

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:

New Title

Associate Director of Procurement (2.19.20)
Controller (3.16.20)

Previous Title

Director of Procurement (4.12.19)
Assistant VP of Administration and Finance/
Controller (5.23.16)

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.

Approved by the FLCC Board of Trustees at the meeting on April 1, 2020

April 1, 2020

Date

Geoffrey Astles, Board Chair

Donald Cass, 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 April 1, 2020, 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 1st day of April 2020.

Janet Carabell, Assistant Secretary of the Board

APPROVE 2020-2021 FACULTY PROMOTIONS

WHEREAS, the FLCC Teaching Faculty collective bargaining agreement states that teaching faculty members may be promoted in their respective positions each year; and

WHEREAS, the Promotion Committee has met and determined that the following teaching faculty meet the minimum requirements for promotion in the 2020-2021 academic year:

From Instructor to Assistant Professor

Daniel Groom, Mathematics *

Timothy McGuinness, Business *

Patrick Rae, Business *

Jack Riley, Science & Technology *

Matthew Rischpater, Science & Technology *

Aaron Sullivan, Computing Sciences *

Jacob Hartman, PE & Integrated Health

Nasim Sarvaiya, Social Science

** approved for tenure at the December 2019 Board of Trustees meeting and thus will receive automatic promotion*

From Assistant Professor to Associate Professor

Andrew Knapp, Social Science

Maura Sullivan, Conservation

Amy Flagler, Visual & Performing Arts

Paul Engin, Visual & Performing Arts

Lisa McAnn, Nursing

From Associate Professor to Professor

Christopher Parker, Humanities

Jeremy Tiermini, PE & Integrated Health

WHEREAS, the Provost and College President have reviewed the recommended list; and

WHEREAS, the College President recommends FLCC Board of Trustees approval of the aforementioned 2020-2021 faculty promotions;

NOW, THEREFORE BE IT RESOLVED, that the FLCC Board of Trustees does hereby approve the aforementioned faculty members for promotion in the 2020-2021 academic year.

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Janet Carabell, Assistant Secretary of the Board

**APPROVE AWARD DEGREES & CERTIFICATES TO THE
APPROVED LIST OF CANDIDATES MAY 2020**

WHEREAS, in compliance with NYS Education Law, §355 (1) (e), Part 604, the Finger Lakes Community College Board of Trustees must approve a list of May 2020 candidates for degrees and certificates; and

WHEREAS, the faculty and registrar will attest to the accuracy of said candidate list pending successful completion of spring 2020 semester course work; and

WHEREAS, the College President recommends that the Finger Lakes Community College Board of Trustees approve said candidates;

NOW, THEREFORE, BE IT RESOLVED, that the Finger Lakes Community College Board of Trustees does hereby approve the list of May 2020 candidates for degrees and certificates pending successful completion of spring 2020 semester course work.

Approved by the FLCC Board of Trustees at the meeting on April 1, 2020

April 1, 2020
Date

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Janet Carabell, Assistant Secretary of the Board

**APPROVE FLCC EXTERNAL AUDIT FIRM
FOR FISCAL YEARS 2020-2021 THROUGH 2022-2023**

WHEREAS, the Code of Standards and Procedures for the Administration and Operation 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 accounting firm or the agency of the sponsor responsible for the performance of audits; and

WHEREAS, the Department of Education also requires an audit of federal funds by an independent accounting firm; and

WHEREAS, the operating and federal funds of Finger Lakes Community College were last audited as of August 31, 2019; and

WHEREAS, The Bonadio Group has submitted a proposal of performing auditing services for the College for a four-year period beginning with a report for the College's fiscal year ending August 31, 2020 and continuing for an additional three years to August 31, 2023; and

WHEREAS, the Board of Trustees Audit and Enterprise Risk Management Committee has reviewed and approved this resolution;

NOW THEREFORE, BE IT RESOLVED, that the CPA firm, The Bonadio Group, 171 Sully's Trail, Pittsford, NY 14534, be appointed to audit the Finger Lakes Community College operating accounts for the following academic years and to conduct an audit of the operating and federal funds of FLCC for the following amounts, not to exceed \$117,400, including out-of-pocket expenses:

	<u>YEAR</u> <u>2019-2020</u>	<u>YEAR</u> <u>2020-2021</u>	<u>YEAR</u> <u>2021-2022</u>	<u>YEAR</u> <u>2022-2023</u>
Operating & Federal Accounts	\$28,000	\$28,900	\$29,800	\$30,700

BE IT FURTHER RESOLVED, that the FLCC Vice President of Administration & Finance is authorized to enter into an agreement with The Bonadio Group.

