

FINGER LAKES COMMUNITY COLLEGE
BOARD OF TRUSTEES EDUCATION AND PLANNING
COMMITTEE MEETING
September 4, 2024
Finger Lakes Community College
Stage 14

Presiding: Trustee George Cushman, Chair

Committee Members Present: Trustee Cushman (Chair), Trustee Geise, Trustee Hall, Trustee Mihalik, Trustee Wille, Trustee Cass (ex-officio),

Excused:

Trustees: Trustee Astles, Trustee Martin, Trustee Russell

Staff and Students: Brie Chupalio, Kimberly Evans-Dame, Penny Hamilton, Dr. Robert Nye, Debora Ortloff, Laura Ortiz, Jason Tack, Cheryl Ten Eyck, Carol Urbaitis

Guests:

Meeting at 4:30 PM had a total of 7 participants at the start of the meeting virtual; some guests joined via livestream link and were unidentified.

Media: No representatives present at this meeting.

At 4:30 P.M., Trustee Cushman called the FLCC Board of Trustees Education and Planning Committee meeting to order.

Business

Review of August 7, 2024, Committee Meeting Minutes

Trustee Cushman inquired if there were any adjustments, additions, corrections.

Enrollment Report

Trustee Cushman reviewed the report available in the packet and provided an update from Friday, August 30th compared to the packet report dated August 23rd. There is a 6% increase from Fall 2023, and FTE a 2.3% increased. There is a rebound based on the data received and we will continue to register students this week and throughout the end of October. Trustee Martin asked if the 6% increase includes Gemini students? The response was that the 6% increase does not include Gemini students.

Student Success – Tutoring Services Update

Trustee Cushman explained this is his 3rd year as Assistant Director, however, has been involved for 25 years with different higher education institutions. He reviewed a PowerPoint presentation also available in the packet focusing on highlights and the scope of reach across campus. He further explained that we had a higher headcount than in the past, phenomenal high and only 14% of the services were delivered online. The focal point going forward is related to tutoring hours and the percentage of the persistence rate for students served. We would like to be recognized for as a National Credited Peer Training Program and reapplied for certification this past year. Trustee Mihalik inquired if the tutors are volunteers or are they paid? The tutors are paid minimum wage. There has been a full-time coordinator added for the science incubator as well as various activities for the center. He reviewed the creation of a data dashboard that indicates student performance and demographics. The physical space will be evident with adjustable tables, mobile tablets, and private space accommodation for the center. He referenced the retention rate outlined in the PowerPoint

September 4, 2027; and WHEREAS, the specifications for RFP R24064 allow an option for renewal for two additional twenty four-month periods for a total of four additional years, if mutually agreeable by both parties; and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee has reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby accepts proposal R24064 between FLCC and Rikki Van Camp, 842 Turner Rd., Palmyra, NY 14522 for a term from September 5, 2024 through September 4, 2027 for an amount not to exceed \$15,000 annually; and BE IT FURTHER RESOLVED that certified copies of this resolution be sent to the FLCC VP of Administration & Finance, and FLCC Director of Public Relations & Communications.

Jason explained the need to rescind a resolution passed last month due to the wrong listing of the vendor. **RESCIND RESOLUTION 70-2024, AUTHORIZE PRINTER LEASE BETWEEN FLCC AND EBP SUPPLY SOLUTIONS -** WHEREAS, resolution 70-2024, dated August 7, 2024, authorized a new printer lease between FLCC and EBP Supply Solutions; and WHEREAS, the business name and address, EBP Supply Solutions, 200 Research Dr, Milford, CT 06460 was incorrect; and WHEREAS, the correct business name and address is Electronic Business Products, 4 Airport Park Blvd, Latham, NY 12110. NOW, THEREFORE BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees hereby rescinds Resolution 70-2024

Jason put forth the resolution with the completed correct name of vendor. **AUTHORIZE PRINTER LEASE BETWEEN FLCC AND ELECTRONIC BUSINESS PRODUCTS -** WHEREAS, college personnel have received two quotes for a five-year lease of 22 printers, determining the lowest quote from Electronic Business Products to be the most cost effective; and WHEREAS, the leased printers have an estimated total monthly cost of \$4,156 and WHEREAS, the FLCC Board of Trustees Finance & Facilities Committee have reviewed and approved this resolution; NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees hereby authorizes a five-year lease of 22 printers at an estimated total monthly cost of \$4,156 through Electronic Business Products, 4 Airport Park, Latham, NY 12110; and BE IT FURTHER RESOLVED, that certified copies of this resolution be sent to the FLCC Vice President for Administration and Finance and the FLCC Controller.

Informational Items

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opportunity innovations with our LPN program and assisting Genesee Community College and branching out to Livingston and Wyoming Counties for recruitment of students. This great work reflects our values that tie into the strategic plan. In addition, mention of orientation being provided to 380 students, and 144 online students as well as 560 guests.

so v i d e d a n i c e cream socials for students and parents to enjoy were also provided to students

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