

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

**April 5, 2023**

**Stage 14, FLCC Main Campus**

**Presiding: Trustee Cushman, Chair**

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**Committee Members Present:** Trustee Cushman (Chair), Trustee Geise (ex-officio), Trustee Mihalik, Student Trustee Schumacher

**Excused:** Trustee Abraham

**Others Present:**

**Trustees:** Trustee Astles, Trustee Cass, Trustee Hamlin, Trustee Martin, Trustee Russell

**Staff and Students:** Jeff Babcock, Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Motsenbocker, Kelly Noyes, Louis Noce, Dr. Robert Nye, Debora Ortloff, Owen Palzer, Dr. Carol Urbaitis

**Guests:**

Meeting had a total of 4 participants at the start of the meeting; some guests joined via livestream link and were unidentified.

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

At 4:30 P.M., Chairman Cushman called the FLCC Board of Trustees Education and Planning Committee meeting to order.

**Business**

**Review of March 1, 2023, Committee Meeting Minutes**

Trustee Cushman inquired if there are any additions, deletions or corrections, hearing none we will move on. No revisions or comments noted.

**Enrollment Report**

*Dr. Carol Urbaitis, Vice President of Enrollment Management*, provided an enrollment report in the packet as of March 24<sup>th</sup> there was some movement in the numbers including Gemini, head count is 1.2% and FTE .8%. Overall enrollment head count is .1% and 1.1% FTE. She provided an update regarding Fall 23 applications. The intent is to enroll, new students beginning April 24<sup>th</sup>. Gemini registration should have concluded last week; however, we always have late registrations. Trustee Mihalik inquired about those students who previously were enrolled and did not finish. Dr. Urbaitis explained that we have the finish to return program and have had students that are finishing their degree through that program. Further inquiry about summer registration, Dr. Urbaitis explained that summer registration will be open soon, first course starts mid-May.

**Student Success Update**

Professor Ghidui thanked everyone for their time to find out more about Teaching and learning. He provided a presentation that was available in the Board of Trustees Packet. The Gladys M. Snyder Trust Fund is centered around student success and enhanced student learning. We have a governing body that includes six faculty members. We work with staff and faculty in the college community. We inform through a Newsletter providing the opportunity for guest bloggers, notification of recent

podcast episodes, as well as different articles. Seeking out grant money to offer mini grants for the lending library and kindles. This is not just for faculty; we invite anyone else that may want to visit and be part of the mission. We utilize the Owl and lend it out, Podcasting equipment, and we have book clubs. We have minutes of our meetings, and we want to be clear in our identity as to who we are and what we do. Anyone can come to our events even though it is mainly faculty centered. In the fall there will be a professional day morning forum. Professional Development Committee is assisting as the centralized hub so we can get organized. We have a spring series with a strategic partner that is done through Webex or zoom and the second of three is tomorrow. The presenter is from MCC. Trustee Martin inquired if Adjunct Faculty is also involved? Professor Ghidiui explained they are on our mailing list to keep them informed of what is going on so that they are involved. Trustee Cushman inquired about the measure of how effective the money is spent. Professor Ghidiui explained that we have measured touch points and adhere to the grant requirements. APCI is also involved with assessment.

## **RESOLUTIONS**

*Ms. Cassy Kent, Interim Provost, Vice President of Academic & Student Affairs* discussed that she has two resolutions to present one related to sabbaticals and one related to faculty promotions. Sabbatical Leave relates to Liz Brownell to explore the love of family related to personal stories; Charlotte Cline related to family histories and personal history dictated by non-fiction manuscript of 60 pages; William McLaughlin pursuing an opportunity related to current technologic game programming and development- Algorithms Force, the name is still in production.

