

**FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES EDUCATION AND PLANNING  
COMMITTEE MEETING  
December 4, 2024  
Finger Lakes Community College  
Stage 14**

**Presiding: Trustee George Cushman, Chair**

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**Committee Members Present:** Trustee Cushman (Chair), Trustee Cass (ex-officio), Trustee Geise, Trustee Hall, Trustee Martin, Trustee Mihalik, Trustee Wille

**Excused:**

**Trustees:** Trustee Astles, Trustee Russell

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz (virtual), Jason Tack (virtual), Cheryl Ten Eyck, Carol Urbaitis

**Guests:**

Meeting had a total of 7 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 4:38 P.M., Trustee Cushman called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Update from Don Emirbayer reviewed stats for students attending this past summer and last fall. He explained that there were two major activities related to the advising office and registration of students, in person and as phone registrations. We have not had group registrations in the last couple years. Reviewed individual appointments for articulated students and answered any questions they might have.

He explained a major activity in the summer is steam camps that take place in Newark, Victor, and Geneva. Students worked on robotics throughout the sessions from 8:30 AM-3:00 PM and the grade level was 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> grades and included some 6<sup>th</sup> graders. The maximum for the camp is 15 students and a lunch is provided. The cost for the camp is \$600 for the week. There are two scholarships awarded for each campus center. Students were not impressed with the lunches, the plan for next year is bag lunches at a cost of \$2.50. He explained that the Victor Center enrollment was 129 and previously was 101.

The programs are very inspiring for our students. The Bloomfield School District students are scheduled to visit. Other area schools will visit in the Spring semester. We have students of varying age that attend Victor Campus, we have people that successfully retired and want to try something new. We offer beginner electronics, intro to community printing, basic skills in security. Looking to offer a Notary Prep Course. We notify different aspects about the Victor Center through social media and are featured at the Farmington Library for our Career Fair Expo. The Victor Center does not have winter courses and many of our summer courses are online.

**Business**

**Review of November 6, 2024, Committee Meeting Minutes**

Trustee Cushman inquired if there were any changes, additions, corrections. None noted.

## **Enrollment Report**

Carol discussed the enrollment verbally spring and winter as of this past Friday. Winter 7.5% headcount compared to 16% and FTE 10.9 % compared 6.6% compared FTE, down 8% compared to 6.4% the week prior. Thanksgiving was late this year and advisement is two weeks off due to late holiday. We will catch up between now and mid-January. There are open advising appointments and there is Fall Gemini enrollment Discussion of full year course registrations from spring to fall semester from spring to fall was discussed. There is no trend to compare FTE from spring to fall. Trustee Cushman inquired about spring/fall blip in relation to spring courses. Tutoring and certificate of residency are realized in the spring, and this is the first year we have encountered this. There is a decline with high school numbers. Debora summarized that essentially there is a swap with Fall and Spring, in April we can assess the impact. Carol explained that there is outreach to rural schools related to Gemini and credit courses. Figuring out the bell schedule in schools is a challenge as well as qualified teachers in schools.

## **Student Success: What's New in the Office of Applied Learning**

**Linda Cunningham, Technical Specialist-Applied Learning & Adv. Comm. Liaison and Felix Muzza, Internship Coordinator** provided a presentation with added context from Ryan McCabe. Ryan explained the information in the packet and the grants equaling \$98,000 that have allowed the position to coordinate job linkage for internships related to students' majors. The SUNY internship grant pilot program will start in 2025. The connection to AmeriCorps provides the opportunity for workshops and this is also paid with a grant. Linda explained that the collaboration allows for community projects with community kitchen, food drive, and the center of student wellbeing. She further explained that this semester we offered power of resilience and we are planning to offer it to Family Counseling of the Finger Lakes. Felix explained monthly tabling events, and to provide the opportunity to ask questions, engage internships, provide drop-in sessions for employers. Wegman's Organic Farms has placed students for summer internships. Ryan explained that there is a significant amount of funding to allow us to work with businesses that we haven't worked with in the past. Felix explained that students receive a stipend and a gas card to assist with transportation costs. There were 25 interns to receive the stipend of \$670 and the gas card of \$175. He further explained that there were 16 interns in the private sector that were paid directly by the company. Ryan McCabe mentioned an intense report that is to be provided to SUNY that reflects the employment of individuals based on their internship. A lot of support is provided by FLCC to assist students to acquire the internships.

