

**FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES EDUCATION AND PLANNING
COMMITTEE MEETING**

April 3, 2024

**Finger Lakes Community College
Geneva Campus Center, Room 120**

Presiding: Trustee Nita Schumacher, Acting Chair

Committee Members Present: Trustee Cass, Trustee Geise (ex-officio), Trustee Mihalik, Trustee Schumacher

Excused: Trustee Abraham (Chair)

Trustees: Trustee Astles, Trustee Cushman, Trustee Martin, Trustee Russell

Staff and Students: Christin Accardi, Sim Covington, Jeanine Eckenrode, Kimberly Evans-Dame, Penny Hamilton, Ed Kelty, Rich McGuire, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Mary Beth Phillips, Todd Sloane, Cheryl Ten Eyck, Jackie Tiermini, Carol Urbaitis

Guests:

Meeting had a total of 4 people in person attendance and 4 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 4:30 P.M., Trustee Schumacher called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Jeanine Eckenrode introduced herself as Geneva Campus Center Director and explained that the Geneva campus has 70 credit bearing students, 80 EMS students, we are the Regional Headquarters for EMS and GED classes are held here in the evening. We also have CNA classes held at this campus. We have connections with other entities that utilize the space. Some mentioned were Geneva Reads, Negotiations for MOU with Ontario and Moody 7-8. She inquired if there were any questions, there were no questions noted.

Business

Review of March 6, 2024, Committee Meeting Minutes

Trustee Schumacher inquired if there were any concerns or edits to the minutes. There were not any concerns or edits.

Enrollment Report

Carol Urbaitis, Vice President of Enrollment Management, reviewed the report available in the packet as of March 22nd, she provided an update as of Friday March 29th for Spring 2024, enrollment up 1.6% and FTE 2.7%. Gemini registrations for state aid is complete, however there may still be a few stragglers for Gemini registration.

Student Success – Workforce Integrations

Todd Sloane provided a presentation related to Workforce Integrations in the packet. This relates to education and the connection with economic involvement for individuals in the community. Discussion

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related to career pathways to provide learning opportunities for individuals to prosper. We identify high

sector careers; this is not new news. We focus on skilled trades, health care both of which are a high priority for business entities that leads to economic development. Based on statistical data there is a high number of openings for the next 10 years in these specific sectors. These are primarily considered in demand occupations for people with middle skill qualifications related to a two-year degree or less. This trend is not going away, the percent has been the same for the past several years. The Allied health chart in the packet was reviewed and Todd highlighted the research for health & human services and the occupational pathways for that sector. He referenced everything highlighted in yellow has been developed by the college in the last 3 years. Employers and employees advance, and in turn a quality of life for families. There are some positions that do require a bachelor's degree. There is money received from SUNY related to direct professional positions in the health care field to advance employees towards a higher paying job. The advanced manufacturing field provides a career pathway and progression as well. He discussed certifications in advance manufacturing which takes 9 months to acquire but leads to an in-demand occupation. There is another level discussed related to smart systems technology and that certification can be acquired within 24 months leading to technologist positions. Trustee Martin inquired if there are other competing community colleges or organizations providing these types of certifications? Todd provided the answer of No. However, BOCES provides youth programs of similar nature. In terms of Community Colleges, we are the primary resource. The type of stuff we are doing is related to the strategic plan in terms of new programs. He further explained the demographic drop, graduating classes are smaller and there is a shrinking workforce. Learners are concerned with completion of certifications, acquiring a career that provides economic freedom. Employers require talented staff, and the pool is smaller. He further explained that most everyone who lives in the area loves it here and wants to stay for the rest of their life. He has heard of situations of people moving because they cannot find a good job. We are here to help people find the pathways they need. Learners ask if the credentials are transferable and how they can attend class in the non-traditional way. Many times, the learner gets the job and later want a promotion and come to us for further education towards the associates degree. The credentialing provides advance standing to move into a degree program.

Trustee Cushman inquired about the involvement with Ontario County and sources of need related to economic development. Todd explained that we are involved with Ontario County related to business engagement, one area of focus is a customer service program for the hospitality industry. Work to market and develop curriculum with that in mind. We do work with the Economic Development staff of Ontario County to progress with the focus of need in this area of business. The new program that is on the horizon relates specifically to health care and the SUNY micro credentials towards a degree related to human services. Optimax is working to develop micro credentials for SUNY. Other employers in the area and outside of the region are also supportive. Trustee Martin inquired about efforts related to micron and advanced manufacturing in the various counties, will people move to Syracuse? Laura Ortiz explained that there is a consortium that service our area and explained that it is agreed that a lot of folks would stay local. Dr. Nye explained that it will take approximately 10 years to get a facility built, they just want to be connected and prepared with the types of programs that will provide staffing. Dr. Nye further explained the diesel technician as it relates to more traffic on highways, more construction, need to build the infrastructure in preparation and that federal funding hasn't even started yet.