*Ms. Cassy Kent, Interim Provost, Vice President of Academic & Student Affairs* brought forth the resolution as follows: APPROVE 2023-2024 SABBATICAL LEAVES - WHEREAS, the Sabbatical Committee received, reviewed and ranked faculty sabbatical leave applications for the 2023-2024 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, 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 2023-2024 academic year:  
Charlotte Cline, Associate Professor, Humanities Department {FA23} William McLaughlin, Assistant Professor, Computer Sciences {SP24} Elizabeth Brownell, Professor of Graphic Design {SP24}

*Ms. Cassy Kent, Interim Provost, Vice President of Academic & Student Affairs* Presented the resolution related to promotions 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 2023-2024 academic year:

From Instructor to Assistant Professor Renae Campbell, Social Science \* Paula Knight, Business \*

Carrie Krueger, Computer Sciences \* Matthew Holla, Social Science

\* Individuals who were approved for tenure at the December 2022 Board of Trustees meeting and will therefore receive automatic promotion

From Assistant Professor to Associate Professor

Kimberlie Noyes, Nursing

From Associate Professor to Professor

Margaret Gillio, Humanities

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 2023-2024 faculty promotions; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the aforementioned faculty members for promotion in the 2023-2024 academic year.

*Kelly Noyes, Interim Chief Human Resources Officer* brought forward the resolution related to the Professional Service Positions Roster. Ms. Noyes explained that there are three specific titles. One position is brand new title to provide support for students and parents and is grant funded for a year.

There is a change with a present position that is reclassified based on duties and responsibilities, this position is cost neutral. Trustee Hamlin inquired about the job description as it relates to noting that it suggests this position will report to the President rather than the VP of Administration and Finance. This resolution should be discussed and voted on separately from the Consent Agenda.

The position of Coordinator of Technology Integration title to be changed to Research and Assessment Data Analyst, this change is cost neutral as well.

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: New Title:

K-12 Student Success Liaison (03.16.23) Executive Assistant to the VP of Administration and Finance (03.13.23)

WHEREAS, the following is a revised job description for previously approved job description for Finger Lakes Community College:

New Title

Research and Assessment Data Analyst (03.15.23)

Previous Title

Coordinator of Technology Integration (07.25.18)

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 – 2022 DEI Annual Report**

*Dr. Sim Covington, Chief Diversity Officer*, presented the 2022 DEI Annual Report that is in the packet. This DEI Report is comprehensive related to the different departments on campus. There is a dedication to a former student and the contributions she made to FLCC. The authenticity of professional opportunities is outlined in the presentation. Veteran impact went from bronze to silver. Review of recruitment efforts under the direction

of Matt Stever. The information we are getting from APCI provides great information related to the strides we have made in retention under Sarah Whiffen. EITA Plan and Accessibility Statement under Ryan McCabe. Goal 3 outlined for moving our institution forward. This is a huge list for faculty. Our geographical location provides challenges to recruitment. People tend to choose Rochester or Syracuse that also have Community Colleges. The Urban League of Rochester continues to host annual events to connect students with FLCC. eSports Team at FLCC and is very involved, all hours are outlined in the presentation materials. At FLCC we do a lot of things to provide an inclusive environment for our students. The office of student life provides an inclusive campus climate. The Grant Department is providing us the opportunity to be an institutional recognized name. The presentation featured departments from law enforcement and our relationships with law enforcement in the community, Steam Camps were addressed as it relates to equity and inclusion. HR Applicant numbers by category. All areas were covered and touched upon based on the involvement with Diversity, Equity, and Inclusion in the presentation. APCI does the stats for us and with Middle States we received a thumbs up.

### **Adjourned**

There being no further business, at 5:03 P.M., on motion by Trustee Mihalik, and a second by Trustee Schumacher and a unanimous vote, the Board of Trustees Education & Planning Committee adjourned.

Prepared by,  
Penny Hamilton  
Assistant Secretary of the Board

Submitted by,  
Trustee George Cushman  
Chair, Education & Planning Committee

**Next Meeting:** Wednesday, May 3, 2023 – Stage 14, 2<sup>nd</sup> Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**FINANCE AND FACILITIES COMMITTEE MEETING**  
**April 5, 2023**  
**Stage 14, FLCC Main Campus**  
**Presiding: Trustee Martin, Chair**

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

**Excused:** Trustee Abraham

**Others Present:**

**Trustees:** Trustee Cushman, Trustee Mihalik, Student Trustee Schumacher

**Staff and Students:** Jeff Babcock, Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Motsenbocker, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Dr. 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.

At 5:03 P.M., Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee to order.

