FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Education and Planning Committee Meeting

August 5, 2026

Finger Lakes Community

Muller Field Station

Presiding: Trustee Frederick Wille

Committee Members Present: Trustee Astles, Trustee Cass, Trustee Geise, Trustee Wille, Chair, Trustee Russell, ex-officio
Trustees: Trustee Cushman, Trustee Mallard, Trustee Martin, Trustee Mihalik
Excused: Trustee Hellauer-Geiger
Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Todd Myles (virtual), Robert Nye, Laura Ortiz Debora Ortloff, Jason Tack, Carol Urbaitis
Guests: Meeting had a total of 6 participants at the start of the meeting virtually; some guests joined via livestream link and were unidentified.
Media: none

Trustee Wille called the meeting to order at 4:30 PM.

Maura Sullivan director conservation department discussed key words for the program offering connection, stewardship, stability, and inclusive for students of all ages making everything accessible for all experiences available. She commented on her amazing staff Teresa Pietrusinski and Cody Wilkes. We offer environmental programing though the school districts for K-12 districts include Naples, Penn Yan, Bloomfield to name a few. We have hosted 2,000 people for various events. Every Friday, walk on wild fly, these are based on community models, and the main audience is for residential classes to hold their ecology lab as well as touring opportunities. We are a base for different field trips that colleges such as Keuka and Brockport have utilized for doing research. She provided an update on the new bunk house building and we celebrated with a ribbon cutting in April but do not have our certificate of occupancy at this time. Discussion of high-profile apprenticeship program for state parks was discussed, and the invasion of species was analyzed by students from HWS. Community College is the bridge for students to advance to a career and that is exciting. She also discussed that she just got back from South Africa and that was an amazing experience.

Fred Wille expressed that he is grateful for his new leadership position and that he is following an incredible leader, Trustee Donna Mihalik.

There was a roll call for the committee requested by Trustee Russell - Trustee Astles, Trustee Cass, Trustee Geise, Trustee Wille, Chair, Trustee Russell, ex-officio

Review of June 3, 2026, Education and Planning Committee Minutes
Trustee Wille inquired if there were any corrections or comments related to the June 3rd meeting minutes. None were noted.

Fred Wille inquired if there were any thoughts or reflections related to the Strategic Presentation from the June 3rd meeting. To put into context Fred Wille discussed that he had the opportunity to meet with Trustee Mihalik on June 15th and took a lot of notes related to history of the committee and how we got to where we are. This is a great leadership opportunity and Trustee Mihalik did a great job of framing it. He continued to discuss his meeting with Trustee Russell and that they met to review operating rules which are mostly around efficiency focusing on 10 minutes for topics.

Enrollment Report

Dr. Urbaitis, provided information on international enrollment, adult learning and engagement. Summer and fall reflect enrollments as of July 24th in the packet and a verbal update was provided as of July 31st summer head count is up 13.0 % FTE up 16.2% and we are nearing the end of summer. In the packet for Fall the report reflects headcount up 11.8% and FTE 7.3% , Gemini registrations begins 9/16 and continues through 10/7.

Resolutions

Jason Tack reviewed the first resolution related to Grant Professional Association Administrative Appointment to JoAnn Tinsley, Bursar. Resolution # 60-2026

Brittany Schutz reviewed the following two resolutions:

Approve the 2026-2027 Management Confidential Salary Schedule and Approve Non unit Employees Reappointments: 2026-2027. Resolution #61-2026 and #62-2026 respectively.

Deep Roots, Evolving Pathways: FLCC 2030

The discussion focused on developing a more student-centered and flexible approach to student success**,** recognizing that students follow different, often nonlinear educational pathways based on their individual circumstances, goals, and life responsibilities. Dr. Ortiz noted that traditional SUNY measures, including those focused on first-time, full-time students, do not fully reflect FLCC's diverse student population. Trustees and administrators discussed initiatives such as SUNY Reconnect, prior learning, curriculum coordination, advising, academic maps, course schedules, intake processes, and success coaching to help meet students where they are and support them toward meaningful outcomes. The discussion also emphasized strengthening retention and persistence, streamlining existing resources, improving online and academic programs, and creating a more student-ready institution through adaptable policies, hiring practices, budgeting, and strategic planning. Trustees questioned how success should be defined and measured, particularly under SUNY Reconnect, while recognizing that success may include degree completion, persistence, or completion of individual courses that provide valuable professional skills. The overall goal is to provide students with appropriate structure and support while allowing flexibility to explore pathways, maintain academic standards, and using the Portrait of a Graduate and established learning outcomes as important measures of success.