A couple other things on the horizon is to create a packet of measurables related to completion rates, credential to placement rate for a program. Create the complete step to step process to achieve an advance sustainable wage. Todd complimented the support of the Provost, Ryan McCabe and the team, there is a lot of hard work that goes into this to make it happen. Todd shared success stories that were outlined in the

and felt that her path in human services was not advancing. She is now on the path with advanced phlebotomy training which ultimately led to a higher rate of pay. These programs illustrate success for individuals. Todd explained that we don't build the credential program unless there is a demand. Trustee Cushman inquired about the association with companies to allow them to grow their own management. Trustee Cushman discussed marketing the concept to companies. Dr. Nye mentioned obtaining credits and apprenticeships, using the example of Thompson Health Nursing Program. Thompson Health building their work force by assisting with the cost of the education is a helpful endeavor. Todd secured a grant to hire a business development specialist that will be working with individuals related to securing similar situations.

RESOLUTIONS

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs greeted everyone with a good evening and complimented Sabbatical Co-Chairs Izy Grooms and Paul Engin who did a fabulous job with the Sabbatical selection process. There is a one year long sabbatical leave for Jon Palzer to conduct a study collection of personal essays related to ADHD - Attention Deficit Hyperactivity Disorder to review with the college in terms of empathy with the language and support for students with ADHD. Christine Parker will be on sabbatical for one semester for further focus on HoloLens in terms of Biology 119, Anatomy and physical curriculum for Biology 102 related to use of HoloLens for Nursing Students and for other disciplines for further excellence in the work required.

Resolution as follows: APPROVE 2024-2025 SABBATICAL LEAVES WHEREAS, the Sabbatical Committee received, reviewed and ranked faculty sabbatical leave applications for the 2024-2025 academic year; and WHEREAS, the Sabbatical Committee Chair has presented the committee's recommendation to the Provost, Vice President of Academic and Student Affairs; and WHEREAS, sabbatical leaves have been requested for one academic year at half pay and one fall semester at full pay and; and WHEREAS, the College President has reviewed and concurs with the Provost, Vice President of Academic and Student Affairs, and Sabbatical Committee recommendations and requests FLCC Board of Trustees approval; and WHEREAS, the FLCC Board of Trustees in granting this sabbatical leave affirms that no changes to a sabbatical recipient's proposal can be made without the express written approval of the Provost, Vice President of Academic and Student Affairs and/or President of the College; and WHEREAS, in approving the aforementioned sabbatical leave the FLCC Board of Trustees affirms that faculty members being granted a sabbatical leave must abide by the conditions as described in the Faculty Association Bargaining Agreement; NOW, BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve sabbatical leaves for the following faculty members for the 2024-2025 academic year: Jon Palzer, Professor, Humanities (Academic Year 2024-2025) Christine Parker, Associate Professor, Science and Technology (Fall 2024).

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs highly recommends the promotion of faculty members. The provost explained her role and involvement as Ex-Officio on the committee. She is impressed by the involvement related to teaching, service to the college, self-evaluation, and student evaluations. She reviewed the resolution as follows: APPROVE 2023-2024 FACULTY PROMOTIONS WHEREAS, the FLCC Teaching Faculty collective bargaining agreement states that teaching faculty members may be promoted in their respective positions each year; and WHEREAS, the Promotion Committee has met and determined that the following teaching faculty meet the minimum requirements for promotion in the 2024-2025 academic year:

From Assistant Professor to Associate Professor

John Bateman, Conservation

Derrick Gentry, Humanities
Michael Van Etten, Humanities

Jodi Merklinger, Mathematics Patrick
Rae, Business
Sean Kenaley, Conservation
Daniel Groom, Mathematics

From Associate Professor to Professor

Maura Sullivan, Conservation
Christine Parker, Science and Technology
Lacey McKinney, Visual and Performing
Arts Lisa McAnn, Nursing
Anthony Indorato, Social Science

WHEREAS, the Provost and College President have reviewed the recommended list; and WHEREAS, the College President recommends FLCC Board of Trustees approval of the aforementioned 2024-2025 faculty promotions; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the aforementioned faculty members for promotion in the 2024-2025 academic year.