Trustee Mihalik requested clarification related to SUNY linkage and SUNY internship and whether they are each separate pools of money? Ryan explained Linkage is a 5-year commitment and the internship is a year commitment and yes, they are separate. It was explained that the internships are not created by FLCC.

Felix explained that the internship aligns to courses that mandate an internship. If a student requires an internship, they will not be able to work at Wegmans because of time restrictions based on courses aligned with counseling, hospitality, paralegal, IT, and viticulture internships. Trustee Astles inquired as to the facilities participating and if the County Mental Health Department is involved. It was indicated that SUNY did reach out to mental health providers. Trustee Martin discussed that the \$16.00 hourly wage does not compete with McDonalds \$20.00 wage. The wage was determined by SUNY. Trustee Martin inquired if there is a cap as to how many students can participate in the internships? Linda explained that Office of Mental Health (MH) allows for 2 spots. Empire State Service Corps has 5 spots as well as AmeriCorps has 5 and other various locations such as Cooperative Ext., K-12 at local school districts recently requested extra spots. Involvement related to all programs having an advisory board.

Trustee Cushman thanked everyone for their involvement and indicated that the Board of Trustees is very interested in this.

**Resolutions**

**Kim Evans-Dame, Interim Chief Human Resources Officer** presented a resolution related to Adjust the Finger Lakes Community College Professional Service Positions Roster. **ADJUST THE FINGER LAKES COMMUNITY COLLEGE PROFESSIONAL SERVICE POSITIONS ROSTER WHEREAS**, Finger Lakes Community College has updated its position roster that lists position titles determined by the Finger Lakes Community College Board of Trustees in the professional service as defined by §6306 (2) of New York State Higher Education Law as approved by the Chancellor of the State University of New York, and; **WHEREAS**, the following are **revised** job descriptions for previously approved job descriptions for Finger Lakes Community College:

<u>New Title</u>	<u>Previous Title</u>
Adult Education Coordinator (11/18/2024)	Adult Literacy Education Coordinator (05/19/2014)

**WHEREAS**, the following are **new** job descriptions for Finger Lakes Community College:

- Project Director Title III (11/18/2024)
- Coordinator of First-Year Experience (11/18/2024)
- Universal Design for Learning Specialist (11/18/2024)

**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.

**Kim Evans-Dame, Interim Chief Human Resources Officer** explained that part time and full-time positions need to come forth to the Board of Trustees. She indicated that the tutoring position requires a significant management discipline. She also briefly discussed the new job descriptions for Director of Data Engineering and Analytics Support which is part of the Professional Association and will be pay Group A. The Financial Aid Specialist is a position that is also a specific discipline. **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 descriptions for previously approved job descriptions for Finger Lakes Community College:

<u>New Title</u>	<u>Previous Title</u>
Professional Tutor (12/04/2024)	Professional Tutor, Math Center (01/25/2016) and Professional Tutor, Write Place (01/25/2016)

**WHEREAS**, the following are **new** job description for Finger Lakes Community College:

- Director of Data Engineering and Analytics Support (12/04/2024)
- Financial Aid Specialist (12/04/2024)

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

**Laura E. Ortiz, Provost Vice President of Academic and Student Affairs** reviewed two resolutions, one for faculty reappointment and another for granted tenure.

**Laura E. Ortiz, Provost Vice President of Academic and Student Affairs** presented the following resolutions: **APPROVE TENURE TRACK FACULTY REAPPOINTMENTS - WHEREAS**, the FLCC Tenure Review Committee has completed their deliberations and recommends that the following teaching faculty be approved for reappointment effective 27 August 2025:

- |                    |  |
|--------------------|--|
| Byungmoon Cho      | Science and Technology                       |
| Melissa Kellogg    | Nursing                                      |
| Melissa Langworthy | Nursing                                      |
| Ali Cala           | Environmental Conservation and Horticultural |

David Canose	Social Science
Sarah Heidebrink-Bruno	Humanities Lynn
McNamara	Nursing
Adriana Mucedola	Visual and Performing Arts
Tomás Gonzalez	Business

**WHEREAS**, the College President and the Provost, Vice President of Academic and Student Affairs have reviewed this list of teaching faculty and concur with the FLCC Tenure Review Committee recommendations; and **WHEREAS**, reappointments are ordinarily scheduled to be presented to the Board of Trustees for approval no later than four months after the anniversary date of a faculty member’s appointment anniversary date; and **WHEREAS**, the College President recommends the Board of Trustees approval of said faculty reappointments; **NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees does hereby approve said faculty members for reappointment effective on the date stated above.

