

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Education and Planning Committee
February 4, 2026
Finger Lakes Community College
Stage 14
Presiding: Trustee Joan Geise

Committee Members Present: Trustee Aman, Trustee Cass, Trustee Geise, (Chair), Trustee Mallard, Trustee Wille

Trustees: Trustee Astles, Trustee Martin, Trustee Russell (virtual)

Excused: Trustee Cushman, Trustee Mihalik

Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Ed Kelty, Robert Nye, Laura Ortiz, Debora Ortloff, Andrea Parker, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

Guests: Meeting had a total of 2 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media:

Trustee Geise called the meeting to order at 4:32 PM.

Review of December 3, 2025, Committee Meeting Minutes

Trustee Geise inquired if there were any changes to the minutes required, none noted.

Enrollment Report

Dr. Carol Urbaitis explained that the report in the packet are the numbers as of 1/23/26. She provided a verbal update as of 1/30/26 indicating overall enrollment is up 8% head count and up 5.3% for FTE this excludes Gemini.

Student Success: Title III at Work: Early Progress and Emerging Impact - Andrea Parker

Andrea, Director of the Title III Grant at FLCC, reviewed the presentation materials in the packet noting specifics related to progress on the grant initiative, including the development of the FLCC 101 pilot course and the integration of Universal Design for Learning (UDL) principles. Using data from 2022 to form a 2023 proposal leading to a grant awarded in 2024. The grant focuses on addressing student support services, improving first-year seminar outcomes, and reducing failure rates. The initiative emphasizes a more integrated First-Year Experience (FYE) model that connects seminars with advising success coaches, Starfish engagement tools, and student support services.

FLCC 101 is a noncredit, Hyflex bridge course designed primarily for adult learners (age 25+) without prior degrees who may not typically use success interventions. The course includes seven modules, enrollment of about 30 students per section, and required meetings with a success coach. Early results show a pass rate above 70% and significantly higher engagement with success coaches among enrolled students. The program aligns with institutional goals by supporting student transition, improving access to campus resources, and promoting professional development.

Resolutions

Jonathan Wesley, Chief Human Resources Officer, discussed the positions as outlined in packet with detailed job descriptions. Adjust the Finger Lakes Community College Professional Service Positions – Jonathan Wesley 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>
Assistant Director of Payroll and Accounts Payable (02/04/2026)	Associate Controller (10/06/2021)
Assistant Director, Center for Student Involvement and Leadership (02/04/2026)	Assistant Director of Student Life (03/26/2023)
Director of Technology Support Services (02/04/2026)	Coordinator, IT Services and Instructional Technology (04/07/2016)
Help Desk Specialist (02/04/2026)	Help Desk Specialist (01/22/2024)

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 discussed a revision in the course of study as follows. AAS Robotics & Manufacturing tech as referred to in the past was revised with a tremendous collaborative effort to respond to needs of employers. The curriculum developed by Sam Iraci and Sam Samanta was developed and the reactivation of the course would be able to offer in the fall.

APPROVE REACTIVATION AND REVISION OF A.A.S. MECHANICAL TECHNOLOGY AS A.A.S. ROBOTICS & MANUFACTURING TECHNOLOGY (RMET) WHEREAS, Finger Lakes Community College (FLCC) is committed to providing a curriculum that meets regional workforce demands and offers distinct, cost-effective educational pathways; and WHEREAS, the former A.A.S. Mechanical Technology program was deactivated in 2022 due to declining enrollment, an inability to find a full-time faculty member, and lack of differentiation from regional competitors; and WHEREAS, a revitalization team has proposed renaming and reprogramming the program as A.A.S. Robotics & Manufacturing Technology (RMET) to focus on industrial automation and high-demand skills requested by regional employers; and WHEREAS, the revised program will be offered fully online to increase accessibility for adult learners and align closely with existing SMART Systems and Engineering Science curricula to improve student retention; and WHEREAS, the FLCC Academic Senate has voted to approve the program revisions with curricular updates and proposed new coursework; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the reactivation and revision of the Mechanical Technology program into the AAS Robotics & Manufacturing Technology (RMET) degree program.