Laura E. Ortiz, Provost and Vice President of Academic and Students Affairs reviewed a resolution related to Discontinuance of the hotel resort & food beverage track. The intention is to combine features of the program into one, in essence collapsing the management degree. This recommendation for consolidation is to support our students and integrate the program. We did not have enough students to support this program to provide the optimal student experience, this will have no adverse effect for students.

reviewed the resolution to APPROVE DISCONTINUANCE OF THE HOTEL AND RESORT MANAGEMENT TRACK AND THE FOOD AND BEVERAGE TRACK IN THE HOSPITALITY AND TOURISM MANAGEMENT PROGRAM WHEREAS, Finger Lakes Community College seeks to ensure that we are offering the appropriate mix of programs to ensure students can attain work or transfer; 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 Hotel and Resort Management Track and the Food and Beverage Track in the Hospitality and Tourism Management Program on March 7th, 2024 NOW, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Discontinuance of the Hotel and Resort Management Track and the Food and Beverage Track in the Hospitality and Tourism Management Degree

Carol Urbaitis, Vice President of Enrollment Management, recommended the Administrative Appointment of Christen Accardi. Christen has provided numerous contributions. She is inclusive of all stakeholders and established important communications during crisis situations including Covid communications published to the FLCC Website. Her involvement with enrollment communications led to us ranking 3rd for enrollment at community colleges despite the pandemic decline. Her supervision skills allowed for transition and reclassification for the need of digital content and mixed media personnel to focus on target audiences, this led to an increase in budget for the college. The optimization of vendors, and the overhaul of branding simplification and the use of SLATE for audiences with a variety of communications was effective for recruitment of perspective students. The web pages were in preparation for next steps of enrollment implementing plans for a CMS content management system redesign and to secure funding to hire Terminal Four for the new platform. Through the CMS we will develop professional subject matter for sound decision making. Christen is focused on solo projects as well and in closing she has been involved

with Leadership Ontario and PEAKS curriculum for her role as an effective leader. Christen has met her probation and evaluation requirements. Dr. Urbaitis highly suggests Christen for Administrative Appointment. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: CHRISTEN ACCARDI, DIRECTOR OF

MARKETING AND ENROLLMENT COMMUNICATIONS WHEREAS, Christen Accardi, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Christen Accardi receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Christen Accardi, Director of Marketing and Enrollment Communications, effective October 14, 2024.

Kim Evan-Dame, Interim Chief Human Resources Officer introduced a resolution to signify the work that Sam Iraci is doing. This is a new title, Director of Enterprise Systems and replaces the previous title of Enterprise Technology Coordinator. Sam does college wide IT projects, and there will be a second person with the same title added due to the college needs. This position is Professional Grade 8A. Kim inquired if there were any questions, there were none noted. The resolution is as follows:

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 is a *revised* job description for previously approved job description for Finger Lakes Community College:

<u>New Title</u>	<u>Previous Title</u>
Director of Enterprise Systems (03/18/2024)	Enterprise Technology Coordinator (09/02/2009)

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.

Strategic Thought Presentation 2023 FLCC Grants Update – Mary Beth Phillips, Director of Grants Development

Mary Beth shared slides that are also available in the packet. The slides signify the funding received and the connection with the strategic. The funds received are aligned with each pillar represented in the strategic plan - student success strategy, opportunity and innovation, as well as community and industry engagement. She noted that Title III grant is based on retention and first generation. Discussion took place as it related to the Master Plan and the priority to move Victor campus site to main campus. She further discussed the adoption of the 3.5 million Empire State Development Funds related to projected costs and the potential assistance with Ontario County providing some level of funding.

In 2023 there was a large submission for a Federal USDA grant involving 13 school districts in our service area for distance learning. We were 2.67 points less than where we needed to be for this grant. The all-State Community College Grant administered by Jim Hewlett could advance of further by 5.7 million, however the awards are not public yet, hopeful to know by the end of September. We have also had a successful application to SUNY related to workforce pathways to establish non-credit certifications, which could allow for a path for a degree later. SUNY internship gift cards and stipends were also discussed for students in workforce pathway programs. We have had many successful applications awarded for needs through the FLCC Foundation.

Workforce and Career solutions have provided the path for clean room training with Optimax. The program related to Direct Support Professionals (DSP) allows individuals with disabilities to become more independent. Ryan McCabe acquired the grant funds for online learning and coaching funds. Jim Semler, our contracted

Grant Writer acquired \$15,000 related to Coral Reef. Administrative support for Federal Grant is 43.2%, however we are limited to apply for 8% and claim only 8% because there is not an allowance for indirect cost. The NYS grants are at 43% and equal over 2 million for 2023-2024 awards. Trustee Martin inquired about the timing of grants. Mary Beth explained that grants related to NSF can take a year or more. Trustee Mihalik inquired if the 2024 are exclusive of the 2023 for a total of over 5 million. Mary Beth explained yes and that the number of awards received are very good, we are at 72% and we have 5% outstanding. Mary Beth explained that we are in a good place to be able to select grants that make the most difference for our students.