**Laura E. Ortiz, Provost Vice President of Academic and Student Affairs** discussed that Tenure recognizes our investment and our commitment to our college. She explained that Tiffani Leyden has contributed significantly to her field and to the nursing department. Tiffani has a professional commitment and growth primary characteristics to the field. Beth McCabe instructs with deep and authentic care providing student support for teaching and learning practices. **GRANT TENURE STATUS-WHEREAS**, tenure status was established to recognize College faculty who have demonstrated exemplary service to the College and the sponsoring community; and **WHEREAS**, the FLCC Tenure Review Committee, the Provost and Vice President of Academic and Student Affairs, and the College President recommend that the Board of Trustees grant tenure status and promotion to Assistant Professor to the faculty members listed below, effective 27 August 2025; and

<u>Name</u>	<u>Current Rank</u>	<u>Department</u>
Tiffani Leyden	Instructor	Nursing
Beth McCabe	Instructor	Humanities

**NOW, THEREFORE BE IT RESOLVED**, the FLCC Board of Trustees does hereby grant tenure status and promotion to said faculty members effective on the date stated above.

Trustee Cushman noted that this is very impressive, thank you!

**Strategic Thought Presentation**

Debora Ortloff presented a PowerPoint related to Enrollment and Retention Fall 2024 Update. Discussion of the review of Fall enrollment and the beginning work related to retention. There was a bound paper copy distributed at the meeting. She mentioned that SUNY online closed our programs related to engineering. There was discussion of Gemini and ancestry related to Spanish and Latin American stats for enrollment. New changes with FAFSA last year roll out provided issues for the higher education our enrollment team and FAFSA team did a great job with the various changes. There was mention that this isn’t the year to make decisions, we have the systems and need to pay attention. Discussed the receipt of higher state aid by how it is administered.

Counting this Fall the projection artificially looks like we increased more for Fall. It is really a flip flop for Fall in the Spring and a run for unduplicated count and that is what is expected. The reflected numbers of increase to decrease is the Gemini piece corrected level 5.5% in between Onondaga visually top quarter of schools, fair number 6-5 range this is a year to year comparison – Niagara horribly low but this year enrolment is higher because theirs was low. Our enrollment strong and steady for several years for FLCC.

There was a dual enrollment status graph reviewed. Demographic Snapshot 59% full time, 41% part time, all outlined in the materials provided. A review of race authenticity was reviewed. Disability status has a 12%lagging variable. This is due to when entering college in the fall semester the student does not identify with a disability and later is identified based on services required to assist with the disability that is identified. Students coming from K-12 have an IEP or 504. Part-time students are up 33.5%, however adult students do not have impact on

our retention numbers, however, require same services as full time students. The ASAP and PACE programs provide help to students, and we set aside 1.2 million to assist in these efforts. This information indicates that we can't keep doing the same thing. More and more students are keeping their credit load lower. That began in post covid era. At the Victor Campus Center the number of female students enrolled doubled. Although small tech program provides a cause to celebrate that more females are enrolling for tech programs.

Dr. Urbaitis explained the Expo that recognizes and represents gender very well. Largest enrollment programs are on the move, watch for architectural which is up 41% as well as American Sign Language is up 108% over a 5-year period. The new Cannabis program has had some decline, but a very big gain in horticulture. The graphic arts trend is at 85% for 5 years.

Debora reviewed the Voluntary Framework BFA slides reflecting rankings and a small decline in full time from 54% to 53.4%. SUNY requests us to provide the break down for official retention and use the same methodology for part time. All student categories overall are flat from last year and based on the 5-year average. With white students and students of color there is not a huge loss or a huge gain, enrollment of students has gone up. There is a decline in African American students. We provide wrap around services for students, it is more complex with adult students. Trustee Astles commented on the data of Gemini students by county and the lower levels it use to be we had 2,000 students coming to FLCC. Trustee Mihalik mentioned that looking at the variables we are on track with the strategic plan. We are doing well recruiting students of color and some are online due to the significance of a primarily white area. Dr. Nye explained that with the fully online students we are well versed to serve those students with the various modalities.

Debora explained that with industry measuring employment is the best outcome. Trustee Mihalik complimented the wonderful data shared and inquired if this is also shared with advisory boards? Debora explained that it is shared with faculty and is on our website.