Trustee Russell was thankful for the presentation and questions came out to discuss further at the retreat. Discussion related of involvement with AI prompts to become more knowledgeable.

Adjourn

At 5:22 PM Trustee Wille requested a motion to adjourn. Trustee Geise motioned to adjourn and a second by Trustee Astles. All at the meeting were in favor to adjourn.

Prepared by,

Penny Hamilton
Assistant Secretary to the Board of Trustees

Submitted by,

Donna Mihalik
Chair Education & Planning Committee

COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Finance and Facilities Committee
August 5, 2026
Finger Lakes Community College
Muller Field Station
Presiding: Trustee Astles

Committee Members Present: Trustee Astles, Chair, Trustee Geise, Trustee Mallard, Trustee Martin, Trustee Russell, ex-officio
Trustees: Trustee Cass, Trustee Cushman, Trustee Hellauer-Geiger, Trustee Mihalik, Trustee Wille
Excused:
Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Todd Myles (virtual), Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Carol Urbaitis
Guests: Meeting had a total of 6 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.
Media:

Trustee Astles called the meeting to order at 5:22 PM.

Review of Minutes
Trustee Astles inquired if there were any changes to the minutes of June 3, 2026, minutes; none were noted.

Budget Update – Jason Tack, Vice President of Administration and Finance
Jason reviewed the budget update, There is an anticipation of increase of $200,000 in revenues due to interest from investments. Expenses are in line with budget and on target. There was an elevated number for Adjuncts and with overload expenses therefore looking to add another 5 million to the fund balance. There is 15-16 million in unrestricted funds. Trustee Martin inquired about expenses being 81% for the year.

Presentation - Ensuring FLCC's Relevance, Resilience, and Sustainability: FLCC 2030 (Presentation in the packet)
Jason Tack started off with discussion related to fund balance. The result of the adult learners seeking associates degrees has helped increase the enrollment which in turn provides the increase There are additional expenses due to the staffing required to fulfill the needs of students.

We are required to stay within the policies of the Federal Government and State government for funding. The evaluation of education, rising work shortages has created opportunities and for shaping the future based on demands of the environment.

Over the last 5 years full time students have decreased, and part-time students have increased by 22.3%. The reality that we continue to face is the demands for online and hybrid learning. We are working to partner with employers and determining for employees what the work family balance needs are and to provide education to assist people for advancement with their careers. There are rising costs and pressures related to personnel, technology, health care, utility costs are up 31%, there are cybersecurity concerns as AI comes into play. Review data to make educated decisions with KPIs (Quantifiable Measurements) to attract students, include immersive education such as virtual welding which reduces cost from of actual hands on welding costs. Integration of transfer pathways, student support services, best path forward, banner SAS solutions for students to pick their path, we need to be able to assist them with that. Success will be based on diversified enrollment we need to look at how that impacts us today. Help educate individuals to upscale their skills and ensure sustainability.

Need to secure idle cash for the future. We need to lean into our strategic plan focusing on workforce growth and more leadership by partnering with Ontario, Yates, Wayne counties and advisory boards to inquire what are employers looking for. The community college is the feeder for employers and four-year institutions. He further discussed that for every student lost after 1st semester there is a $10,000 loss of revenue. Enrollment management is helping fill that.

Questions – related to presentation:
Trustee Mihalik is interested in the statement redefine value proposition. What is the current proposition? Dr. Nye discussed that the mission and vision of the college is the proposition, whether that is still the vitality of community mission and vision. This may be an ask of our students and community members and may be part of the rebranding process as to where the value is. The Carver Model was mentioned in terms of who our customers are and what do they think of the value. Trustee Martin specific KPI key performance indicators today may be different than that of 2030. The program health when is the right time to sunset or increase a program? Faculty and staff drive 75-80% of operating budget. If we see decline in a program, it is reviewed as a blip or a long-term issue. We look at what is needed in our community, look at assessing what we currently have, what could we be generating. We will have a shortage of workforce. Regular review of KPI and refine quarterly. Jason spoke of the balance and determining investments, focusing on conservative opportunities, and guiderails of what we can and can't do. It is simple math to have 27-28% of whole budget for a rainy day. Factor in calculated risks what could help us grow. The use of dollars for several years has been a success for the college and the community, faculty, and staff to realize some of the investment. The strategic plan will drive the future of the college in the future. Trustee Russell would like to have homework for the Board related to AI prompts and we can dovetail that for the next retreat.