Administrative Appointments

Laura E. Ortiz, Provost, Vice President of Academic and Student Affairs presented with pleasure recommendations of several staff for Administrative Appointment. Patrick Bennett is the lead for the virtual welding program and his leadership as an ambassador for workforce program. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: PATRICK BENNETT, ASSISTANT DIRECTOR OF WORKFORCE, CAREER AND EXPERIENTIAL LEARNING WHEREAS, Patrick Bennett, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Patrick Bennett receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Patrick Bennett, Assistant Director of Workforce, Career and Experiential Learning, effective August 8, 2026.

Laura Ortiz expressed that Supervisor Shayna Turner Johnson, noted that that Dara Houle was formerly a technical specialist, and she continues to grow and works tirelessly time and time again. Shayna recognized Dara's commitment and the level of trust is admirable GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: DARA HOULE, NURSING LABORATORY COORDINATOR WHEREAS, Dara Houle, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation

from the immediate supervisor, and; WHEREAS, the College President recommends Dara Houle, receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Dara Houle, Nursing Laboratory Coordinator, effective August 24, 2026.

Marc's supervisor is John Foust and it was conveyed that Marc is at every single event serving wine, not that this is his only role, he is very engaged in working with a small and mighty team. Marc provides professionalism and brings joy into the workplace through thoughtful personal reflections. **GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: MARC PETERSON, TECHNICAL SPECIALIST, VITICULTURE & WINE TECHNOLOGY** WHEREAS, Marc Peterson, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Marc Peterson, receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Marc Peterson, Technical Specialist, Viticulture & Wine Technology, effective September 1, 2026.

Sara Moon is Richard Van Dyke's supervisor and she had expressed the culture of care and inclusive concerted effort from Richard. **GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: RICHARD VAN DYKE, ASSISTANT DIRECTOR OF TUTORING & LEARNING SUPPORT** WHEREAS, Richard Van Dyke, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation form the immediate supervisor, and; WHEREAS, the College President recommends Richard Van Dyke, receive an administrative appointment; and WHEREA, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Richard Van Dyke, Assistant Director of Tutoring & Learning Support, effective May 31, 2026.

Sara Moon is Adam's supervisor and noted that Adam is creative and involved with the students providing solid leadership. **GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: ADAM WIDERA, AUTOMATED SYSTEMS & TECHNICAL SERVICES LIBRARIAN** WHEREAS, Adam Widera, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Adam Widera receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Adam Widera, Automated Systems & Technical Services Librarian, retroactive to October 29, 2025.

John Foust is Cody's supervisor and highlights Cody's inclusive collaborative leadership style and looking for sustained excellence into the future. **GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: CODY WILKES, FIELD STATION MANAGER** - WHEREAS, Cody Wilkes, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Cody Wilkes, receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Cody Wilkes, Field Station Manager, effective August 29, 2026.

Carol Urbaitis highly recommended Adam Heidebrink-Bruno indicating that his supervisor is Christen Accardi, and she indicated that Adam is effective in the performance of his position. Adam has strength in leadership, quality of work and he provides broader information of care and inconsistency with processes and outcomes for various stakeholders he is engaged with in his role. The contributions he brings to the role strengthens the college. GRANT PROFESSIONAL ASSOCIATION ADMINISTRATIVE APPOINTMENT: ADAM HEIDBRINK-BRUNO, DIGITAL CONTENT SPECIALIST_WHEREAS, Adam Heidebrink-Bruno, a Professional Association administrative employee, has successfully completed the probationary period and has received a satisfactory annual evaluation from the immediate supervisor, and; WHEREAS, the College President recommends Adam Heidebrink-Bruno receive an administrative appointment; and WHEREAS, the FLCC Board of Trustees Education & Planning Committee has reviewed and recommends the Board of Trustees approve this resolution; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby grant an administrative appointment to Adam Heidebrink-Bruno, Digital Content Specialist, retroactive to January 3, 2026.

