

**FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
EDUCATION AND PLANNING COMMITTEE MEETING
March 1, 2023
Stage 14, FLCC Main Campus
Presiding: Trustee Cushman, Chair**

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

Excused: Trustee Abraham, Trustee Martin

Others Present:

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

Staff and Students: Christopher Baldoni, Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Motsenbocker, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Cheryl Ten Ecyk, Lisa Thomas, Dr. Carol Urbaitis

Guests:

Meeting had a total of 12 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 February 1, 2023, Committee Meeting Minutes

Trustee Cushman inquired if there are any additions, deletions or edits, 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 2/17/23 numbers as of this past Friday, improved, however total credit enrollment head count is down 1.7% in comparison to FTE which is now up 1% from February 17th. Gemini will continue with enrollment through March. Dr. Nye commented that this is a testament to the work of all who are involved with enrollment and thanked everyone.

Student Success Update

Lisa Thomas, Director of Academic Success and Access Programs discussed Supporting Students: Executive Function Coaching and reviewed a slide presentation provided in the packet. Ms. Thomas explained that we oversee tutoring and discussed the slide presentation in more detail. Why is this important? We discovered that we had a lot of students at FLCC that had divergent needs. As a result, we requested part time staff assistance for 20/21 to structure academic success for these students. The Educational Coach identifies the students requiring her skills and support, many of them are on the autism spectrum. The Educational Coach meets different needs such as ensuring the students make it to their appointments, completing class work. Each week she hosts a supper club on Thursdays from 3:30-6:30 PM. The student satisfaction survey chart reflects numbers that shows

improvement of students attending appointments, and assistance with skill improvement. The involvement and impact are monumental for these students.

The Perkins Grant helped us to provide the position. Trustee Cushman expressed that this is a wonderful service for those students. The Educational Coach reviews IEPs to gage how far a student has advanced with their skills and the social impact as well. Dr. Ortloff explained that we do track the retention of disability service students and the impact of having a coach is reflected.

Resolutions

Ms. Cassy Kent, Interim Provost, Vice President of Academic & Student Affair brought forth two resolutions for Emeritus Status for Warren White & April Devaux. April Devaux was a mentor and instructor and championed stem. She was the Chair of the computer science department and helped transition us into the future. She ensured students were prepared and worked closely with RIT for a transfer agreement for those who would like to advance with further education in game programming design. She also Co-Chaired the curriculum committee. She is more than deserving of the emeritus status.

Warren White started his second career after leaving Channel 10 where he was a broadcasting journalist. Warren was a highly regarded instructor and was involved in curricular and new media to keep us up to date. Warren would take students to WXXI for live basketball broadcasts. He was always part of opening days as well as moderated campus debates. He is known to mentor students in preparation helping them prepare speeches related to topic and tone. We feel it is fabulous that his name was brought forward as Assistant Professor Emeritus.

GRANT PROFESSOR EMERITUS TO APRIL DEVAUX

WHEREAS, Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and WHEREAS, Professor Devaux was an employee of the College for eighteen years and a member of the Computer Science Department who was a highly respected department chair, often at the helm of college governance committees. Her legacy shines through in the computer science department courses and the impact on her colleagues; and WHEREAS Professor Devaux continued her influence with students as well. Throughout her tenure she showed a passion for success for her students. She was devoted to championing women in STEM fields. Alumni who remember Professor Devaux remark on her influence often to her colleagues. Professor Devaux would routinely reach out to students to inquire if she could help them in any way to meet their goals; and WHEREAS, Professor Devaux is described as “invariably reasonable, level-headed, and goal focused.” Professor Devaux continually demonstrated her attention to detail, accuracy and adherence to procedures even in the face of controversy. She relied on research and sound judgement to make decisions and recommendations; and WHEREAS, Professor Devaux’s greatest contribution was as Chair of the Computer Science Department. She led the department through the tech industry in the 1990’s and 2000’s to keep curriculum current. She took charge of advancing the department’s curriculum changes and aligning it with learning framework. She was instrumental in establishing the Game Programming and Design articulation agreement with RIT; and WHEREAS Professor Devaux is characterized as leading from a place of compassion and understanding. Professor Devaux’s legacy when she retired is that she left behind a stronger, healthier, and more successful Computer Science program to fulfill

the mission of student success; and Now, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Professor Emeritus status upon April Devaux with all the rights and privileges thereof.

