

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)

Diversity, Equity, and Inclusion Specialist (08/06/2025)

Student Life Specialist – Diversity, Equity, and
Inclusion (06/17/2021)

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby requests that the roster of professional service positions be adjusted in the manner described herein.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the
Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 6, 2025, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 6th day of August, 2025.

Penny M. Hamilton, Assistant Secretary of the Board

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

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025
Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 6, 2025, and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 6th day of August 2025.

Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 6, 2025 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 6th day of August 2025.

Penny M. Hamilton, Assistant Secretary of the Board

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.

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

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
TOTAL	<u>\$74,298</u>

Approved by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

**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 Committee as a 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 applicable 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 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.

Adopted by the FLCC Board of Trustees at the meeting on August 6, 2025

August 6, 2025

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on August 6, 2025 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 6th day of August 2025.

Penny M. Hamilton, Assistant Secretary of the Board