

APPROVAL OF JOB DESCRIPTION FOR SPECIAL PURPOSE COORDINATOR: GEMINI FACULTY LIAISON

WHEREAS, Finger Lakes Community College offers Gemini concurrent enrollment courses in partnership with regional school districts, allowing eligible high school students to earn concurrent high school and college credit through FLCC courses taught in the high school setting; and

WHEREAS, the academic quality and integrity of Gemini courses require ongoing faculty communication, curriculum alignment, instructor support, classroom observation, assessment collaboration, and professional development; and

WHEREAS, the College seeks to formalize the Gemini Faculty Liaison role to strengthen academic oversight, promote consistency across Gemini course sections, and ensure alignment with FLCC course outcomes, academic standards, and expectations for college-level rigor; and

WHEREAS, the Gemini Faculty Liaison role is intended to be supportive, formative, and relationship-centered, strengthening collaboration between FLCC faculty and Gemini instructors in support of instructional quality, faculty development, and student success; and

WHEREAS, faculty serving as Gemini Faculty Liaisons may be assigned to support Gemini courses, disciplines, or related academic areas based on program need, faculty expertise, and the academic requirements of the Gemini course; and

WHEREAS, faculty serving as Gemini Faculty Liaisons must successfully complete Gemini Faculty Liaison training offered by the Office of Concurrent Enrollment; and

WHEREAS, the Faculty Alliance Collective Bargaining Agreement recognizes Special Purpose Coordinators as a category of Faculty Coordinator and provides that Faculty Coordinator job descriptions shall be established by the Provost and approved by the Board of Trustees; and

WHEREAS, the proposed job description for the Special Purpose Coordinator: Gemini Faculty Liaison establishes the responsibilities, qualifications, reporting relationship, and appointment structure for this role;

NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the job description for the Special Purpose Coordinator: Gemini Faculty Liaison, effective upon approval by the Board of Trustees; and

BE IT FURTHER RESOLVED, that the President, Provost, and their designees are authorized to take the administrative actions necessary to implement the position in accordance with the Faculty Alliance Collective Bargaining Agreement and established College procedures.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Donald Cass, Board Chair

George Cushman, 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 May 6, 2026, 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 3rd day of June, 2026.

Penny M. Hamilton, Assistant Secretary of the Board

RESOLUTION APPROVING THE REVISED DEPARTMENT CHAIRPERSON POSITION DESCRIPTION

WHEREAS, Department Chairpersons provide academic and administrative leadership for instructional departments at Finger Lakes Community College; and

WHEREAS, the current Academic Department Chair position description requires revision to reflect the contemporary scope, responsibilities, and expectations of departmental leadership; and

WHEREAS, the revised Department Chairperson position description clarifies the Chairperson's role in supporting departmental operations, course scheduling, curriculum development, assessment, program health, student success, budget coordination, and institutional and community engagement; and

WHEREAS, the revised position description establishes Department Chairpersons as the direct supervisors of adjunct faculty within their departments, with responsibilities that include recruiting, hiring, onboarding, developing, supervising, evaluating, and recognizing adjunct faculty; and

WHEREAS, the revised position description removes Gemini/Secondary Programs responsibilities from the Department Chairperson role, as these functions will be addressed separately through the Special Purpose Coordinator role for Gemini Faculty Liaisons; and

WHEREAS, the collective bargaining agreement between Ontario County, Finger Lakes Community College, and the Finger Lakes Community College Teaching Faculty Alliance provides that the job description of Department Chairpersons shall be established by the Provost and approved by the Board of Trustees; and

WHEREAS, the revised Department Chairperson position description will take effect on June 15, 2026, coinciding with the beginning of the new Department Chairperson term;

NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Department Chairperson position description, effective June 15, 2026; and

BE IT FURTHER RESOLVED, that the revised Department Chairperson position description shall supersede the current Academic Department Chair position description and serve as the official position description for Department Chairpersons at Finger Lakes Community College beginning June 15, 2026.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Donald Cass, Board Chair

George Cushman, 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 May 6, 2026, 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 3rd day of June, 2026.