### **Business**

#### **Review March 1, 2022, Committee Meeting Minutes**

Trustee Martin inquired if there were any revisions, or comments. None noted.

#### **FLCC 2021-2022 Operating Budget Update & Finance Report**

*Ken Motsenbocker, Interim CFO* explained the report in the packet. The landscape of where we are based on a preliminary review of the audit and budget projections, we will present a proposed budget at the May Meeting. Audited financial statements should be completed by this Friday. The auditors reminded us that when they give us the audit, we are not approving the audit but accepting the audit based on their opinion as a private auditor.

Mr. Motsenbocker is still projecting 800,000 for this year. He explained that labor and benefits have increased due to filling positions. We will receive stimulus funds that will put us in a positive balance, however, keep in mind we will not get stimulus funds next year. The benefit that we are going to get will help this year but going forward into next year it will be different. We budgeted full employment for the budget. Trustee Martin inquired about expenses related to the budget. Mr. Motsenbocker explained that we previously underspent, however we have licenses coming through as well as other outside services expenses will increase. Trustee Martin inquired if there were any concerns related to revenue. Chargebacks are holding, there will be challenges on the expense side, state aid is steady, however there is the decline in enrollment. Finance should be working on cash management and Jason Tack will have that on the list, presently we do have cash. A lot is about timing, big revenue and expenses are lagging that is why there is a buildup of cash this time of year.

#### **Facilities Update**

Ken Motsenbocker explained that there is a report outlined in the packet. Cathy Ahern will be at the May

meeting to discuss in detail. The Master Facilities Committee met on March 27<sup>th</sup> met and will have findings soon. We will be shut down for two weeks due to electrical work. Cathy Ahern indicated to Mr. Motsenbocker that the lab renovation bids were lower than she thought they would be. Other renovations are done by our maintenance staff.

### **Resolutions**

*Ken Motsenbocker, Interim CFO, recapped resolutions for the following:*

Patti Zimmer has assisted due to a shortage of staffing in the HR office. We may go over the amount allotted, and it should taper off since Kelly Noyes is also helping. Debt collection services were not used during the pandemic. In the past it was handed off to a third party who take between 25-30% of the acquired dollars. If you remember we had a resolution a couple months ago regarding music recording equipment. We want to rescind the original resolution due to the loan to acquire the equipment. However due to a timing issue it worked in our favor, and we put it out to bid and have a reduction for the equipment of \$30,000. Trustee Astles mentioned that he was here when the music recording studio began and wants to be sure the replacement equipment is the same quality of the equipment we have. Cassy Kent thanked Trustee Astles and Dr. Nye discussed that the faculty would ensure the equipment is the best for the studio. Capitalization increase to go from \$1,500 to 5,000, following what SUNY does based on the increase, and this does not affect state aid. Ellucian Services price reduction from \$90,000 to \$72,041. This is a recommended service due to student accounts; our Bursar is not familiar with colleague at this time and one of our staff members will be out of the office for a bit. Ellucian will assist us due to the importance of student billing and the accuracy required. ITEC Agreement, Ed Kelty explained that this is associated with SUNY and the expertise presently on staff is not available to address certain aspects required.

### **Resolutions**

APPROVE SHORT TERM CONTRACT FOR HUMAN RESOURCES CONSULTING SERVICES WITH PATRICIA ZIMMER WHEREAS, consultation and training to the HR staff is needed while the College searches for a new Chief HR Officer; and WHEREAS, the consultant has twelve years of Human Resources and institutional knowledge and has been providing remote support on a part-time basis; and WHEREAS, the current contract will exceed \$20,000.00; 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 the short term contract with Patricia Zimmer, 657 Redwood Dr., Southern Pines, NC, 28387 for Human Resources consultant services for the 2022-2023 academic year, through no later than August 31, 2023 at a cost not to exceed \$40,000.00; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC VP of Administration & Finance and the Interim Chief Human Resources Officer.