Strategic Thought Presentation – Student Success Update– Debora Ortloff

Dr. Ortloff reviewed the slide presentation of metrics of student success policy that was approved a year ago. Different types of data required extremely hard work for this project. This provides an exceptionally good review of the data. This will be on a regular schedule to show students' success based on metric measures, course completion, retention, graduate outcomes. In addition, with all those pieces there will be demographic groups identified. We will also review what our peers do related to multiple measures. There will be review of trends, and immediate impact on one semester to another. The first slide related to course completion by modality. Ten years ago, courses were traditional today courses are completed in different ways as follows in person, online synchronous, Gemini. Comparison from 2020 to 2025 indicates that course completion in general is better and, in some cases, much higher than our face-to-face classes. The potential and persistence show the different types of measures talking related to retention. We do lose students over summer and refer to the dips during the pandemic. Overall, there is a transition of sustained improvement. Early fall to spring as indicated by Andrea Parker the title III work by all indications shows the rebound from the great pandemic. It is important to point out the amount of money, time and energy it takes to sustain the trajectory of where we are today.

She also reviewed data for students of color and indicating the big picture reflects that we are re-enrolling at higher rates. The work we are doing is having impact. Students with disabilities show the most critical findings that being consistent and having the structure, support and accommodation to help students is working. At this time, we do not have the SUNY reconnect data for the adult learner because we just started with that program focus. We do have early persistent gains, the retention story for adult learners will be different due to family obligations and have more interruptions than a traditional student. We do know that First Generation students attend college and are consistent based on the findings for over 3 decades.

Review of demographics related to PELL which is based on economic need and students that receive PELL overall have a similar story with short term persistence and rebounding. There is less rebound fall-to-fall and key takeaways over time. Life is complicated and Pell is needed for eligible students with disabilities and first generation who experience challenges, and vulnerable students have more hurdles. Cohort retention was also discussed as it relates to full-time first-time students a lot of consistency in our story with our cohort students of color. Further discussion about graduation and courses based on years of completion has remained stable. Transfer rates were discussed related to students leaving FLCC to go to another institution or to go somewhere else. Pathways credit bearing classes were discussed for AAS degrees to go into a career. Certificate programs were also discussed; they are small in attendance but directly related to a program. Graduate outcomes after degree, we do not have a way presently to find out how students are doing, how successful they are, did they good job, did they make enough money, etc. There are traditional ways to gather information through surveys, however, the reply from students is minimal.

Department of Labor data is limited in that they aggregate FLCC-SUNY for a region that is somewhat helpful but not detailed. We look at NYS employment data as well as ALICE during the time horizon around graduation. Alice data refers to assets that are limited to employed folks, a sustainable wage and they have a threshold indicating that NYC is different than Ontario county. Sustainable wage discussed to level up to support a 4-person family, 2 income

households. There was discussion of review related to comparable sized schools.

Conclusion is that there is a strong instructional foundation. The emphasis also was that the results of data long term outcomes take time. Trustee Martin commented on the fact that there is a lot of work data completed by your team to provide this substantive information. Dr. Ortloff discussed the covid recovery and the success of rebounding. Richmond Federal Reserve was mentioned as well.

Adjourn

There being no further business, Trustee Aman moved to adjourn the meeting; Trustee Astles seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 5:49 PM.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Joan Geise
Education & Planning Committee

Next Meeting: *Wednesday, March 4, 2026 – Stage 14, Finger Lakes Community College, Marvin Sands Drive, Canandaigua, NY* (unless otherwise determined and notice posted before the meeting)

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Finance and Facilities Committee
February 4, 2026
Finger Lakes Community College
Stage 14
Presiding: Trustee Martin

Committee Members Present: Trustee Astles, Trustee Cass, Trustee Martin (Chair), Trustee Russell (virtual), Trustee Wille

Trustees: Trustee Aman, Trustee Geise, Trustee Mallard

Excused: Trustee Cushman, Trustee Mihalik

Staff and Students: **Staff and Students:** Brie Chupalio, Sim Covington, Penny Hamilton, Ed Kelty, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

Guests: Meeting had a total of 2 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media:

Trustee Martin called the FLCC Board of Trustees Finance & Facilities Committee meeting to order at 5:49 P.M.

Review of December 3, 2025, Committee Meeting Minutes

Trustee Martin asked if there were any comments or questions regarding the minutes of the December 3, 2025, meeting. None were noted.

FLCC 2024-2025 Operating Budget Update & Finance Report

Jason Tack, Vice President of Administration & Finance discussed the report and results of as of January 21st as well as discussion relative to the upcoming audit. Interest income and faculty retirements occurred, miscellaneous income, fee line technology fee, course fees, nursing assessment, nonresident. Reviewed the international student population and out of state that do not put in for certificate of residency (CR). He discussed vacancies in the nursing department in the budget and actual. The increase is a little larger with adjuncts and overloads in the faculty line, and in the student services line. He indicated finalizing the statements in February and approving at the March meeting.