Penny M. Hamilton, Assistant Secretary of the Board

Resolution Approving Revisions to the Microcredential Policy

WHEREAS, Finger Lakes Community College maintains a Microcredential Policy to guide the development, approval, awarding, and documentation of credit-bearing microcredentials; and

WHEREAS, microcredentials provide students with flexible, focused opportunities to demonstrate learning in smaller units of knowledge and skills aligned with academic, professional, and workforce needs; and

WHEREAS, revisions to the Microcredential Policy were developed to align with current SUNY guidance, Department of Labor nomenclature requirements, and applicable workforce development requirements and opportunities; and

WHEREAS, the revised policy clarifies the scope and scale of microcredentials by establishing a minimum of two courses and a maximum of 11 credit hours, with a limited documented exception of up to 13 credit hours when required by industry, accreditation, or certification standards; and

WHEREAS, the revised policy updates the terminology from “micro-credential” to “microcredential” to align with current guidance and usage; and

WHEREAS, the proposed revisions were presented to Academic Senate on May 14, 2026, and were approved unanimously;

NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Microcredential Policy as presented.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary to the Board of Trustees

ADOPTION OF REVISIONS TO THE ANIMALS ON CAMPUS POLICY (F:3)

WHEREAS, Finger Lakes Community College completed a substantive review of Policy F-3: Animals on Campus to ensure alignment with current operational practices, institutional priorities, accessibility expectations, and applicable federal and state requirements; and

WHEREAS, the proposed revisions were reviewed through the College's governance process and endorsed by College Council at the April 2026 meeting; and

WHEREAS, the revised policy clarifies institutional expectations regarding the presence of animals on campus by distinguishing between service animals and animals used for approved educational and wellness programming; and

WHEREAS, the revisions improve alignment with the Americans with Disabilities Act (ADA), related federal regulations, and New York State requirements while preserving equal access and maintaining institutional safety and operational consistency; and

WHEREAS, the revised policy updates responsibilities across operational areas including Human Resources, Student Affairs, Disability Services, Campus Police, Facilities, and associated institutional processes; and

WHEREAS, the revised policy establishes clearer guidance regarding handler responsibilities, educational and wellness programming approvals, operational expectations, and circumstances under which animals may be restricted or asked to leave campus;

NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Policy F-3: Animals on Campus, as presented and endorsed through College governance processes.

BE IT FURTHER RESOLVED, that the President or designee is authorized to implement associated procedures, forms, communications, and operational practices necessary to support implementation of the revised policy.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary to the Board of Trustees

REVISIONS TO ADMISSIONS POLICY C-4

WHEREAS, Finger Lakes Community College maintains Admissions Policy C-4 to ensure that prospective students receive a fair opportunity to pursue an education at the College; and

WHEREAS, Admissions Policy C-4 includes requirements and procedures for international student admissions; and

WHEREAS, the current International Student Admissions language requires revision to more accurately reflect the documentation and application steps required of international applicants, including supplemental documentation, financial support records, passport requirements for F-1 visa applicants, and applicable application deadlines; and

WHEREAS, the proposed revisions update the College's English language proficiency requirements by adopting the Common European Framework of Reference for Languages (CEFR) as the standardizing benchmark while maintaining the B2 proficiency level for open-admissions programs; and

WHEREAS, the revised policy expands the range of accepted English language proficiency examinations that map to the B2 level, thereby supporting access for otherwise-qualified international applicants while maintaining appropriate standards for English language readiness; and

WHEREAS, the proposed revisions were presented by Enrollment Management to the Academic Senate and approved by the Academic Senate on May 14, 2026; and

WHEREAS, the Academic Senate recommends approval of the revised Admissions Policy C-4, with implementation beginning for the Spring 2027 international student intake term;

NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby approves the revised Admissions Policy C-4, including the updated provisions related to International Student Admissions; and

BE IT FURTHER RESOLVED, that the revised Admissions Policy C-4 shall take effect beginning with the Spring 2027 international student intake term.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, 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 June 3, 2026, 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary to the Board of Trustees

APPROVAL OF A TENTATIVE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE ONTARIO COUNTY BOARD OF SUPERVISORS, FINGER LAKES COMMUNITY COLLEGE, AND FLCC GRADE

WHEREAS, negotiation teams representing Ontario County, Finger Lakes Community College (“the College”), and FLCC GRADE reached a tentative agreement on terms and conditions of employment for the term September 1, 2025 through August 31, 2029; 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 FLCC GRADE, the FLCC Vice President of Administration & Finance, FLCC Human Resources and the Ontario County Attorney.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

AUTHORIZE A CONTRACT RENEWAL WITH EAB GLOBAL, INC. FOR STRATEGIC ADVISORY SERVICES

WHEREAS, FLCC has determined there is a continuing need for strategic advisory support services; and