Mary Beth reviewed a slide with four columns reflecting the history for the last five years (2020-2023). The Office of Development will have 5.3 million going into next year, with a lofty goal of 10 million. The outlook for 2024 is quite bright for Federal and State opportunities. Trustee Martin, said wow, this is the most significant grant activity he has seen in 10 years. Mary Beth explained that we did a lot of near misses probably need to do better with particular applications rather than jumping from grant to grant. There will be collaboration with staff to work on 1-2 large grants per year and hire a Grant Writer for the K12 USDA grant.

Trustee Mihalik inquired as to what happens in your office, are all the grants done through your office. Mary Beth explained that there are a lot of departmental project grants that are done by others and the goal is to have all grants flow through her office. Todd Sloane writes a lot of his own grants as well as Ryan McCabe and Jim Hewlett, they have the comprehensive awareness of what needs to be included. Trustee Astles inquired with all the grants received, do we find the grant source, or do they find us? Mary Beth explained for most we find the grant resource however, the SUNY Grant that becomes available goes through the Provost Office. We look for several sources for grants and the Grant Consultant also provides us opportunities. For the Foundation Grants Mary Beth is provided a specific project and funding sources this is primarily for smaller projects. Trustee Cushman asked about investigating private foundations to provide a larger impact. Mary Beth explained that there are collaborative efforts for private grant opportunities and are done a lot more than when she first came to the college. Additional question related to what the impact is for APCI numbers? Mary Beth explained that Todd Sloane has excellence performance indicators. Trustee Martin commented and wondered if the Foundation, as a separate entity and Muller Foundation as well as Snyder Memorial Trust be a source for grant funding success to filter through the Association since it is also a 403(c).

Adjourned

There being no further business, at 5:34 PM, on motion by Trustee Mihalik 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 Santa Abraham
Chair, Education & Planning Committee

Next Meeting: *Wednesday, May 1, 2024 – Stage 14, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).*

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES FINANCE AND FACILITIES COMMITTEE MEETING
April 3, 2024

Finger Lakes Community College
Geneva Campus Center, Room 120

Presiding: Trustee Martin

Committee Members Present: Trustee Astles, Trustee Cushman, Trustee Geise (ex-officio), Trustee Martin (Chair), Rich Russell

Excused: Trustee Abraham

Trustees: Trustee Cass, Trustee Mihalik, Trustee Schumacher

Staff and Students: Cathy Ahern, Sim Covington, Kimberly Evans-Dame, Penny Hamilton, Ed Kelty, Rich McGuire, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Cheryl Ten Eyck, Carol Urbaitis

Guests: Randy Shepard, Bonadio (Webex), LaBella Associates – Jerry DeRomanis & Barbara Burke, Ontario County Supervisor – Tom Harvey

Meeting had a total of 4 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 5:35 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order and thanked the Geneva staff for having us.

Business

Review March 6, 2024, Committee Meeting Minutes

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

Bonadio Presentation for the 2022-2023 Audited Financial Statements

Randy Shepard of Bonadio explained there was extensive detail discussed with the Audit and ERM Committee. He first covered the Auditors report which he explaining they were hired August 2023 to review the financials. This occurred one month earlier than last year. This provides our clean and unaudited opinion to issue this document. The details of the number and audit results are described in this document. He requested the Board of Trustees to refer to the top of page 7, discussing subscriptions and the value associated with assets recorded as well as discussed cash outflow related to payments and interest. He referred to page 49 related to support controls or financial reporting. He further explained that last year and the years prior - 2020, 2021, 2022 there were material weaknesses identified in those years that were large. Jason Tack and Rich McGuire spent time to investigate this further and clean things up. What was first identified as Material Weakness we were comfortable moving it down a level because there was significant improvement. Positives is that this audit was completed a month earlier and there is positive improvement. Randy inquired if there were any questions? Trustee Martin acknowledged that the committee was pleased with the level down and that it truly reflects the work that has been done. Trustee Astles echoes Trustee Martin's comments related to the efforts over the last couple of years related to staffing to reinforce the finance office and thanked Dr. Nye for his efforts. Dr. Nye commented that the credit goes to Jason Tack and his team.

Randy discussed the required communication and for the most part it is consistent with last year in terms of commentary related to accounting practices. Accounting estimates, depreciation is an estimate related to student collection, these are sensitive disclosures where the State hires the actuary. We did perform a new audit and right away we identified and recorded that it was much cleaner next year.

Exhibit A identifies adjustments some of it which related to subscriptions that were expensed in 2022 rather than 2023. The fund balance identified one liability internally expended last year and should have been done this year 2023. Jason Tack identified that \$376,000 was higher for PELL and disclosed that. Randy reviewed the notice of agreement for management and referred to the last page which relates to journal entries. There was reference to the analytics related to the balance sheet. Identified is the 1.4 million that NYS requires to be booked for the college. Basically, everything is in a good spot. Trustee Martin asked if there were any questions for Randy? None noted. Dr. Nye complimented Randy on the great work. Randy expressed his appreciation of working with FLCC and assisting to move in the right direction.