GRANT ASSISTANT PROFESSOR EMERITUS TO WARREN WHITE

WHEREAS, Emeritus status was established to recognize College employees who retire in good standing, have served the College with distinction for a minimum of fifteen years, and their contributions have been widely recognized by the College and the sponsoring community, and WHEREAS, Assistant Professor Warren White was an employee of the College for twenty two years and taught Communications and Media in the Visual and Performing Arts Department. He established a reputation of a passionate instructor, valued colleague, and leader at the college; and WHEREAS Assistant Professor White had a wealth of real-world experience because his first career was in broadcast and news media. The influence and professionalism based on his knowledge made him an invaluable member of the Visual and Performing Arts Department. Professor White's curriculum revisions to the TV Production II and Media Writing courses, and the development of the Digital Video Editing course, shaped the New Media and Communications programs; and WHEREAS, Assistant Professor White during his tenure was involved with planning yearly Laker Day events for students to tour WXXI and post production and design studio CGI Design. Assistant Professor White helped students gain practical experience by assisting at live basketball broadcasts. Assistant Professor White's contributions of guiding students didn't stop there. He was a role model, he helped students on move-in-day, and assist at information tables. He was involved with the Spring Arts Festival, and served as an advisor for the Radio Club, and supported the Communications Club, Phi Theta Kappa, Veteran's events, and Honor's program; and WHEREAS, Assistant Professor White was a gifted speaker and would speak at events, as well as moderate debates on campus. In addition, he mentored student speakers to prepare for commencement. Assistant Professor White was dedicated to students to achieve their goals. As Chair of the Assessment Committee, he made a lasting impact establishing integrity and value to the committee; and WHEREAS Assistant Professor White was a dedicated and influential Assistant Professor and colleague. His positive energy and the excellence in classroom instruction as well as his dedication to the Visual and Performing Arts department and the college was exemplary; and NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby bestow the distinction of Emeritus status upon Assistant Professor Warren White with all the rights and privileges thereof.

Administrative Appointment Recommendation for Christopher Baldoni, Technical Specialist, Programmer

Dr. Debora Ortloff, Vice President for Strategic Initiatives and Assessment presented a resolution for administrative appointment for Christopher Baldoni, Technical Specialist Programmer. Dr. Ortloff explained that she has no words to describe what Chris brings to our team. Chris joined us initially as a student worker went on to finish his degree in computer science. His programming skills are very important to APCI to be able to generate all the reports you receive that represents the data. Those reports showcase all the important things we are trying to do at FLCC. Chris does the behind the scenes work to create the reports that look pretty on paper. During Covid and the significant work related to our students and deregulations related to vaccines and compliance he was always working diligently on reports. While in quarantine he called me at 11:30 PM at night to ensure that a student would not be deregistered. Dr. Ortloff is highly recommending Christopher Baldoni for permanent appointment. We are so grateful to have him at FLCC.

Strategic Thought Presentation 2021-2022 Association and Association Housing Audit Highlights

Dr. Lindsey Chamberlain, Association Executive Director reviewed a slide presentation available in the packet. Dr. Chamberlain reviewed the 2021-2022 Association and Association Housing Audit Highlights.

She discussed key highlights from the audit which was just completed. We did an RFP and secured RDG & Partners to work on the audit. As an audit snapshot was reviewed, total revenue and expenses were discussed to be a million dollars. Income is high due to the PPP loan we received the year before and is rolled into the figures. Some changes that allowed us with the higher budget number besides the PPP loan amount is that we closed the bookstore and transferred it to auxiliary services. Last year we were \$913,000 in the red, a lot of this was related to Covid. Athletics ended with \$41,000 due to the purchase of jerseys and trips for the teams, however this line is doing better than the previous year. We moved Association Housing expenses of \$238,000 ending with \$937,000 total, this is not typically represented. Dr. Chamberlain explained the SWAP agreement. This gives us the opportunity to terminate, amend fixed interest rate, or take the money. We reviewed the current interest rate agreement to determine whether to stay with it or swap based on the potential of a higher rate we chose to swap with moderate gained interest.

Initiatives & Projects are focused on being parallel with the College Strategic Plan. Our focus will be on grants and fundraising to benchmark and survey with our peers.

Trustee Astles inquired about sources of revenue for the Child Care Center. Dr. Chamberlain explained that it primarily is the costs associated with students utilizing the center for their children and grants.

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, April 5, 2023 – Stage 14, 2nd 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**

March 1, 2023

Stage 14, FLCC Main Campus

Presiding: Trustee Astles, Chair

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

Excused: Trustee Abraham, Trustee Martin (Chair)

Others Present:

Trustees: Trustee Cushman, Trustee Mihalik, Trustee Schumacher

Staff and Students: Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Motsenbocker, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Cheryl Ten Ecyk, Dr. Carol Urbaitis

Guests:

Meeting had a total of 12 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.

