

**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)

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

Date

\_\_\_\_\_  
Mary Joan Geise, Board Chair

\_\_\_\_\_  
Richard Russell, Secretary of the Board

I do hereby certify that I have compared the foregoing copy with the resolution duly adopted by the Board of Trustees of Finger Lakes Community College sponsored by Ontario County at their regular meeting held on April 5, 2023 and entered in the minutes thereof. That said copy is a true and correct transcript of the whole of said resolution, in witness whereof, I have hereunto set my hand this 5<sup>th</sup> day of April 2023.

\_\_\_\_\_  
Penny Hamilton, Assistant Secretary of the Board

**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**

Rena 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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

Date

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023  
Date

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**AUTHORIZATION TO RESCIND BOD 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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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 B23049 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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board



**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.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board

**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

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

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Mary Joan Geise, Board Chair

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Penny Hamilton, Assistant Secretary of the Board

**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 55<sup>th</sup> 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 55<sup>th</sup> Finger Lakes Community College Commencement ceremonies.

Approved by the FLCC Board of Trustees at the meeting on April 5, 2023

April 5, 2023

Date

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Mary Joan Geise, Board Chair

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Richard Russell, Secretary of the Board

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Penny Hamilton, Assistant Secretary of the Board