FLCC 2023-2024 Operating Budget Update & Finance Report

Rich McGuire, Controller reviewed the financials, he explained he started in the position as Controller October 2023 upon the retirement of Christine Palace-Neininger. The budget is higher than what was projected. Tuition is higher and we will continue to see the increase due to the Gemini revenue. We will recognize the expenses later in the summer months. The second quarter is a little under 3 million, the fourth quarter in June we will receive another payment from the State. Rich discussed sponsor revenue of 3.8 million and specific investment of 800,000 working with the county in March. Expenses and salaries are on the same pace with trends from last year and still the same timing with Gemini funding and booking scholarships within the term. The timing with utility expenses is based on when we receive invoices.

Facilities Master Plan Presentation – LaBella Associates

Dr. Debora Ortloff, Vice President for Strategic Initiatives & Assessment introduced Tom Harvey who was primarily the administrator responsible for getting this project done. Tom Harvey spoke of the special committee and members involved from the FLCC Board of Trustees, Trustee Astles, Trustee Geise, as well as Debora Ortloff, Jason Tack and Cathy Ahern which led to the point of the draft master facilities plan. The Board of Supervisors plan is to adopt and move this forward. It has been a great working relationship to finalize the plan with the Ontario County Board and FLCC. There was mention of the environmental review of the project scheduled for the April 18th meeting. Once the plan is approved and adopted the schedule will go back to the committee. This plan ensures that facilities are maintained at Finger Lakes Community College. Debora Ortloff echoed what Tom Harvey said. She expressed in her tenure as part of the leadership team, the involvement of the consultants and Board of Trustees, and other staff involvement of Milton Johnson and Sarah Moon has created a successful collaboration. Cathy Ahern added additional comments that it has been a long process which started in 2019 and then a stop due to Covid pandemic. She further explained the high-level involvement with the Architect, and LaBella Associates made it an enjoyable process with the various stakeholders. LaBella will provide the purpose of the Master Plan and will review recommendations.

Jerry DeRomanis & Barbara Burke of LaBella explained that the Master Facilities Plan is a tool and guide for the next 20 years that correlates with the strategic plan for the college. Jerry DeRomanis explained that there are design elements for every significant project. The many steps involved was to tie in the strategic plan with the master plan. There are many facets to create a comprehensive plan. There was involvement of focus groups and an opportunity to get to know the culture. Review of everything related to social aspects as well and what comes out a master plan as projects to fruition. It is a long journey and there are 4 buckets that are processed for information. The various comments and feedback are all taken into consideration and are part of the process. The various break down of the project is outlined in the slides provided in the packet.

Barbara Burke discussed the FLCC locations and referenced that CMAC was also included in the analysis as well as surrounding counties related to the involvement with FLCC. She discussed as an overview the energy

analysis that was reviewed as well as implementation and costs involved. Review of socioeconomics related to age, gender, and other contributing factors were reviewed. Example of the decline of the traditional aged students attending FLCC in relation to the population and ages of students that attend FLCC and the role it plays in the master plan was discussed. Involvement of the workforce trend and determining areas of labor needs based on what is declining and what is growing. Social characteristic trends were also discussed. The decline in PreK enrollment study of the years 2011-2021, and how the effects of non-traditional college students is impacted. FLCC enrollment has had a bit of decline, however the expansion of online classes has had an impact geographically. There was a review of every classroom, evaluating the type of classroom and specific equipment required. A review of land use and natural buffers that relate to storm water management and the use of land around campus was discussed. This FLCC building has grown over time with additions and evaluation of how people circulate through the building was all taken into consideration.

Jerry DeRomanis discussed that there was review and comparisons related to peer institutions in terms of progressive energy systems, demographic analysis at a glance to chart every vantage point of the building. There was an analysis of the roofing, windows, etc. all represented with financial impact. The proposed initiatives are the logic for the recommendations. This will enable decisions to be made related to major project additions and costs related to the building. Discussion continued related to functional improvements to the building in that it will create better organization, efficiency, optimization. Barbara Burke discussed the review of every scale of each project involved. The projects were color coded to represent what is required to move ahead with first. Discussion of security and IT upgrades were discussed for the 5-year period. The architect projects slide up and down the scale allowing room for movement throughout the facility. Economically it will cost more 5 years from now and projections for that were also provided related to costs.

