of experiential learning and community collaboration.

Measuring Progress and Accountability-The college is developing a scorecard to measure progress toward its diversity, inclusion, recruitment, and retention goals. Human Resources is also working to improve recruitment tracking and document hiring decisions. Continued assessment will focus on strengthening institutional accountability, student success, and town-grown relationships.

Athletics Update – Student-Athlete Highlights and Program Initiatives|
Dr**.** Covington discussed the Athena Award finalists noting that Dr. Samantha Boccacino as a finalist for the award.

Dr. Samantha Boccacino provided an update on the student-athlete leadership initiative, which focuses on personal responsibility, leadership development, and student engagement. Working with Michael VanEtten the program is being evaluated to identify areas for improvement and strengthen its impact.

The presentation included program expectations, student demographics, participation information, and testimonials

from student-athletes regarding the value of the experience. Feedback indicates that the program supports student engagement, personal development, and connections to campus resources. The college is continuing to evaluate participation and outcomes, including the potential impact on student retention.

Additional athletic updates included recognition that all 19 student-athletes seeking eligibility to compete in the fall were academically eligible. The department also continues to focus on community engagement, facility usage, and outreach through its athletics website and social media.

Michael VanEtten provided an update on the Esports program, which is in its eighth year and fifth year of national junior college competition. The program has earned five national championships and is recognized among the top programs in the country, currently ranked No. 3 among 252 institutions. Participation has grown from 20 students in 2021 to approximately 121–125 students this year. The program operates six days a week and offers opportunities for both on-campus and fully online participation, attracting traditional students, adult learners, SUNY Reconnect participants, EOP students, international students, and part-time students. Outreach efforts include partnerships with K-12 organizations and area high schools, including Pal-Mac, Webster, and Bishop Kearney.

Michael recognized Alyssa Legrette for her leadership and contributions to the program, including organizing and coordinating activities and strengthening institutional relationships.

Board of Trustee Comments/Questions
Trustee Russell acknowledged the loss of a young student-athlete and recognized the tragedy's impact on the college and athletic community.

Trustee Geise asked about facility usage and whether increased activity had created additional operational or safety considerations. Dr. Boccacino reported that Section V volleyball events have brought significant activity to campus and that facility rentals have proceeded smoothly.

Discussion also addressed potential facility improvements. Current needs include improved access to running water, turf access, appropriate restroom facilities, and other safety considerations. Dr. Boccacino noted that these needs have been raised consistently through user feedback and would require consideration of available resources.

Adjourn
At 5:59 PM Trustee Wille requested a motion to adjourn. Trustee Geise motioned to adjourn and a second by Trustee Cushman. All at the meeting were in favor of adjourning the meeting.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Trustee Fred Wille
Chair Education & Planning Committee

Next Meeting: December 2, 2026, WC-115, Newark Campus Center, 1100 Technology Parkway, Newark, NY

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Finance and Facilities Committee

November 4, 2026

Finger Lakes Community – Geneva Campus Center

Presiding: Trustee Geoff Astles

Committee Members Present: Trustee Astles, Chair, Trustee Mallard, Trustee Russell, ex-officio
Trustees: Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Hellauer-Geiger, Trustee Mihalik, Trustee Wille
Excused: Trustee Martin
Staff and Students: Samantha Boccacino, Brie Chupalio, Sim Covington, Penny Hamilton, Beth Johnson, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Jason Tack, Carol Urbaitis, Michael VanEtten
Guests: Meeting had a total of 0 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: None

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

Review of October 7, 2026 Committee Minutes

Trustee Astles asked if there were any comments or questions for the minutes? None were noted.

FLCC 2025-2026 Operating Budget & Finance Report

Jason Tack reviewed the financial report as of August 31, 2026, noting little change in revenues from the previous month. The annual audit is expected to be completed within the next several weeks. Expenses totaled approximately $52.8 million, with $1.9 million allocated from fund balance for current-year presidential initiatives supporting student success.

Tuition and fee revenue increased following the tuition adjustment, while miscellaneous revenue remained below projections, partly due to the reclassification of the online service fee into the technology fee. Expenses remained generally on budget, with increases in adjunct costs related to retroactive contract payments, fringe benefits, and personnel hires. Scholarship expenses also reflected differences in awards between the current and prior years.