RESOLUTION TO AUTHORIZE A CONTRACT FOR COLLECTION SERVICES WHEREAS, having identified a need for Collection Services for Finger Lakes Community College, the Ontario County Purchasing Department solicited proposals on RFP R23037; and WHEREAS, the need to place accounts for collection as "firsts" and "seconds", contracting with two vendors offers the optimum benefit for FLCC; and WHEREAS, the RFP specifications allow for a term not to exceed 36 months from the date of the award (three years), with the college reserving the right to renew any contract resulting from this RFP for up to two additional twelve month periods for a total of five years, if mutually agreeable by both parties; and WHEREAS, this award will

be for the period April 7, 2023, through April 6, 2024; and WHEREAS, after review of all proposals by the Purchasing Director and the Bursar of Finger Lakes Community College, it is recommended that the award of this contract be made to Williams & Fudge and Security Credit Systems, Inc.; 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 awards contracts to the following:

General Revenue Corporation 4660 Duke Drive, Suite 200

Mason, OH 45040-8466

Security Credit Systems, Inc. 100 River Rock Dr., Suite 200 Buffalo, New York 14207

BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the Vice President of Administration and Finance at FLCC, the Bursar at FLCC, and the Ontario County Purchasing Director.

AUTHORIZATION TO RESCIND BID FOR: MUSIC STUDIO CONSOLE EQUIPMENT WHEREAS, the Ontario County Purchasing Director issued Bid # 23020 for the purchase of music studio console equipment, for Finger Lakes Community College; and WHEREAS, the College has determined it is in its best interest to rescind this bid since after the FLCC Board of Trustees accepted the apparent low responsive/responsible bidders, Vintage King Audio elevated the price of the merchandise; and WHEREAS, College personnel have decided to rebid or seek other competitive sources; NOW, THEREFORE BE IT RESOLVED, that the Bid B23020 for Music Studio Console Equipment is rescinded; BE IT FURTHER RESOLVED, that certified copies of this rescinded resolution be sent to the FLCC Vice President of Administration & Finance, the FLCC Provost, and Vice President of Academic & Student Affairs, and the Ontario County Purchasing Director.

BID ACCEPTANCE: MUSIC STUDIO CONSOLE EQUIPMENT WHEREAS, the Ontario County Purchasing Director advertised for and received bids for the purchase of music studio equipment, bid 823049 for Finger Lakes Community College; and WHEREAS, college personnel have received said bids and determined that the apparent low responsive/responsible bidder that met specifications for listed items is acceptable; and WHEREAS, this is a demand contract and the annual cost will depend on the items and quantities ordered and the budget available; and WHEREAS, if all items are purchased the total price would be \$30,424.00; 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 the apparent low responsive/responsible bidder for the following:

Sweetwater Sound LLC, 5501 US Hwy 30 W, Fort Wayne, IN 46818 at a total cost of: \$30,424.00

BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance, the FLCC Provost, and Vice President of Academic & Student Affairs, and the Ontario County Purchasing Director.

AUTHORIZATION TO INCREASE THE FLCC CAPITALIZATION POLICY to \$5,000 WHEREAS the College defines Capital Assets to include property, plant, equipment, and infrastructure assets. WHEREAS, Capital Assets are currently defined by the College as assets with an initial unit cost of \$1,500 or more and an estimated useful life in excess of two years. WHEREAS SUNY has established a policy for recognizing assets with an initial cost of \$5,000 and a useful life of greater than one year for State Owned Campuses WHEREAS the college wishes to increase its capitalization policy for equipment purchased beginning in the 2022 2023 academic year consistent with SUNY's Policy for State Owned Campuses. WHEREAS prior period capitalization and depreciation of assets will not be affected by any new policy; NOW THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees approves an increase its capitalization policy for new capital

purchases to \$5,000 as of the beginning of the 2022 2023 School year. BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance and the FLCC Controller.

AUTHORIZATION TO SIGN AN AGREEMENT FOR ADDITIONAL ELLUCIAN IMPLEMENTATION AND TRAINING SERVICES WHEREAS, Finger Lakes Community College has determined that there is a need for Ellucian Implementation and Training Services for the Ellucian Colleague Student Support and Self Service Modules; and WHEREAS, Ellucian possesses very specific and expert services with regard to Ellucian Implementation and Training for the Colleague Student Support and Self Service Modules; and WHEREAS, the College administration was able to secure a quote for Ellucian Implementation and Training Services with a term of 6 full months WHEREAS, the engagement will not to exceed \$90,000, 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 grants authority to the Vice President of Administration and Finance to execute an agreement for Ellucian Implementation and Training Services with Ellucian, Inc., 4, Country View Road, Malvern, PA 19355-1408 for the period of 6 months, with a cost not to exceed of \$90,000; and BE IT FURTHER RESOLVED that certified copies of this resolution be sent to the FLCC Vice President of Administration & Finance and the Controller.