#### **Adjourned**

There being no further business, at 6:37 PM, on motion by Trustee Astles and a second by Trustee Geise and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,

Penny M. Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee George Cushman  
Chair, Education & Planning Committee

**Next Meeting:** *Wednesday, February 5, 2025 – Newark Campus Center, WC 115, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).*

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**FINANCE AND FACILITIES COMMITTEE MEETING**  
**December 4, 2024**  
**Finger Lakes Community College**  
**Stage 14**

**Presiding: Trustee Martin**

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

**Excused:**

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

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Ed Kelty, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

**Guests:**

Meeting had a total 7 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 6:44 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order.

**Business**

**Review of November 6, 2024, Committee Meeting Minutes**

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

**FLCC 2023-2024 Operating Budget Update & Finance Report – 9/2024**

*Jason Tack, Vice President of Administration and Finance* reviewed the financials and the 2.9 million added to the fund balance. He explained that we are still going through the audit. There is an increase in enrollment last year. He discussed the earnings of \$750,000 in interest income from idle cash investment allowing us to take advantage of high interest rates. There are approximately 23-24 community colleges that have been able to add back to their fund balance.

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

*Jason Tack, Vice President of Administration and Finance* reviewed the financials and discussed that tuition numbers are driven by Gemini registration providing a change overall to the FTE increase. Trustee Cushman asked if it helps with cash flow? Jason explained that there is no large increase with of cash flow with Gemini. The sponsor dollars that will come through in February and March are split in half. We will receive two State Aid Payments one in December and another in January. Expenses are as projected, conveying that supplies and expenses picked will pick up based on Gemini and scholarship for students. Equipment spending is monitored through the year. Jason explained that the Audit started this week.

**Informational Presentation**

Ed Kelty, Chief Information Officer presented FLCC Information Security Program Gramm-Leach Bliley Act Annual Report. He explained that GBLA college is required to report on a yearly basis. The documentation of 19 pages of items acknowledges our GBLA who is the primary representative and there is a requirement to present to the Board of Trustees. The purpose is to protect financial data confirming physical disposal of paper and electronic files. Retention efforts follow Federal and State requirements. Trustee Russell inquired

if this is shared with the County? This is required to protect technology, not spending money so therefore the county is not notified. Trustee Mihalik asked how many people work on this? Ed explained that last year it was reported as a spreadsheet, this report for this year is at a higher level and 6-7 staff worked on it. Ed explained that next year we will engage J’Dale from Financial Aid and Rich, Controller related to relevant compliance data.

**RESOLUTIONS**

Jason Tack, Vice President of Administration and Finance explained the following Resolutions:

This resolution is related to ArtSpace 36 with an extension to utilize the location at 32 S. Main Street in Canandaigua. The Ontario County Arts Council provided an agreement with a rent to allow us to apply for state grant funds for ArtSpace 36.

**APPROVE LEASE AMENDMENT BETWEEN FINGER LAKES COMMUNITY COLLEGE AND C LAKE PROPERTIES WHEREAS**, Finger Lakes Community College and C Lake Properties, LLC wish to amend their lease agreement at the property located at 36 Main Street, in the City of Canandaigua, Ontario County, New York; and **WHEREAS**, The amended lease will occupy the 32 S. Main St and 36 S. Main St, Canandaigua, NY 14424 units for the remainder of the lease agreement, unless sooner terminated in accordance with the provisions of the Lease.; and **WHEREAS**, This will be a lease renewal amendment to the original lease dated March 18, 2019; and **WHEREAS**, Rent for the 32 S. Main St. unit will follow the schedule outlined below; and

Duration	Total Rent	Monthly Installments
Dec 1, 2024 – Dec 31, 2024	\$500	\$500
Jan 1, 2025 – April 30, 2026	\$16,000	\$1000
May 1, 2026 – April 30, 2027	\$13,200	\$1100

**WHEREAS**, Ontario County Arts Council will be responsible for reimbursing Finger Lakes Community College for the monthly rent owed for 32 S. Main St; 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 approves a lease amendment to the agreement between C Lake Properties, 16 Maple Avenue, Victor, New York 14564 to include the 32 S. Main St and 36 S. Main St, Canandaigua, NY 14424 units for the remainder of the lease agreement for monthly installments of \$500 in 2024, \$1,000 between January 2025 through April 2026, and \$1,100 from May 2026 through April 30 2027, all of which will be reimbursed by Ontario County Arts Council; 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.

The next resolution, we did reach out to several providers on state contract and a formal RFP was done, the cost fluctuates year after year and this is not to exceed 10,000.