Resolutions

Jason Tack reviewed the following resolutions:
Authorize a Contract Renewal for Colleague System Support Services – This is switching to Banner SaaS)
Authorize a Contract Renewal with Ferrilli for Colleague System CORE Administration Services – This is for the next 3 years and then goes away once Banner Saas is implemented. Projected Banner SaaS completion for 4/2028.
Authorize a Contract Renewal for Ferrilli Support Services
Authorize a Contract Renewal with Quality Captions Transcription Services – This is a service based on student needs in the classroom.
Approve a Contract with the Council for Adult and Experiential Learning (CAEL) for Credit Predictor Pro – This is associated for students with prior Learning.
Approve Purchase of World Viz PRISM Immersive Simulation Room - Simulation in the classroom led by Chrissy Parker and Maverick Greek-Rouse presenting an immersive activity in the paramedic environment. This installation will be in October for use in the Spring Semester. This allows an immersive space for multiple applications.
Approve Banner SaaS Cloud Services Agreement – licensing agreement fees of $302,000 – 92,500 and the state is paying for the 550,000 implementations of the 1.8 million software cost.
Lease Renewal Between Finger Lakes Community College and New York Kitchen – This will be our last renewal for 6 months.
Approve 2026-2027 Sponsor Services Included in the FLCC Operating Budget – the County will be billing us for this.

Informational Items

Jason Tack reviewed the items below:
Bid Renewal: Minor Maintenance Services on Walls Containing Asbestos - FLCC

Bid Renewal: Default Prevention Program for Delinquent Borrowers
Bid Renewal: Hauling & Disposal of Trash & Recyclables at FLCC
Bid Renewal: Filters for Various HVAC Units
Bid Acceptance: Virtual Welding Equipment
Budget Transfer Report

Jason discussed that the Spirit store renovation is going well and we should be ready for opening days. They will be coming in soon to set up the fire alarm. The Ways and Means committee have planned discussion related to the green house.

Adjourn

There being no further business, Trustee Martin moved to adjourn the meeting; Trustee Mallard seconded. The motion was approved unanimously, and the Education and Planning Committee adjourned at 5:57 PM.

Prepared by,	Submitted by,
Penny Hamilton	Geoffrey Astles
Assistant Secretary to the Board of Trustees	Finance & Facilities Committee

Next Meeting: September 2, 2026, Stage 14, Finger Lakes Community College, 3325 Marvin Sands Drive, Canandaigua, NY 14424

FINGER LAKES COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES
August 5, 2026
Finger Lakes Community College
Muller Field Station
Presiding: Trustee Richard Russell, Chair

Trustees Present: Trustee Astles, Trustee Cass, Trustee Cushman, Trustee Geise, Trustee Martin, Trustee Mallard Trustee Mihalik, Trustee Russell Trustee Wille
Excused: Trustee Hellauer-Geiger
Staff and Students: Brie Chupalio, Sim Covington, Penny Hamilton, Alyssa LeGrette, Todd Myles (Virtual), Robert Nye, Laura Ortiz, Debora Ortloff, Jason Tack, Carol Urbaitis
Guests: Meeting had a total of 6 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.
Media: None

Trustee Russell called the FLCC Board of Trustees meeting to order at 5:58 PM.

Privilege of the Floor
Trustee Russell inquired if there was anyone who would like to make a public comment. There were no comments.

Review of June 3, 2026 Minutes
Trustee Russell inquired if there were any questions or comments regarding the minutes? Non were noted, therefore Trustee Russell requested a motion to approve the minutes. Trustee Cushman motioned approved and a second by Trustee Astles, All in attendance were in favor to adjourn the meeting.