APPROVE SUNY PIA WITH ITEC FOR THE CURRENT FISCAL YEAR 2022-2023

WHEREAS, SUNY ITEC, the Information Technology Exchange Center provides Products and Services to FLCC, as a Participating Institution, mainly automation of a database import process from FLCC's SIS to a database that is accessible to FLCC's bookstore software; assisting in day-to-day management duties previously performed by the identity Management Analyst and weekly meetings to track progress, plan and prioritize efforts and WHEREAS, ITEC will provide support for all hardware and software on premise at the PI in communication and collaboration as well as active directory management services; and WHEREAS, the PI takes over their responsibilities described within the PIA, typically this role is taken over by the head of IT, and the agreement has to be signed by an authorized person, and WHEREAS, this PIA is valid for the current fiscal year from September 1, 2022 until August 31, 2023, as mentioned on page 13 in the agreement, and WHEREAS, the Board of Trustees has reviewed and approved this resolution; NOW THEREFORE, BE IT RESOLVED, that the SUNY ITEC PIA will provide the mentioned IT Services to the Finger Lakes Community College during the current fiscal year for the total amount of \$30,144 BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is authorized to sign this PIA with SUNY ITEC

### **Informational Items**

Item is in the packet as well as the Budget Transfer report.

### **Adjourned**

There being no further business, at 5:19 P.M., on motion by Trustee Hamlin, and a second by Trustee Astles, and a unanimous vote, the Board of Trustees Finance & Facilities Committee adjourned.

Prepared by,  
Penny Hamilton  
Assistant Secretary of the Board

Submitted by,  
Trustee Martin  
Finance & Facilities Committee

**Next Meeting:** Wednesday, May 3, 2023 – Stage 14, 2<sup>nd</sup> Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).



**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**April 5, 2023**  
**Stage 14, FLCC Main**  
**Campus Presiding:**  
**Trustee Geise**

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**Committee Members Present:** Trustee Astles, Trustee Cushman, Trustee Geise, Trustee Hamlin, Trustee Martin, Trustee Mihalik, Trustee Russell, Nita Schumacher

**Excused:** Trustee Abraham

**Others Present:**

**Staff and Students:** Jeff Babcock, Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Molsenbocker, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Dr. 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 5:25 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. No comments.

Trustee Geise reviewed the resolution related to the 55<sup>th</sup> Commencement.

**Board Resolution**

APPROVE MAY 20, 2023, AS THE DATE OF THE 55th COMMENCEMENT CEREMONY FOR FINGER LAKES COMMUNITY COLLEGE - WHEREAS, in compliance with NYS Education Law, §355 (1) (e), Part 604, the Finger Lakes Community College Board of Trustees has the authority to designate the official day of the Finger Lakes Community College Commencement ceremonies; and WHEREAS, it is the intention of the Finger Lakes Community College Board of Trustees to designate the third Saturday of the month of May 2023 as the official day for the 55th Finger Lakes Community College Commencement ceremonies in conformance with the days of instruction required by the approved 2022- 2023 academic calendar; NOW, THEREFORE BE IT RESOLVED that the FLCC Board of Trustees hereby designates Saturday, May 20, 2023, as the official date for the 55th Finger Lakes Community College Commencement ceremonies.

The Professional Service Roster Resolution will be separate from the Consent Agenda due to a correction related to the job description of Executive Assistant to report to the VP of Administration and Finance rather than reporting to the President.

**Approve the Consent Agenda Minutes & Resolutions**

Trustee Geise requested a motion to approve the Consent Agenda, approval of minutes and resolutions. On motion by Trustee Mihalik, and a second by Trustee Cushman, the FLCC Board of Trustees unanimously approved the consent agenda.