FLCC 2025-2026 Operating Budget Update & Finance Report

Jason continued with the 2025-2026 budget revenue a lot of increase in tuition primarily due to the increase with SUNY reconnect which provided a significant increase of 5.3% for the spring revenue year over year in that metric. Other than that, charge back revenue SUNY reconnect has also helped a lot with that. With the nonresidents CR the figure will come back down. Receipt of 4,500 sponsorship that we will probably get in March. We didn't have anything last year. Expenses are in line with budget, adjunct over the line however, we are doing well in terms of salaries and benefits, utility costs keep rising, timing differences play a role as well. The final comment is that we ended the year strongly due to SUNY reconnect 2025-26 which created a lot of revenue.

Resolution

Jason Tack, Vice President of Administration and Finance discussed the following resolutions:

The first resolution is proposed to help all staff and faculty in terms of professional development in the amount of \$60,000 per year for a 2-year subscription. ACCEPT A QUOTE FOR THE ASSOCIATION OF COLLEGE AND UNIVERSITY EDUCATORS (ACUE) COMPLETE FACULTY DEVELOPMENT PROGRAM WHEREAS, FLCC seeks to strengthen instructional excellence and student success through evidence-based faculty professional development opportunities; and WHEREAS, FLCC has identified the ACUE Complete program as a comprehensive, nationally recognized faculty development model providing unlimited faculty enrollment in ACUE's Effective Teaching 101, National Cohorts, and ACUE Commons over a two-year term; and WHEREAS, ACUE has provided a formal quote for a two (2) year ACUE Complete subscription at a total cost not to exceed

\$120,000, with \$60,000 due upon contract execution and \$60,000 due one-year later; and WHEREAS, ACUE has provided a Sole Source Statement certifying that ACUE's certification programs, Effective Teaching courses, and related services are exclusively designed, sold, and distributed by ACUE, and that no substantially similar competing products exist due to unique design features, nationally adopted teaching standards alignment, external expert review, graduate-level credit equivalency, Quality Matters certification, and independently validated impact on student outcomes; and WHEREAS, FLCC has established institutional goals for faculty participation in ACUE programming; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees accepts this quote for a two (2) year subscription of the ACUE Complete Faculty Development Program for a total not to exceed \$120,000.

Jason discussed a four-year contract that has been negotiated with CSEA as follows and referred to the resolution. APPROVAL OF A TENTATIVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE ONTARIO COUNTY BOARD OF SUPERVISORS, FINGER LAKES COMMUNITY COLLEGE, AND THE FLCC CSEA WHEREAS, negotiation teams representing Ontario County, Finger Lakes Community College ("the College"), and the FLCC CSEA reached a tentative agreement on terms and conditions of employment for the term September 1, 2025 through August 31, 2028; and WHEREAS, the original of said agreement is on file with the College and the Clerk of the Ontario County Board of Supervisors; and WHEREAS, the FLCC Board of Trustees and Ontario County Board of Supervisors Personnel Committee have reviewed and recommend adoption of this resolution; NOW, THEREFORE BE IT RESOLVED, that the College is hereby authorized and directed to execute a collective bargaining agreement, incorporating the terms and conditions of employment set forth in the tentative agreement herein approved and approved as to form by the College President, Human Resources, Provost and Vice President of Academic & Student Affairs, Vice President of Administration and Finance, Ontario County Attorney, and Ontario County Administrator; and BE IT FURTHER RESOLVED, that a certified copy of this resolution will be provided to the FLCC CSEA, the FLCC Vice President of Administration & Finance, FLCC Human Resources and the Ontario County Attorney.