WHEREAS, EAB Global, Inc. possesses unique capabilities and expertise regarding strategic advisory support for community colleges through best practice research; and

WHEREAS, the College administration wishes to renew said agreement for a three-year term beginning April 6th, 2027 through April 5th, 2030 to capitalize on early bird pricing; and

WHEREAS, the cost for the three-year term with early bird pricing is \$20,271 each year for a total of \$60,813 for three years;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees authorizes a renewal for strategic advisory services with EAB Global, Inc., 2445 M Street NW, Washington, DC 20037 for a three-year agreement beginning April 6th, 2027 through April 5, 2030 at an annual cost of \$20,271.

Approved by the FLCC Board of Trustees at the meeting on June 3rd, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, 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 June 3, 2026 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

ACCEPT AUDITOR'S REPORT FOR THE FLCC SINGLE AUDIT FOR FISCAL YEAR 2024-2025

WHEREAS, the code of Standards and Procedures for the Administration and Operations of Community Colleges under the Program of State University of New York requires that the records and accounts of the community college be audited annually by a certified public independent accounting firm or the agency of the sponsor responsible for the performance of audits; and

WHEREAS, the external auditors have completed their review of Finger Lakes Community College's Single Audit Report for fiscal year 2024-2025; and

WHEREAS, the FLCC Board of Trustees has already reviewed and accepted the full Audit Report as of March 4, 2026 under resolution 20-2026;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees accepts the Single Audit Report prepared by the College's external auditor for fiscal year 2024-2025.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, 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 June 3, 2026 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

APPROVAL OF ADMINISTRATORS FOR USDA’S ONLINE FINANCIAL REPORTING AND COMPLIANCE SYSTEM

WHEREAS, the Vice President of Administration and Finance of the College has the assigned Representative-Signature-Certifier security role on behalf of the College under Policy B-18 Signature Authority for Contracts, which states the Vice President of Administration and Finance, as College Treasurer, shall execute or designate individuals who may execute contractual agreements and commitments on behalf of the College. As such, Jason R. Tack shall be responsible for providing signatures, authorizing certifications, entering/updating applications, submitting applications for consideration, and assigning access to new users in USDA’s Online Application Intake System for Telecommunications Programs. If application(s) are awarded under these Programs, the Representative-Signature-Certifier security role on behalf of the College, shall also be responsible for authorizing certifications, entering/updating compliance reports, submitting compliance reports, and assigning access to new users in USDA’s Online Financial Reporting and Compliance System; and

WHEREAS, the Director of Grants, Christopher Yarnall has the assigned Administrator(s) security role on behalf of the College, who shall be responsible for assigning access to new users and entering/updating application(s) in USDA’s Online Application Intake System for Telecommunications Programs. If applications are awarded under these Programs, the Administrator(s) security role on behalf of the College, shall also be responsible for assigning access to new users and entering/updating compliance reports in USDA’s Online Financial Reporting and Compliance System; and

WHEREAS, the Representative-Signature-Certifier and Administrator(s) for the College shall comply fully with all security procedures and policies of the Online Application Intake System for Telecommunications Programs and USDA’s Online Financial Reporting and Compliance System;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby approves Jason R. Tack as the Representative-Signature-Certifier, and Christopher Yarnall as the assigned Administrator for USDA’s Online Financial Reporting and Compliance System.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026

Date

Donald Cass, Board Chair

George Cushman, 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 June 3, 2026 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

APPOINT OFFICERS OF THE 2025-2026 FLCC BOARD OF TRUSTEES

WHEREAS, at the May 6, 2026 FLCC Board of Trustees meeting, Trustee Astles, Chair of the Board Nominating Committee with assistance from Trustee Geise and Trustee Martin presented the following proposed slate for Board Officers 2026-2027; and

- Chair - Trustee Richard Russell
- Vice Chair - Trustee George Cushman
- Secretary – Trustee Joan Geise

WHEREAS, in the case that there are other nominees brought forward there would be discussion, if no nominees from the floor the nominations will be closed;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of the 2026-2027 slate of Board Officers.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026
Date _____
Donald Cass, Board Chair

George Cushman, 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 Annual meeting held on June 3, 2026 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