Geneva campus center was discussed in terms of leveraging use of the facility more as an incubator space or start-up NY site. Newark campus reflects a decline in utilization, possibly use other campus core programs to anchor it, the lease is through 2026. The Victor campus reflects a decline that was apparent long before Covid, the lease cost increases 3% each year, recommend relocating the Victor site to main campus. The Viticulture utilization is under a specified program, recommend looking at ways to expose the facility more, it is an excellent facility. East Hill is unique require further studies to determine changes such as use as residential or means of egress, house classrooms labs or possibly demolish. Muller Field Station has plans underway to encompass overnight stays, etc. Barbara explained that the main campus project architectural process for first 5-year period is to secure measures, and focus related to the conservation program. This is a community partnership that relates to soil and water and provide synergy with all the programs. Move Victor Campus to Canandaigua Campus, consolidation of IT, possibly moving executive space, gallery, Board Room, library reorganization, provide a swing space, and athletic renovation. New construction for esports, honors classrooms, space for GED, consolidate academic offices. Year 5 limit the use of the multi-use space, student lounge/game room, hospitality program. Lastly focus on Marketing space, development suite, administrative and adding a café to bookstore. First 10 years projects designated for new programs, and the need for new donors for support. There are costs for recommended project to make it happen.

Trustee Astles requested if anyone has questions or comments. Trustee Geise commented that it was a great process and thanked Tom Harvey for bringing the Facilities Master Plan together. There was staff participation in the process and everyone had the opportunity to contribute during the focus group sessions. Staff did an incredible job and noted that there was no stone unturned to cover the need for 300 million dollars for the various projects. Trustee Astles mentioned that based on his history with the college this has been the most comprehensive analysis ever laid out. It is logical and included the various committees and provided the

sufficient amount of time for follow up to understand the logic behind it. Certainly, the finest plan, and complimented the staff and the overall committee as it related to the benefit to the college and the county. The Green House integration project at our location with the facilities is a big step forward.

Trustee Schumacher expressed her love of the presentation and her concerns from a student perspective of the greenhouse related to storm water retention. She believes the space may be too small if we were to relocate the Dewey Historical Barn on the westside of pond. Tom Harvey mentioned that there will be an outline of each project as it comes along and appreciated Trustee Schumacher's concerns and it well stated and makes sense. Cathy Ahern mentioned that the Architect spoke to her yesterday to move Dewey Barn area from the draft. Dewey Barn houses all the toys and equipment and it would be safe and not a hazard to not move the barn. This would require a separate feasibility study to determine the structural issues and costs associated with keeping it as is or build a new barn. This will require future discussions. The wet land area was reviewed for a new field and cost associated with it.

Tom Harvey explained that the capital improvement plan will determine what can be afforded and to secure the time frame. The online survey provided the opportunity to reach out and talk to people and determine what the high priority projects were. Trustee Mihalik remarked about the collaboration and that it is very exciting because FLCC is a county jewel. Trustee Mihalik mentioned that the world is changing so fast our heads our spin and her thoughts inquired about the general support for digital infrastructure as it relates to teaching. Jerry DeRomanis explained that without a crystal ball the outlook for trends in the first 10 years of utilization, evaluated the type of student with a focus on where they are coming from, type of classes they are taking whether physical in a classroom or online. Universities are utilizing Hyflex and this leads to economic regional reach for job trends. The technology platform for teaching expanded due to Covid to offer Hyflex, and with AI and the various changes with technology we will be in flux. Tom Harvey explained that Master plans are not static and will be updated as necessary. Jerry mentioned that technology has advanced across the board and this campus was proactive, and is A typical, kudos to the college to allow for growth. Trustee Mihalik is hoping to explore Hololens related to single programs, it was mentioned that FLCC is ahead of the curve.

Trustee Schumacher mentioned future development related to the main campus field house and that there could be business partnerships. Trustee Martin inquired about the environmental touch related to the water sheds and if there are any implications for Seneca? Tom Harvey explained the storm water management development at the Geneva campus infiltration is retrofitted for return discharge predevelopment condition. Main campus is with water shed council with Hopewell and Gorham, there is storm water from the campus to accommodate high flows. Trustee Martin inquired about energy and if there is a need for solar due to the ever-changing environment. Cathy Ahern discussed that there have been energy talks about future electrification as alternative energy as we move forward to reduce and bring alternative energy requirement from NYS. Jerry DeRomanis discussed the challenge is looking at time for each piece of equipment and to work with the legacy equipment already in place, recommendations as to will the grid provide the connection. Cathy Ahern discussed the Green house for horticulture to utilize alternative thermal weight of old equipment. The student services center with the existing facility will be evaluated as to maximizing efficiency to install solar to the facility. Trustee Russell recommended more thought to the environment by contacting the Conservation District who would have the greatest environmental knowledge to inquire if it is a good connection. Trustee Martin asked if there were any additional questions or comments. Dr. Orloff expressed her pleasure working with LaBella and the collaboration with the county and looks forward to the next steps.