Jason discussed the Culinary Arts project and that the county approved a resolution at the Ontario County Board of Supervisors meeting last night. FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES AUTHORIZE THE ACCEPTANCE OF REAL PROPERTY FROM CANANDAIGUA AREA DEVELOPMENT TO BE HELD IN TRUST BY THE COUNTY OF ONTARIO FOR THE BENEFIT OF FINGER LAKES COMMUNITY COLLEGE WHEREAS, the Canandaigua Area Development Corporation (CADC) agreed to donate certain real property to the County of Ontario to be held in Trust for the benefit of Finger Lakes Community College (FLCC); and WHEREAS, All that tract or parcel of land, situated in the City of Canandaigua, County of Ontario, and State of New York, more particularly described as follows:

Commencing at the most South-Eastern property corner of the Lot with the tax account number of 84.18-1-10.1 and having the address of 150 Lakeshore Drive, said point also being located on the northernly right-of-way line of Lakeshore Drive respectively; Thence N80° 05' 49"W, a distance of 254.75 feet along the northernly right-of-way line of Lakeshore Drive to a point; Thence N9° 56' 49" E, a distance of 144.84 feet along a proposed property line to a point; Thence N79° 47' 13"W, a distance of 147.58 feet along a proposed property line to a point; Thence. N9° 57' 50"E, a distance of 98.41 feet along a proposed property line to a point; Thence N37° 32' 32"E, a distance of 80.00 feet along a proposed property line to a point; Thence S87° 22' 51"E, a distance of 199.97 feet along a proposed property line to the beginning of a curve; Thence East along a curve to the right through the central angle of 7° 17' 18", having a radius of 284.00 feet, a distance of 36.13 feet to a point along a proposed property line; Thence S80° 05' 33"E, a distance of 47.19 feet along a proposed property line to a point; Thence S12° 40' 21"W, a distance of 67.94 feet along an existing property line to a point; Thence N80° 05' 49"W, a distance of 80.10 feet along an existing property line to a point; Thence S12° 40' 21"W, a distance of 55.00 feet along an existing property line to a point; Thence 12. S77° 19' 40"E, a distance of 53.51 feet along an existing property line to a point; Thence N12° 40' 21"E, a distance of 16.87 feet along an existing property line to a point; Thence S78° 46' 39"E, a distance of 18.50 feet along an existing property line to a point; Thence S75° 42' 16"E, a distance of 107.91 feet along an existing property line to a point; Thence N12° 40' 24"W, a distance of 225.12 feet along an existing property line to the point of beginning, constituting 2.258 acres, and Beginning at the most North-Eastern property corner of the Lot with the tax account number of 84.18-1-46 and having the

Jason reviewed the resolution: ADOPTION OF FINDINGS OF SEQR REGARDING THE UPDATES TO THE 2024 FACILITIES MASTER PLAN WHEREAS, Ontario County and FLCC have identified updates to the 2024 FLCC Facilities Master Plan. LaBella Associates has prepared draft updates to the 2024 FLCC Facilities Master Plan to further study the remodeling of the Student Accounts area and the Bookstore on the first floor of the main campus, and to incorporate the proposed Culinary Arts Center of Excellence Project to provide space for FLCC's Culinary Program and enhance partnerships with the New York State Wine and Culinary Center (d.b.a. New York Kitchen) and Cornell Cooperative Extension of Ontario County; and WHEREAS, Adoption of the updates to the 2024 FLCC Facilities Master Plan constitutes an "Action" requiring review under the New York State Environmental Quality Review Act and its implementing regulations found at 6 CRR-NY Part 617 (hereinafter collectively referred to as "SEQR"); and WHEREAS, County Resolution No. 701-2025 established the Ontario County Board of Supervisors' intent to serve as Lead Agency for the environmental review of the adoption of the updates to the 2024 FLCC Facilities Master Plan and began a coordinated review process of said action all pursuant to the SEQR; and WHEREAS, The Clerk of the Ontario County Board of Supervisors has circulated a full Environmental Assessment Form Part 1 and draft Part 2 prepared by the Director of Planning, project materials, and a notice concerning the updates to the 2024 Facilities Master Plan to all interested and involved agencies and none have objected to the establishment of the Ontario County Board of Supervisors as Lead Agency for the environmental review of said project pursuant to the SEQR; and WHEREAS, The Ontario County Board of Supervisors has reviewed said Environmental Form part 1, draft part 2, and draft part 3 (the "EAF") and all the information contained therein, comments received in writing and at said public hearing, and the draft findings on file with the Clerk of the Ontario County Board of Supervisors, and such other documents as the Ontario County Board of Supervisors felt it necessary or appropriate to examine to adequately review the proposed Action supporting and/or supplementing the EAF; and WHEREAS, The Ontario County Board of Supervisors has made a negative declaration of significance for the amendments to the 2024 Facilities Master Plan pursuant to the SEQR, stating that adoption of said updates will not result in any significant adverse environmental impacts identified shall be mitigated to the extent practical; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby adopts the Ontario County Board of Supervisors findings of a negative declaration of significance for the amendments to the 2024 FLCC Facilities Master Plan pursuant to the SEQR, and that the adoption of said updates will not result in any significant adverse environmental impacts, and that the impacts identified shall be mitigated to the extent practical; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the Vice President of Administration and Finance, the FLCC Director of Facilities and Grounds, and the Ontario County Director of Planning