**APPROVE A SHORT-TERM CONTRACT FOR INTERPRETING SERVICES WITH EMPIRE INTERPRETING SERVICE -**

**WHEREAS**, Finger Lakes Community College reached out to several Interpreting Services on State Contract; and **WHEREAS**, Empire Interpreting Service was the lowest responder; and **WHEREAS**, Empire Interpreting Service, 39 Church St, Cortland, NY 13045 is the current service provider for in-person interpreting services at FLCC through January 6, 2025 for a total cost not to exceed \$10,000; and **WHEREAS**, Empire Interpreting Service has expressed interest in continuing services under a short-term contract until August 7, 2025; and **WHEREAS**, this would be a seven-month short-term contract for the period of January 7, 2025 through August 7, 2025 under a short-term contract for a total cost estimated at \$15,000; 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 accepts a seven-month short-term contract with Empire Interpreting Service, 39 Church St, Cortland, NY 13045 for in-person interpreting services as needed from January 7, 2025 through August 7, 2025 for a total cost estimated at \$15,000; and **BE IT FURTHER RESOLVED**, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, and the FLCC Director of Academic Success and Access Programs.

**INFORMATIONAL ITEMS**

**Jason Tack, Vice President of Administration and Finance** reviewed a quote related to janitorial services with for FLCC Geneva Campus as well as the Budget Transfer report which indicates transfers of transactions within departments to the appropriate budget lines. He further explained if a part-time cleaner position can be filled the contract for janitorial services will be cancelled.

**Adjourned**

There being no further business Trustee Martin requested a motion to adjourn at 6:59 P.M., on motion by Trustee Russell, and a second by Trustee Astles and a unanimous vote, the Board of Trustees Finance & Facility Committee adjourned.

Prepared by,

Penny M. Hamilton  
Assistant Secretary of the Board

Submitted by,

Trustee Steve Martin  
Finance & Facilities Committee

**Next Meeting:** *Wednesday, February 5, 2025 – Newark Campus Center, WC 115, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).*

DRAFT



**FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
December 4, 2024  
Finger Lakes Community College  
Stage 14**

**Presiding: Trustee Donald Cass, Chair**

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

**Excused:**

**Others Present:**

**Staff and Students:** Brie Chupalio, Sim Covington, Kim Evans-Dame, Penny Hamilton, Ed Kelty, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

**Guests:** Meeting had a total of 7 participants virtually at the start of the meeting; some guests joined via WebEx call-in or livestream link and were unidentified.

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

**Call to Order**

At 6:59 P.M. Trustee Cass called the FLCC Board of Trustees Meeting to order.

**Community/Public Comment**

Trustee Cass 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 Cass requested a motion to accept the Consent Agenda.**

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

**New Business**

None noted.

**Old Business**

None noted.

**Presidents Report**

Dr. Nye discussed ArtSpace 36 and highlighted that this is part of the strategic plan as it relates to community partners. The Ontario Arts Council had a float for the Christmas Parade and Liz Brownell served as the Grinch. The students had a ball with their involvement with the float and paraded. Dr. Nye thanked Liz and Debora Ortloff for their involvement. Dr. Nye discussed a staffing change, and that Cassy Kent will be retiring and there will be a ceremony of one hour on Monday, December 9<sup>th</sup> in the Board Room. Cassy has been with the college for 27 years. Beth Johnson will be serving as interim in the role.

The DOT Grant challenge provides the opportunity for students to master skills with a degree. Bloomfield high school will share resources and Midlakes will teach students in Bloomfield. This will be coming to the forefront for high schools to share resources, the difficulty is that not all the schools are on the same bell

system. Again, part of the Strategic Plan, creating opportunities through education for non-traditional students. Carol and her team have worked with employers and have offered that if employees take a course, they get an additional course for free, buy one get one. This is again, aligned with the Strategic Enrollment Plan to assist the adult student and increase enrollment and retention. Carol discussed that we applied for the SUNY Lumina Grant Funds and received \$20,000 for the project to develop and for implementation. Specific benefits to the program are to entice employees and provide deferred billing. The employee doesn't pay up nor is there any out-of-pocket cost for employees. Upon completion of a course the employee is eligible to receive a second course free. Employer sponsored program is another option in the works where the employee works part time and attends course's part-time, and the employer pays for the tuition. The business focus presently is manufacturing, healthcare and viticulture. The data reflects that 40% of people are not going to college, need to entice those who would like a new career or trade. Looking at the 35-45 years of age population that may need to enhance their skill set. For example, if there is someone in the carpentry trade that has the interest to get into the business side of things. There are pathways for credit to noncredit and certificate or degree. Thompson Health and Optimax are interested in these opportunities. Dr. Nye explained that he is excited that Michael Van Etten has created the E-Sports program and 30 students are competing in national championship. Trustee Mihalik mentioned establishment of an e-sports program. Business courses for e-sports and marketing, development, promotion, and leading teams. Once the proposed curriculum is approved by SUNY and then the Department of Education.