Resolutions

Accounts Receivable Write-Offs

The Board reviewed the proposed write-off of uncollectible accounts receivable from 2023–24 and prior years. Jason noted that outstanding balances have historically ranged from approximately $1 million to $1.9 million. The college continues collection efforts through pre-collection services, payment plans, and other strategies to help students resolve outstanding balances. APPROVE WRITE-OFF OF ACCOUNTS RECEIVABLE - WHEREAS, the FLCC Vice President of Administration and Finance has examined student accounts receivable and determined that there are accounts deemed as uncollectible by internal and external efforts; and WHEREAS, the FLCC Vice President of Administration & Finance recommends that these accounts be written off to Allowance for Student Tuition and to Due to Other Funds as specified:

Semesters	**Total**
Fall/2023 through Summer/2024	$871,666

WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees approves writing off the above specified uncollected receivables; and BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is hereby directed to make all required journal entries associated with this resolution.

Anatomage Table Purchase

The Board reviewed the proposed purchase of an Anatomage Table for the Nursing Program using strategic plan funding. The equipment will support curriculum development and enhance instructional opportunities for nursing students. APPROVE STRATEGIC PLAN GRANT FUNDS FOR ADDITIONAL ANATOMAGE TABLE - WHEREAS, the Finger Lakes Community College Board of Trustees approved $100,000 on May 1st, 2024 for the purchase of an initial Anatomage table to be placed in the Science Incubator; WHEREAS, the Science and Technology and Healthcare and Human Performance departments have demonstrated significant initial success in the use of the Anatomage table garnering 340 individual interactions with the table in Spring of 2026 alone including demonstrations with the SUNY Vice Chancellor for Community College and the Ontario County Board of Supervisors; WHEREAS, the Nursing department devoted significant time in the Summer of 2025 to train on the table and incorporate use of the table into their curriculum; WHEREAS, course success rates in BIO 171 Anatomy & Physiology I and BIO 172 Anatomy & Physiology II have increased by about 10 percentage points since Spring 2024; WHEREAS, the Finger Lakes Community College Board of Trustees provisionally committed to supporting the purchase of a second Anatomage table pending review of the success of the existing table; NOW, THEREFORE BE IT RESOLVED that the FLCC Board of Trustees hereby approves the use of $103,225 in Strategic Plan Grant funds for the purchase of a second Anatomage table.

Horticulture, Logging Sports, and Grounds Facility Project

Jason provided an update on the proposed horticulture, logging sports, and grounds facility project, which originated from the 2022 Strategic Plan and Facilities Master Plan. Following planning and design discussions beginning in 2024, the project scope was revised to reduce the estimated cost from approximately $43 million to $32.5–$33 million.

The proposed project includes a logging sports facility, grounds facility, greenhouse structures, and shared space for Soil and Water Conservation and Cornell Cooperative Extension. Multipurpose classrooms, science laboratories, and supporting infrastructure are also included. The Board reviewed the site plan and architectural renderings provided in the meeting packet.

The anticipated funding includes approximately $2.7 million from the Foundation, $1 million in congressional funding, $1 million through the state's CFA program, and county support. Remaining costs will be addressed through county financing, annual debt payments, and anticipated chargeback revenue.

Board Discussion

Trustee Astles asked about the anticipated construction timeline. Jason explained that county budget approval was expected in November, followed by the bidding process, with construction anticipated to begin in the spring. Initial work will include site preparation and relocation of the logging sports teams. Trustee Astles expressed appreciation for the progress and was pleased to see the project moving toward completion.

Adjourn

At 6:21 PM Trustee Astles requested a motion to adjourn. Trustee Hellauer-Geiger motioned to adjourn and a second by Trustee Mallard. All at the meeting were in favor of adjourning the meeting.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Trustee Geoffrey Astles
Chair Finance & Facilities Committee

Next Meeting: December 2, 2026, WC-115, Newark Campus Center, 1100 Technology Parkway, Newark, NY

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

November 4, 2026

Stage 14, Canandaigua Campus

Presiding: Trustee Richard Russell

Trustees Present: Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Hellauer-Geiger, Trustee Mallard, Trustee Mihalik, Trustee Russell (Chair), Trustee Wille
Excused: Trustee Martin
Staff and Students: Sam Boccacino, Brie Chupalio, Sim Covington, Penny Hamilton, Beth Johnson, Alyssa LeGrette, Robert Nye, Laura Ortiz, Debora Ortloff, Brittany Schutz, Jason Tack, Carol Urbaitis, Michael VanEtten
Guests: Meeting had a total of 0 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: None

Trustee Russell called the meeting to order at 6:22 PM

Pledge of Allegiance – Trustee Astles

Privilege of Floor

Trustee Russell announced that every employee and every Board of Trustees Member is required to do Title VI and Title IX training. Please review your email about the training it comes from Know4

Trustee Russell recognized M. Joan Geise for NYCCT Marvin A. Rapp Award for Distinguished Trustee Service and presented her with a plaque.