Due to the absence of Trustee Martin, it was requested that Trustee Astles Chair the Finance and Facilities Meeting.

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

Business

Review February 1, 2022, Committee Meeting Minutes

Any changes or questions, No revisions, or comments. None noted.

FLCC 2021-2022 Operating Budget Update & Finance Report

Ken Motsenbocker, Interim CFO explained, the report in the packet. The report reflects that there are not any significant changes, there is still a projected loss. The main event with the Auditors will be March 31st. At that time discussion related to stimulus funds, and financial aid will be discussed with the Audit & ERM Committee as well as the audit. In 2013 SUNY implemented capitalization of \$5,000 for state operated campuses (4 year), many 2 community colleges followed, we did not. This relates to equipment that is \$5,000 or less, and we spend a lot of time tracking this however, we are not required to. SUNY doesn't expect us to and the county doesn't expect us to. We would follow the requirements of SUNY.

Facilities Update

Discussion of subleasing the Newark Facility to the Department of Labor and the complexity of completing the agreement.

Informational Items

Bid Acceptance Janitorial Services outlined 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, April 5, 2023 – Stage 14, 2nd Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).

DRAFT

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES
MEETING MINUTES
March 1, 2023
Stage 14, FLCC Main
Campus Presiding:
Trustee Geise

Committee Members Present: Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Hamlin, Trustee Mihalik, Trustee Russell, Trustee Schumacher

Excused: Trustee Abraham, Trustee Martin

Others Present:

Staff and Students: Dr. Sim Covington, Penny Hamilton, Ed Kelty, Cassy Kent, Ken Motsenbocker, Louis Noce, Kelly Noyes, Dr. Robert Nye, Debora Ortloff, Cheryl, Ten Ecyk, Dr. Carol Urbaitis

Guests: Meeting had a total of 12 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 5:21 P.M. Trustee Geise called the FLCC Board of Trustees Meeting to order.

Community/Public Comment

Trustee Geise requested if there were anyone that would like to speak at this time, please come forward to the front and give your name. Seeing no one, we will move on. No comments were made.

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 Don Cass, and a second by Trustee Hamlin, the FLCC Board of Trustees unanimously approved the consent agenda.

Old Business

None noted.

New Business

None noted.

Chair's Report

Trustee Geise distributed a couple trustee magazines for Trustees to review articles: public's attitude related to education, international students, Board Assessment and Affirmative Action. North Carolina community colleges created their own entity, California has done that as well. Joan had Gina Lee present on the Viticulture Center at a community group and it was well received.

President's Report

Dr. Nye explained that his report is in the packet. He discussed the searches that are underway for the CFO, Provost, and Chief Human Resources Officer. He also highlighted Newark and Geneva School

Districts and the focus on two different pathways for a degree. This is a joint effort with HWS Colleges. The plan is a student attends FLCC then goes on to HWS. Continuing to work with the county to synergize work force development. Conversations with the staff affiliated with the Probation office who are have interest in terms of credentials such as GED, remedial education programs for people on probation.

Student Trustee Report

Trustee Schumacher reported on Multicultural week, international tasting day, music around the world. There is a statue mascot on campus that is bronze and will turn green in 3 years' time. Student assessment of strategic planning committee is March 20th.

Audit and ERM Committee

Trustee Astles nothing currently. We will meet on March 31st.

Board Development

Trustee Mihalik discussed a committee meeting is scheduled for March 24th at 4:00 PM.

FLCC Association Report

Trustee Cass had a report in the packet.

FLCC Foundation

Trustee Geise mentioned that there is an alternative date of March 28th for Vintners & Valentines if there is an issue with the weather.

NYCCT

Trustee Mihalik discussed an upcoming meeting for April 22nd, hosted by Hudson Valley Community College. She encouraged Student Trustee involvement and there is no charge for the meeting.

Student Corporation

Report is in the packet. Trustee Cushman explained that this is the first meeting of the semester, and he is always impressed with how focused everyone is. There is an event on April 20th at 12Noon in Stage 14 and it is a secret as to what it is, but faculty and trustees will be invited.

Announcements

Executive Session

At 5:40 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 [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 Hamlin and a second by Trustee Cushman, the FLCC Board of Trustees unanimously entered into executive session.

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

At 6:37 P.M., on motion by Trustee Astles, and a second by Trustee Cass, the FLCC Board of Trustees unanimously adjourned the executive session and resumed to their open meeting.

At 6:38 P.M., on motion by Trustee Mihalik, and a second by Trustee Cushman, 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

Next Meeting: Wednesday, April 5, 2022 – Stage 14, 2nd Floor, FLCC Main Campus, 3325 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and noticed before the meeting).

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