#### **Student Trustee Report**

Trustee Hall mentioned that there was a Thanksgiving with Friends event for students and meals were available for students. There were 34 students that attended and that is doubled from previous years. Trustee Hall discussed that Dr. Nye and Jennie Erdle-Krampen extended her term into the Spring semester.

#### **Audit & ERM Committee Report**

Trustee Astles discussed as Jason Tack already mentioned the audit is underway. There was mention that on Monday, December 2<sup>nd</sup> we had a meeting and Jason provided a report reflecting the vulnerabilities in terms of risk management, data security and funding. We looked at the ten categories and the reactions to each category.

#### **Board Development Committee**

Trustee Mihalik is left a message for Penny to inquire in setting up a meeting for set Thursday, January 16<sup>th</sup>.

#### **Association Report**

Trustee Cass provided a report in the packet.

#### **Foundation Report**

Trustee Geise has nothing to report, however requested if Brie Chupalio had anything to report. Brie thanked everyone regarding GIVING TUESDAY, and she believes the final dollars raised was \$86,765 and this includes the \$50,000 challenge gift because we surpassed the \$25,000 raised. She mentioned that there is something to brag about in that we are up 46% in total donations and have secured an additional 150 donors for Laker Day. It is not just about the dollars we acquire but also the new donors who have shown interest.

#### **NYCCT Report**

Trustee Mihalik & Trustee Cushman have been very busy with a resolution related to Presidential Search subcommittee. ACCT Legislative Summit will be coming up in February and Trustee Mihalik plans to attend. There will be meetings

arranged for us to meet with legislators and possibly the Department of Labor. We are not able to view the Federal Grants available on the Website.

### **Student Corp.**

Trustee Cushman indicated that the report is in the packet. He did point out that other community colleges and the State are really interested in what we do at FLCC. The Student Association bylaws for student corp is of interest. Other colleges do not have the autonomy we have. One of our previous Student Corp Board Members wanted the Bylaws. Jennie Erdle-Krampen provided a presentation to 70 college professionals who are hungry for it. We have five international students on Student Corp. fascinating extraordinary benefit wouldn't have in my day, Kudos to Student Corp.

Trustee Martin acknowledged the life of George Hamlin on November 24<sup>th</sup> and thanked Cathy Ahern and Jason Tack for the event set up. The family was thrilled about the location.

Trustee Astles wanted to recognize Brittany Guarglia in the Library at FLCC, he cold called library due to the exchange program with Cornell for information related to personal genealogy information and working with Cornell Library to take microfiche from the 1800s and digitize on a hard drive, her willingness and attitude was terrific.

Trustee Mihalik discussed Art Space and thought it would be intriguing to have a hospitality event in the space with viticulture it would be a great collaboration. Events for Mother's Day was an example allowing the combination of art, hospitality and the wine industry. Hosted events for paint and sip were also mentioned. Fall Lights amazing and there were alums that came back for their interest in poetry and music. The perfect opportunity continuing to do that.

### **Announcement Executive Session**

At 7:25 P.M. Board of Trustees Chair Cass called for a motion to enter into executive session under provisions of NYS Public Officers Law, Article 7, §105, (f), with trustees and FLCC staff members [Dr. Robert K. Nye, FLCC President] to discuss matters regarding the employment history of a particular person matters leading to the employment of a particular person pursuant to article fourteen of the civil service law.

On motion by Trustee Mihalik and a second by Trustee Geise, the FLCC Board of Trustees unanimously entered into executive session.

Matters pertaining to the employment history of a particular person or matters leading to the employment of a particular person were discussed. No action was taken.

At 7:50 P.M., on motion by Trustee Martin 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 7:51 P.M., on motion by Trustee Martin, and a second by Trustee Geise and a unanimous vote, the Board of Trustees unanimously adjourned their meeting.

Prepared by, Submitted by,

Penny M. Hamilton  
Assistant Secretary to Board

Trustee Donald Cass  
Chair, FLCC Board of Trustees

**Next Meeting:** *Wednesday, February 5, 2025 – Newark Campus Center, WC 115, 200 Victor Heights Parkway, Room VC200A, Victor, NY 14564 (unless otherwise determined and notice posted before the meeting).*

DRAFT