Jason reviewed the following resolution: APPROVAL AND ADOPTION OF THE UPDATES TO THE 2024 FLCC FACILITIES MASTER PLAN WHEREAS, Ontario County and FLCC have identified updates to the 2024 FLCC Facilities Master Plan. LaBella Associates has prepared draft updates to the 2024 FLCC Facilities Master Plan to further study the remodeling of the Student Accounts area and the Bookstore on the first floor of the main campus, and to incorporate the proposed Culinary Arts Center of Excellence Project to provide space for FLCC's Culinary Program and enhance partnerships with the New York State Wine and Culinary Center (d.b.a. New York Kitchen) and Cornell Cooperative Extension of Ontario County; and WHEREAS, The Ontario County Board of Supervisors conducted a coordinated environmental review of the adoption of the updates to the 2024 FLCC Facilities Master Plan pursuant to the New York State Environmental Quality Review Act and its implementing regulations found at 6 CRR-NY Part 617; and WHEREAS, as lead agency for the environmental review of the updates to the 2024 FLCC Facilities Master Plan, by adoption of Resolution No. 41-2026 the Ontario County Board of Supervisors determined that adoption of said plan would not result in any significant adverse environmental impacts, thus making a negative determination of significance; and WHEREAS, The Ontario County Board of Supervisors' Resolution No. 42-2026 approves and adopts the updates to the 2024 FLCC Facilities Master Plan on file with the Clerk of the Ontario County Board of Supervisors; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves and adopts the updates to the 2024 FLCC Facilities Master Plan; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the Vice President of Administration and Finance, the FLCC Director of Facilities and Grounds, and the Ontario County Director of Planning.

Budget Transfer Report

Renewal mail courier service
Professional printing services that marketing can't produce in house
Budget transfer between departments

Jason explained that the report is realigning student records approved last year to assist with the budget.

Adjourned

There being no further business, Trustee Wille moved to adjourn the meeting; Trustee Geise seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 6:06 PM.

Prepared by,

Submitted by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Steve Martin
Finance and Facilities Committee

Next Meeting: *Wednesday, March 4, 2026* – Stage 14, Finger Lakes Community College, 3324 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting)

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 4, 2026

Finger Lakes Community College

Stage 14

Presiding: Trustee Donald Cass, Chair

Committee Members Present: Trustee Aman, Trustee Astles, Trustee Cass, Trustee Geise, Trustee Mallard, Trustee Martin, Trustee Russell (Virtual), Trustee Wille

Excused: Trustee Cushman, Trustee Mihalik

Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Ed Kelty, Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis, Jonathan Wesley

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

Media: None

Trustee Cass called the FLCC Board of Trustees meeting to order at 6:06 PM.

Community/Public Comment

Trustee Cass inquired if there was anyone who would like to make a public comment. There were no comments.

APPROVE FLCC BOARD OF TRUSTEES EMERITUS OR EMERITA TRUSTEE POLICY

APPROVE FLCC BOARD OF TRUSTEES EMERITUS OR EMERITA TRUSTEE POLICY WHEREAS, The Finger Lakes Community College Development Committee of the Finger Lakes Community College Board of Trustees reviewed the Emeritus Trustee Policy, Resolution 50-2024 approved on June 5, 2024 and determined revisions to the policy were required; WHEREAS, The Finger Lakes Community College Development Committee reviewed the policy and recommends the revision to the policy to reflect the option of either Emeritus or Emerita Trustee depending on the individual's preference. WHEREAS, it is recommended to put forth the policy revision for Policy Number BOT-2 which was formerly referred to as Emeritus Trustee Policy and amend to be reflected as Emeritus or Emerita Trustee Policy for the approval at the Finger Lakes Community College Board of Trustees Meeting for February 4, 2026; NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the Emeritus or Emerita Trustee Policy effective February 4, 2026.