RESOLUTIONS

Rich McGuire, Controller presented the following resolution: He explained this is the Financial single audit. ACCEPT AUDITOR'S REPORT FOR THE FLCC OPERATING FUND FISCAL YEAR 2022-2023 WHEREAS, the Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of State University of New York requires that the records and accounts of the community college be audited annually by a certified public independent accounting firm or the agency of the sponsor responsible for the performance of audits; and WHEREAS, the external auditors have completed their review of Finger Lakes Community College's financial statements and related schedules for fiscal year 2022-2023; and WHEREAS, the FLCC Board of Trustees Audit & Enterprise Risk Management Committee has reviewed these financial statements and recommends acceptance of said financial statements by the Finger Lakes Community College Board of Trustees; NOW, THEREFORE BE IT RESOLVED, that the audited financial statements prepared by the College's external auditor for fiscal year 2022-2023 are hereby accepted.

Rich McGuire, Controller presented the following resolution: AUTHORIZATION TO RENEW A LEASE BETWEEN FINGER LAKES COMMUNITY COLLEGE AND C LAKE PROPERTIES WHEREAS, Finger Lakes Community College desires to renew a lease agreement with C Lake Properties, LLC at the property located at 36 Main Street, in the City of Canandaigua, Ontario County, New York; and WHEREAS, the current lease will expire on April 30, 2024; and WHEREAS, this will be a lease renewal amendment to the original lease dated March 18, 2019; and WHEREAS, Finger Lakes Community College and C Lake Properties, LLC, 16 Maple Avenue, Victor, New York have mutually agreed that the terms of said lease shall be renewed for three years from May 1, 2024 through April 30, 2027; and WHEREAS, the term of this lease renewal agreement rental fee schedule is as follows:

May 1, 2024 through April 30, 2026	Annual Rent \$19,200 Monthly Installments \$1,600
May 1, 2026 through April 30, 2027	Annual Rent \$19,800 Monthly Installments \$1,650; and

WHEREAS, the College President recommends FLCC Board of Trustees approval of a lease agreement with C Lake Properties, LLC for the aforementioned property; 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 hereby renews a lease agreement with C Lake Properties, 16 Maple Avenue, Victor, New York 14564 for an additional three year period with the term from May 1, 2024 through April 30, 2027 at rental schedule as follows: May 1, 2024 through April 30, 2026 at \$19,200 per year, \$1,600 per month, May 1, 2026 through April 30, 2027 at \$19,800 per year, \$1,650 per month; and **BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, FLCC Controller and FLCC Provost, Vice President of Academic and Student Affairs.

Informational Items

Rich McGuire, Controller discussed the informational items as follows:

Virtual Welding Equipment \$115,667 and Midwest Technology was the lowest bidder. Dr. Nye mentioned that with virtual reality welding a student can weld two pieces together virtually through goggles in real time. The student then has the opportunity to discuss with the professor without welding the real pieces and figure out whether the process was done correctly or not. A plus is the equipment is portable. Todd Sloane and Ryan McCabe were instrumental in working through the program and this is similar to the program Christy Parker and Todd Sloane developed with the GRIT program.

Transfer Report represents financial transfers from various department.

Adjourned

There being no further business, 6:55P.M., on motion by Trustee Cass, and a second by Trustee Cushman and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Trustee Geise recommended upon adjournment to go straight into the regular Board of Trustees Meeting portion rather than taking a break.

Prepared by,

Penny M. Hamilton
Assistant Secretary of the Board

Submitted by,

Trustee Richard Russell
Chair, Education & Planning Committee

Next Meeting: *Wednesday, May 1, 2024 – Stage 14, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).*

DRAFT

FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 6, 2024
Stage 14, 2nd Floor
Finger Lakes Community College
Presiding: Trustee Mary Joan Geise, Chair

Committee Members Present: Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise (Chair), Trustee Martin, Trustee Mihalik, Trustee Russell, Trustee Schumacher

Excused: Trustee Abraham

Others Present:

Staff and Students: Sim Covington, Kimberly Evans-Dame, Penny Hamilton, Ed Kelty, Rich McGuire, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Cheryl Ten Eyck, Carol Urbaitis

Guests: Meeting had a total of 4 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.

Call to Order

At 6:55 P.M. Trustee Geise called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Geise inquired if there was anyone in attendance that would like to speak at this time and if there was anyone online that would like to speak. No comments.

Trustee Russell wanted to share information related to the Laker Magazine and that a neighbor of his felt that the magazine was very professionally done. Her son was in the magazine, and she didn't even know it.

Board of Trustees Resolution

Trustee Geise commented that Trustee Abraham and Trustee Mihalik have done a lot of work on the policy that they are putting forth. Trustee Mihalik explained that Trustee Abraham was very passionate about the professional education of trustees. Trustee Mihalik appreciates Trustee Abraham's work on this. This is not a requirement of NYS for Board of Trustees some other states require it for Boards to have a policy for professional development Trustee Mihalik presented the following resolution:

APPROVE FLCC BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT POLICY WHEREAS, The Finger Lakes Community College Development Committee of the Finger Lakes Community College Board of Trustees developed a policy related to Board of Trustees Professional Development, 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 April 3, 2024; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Trustee Professional Development Policy effective April 3, 2024.