Review and Approval of October 7, 2026, Board of Trustees Minutes
Trustee Russell requested a motion to approve the minutes, Trustee Cushman motioned approval, and a second by Trustee Geise, all in attendance were in favor of the motion to approve the minutes.

Approval of the Consent Agenda
Resolutions list:
Approve Creation of The Baking and Pastry Certificate
Approve Creation of the Baking and Pastry Track
Formulation, Issuance, Amendment and Repeal of Policies
Approve Write-off of Accounts Receivable
Approve Strategic Plan Grant Funds for Additional Anatomage Table
Trustee Russell requested a motion to approve the Consent Agenda, Trustee Wille motioned approval, and a second by Trustee Cass, all in attendance were in favor to approve the consent agenda.

President's Report
Dr. Nye discussed brevity report stand as is in the packet due to the technology challenges this evening. Dr. Nye did announce that based on our Procurement Policy when doing a vendor search for the CIO and CHRO it is only necessary for Dr. Nye to inform the Board that we will be selecting the vendor that is the lowest bidder not due to the fact that they are the low bidder but rather that we have worked with them before, one example is we acquired Jason Task through AP Professionals and they are familiar with our region.

Committee & Liaison Reports
Trustee Russell requested any a report from any committee that would like to put something forward that is not in the packet.

NYCCT
Trustee Cushman does not have a report.
FLCC Foundation
Trustee Geise does not have a report
FLCC Association
Trustee Cass noted that his report is in the packet.

Board Development
Trustee Mihalik, Chair of Board Development, presented an overview of the Board's governance roadmap, describing the committee's efforts to establish a comprehensive policy governance framework. The approach is intended to provide a clear structure for developing and organizing Board policies while allowing flexibility to determine what works best for FLCC.

The committee is currently working on four policies simultaneously, with the goal of establishing a foundational policy governance framework by the spring. Trustee Mihalik referred to the ongoing work with Trustee Cushman on Executive Limitations and collaboration with Dr. Nye. Trustees Geise and Mihalik are also working on Ends Policies and Board Development policies. The intention is to bring policies forward as complete categories rather than individually, allowing the Board to review how they fit together and ensure consistency.

Trustee Mihalik emphasized that developing the framework requires considerable time, research, and thoughtful input from all Trustees. The committee will provide brief updates at each Board meeting and may request additional time during a Board retreat to review Ends Policies.

An additional Board Development work session was proposed for November 16 at 1:00 p.m. to bring Trustees up to date with the policies researched and developed to date and gather further input. A link will be included with the meeting agenda. Participation will be optional and separate from the regular Board meeting agenda.

Trustee Mihalik explained the four categories of policy governance and emphasized the importance of establishing a common understanding of the framework. Ends Policies define the Board's desired outcomes, the college's purpose, the value it provides to the community, and what the institution must accomplish to succeed. Board policies establish the expectations and standards that guide how the college operates.

Using a driving analogy, she explained that the Board establishes the destination and the rules of the road, while the President is responsible for determining the route and managing day-to-day operations. The Board must provide Dr. Nye with the authority and flexibility to lead the college while ensuring that the institution operates within clearly defined expectations and comply with applicable state and federal requirements.

Trustee Mihalik emphasized that the governance framework is intended to support the current President while also providing consistent direction and accountability for future presidents. The goal is to establish clear policies that allow the Board to focus on institutional direction and outcomes while providing the President with appropriate operational authority.

Adjourn
At 6:40 PM Trustee Russell requested a motion to adjourn. Trustee Cushman motioned to adjourn and a second by Trustee Geise. All at the meeting were in favor of adjourning the meeting.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Trustee Richard Russell
Chair Board of Trustees