Approved by the FLCC Board of Trustees at the meeting on April 1, 2020

April 1, 2020

Date

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Janet Carabell, Assistant Secretary of the Board

APPROVE COVID-19 TEMPORARY WORKSITE REDUCTION PLAN

- WHEREAS**, As of March 15, 2020, a State of Emergency was declared in Ontario County in response to the COVID-19 pandemic; and
- WHEREAS**, On March 16, 2020, the New York State Governor issued an Executive Order (No. 202.4) directing all local governments to reduce their non-essential workforce by 50% to help slow the spread of this virus; and
- WHEREAS**, On March 18, 2020, the New York State Governor issued an Executive Order (No. 202.6) directing all non-essential businesses and not-for-profit entities to reduce their non-essential workforce by 50% to help slow the spread of this virus; and
- WHEREAS**, On March 19, 2020, the New York State Governor issued an Executive Order (No. 202.7) directing all non-essential businesses and not-for-profit entities to reduce their non-essential workforce by 75% to help slow the spread of this virus; and
- WHEREAS**, On March 20, 2020, the New York State Governor issued an Executive Order (No. 202.8) directing all non-essential businesses and entities to reduce their non-essential workforce by 100% to help slow the spread of this virus; and
- WHEREAS**, The intent of Finger Lakes Community College is to implement a variety of measures that will result in only essential employees reporting to College work locations to perform the duties of their positions; and
- WHEREAS**, Between March 18, 2020, and April 15, 2020, the Main Campus, the Campus Centers, Viticulture Center, ArtSpace36, Muller and East Hill Field Stations will be closed to the public and are only open for essential operations; and
- WHEREAS**, Essential Employees are considered to be those employees who are required to continue reporting to College work locations to perform essential services; and
- WHEREAS**, Non-essential employees are considered to be those that do not need to be physically present at their College work location to perform their normal duties and whose normal duties are not necessary to be performed at this time; and
- WHEREAS**, Flex-Essential Employees are considered to be those who may need to report in to College work locations for short periods of time to perform certain essential services, but will otherwise work from home; and
- WHEREAS**, Virtual Employees are considered to be those who can conduct their normal duties from their home; and
- WHEREAS**, Dr. Robert Nye and the President's Cabinet have communicated with all bargaining units about the worksite reduction plan for this time period (from March 18, 2020, to April 15, 2020); and
- WHEREAS**, the Chief Financial Officer will develop and implement a method of accounting for COVID-19-related personnel costs; and
- WHEREAS**, the FLCC Board of Trustees Finance & Facilities Committee has reviewed this worksite reduction plan and recommends its approval; now, therefore, be it
- RESOLVED**, that the FLCC Board of Trustees does hereby approve this temporary worksite reduction plan, and further
- RESOLVED**, Cabinet Officers have the discretion to determine to which category their respective employees shall be assigned; and further
- RESOLVED**, During this time period (from March 18, 2020, to April 15, 2020), Cabinet Officers may shift employees between the four categories (essential, flex-essential, virtual, and non-essential); and further
- RESOLVED**, During this time period (from March 18, 2020, to April 15, 2020), employees may be assigned work outside of their normal duties; and further
- RESOLVED**, During this time period (from March 18, 2020, to April 15, 2020), employees will be paid and will not need to use leave time, as long as they are performing work as directed; and further
- RESOLVED**, That in the event any employee, who is deemed essential to work by a Cabinet Officer refuses to work, does not fall under the provisions of this plan, such as planned vacation time or non-COVID-19 sick time, shall take such time as unpaid or as otherwise authorized in the collective bargaining agreements; and further

RESOLVED, That this COVID-19 temporary worksite reduction plan shall be effective March 18, 2020, through April 15, 2020, subject to review and modification by the Board of Trustees as needed to address this emergency.

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April 1, 2020

Date

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Donald Cass, Secretary of the Board

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