Mandatory Consent Agenda of the Resolutions
Trustee Russell requested a motion to accept the consent agenda.
Resolutions on the Consent Agenda: Trustee Cass motioned approval of the resolutions, and a second by Trustee Geise, all in attendance were in favor of the consent agenda.
Grant Professional Association Administrative Appointment: JoAnn Tinsley, Bursar
Approve The 2026-2027 Management Confidential Salary Schedule
Approve Non-Unit Employees Reappointments: 2026-2027
Authorize a Contract Renewal for Colleague System Support Services
Authorize a Contract Renewal with Ferrilli for Colleague System CORE Administration Services

Authorize a Contract Renewal for Ferrilli Support Services
Authorize a Contract Renewal with Quality Captions Transcription Services
Approve a Contract with the Council for Adult and Experiential Learning (CAEL) for Credit Predictor Pro

Approve Purchase of WorldViz PRISM Immersive Simulation Room
Approve Banner SaaS Cloud Services Agreement
Lease Renewal Between Finger Lakes Community College and New York Kitchen
Approve 2026-2027 Sponsor Services Included in the FLCC Operating Budget

President's Community Report: FLCC 2030
President Nye presented an overview of FLCC 2030 and the College's efforts to position the institution for long-

term success while continuing to respond to the immediate needs of students, employers, and the community. The presentation emphasized the importance of bringing more students to the College and supporting them through completion and into successful careers. FLCC's role extends beyond enrollment; the College seeks to help students obtain degrees, micro credentials, and other credentials that lead to family-sustaining wages and meaningful employment. The College is also focused on meeting the workforce needs of the region, including opportunities connected to the Syracuse workforce.

President Nye discussed demographic projections for the College's service area, including population changes by age group and county. These trends reinforce the need for FLCC to look beyond current enrollment patterns and plan strategically for the next 10 to 15 years. The College must continue to demonstrate its value to students and the community while preparing for changing expectations regarding student outcomes and workforce needs.

Artificial intelligence (AI) was identified as an important and evolving factor in higher education and the workforce. President Nye noted that AI represents both an opportunity and a wildcard for the College. FLCC will need to consider how AI can be incorporated into education, workforce development, and services provided to students and the broader community.

Student retention and success were also discussed. FLCC's retention rates are currently average to better than average, representing significant progress from approximately 15 years ago, when the College was performing near the bottom of its peer group. President Nye credited the exceptional work of faculty and staff for the progress made and emphasized the importance of continuing to identify opportunities to invest resources where they will have the greatest impact on students.

The College is also examining its identity and public image, including its branding, symbols, and signage. The goal is to ensure that FLCC's public identity reflects who the College is today and where it is headed in the future. Senator Helming's support for the dental assisting program and the College's ongoing engagement with the U.S. Department of Education were also noted.

President Nye emphasized that FLCC is a healthy institution and that the College must continue to look ahead rather than simply respond to current circumstances. Technology is increasingly influencing the classroom and the College's operations, and FLCC intends to remain forward-looking and prepared for emerging changes.

Workforce development remains a significant priority. The College is considering an Associate Provost for Workforce Development and continues to expand programs aligned with regional workforce needs, including welding, diesel, electrical, and hybrid training opportunities. The College is also examining community factors, including housing, that affect students and the regional workforce.

President Nye discussed the opportunity presented by increased SUNY funding and the growth of the College's general fund. Approximately $1.5 million is being considered for investments in student success and institutional vitality, including new positions and responsibilities, student mentoring, and other initiatives designed to strengthen student outcomes. The College is also exploring AI resources and potential AI agents and tools that could support students, faculty, staff, and classroom instruction. Grant funding will also support additional positions and activities.

The importance of establishing clear key performance indicators (KPIs) was emphasized as part of the College's long-term planning and accountability efforts. Steve Martin noted the level of coordination occurring across the College as it develops a forward-looking plan for the next five years and beyond. Board members commended the administration for the work underway.

The discussion concluded with an emphasis on continuing to move the College forward with urgency and purpose. Trustees encouraged FLCC to continue looking beyond its current operations, anticipate future needs, and "move farther and faster" where appropriate. The College's responsibility is not only to address today's needs but to prepare students, the workforce, and the institution for the future.

Board Governance Action Items

The Board Development Committee's advisory report was presented to the full Board. Donna explained that the committee had developed a proposed schedule of governance work extending through June 30, 2027. The committee identified the need for an overarching governance statement to provide direction and focus for the Board's development work.

Trustees discussed the proposed statement and suggested several wording changes. Joan Geise recommended revisions intended to ensure that the statement would provide meaningful guidance for the next three to five years while allowing future Boards to periodically review and reaffirm it.

Trustees expressed appreciation to George and Joan for the considerable time and effort devoted to developing the statement. The Board recognized that the wording is important because the statement is intended to serve as a lasting guide for the current Board and future Boards.

