

FINGER LAKES COMMUNITY COLLEGE  
BOARD OF TRUSTEES EDUCATION AND PLANNING  
COMMITTEE MEETING  
October 2, 2024  
Finger Lakes Community College  
Stage 14

Presiding: Trustee George Cushman, Chair

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**Committee Members Present:** Trustee Cushman (Chair), Trustee Geise, Trustee Hall, Trustee Mihalik, Trustee Wille,

**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 September 4, 2024, Committee Meeting Minutes**

Trustee Cushman inquired if there were any adjustments, additions, corrections. None noted.

**Enrollment Report**

***Carol Urbaitis, Vice President of Enrollment Management***, provided a verbal update of September 27<sup>th</sup> which is a week later than the data in the packet. Head count is up 6.9% and FTE is up 2%. With Gemini factored in we are down 14.9 Head count and FTE is down 6.8% she noted that Gemini enrollment will continue through the end of October. We are down two staff members in the One Stop Center and have had to provide overtime to staff to catch up. APCI has reporting requirements, however everything is under control. There was a question related to Gemini courses as it relates to credits required for courses. Debora Ortloff explained that it depends on the number of credit courses and can vary from 1 credit course, 2 credit course to 3 credit courses. FTE allows us to create State Aid. Gemini will be trending up according to concurrent enrollment. We have students that are considered dual enrollment, the students are taking credits on campus in high school and homeschooled students are factored in as well.

**Student Success – Culture & History: A Tour of the Finger Lakes**

***Austin Statkus, student*** provided a presentation related to history and education of the Finger Lakes area. Phi Theta Kappa students every year must conduct a college project for students, faculty, and administration. This presentation represents the vitality of the region and the slides in the packet provide detail. The key points are to engage students through a learning environment. This presentation provides design, history and all that could be accomplished in one full day providing an overall cultural experience. He thanked Professor Merrill for her support of this endeavor. There was a visit to various locations described in the slide









quarterly installments, September 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup>, and June 1<sup>st</sup>.  
Finger Lakes Community College and The FLCC Foundation, Inc. Muller Field Station and Fish Culture & Research Center  
Approval and Adoption of Seeker – EV Stations in G lot Professional Services Agreement between Community Counseling  
Service Co., LLC and Finger Lakes Community College and Finger Lakes Community College Foundation.

*Jason Tack, Vice President of Administration and Finance* explained the funded RGE, IRS Tax credits, and that there is no  
financial impact on the college. The 1<sup>st</sup> row in the front of the parking lot will be reserved for the use of the college.

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**Professional Services Agreement between Community Counseling Service Co., LLC and Finger Lakes Community College and Finger Lakes Community College Foundation** WHEREAS, the Finger Lakes Community College Foundation has determined a need for a Feasibility Study overview to help determine if FLCC and the FLCC Foundation can successfully meet its fundraising goals; and WHEREAS, the Finger Lakes Community College Foundation selected Community Counseling Service Co. (CCS) to be the best company for this study based on its offerings including full service, experience with other community colleges, limitations to foundation staff involvement, and a timeline that aligns with the needs of FLCC and the FLCC Foundation; and WHEREAS, the study will run from October 7, 2024 through January 0.0, dy02]TJO Tc 0 Tw 3.17 0 Td( )Tj-0.012 Tc 0.012wTw 0.3 (s)-1(m)[(w)-3.4 (it)-2.9 (h793JO Tc 0 Tw 1.)]TJO Tc a Tw 1

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group will determine how AI can support non-curricular activities throughout college operations and business processes. NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees approves to establish an AI Thinktank Lab with Board designated funds not to exceed the cost of \$100,000.

**Informational Items**

*Jason Tack, Vice President of Administration and Finance reviewed the informational items as outlined below:*

Bid Acceptance: Snow Removal Services at Geneva Campus Sites

Bid Acceptance: Filters for Various HVAC Units

Bid Acceptance: Maintenance and Repair of Precision Cooling Systems and Chillers

Budget transfer report

**Adjourned**

There being no further business Trustee Martin requested a motion to adjourn at 5:30 P.M., on motion by Trustee Russell, and a second by Trustee Wille and a unanimous vote, the Board of Trustees Finance & Facility Committee adjourned.

Prepared by,

Penny M. Hamilton  
Assistant Secretary of

Submitted by,

Trustee Geoff Astles

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