Approve the Consent Agenda Minutes & Resolutions

Trustee Geise requested a motion to accept the minutes, on motion by Trustee Astles and a second by Trustee Cushman, the FLCC Board of Trustees unanimously approved the minutes of the consent agenda.

Trustee Geise requested a motion to accept the resolutions on the Consent Agenda, on motion by Trustee Cushman and a second by Trustee Martin, the FLCC Board of Trustees approved the resolutions on the consent agenda.

Old Business

None noted.

New Business

Trustee Geise distributed reports to the other Trustees for their reading pleasure related to fostering change and trying different things based on the Legislative Summit and the undervaluing of community colleges.

Chair's Report

Trustee Geise nothing noted.

President's Report

Dr. Nye discussed his report is in the packet. He thanked Jim Hewlett for his involvement to secure a \$100,000 grant related to bio national ethanol project which allows some of our students to be researchers for this product. Also mentioned and thanked was Student Affairs for their involvement related to Gold Member of the Military.

Student Trustee Report

Trustee Schumacher provided a brief update and announcement related to the Logging Sport Team Meet at home on April 15th. We are the only Community College involved with the Logging Sport on the east coast along with a college in Oregon. This is the 15th Anniversary of Logging as a sport. There were 2 competitions during Covid for Alumni for both, male and female participation. There were moderators on the channel, and it was a competition with the most championship awards.

Audit and ERM Committee

The meeting is scheduled in June to review the audit.

Nominating Committee

Trustee Astles will have a slate of officers for the May meeting that will be voted on at the June Annual Meeting.

Board Development

Trustee Mihalik discussed that additional policies are in the works for Board Operations. Kudos to the IT department for Creating a BOT2 worksite for the Board of Trustees. This allows us a workplace to share documents and consider topics. This site is available for all Board of Trustee Members who would like to review the information and discuss with Committee Members. There is a Board of Trustees Retreat soon that a policy will be discussed to come forward to the Board of Trustees meeting.

FLCC Association

Trustee Cass has nothing to report other than what is in the packet.

FLCC Foundation

Trustee Geise explained that week from this Friday is the V & V Winemakers Dinner and tickets are sold out.

NYCCT

Trustee Mihalik discussed that she and Trustee Cushman will be attending a NYCCT meeting next Saturday and will report additional information. Trustee efforts with the state continue strongly. This is the best organizational efforts in the 16 years that Trustee Mihalik has been involved. There continues to be a disparity related to community colleges related to funding. Advocacy is being done 12 months of the year. Trustee Cushman

explained there has been many discussions with legislative staffers, we may get the floor not sure what else. He expressed his appreciation to Trustee Mihalik for all the groundwork she has done over the years to get the Presidents where we are.

Student Corporation

Trustee Cushman provided a written report in the packet, everything is in the report. He did mention the network luncheon that the Board of Trustees had with Student Corporation. Trustee Schumacher attended and felt it was well organized. She also mentioned how impressed she is with Student Corp Chair, Drew Bateman, he is good at what he does. Dr. Nye mentioned that Andrew Bateman authorized the resolution and letter related to funding that went to the Governor. Trustee Astles mentioned a success story he was teamed up with student, Megan, a member of Student Corp for the pre-exercise prior to lunch and found out they both were interested in history and now they are sharing books, she provided a book to Trustee Astles and Trustee Astles shared a book with Megan. It was a chance to sit down with students and talk and share stories. Trustee Russell was teamed up with Drew Bateman and they both have an interest in baseball. It was discussed to have this meeting every year, possibly in the beginning of the Spring Semester. Trustee Mihalik learned of micro aggressions towards people of color and what they are confronted with. Trustee Cushman thanked the Trustees for participating and thanked Jennie Erdle-Krampen and Penny Hamilton for making the arrangements.

Announcement

Executive Session

At 7:17 P.M. Board of Trustees Chair Geise 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, Counsel Ben Gilmour, Cabinet Members: Sim Covington, Kim Evans-Dame, Ed Kelty, Debora Ortloff, Laura Ortiz, Carol Urbaitis] 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 Cass and a second by Trustee Schumacher, 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 8:19 P.M., on motion by Trustee Mihalik and a second by Trustee Astles, and a unanimous vote the FLCC Board of Trustees unanimously adjourned the executive session.

Adjourned

There being no further business, at 8:19 P.M., on motion by Trustee Cass, and a second by Trustee Cushman and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton
Assistant Secretary to Board

Trustee Mary Joan Geise
Chair, FLCC Board of Trustees

Next Meeting: *Wednesday, May 1, 2024 – Stage 14, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting).*