Joan emphasized the importance of looking toward the future and intentionally preparing future trustees for their responsibilities. She noted that current trustees will not serve indefinitely and that the Board should do more to ensure continuity and provide future trustees with the context and expectations necessary to succeed.

Donna noted that FLCC has excellent staff and leadership and that the Board should establish governance practices that can be clearly communicated to future trustees and leaders. A written governance framework will help ensure that individuals joining the institution understand how the Board carries out its responsibilities and how decisions are considered and implemented.

George explained that the governance work will also include reviewing the Board's policies and documenting how and why policies are developed, brought forward, considered, and approved. The process will provide the Board with an opportunity to consider important questions, vet recommendations, and establish a consistent approach to governance.

Trustees emphasized the importance of maintaining a forward-looking perspective. Geoff noted the value of continuing to look toward the future, while Don expressed strong support for recognizing the Board's governance work and suggested placing a plaque recognizing the Board's work in the Board Room.

Rob commented that the core statement should become a foundational principle for the Board and be consistently understood and applied. Fred noted that the wording could be refined extensively, but emphasized that the more important task is to operationalize the statement and ensure that it meaningfully guides the Board's work.

The discussion also focused on the Board's responsibility to support and protect the success of the President/CEO through effective governance, appropriate oversight, and clear expectations. Trustees noted that strong governance should elevate the work of the Board and CEO and that the College's leadership and accomplishments should also be appropriately recognized publicly.

Rich emphasized that the statement should clearly articulate expectations for the current and future Boards, the Cabinet, and staff, and should encourage the institution to continue elevating its performance and supporting the success of the CEO and the College.

Resolution – Adoption of a Policy Governance Core Principle
Donna read the resolution regarding the adoption of a Policy Governance Core Principle. Trustee Geise moved approval, and Trustee Mallard seconded the motion.

Donna thanked President Nye for his patience and support throughout the governance development process.

Committee and Liaison Reports

Audit & Enterprise Committee:
Steve Martin reported on the annual enterprise risk assessment. He noted that the information would be distributed to the full Board and that a small workshop may be scheduled to provide trustees with an opportunity to review and discuss the risks in greater detail.

FLCC Foundation:
Trustee Geise reminded trustees of the upcoming Foundation Golf Tournament scheduled for September 28. Trustees were encouraged to participate and to consider supporting the event through sponsorships, baskets, gift cards, or other donations. Brie also encouraged trustees to provide donations in advance of the tournament.

Board Appreciation:
Trustee Cass thanked Penny for her work preparing Board agendas and expressed appreciation to President Nye and the Cabinet for their support. He also thanked the Board of Trustees for its service and encouraged trustees to continue providing both positive and constructive feedback regarding Board meetings, agendas, and other matters.

NYCCT & ACCT Trustee Recognition:
Trustee Russell shared the exciting news that Trustee Geise had been selected to receive a NYCCT trustee award. Trustee Geise expressed her appreciation to the Board for putting her name forward and said she was honored to receive the recognition. Trustee Geise reflected on her service on the FLCC Board of Trustees and her broader commitment to public service, including her work with the Board of Supervisors. She also noted the importance of bringing people and organizations together to support community initiatives and expressed her appreciation for the opportunity to contribute wherever she could. Trustee Mihalik congratulated Trustee Geise and reflected on her own experience receiving a NYCCT award. She noted that Trustee Geise is the third FLCC Board Chair to receive the recognition.

Trustee Russell also shared the exciting news related to Trustee Mihalik being recognized by ACCT. He noted that Trustee Mihalik has served in leadership roles with NYCCT, and is on the ACCT Audit and Finance Committee. Trustee Mihalik described the award as one of the most prestigious recognitions available to community college trustees.

Trustee Mihalik recalled being surprised when she learned that she had been selected, noting that there were many deserving candidates throughout the Northeast region. She expressed her appreciation for the recognition and said that serving on the FLCC Board has been an important and meaningful part of her life. She also expressed gratitude for the opportunity to work alongside such an outstanding group of colleagues.

Adjourn
At 6:44 PM Trustee Russell requested a motion to adjourn. Trustee Martin motioned to adjourn and a second by Trustee Geise.

Next Meeting: September 2, 2026, Stage 14, Finger Lakes Community College, 3325 Marvin Sands Drive, Canandaigua, NY 14424