Trustee Hamlin requested an amendment to the job description related to the Executive Assistant to VP of Administration and Finance. Based on the change of who the position reports to in the job description, the resolution related to the position can be voted on.

On motion by Trustee Astles, and a second by Trustee Martin, the FLCC Board of Trustees unanimously approved the Professional Services Roster resolution.

### **Old Business**

None noted.

### **New Business**

None noted.

### **Chair's Report**

Trustee Geise discussed that we had an incredible Vintners & Valentines event and that she is very proud of what this college can produce. She was a teacher and the presentations done tonight are exceptional and she thanked everyone that is involved.

### **President's Report**

Dr. Nye explained that his report is in the packet. We have hired a Chief Financial Officer who has a wealth of knowledge. He also thanked Ken Motsenbocker who can now enjoy his second retirement once he assists Jason Tack with transition. There are additional searches that Dr. Nye was grateful to the committee, one for the Provost and the other for the CFO which will be starting on Friday. Dr. Nye is presently reviewing the surveys related to the provost candidates. The Governor has reduced clinical hours for nursing requirements to be able to replenish the needs of the medical field. This was approved outside the budget process. The Master Facilities Committee have completed their initial work and it will be interesting to see the plan. Dr. Nye is very thankful for the work being done on the strategic plan.

### **Student Trustee Report**

Trustee Schumacher discussed the student success group and the work they are doing on part of the Strategic Plan. Reviewing barriers that students who are now attending taking into consideration of how they missed out on their high school years. The effects related to their personal life, as well as lack motivation and financial issues. Laker Day is coming up and there are a lot of great events. Trustee Geise inquired about the use of Telehealth for Mental health issues. Trustee Schumacher explained that this is a discussion topic for student success and student planning, there will be a student forum on Laker Day.

### **Audit and ERM Committee**

Trustee Astles discussed that they met on March 31<sup>st</sup> to review the audit draft report.

### **Board Development**

Trustee Mihalik discussed that the committee met on March 28<sup>th</sup>, and we broke up the work load and will be

meeting again on April 28<sup>th</sup> for another work session.

### **FLCC Association Report**

Trustee Cass had a report in the packet.

### **FLCC Foundation**

Trustee Geise mentioned that the tally for Vintners and Valentines event will be provided next month.

### **NYCCT**

Trustee Mihalik discussed that there is a BOD meeting on April 22<sup>nd</sup> involving all colleges. Trustee Cushman and Trustee Mihalik will attend. Discussion of an article in the Albany Times Union related to the structure of community colleges in NYS. Interesting set of letters from students. This is a campaign from 60 campuses to request additional funding for community colleges. The article was well written, direct, and exceptional.

### **Student Corporation**

Trustee Cushman explained that the report is in the packet.

### **Announcements**

#### **Executive Session**

**At 5:42 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, (e), with Trustees and FLCC staff members, guest [Ben Gilmour, Dr. Robert K. Nye, FLCC President; Sim Covington, Chief Diversity Officer, Kelly Noyes, Interim Chief Human Resources Officer, Cassy Kent, Interim Provost & VP of Academic and Student Affairs, Ken Motsenbocker, Interim CFO, Debora Ortloff, VP for Strategic Initiatives & Assessment, Carol Urbaitis, VP of Enrollment Management, Ed Kelty, Chief Information Officer, Louis Noce, Chief Advancement Officer] to discuss matters regarding collective negotiations pursuant to article fourteen of the civil service law. **On motion by Trustee Astles and a second by Trustee Mihalik**, the FLCC Board of Trustees unanimously entered into executive session.

Matters pertaining to collective negotiations were discussed. No action was taken.

**At 6:59 P.M., on motion by Trustee Hamlin, and a second by Trustee Cushman**, the FLCC Board of Trustees unanimously adjourned the executive session and resumed to their open meeting.

**At 6:59 P.M., on motion by Trustee Mihalik, and a second by Trustee Cass**, the FLCC Board of Trustees unanimously adjourned their open meeting.

Prepared by, Submitted by,

Penny Hamilton  
Assistant Secretary to Board

Trustee Mary Joan Geise  
Chair, FLCC Board of Trustees

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