Trustee Cass requested a motion to accept the Consent Agenda which includes the Minutes & Resolutions. Trustee Astles motioned approval, Trustee Martin seconded, and a unanimous vote was approved to accept the Consent Agenda.

Approve the Consent Agenda Minutes & Resolutions

Review December 3, 2025, Minutes

Resolutions on the Consent Agenda:

Adjust the Finger Lakes Community College Professional Service Positions Roster

Approve Reactivation and Revision of A.A.S. Mechanical Technology as A.A.S. Robotics & Manufacturing Technology (RMET)

Grant Professional Association Administrative Appointment: Patrick Bennett, Assistant Director of Workforce, Career & Experiential Learning

Grand Professional Association Administrative Appointment: Dara Houle, Nursing Laboratory Coordinator

Grant Professional Association Administrative Appointment: Marc Peterson, Technical Specialist, Viticulture & Wine Technology

Grant Professional Association Administrative Appointment: Richard Van Dyke, Assistant Director for Tutoring & Learning Support

Grant Professional Association Administrative Appointment: Adam Widera, Automated Systems & Technical Services Librarian

Grant Professional Association Administrative Appointment: Cody Wilkes, Field Station Manager

Grant Professional Association Administrative Appointment: Adam Heidebrink-Bruno, Digital Content Specialist

Accept a Quote for the Association of College and University Educators (ACUE) Complete Faculty Development Program

Approval of a Tentative Collective Bargaining Agreement Between the Ontario County Board of Supervisors, Finger Lakes Community College, and The FLCC CSEA

Finger Lakes Community College Board of Trustees Authorize the Acceptance of Real Property from Canandaigua Area Development to be Held in Trust by the County of Ontario for the Benefit of Finger Lakes Community College

Accept a Quote for the Smith-Root SR-18HX APEX Electrofishing Boat for the FLCC Conservation Department

Authorization to Renew a Lease Agreement Between Finger Lakes Community College and 1000 Silver Hill LLC

Adoption of Findings of SEQR regarding the updates to the 2024 Facilities Master Facilities Plan

Approval and Adoption of the Updates to the 2024 Facilities Master Plan

Strategic Thought

Old Business

None

Chair's Report

None

President's Report

Dr. Nye first recognized the efforts of Dr. Ortiz related to the Open Day activities, preparing classes is a college wide effort. Some other highlights are the pursuit of new robotics program. Advances with AI and spearheaded efforts of staff involved in the Think-tank. Pell grant and short-term Pell grant are exceptional for our college community programs the funding for new associate provost for work force development position. Congratulations are for the upcoming ACCT community college Trustee/CEO relationships. Dr. Ortloff did the legwork to get that in for us and the participation included three trustees and one staff member for the ACCT recognition, we have 3 professional development activities.

Student Trustee Report

Trustee Aman noted that the spring semester started with snow day. Student Corp is getting started and has outlined strict budgeting requirements to adhere to rules and regulations that might come to you in the near future.

Audit & ERM Committee

Trustees Astles results at next Board Meeting

Personnel Committee

Trustee Cushman – no report at this time.

FLCC Association Liaison

Trustee Cass did not have a report.

FLCC Foundation Liaison

Trustee Geise met in January Vintners & Valentines number for attendance is over 200. The time to complete Muller Bunk House is getting close to being finished and an invite will be coming soon to the Board of Trustees. The Golf Tournament is scheduled for June.

NYCCT Liaison

Trustee

Student Corporation Liaison

Trustee Cushman – report is in the packet.

Adjourned

There being no further business, upon a motion by Trustee Wille, seconded by Trustee Mallard, and approved unanimously, the Board of Trustees adjourned its meeting at 6:16 p.m.

Prepared by, Submitted by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Donald Cass
Chair, Board of Trustees

Next Meeting: *Wednesday, March 4, 2026* – Stage 14, Finger Lakes Community College, 3324 Marvin Sands Drive, Canandaigua, NY 14424 (unless otherwise determined and notice posted before the meeting)