APPOINT PENNY M. HAMILTON AS THE 2025-2026 ASSISTANT SECRETARY TO THE FLCC BOARD OF TRUSTEES

WHEREAS, in accordance with the FLCC Board of Trustees Bylaws, Article VI: The Board of Trustees, Section 12: Duties of the Assistant Secretary: The Board shall appoint annually an Assistant Secretary who shall not be among the Trustees and shall be an employee of the institution. The Assistant Secretary assists the Secretary in maintaining minutes of all meetings and functions as a clerk to the Board of Trustees in providing information and records to the Board; and

WHEREAS, it is the intention of the FLCC Board of Trustees to appoint Penny M. Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 3, 2026, through May 31, 2027; and

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the appointment of Penny M. Hamilton as Assistant Secretary of the FLCC Board of Trustees effective June 3, 2026, through May 31, 2027.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026
Date

Donald Cass, Board Chair

George Cushman, 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 Annual meeting held on June 3, 2026 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

DESIGNATE THE 2025-2026 FLCC OFFICIAL NEWSPAPERS

WHEREAS, it is the intention of the FLCC Board of Trustees to designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2026-2027;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby designate *The Daily Messenger* and *The Finger Lakes Times* as the College's official newspapers for 2026-2027.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026
Date

Donald Cass, Board Chair

George Cushman, 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 Annual meeting held on June 3, 2026, 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 3rd day of June 2026.

Penny M. Hamilton, Assistant Secretary of the Board

DESIGNATE THE 2026-2027 FLCC OFFICIAL DEPOSITORIES

WHEREAS, FLCC requires the services of financial institutions; and

WHEREAS, Finger Lakes Community College currently utilizes the services of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank; and

WHEREAS, Finger Lakes Community College personnel recommend the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, as custodians of college funds for operating, payroll, payables and investing idle funds; 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 does hereby authorize the continuation of Canandaigua National Bank & Trust, J.P. Morgan Chase, M&T Bank, as custodians of college funds for operating, payroll, payables and investing idle funds; and

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026
Date

Donald Cass, Board Chair

George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

APPROVE REIMBURSEMENT OF NECESSARY EXPENSES INCURRED BY MEMBERS OF THE FLCC BOARD OF TRUSTEES FOR 2026-2027

WHEREAS, Education Law Section 6306(1), provides that "Trustees shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties under this article;" and

WHEREAS, members of the FLCC Board of Trustees shall be reimbursed for necessary expenses incurred as the result of their attendance at meetings, conferences, retreats and workshops directly related to official Board and/or College business;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve trustee reimbursement for necessary expenses incurred relative to official Board and/or College business for 2026-2027.

Approved by the FLCC Board of Trustees at the meeting on June 3, 2026

June 3, 2026
Date

Donald Cass, Board Chair

George Cushman, 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 Annual meeting held on June 3, 2026, 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 3rd day of June 2026

Penny M. Hamilton, Assistant Secretary of the Board

Trustee Resolution # _____

RESOLUTION OF APPRECIATION TO TRUSTEE GEISHA AMAN

WHEREAS, Geisha Aman was elected by the student body of Finger Lakes Community College on May 17, 2025 to serve as Student Trustee; and

WHEREAS, Geisha Aman has competently served Finger Lakes Community College as the student representative on the Board of Trustees from August 6, 2025, through June 3, 2026; and

WHEREAS, Geisha Aman was always conscientious in her role as Student Trustee and displayed dedication and accurate representation for the student body in a professional and thoughtful manner. She has been considerate of student related topics discussed at the Board of Trustees meetings and offered valuable insight into the student perspective; and

WHEREAS, Geisha Aman presented as a well-informed ambassador through her participation with SUNY and NYCCT Student Trustee meetings on behalf of the College; and

WHEREAS, Geisha Aman was a mentor for Student Trustees at SUNY and NYCCT events; and

WHEREAS, Geisha Aman continued with advocacy for Community Colleges at the 2026 Legislative Summit in Washington DC. She has exhibited as a well-balanced student based on her leadership capabilities and opportunities that she engaged herself with as a college student, parent and a full-time employee for Yates County; and

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees expresses its sincere appreciation to Geisha Aman for her dedicated service to Finger Lakes Community College and to students attending Finger Lakes Community College.

Approved by the FLCC Board of Trustees at the meeting held on June 3, 2026.

June 3, 2026 _____
Date Donald Cass, Board Chair George Cushman, Secretary of the Board

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Penny M. Hamilton, Assistant Secretary of the Board

