

NIAGARA COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

SEPTEMBER 17, 2019

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**A meeting of the Board of Trustees was held
on September 17, 2019 at 4:30 p.m.
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. William Ross, Chairperson
Ms. Gina Virtuoso, Vice Chairperson
Ms. Bonnie Sloma, Secretary
Ms. Katherine Alexander
Mr. Jason Cafarella (arrived 4:55p.m.)
Mr. Kevin Clark
Ms. Sheila Smith
Mr. Eric Lipps, Student Trustee

Board Members Absent

Mr. Jerald Wolfgang

Administration Present

William J. Murabito, Ph.D., Interim President
Ms. Deborah Brewer, Director of Foundation
Ms. Barbara DeSimone, Director of Public Relations
Mr. John Eichner, Interim Vice President of Finance and Information Technology
Ms. Patrice Elnicki, Director of Financial Accounting and Reporting
Mr. Terry Gill, Assistant Chief of Campus Public Safety/Peace Officer
Mr. Wayne Lynch, Interim Vice President of Operations
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Dennis Michaels, Chief Information Officer
Mr. Brian Michel, Director of Grants
Ms. Lydia Ulatowski, Interim Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President
Mr. Bradley Wingert, Interim Assistant Vice President of Academic Affairs

Invited Guests Present

Mr. Robert McCartney, ESPA Union President
Dr. Julie Woodworth, Faculty Senate President

Chairperson Ross called the meeting to order at 4:30 p.m. and asked Trustee Virtuoso to lead the assembly in the Pledge of Allegiance and a moment of silence in respect for the men and women who are serving our country.

PUBLIC COMMENTS

There were no public comments.

Chairperson Ross introduced Katherine Alexander as the newest board member. Trustee Alexander completed her board orientation training on September 12. Welcome to Trustee Alexander!

CONSENT AGENDA

Chairperson Ross asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Alexander and seconded by Trustee Virtuoso that the Board approve the minutes from the August 6, 2019 board meeting, along with the Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

President Murabito congratulated Wayne Lynch, as the successful candidate for Vice President of Operations.

President Murabito introduced Mr. Victor Anaya, as the Vice President of Finance/Information Technology; he will start on October 15. President Murabito thanked John Eichner for his work during his interim period as vice president.

Julia Pitman, Vice President of Student Services introduced Joseph Potalivo, Technical Assistant in Financial Aid and Veterans Services.

Dennis Michaels, Chief Information Officer introduced Emily Rader, Coordinator of Institutional Research. Chairperson Ross asked Board members if there were questions regarding the Information Items. Trustee Wolfgang asked about the status of job postings. Catherine Brown, Human Resources Director provided information on the process of search committees. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, and Prospective Request for Bids (3).

CHAIRPERSON'S REPORT

Vice Chairperson Virtuoso stated the presidential search committee would be meeting tomorrow, Sept. 18 and it is anticipated to have a new president by January 2020.

Chairperson Ross reminded trustees that the NYCCT conference would be held this weekend in Saratoga Springs on September 19, 20 and 21. Trustees Sloma, Wolfgang, and Ross will attend. President Murabito announced that three trustees would be receiving the following awards at the NYCCT conference:

- o William L. Ross will receive the Donald M. Mawhinney, Jr. Award for Trustee Leadership.
- o Bonnie R. Sloma and Gina Virtuoso will receive the Marvin A. Rapp Awards for Distinguished Trustee Service.

Congratulations and thank you for your continued dedication to this college.

On September 11, the NCCC Alumni Association and Dolce Valvo Art center unveiled the new Distinguished Alumni Wall and opening of the Art Center.

On September 14, the NCCC Athletics Department unveiled a new Wall of Fame during a ceremony in the main gym. Congratulations to those recognized.

A slate of officers has been submitted. A vote will be done under Old Business.

INTERIM PRESIDENT'S REPORT

Dr. Murabito discussed the following:

- Chef Scott Steiner, Assistant Professor and Culinary Arts Program coordinator at NFCI was awarded the American Culinary Federation (ACF) National Chef Educator of the Year Award for 2019. Congratulations Scott!
- On August 7, Dr. Murabito attended the Erie County Fair; NFCI staff provided a demonstration at a booth.

- Dr. Murabito met with Jerry Canada, Bob Richardson, and Deb Brewer, Foundation Director to discuss the Main Street renovations and revitalization.
 - The All Faculty Meeting was held on August 22,
 - Bob McKeown, Assistant Vice President of Enrollment Management provided an enrollment update.
 - First day of instruction was on Monday, August 26.
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- The All College Meeting was held on Thursday, September 5. Trustees Ross and Virtuoso attended. Robert Morris, Professor of English provided an update on the strategic master plan.
 - Dr. Murabito attended the Peach Festival; was a judge for the food truck vendor competition.
 - Orientation was completed for Trustee Katherine Alexander, as she met with many departments within the college.
 - Liberty Partnership boot camp was held on September 10; Dr. Murabito provided a welcome for the group. Liberty Partnership is now located on the Sanborn campus.
 - Security Department conducted a fire drill on September 10.
 - September 11, Dr. Murabito and Brian Michel, Director of Grants, attended a meeting at Niagara University regarding the Wilson Foundation Grant.
 - September 12, Chairperson Ross and Dr. Murabito attended the LEAP meeting; Steve Cliffe was the speaker.
 - September 13, the NCCC Alumni Association held the 5K Run/Walk. The weather was favorable; refreshments were provided along with a bonfire.
 - The NCCC Foundation Gala will be held on Saturday, October 19 at the Niagara Falls Culinary Institute.
 - In 2016, the HR office conducted a benchmarking project. We approved the results of that project; salary schedule for administrators. We agreed that every three years we would update the information; currently are engaging in that project.

Chairperson Ross provided the following information:

- The Code of Ethics acknowledgement form provided to board members needs to be reviewed and signed.
- The Conflict of Interest form provided to board members needs to be completed and signed.
- The sexual harassment training / policy needs to be reviewed and completed by October 9.
- The materials that trustees handed in for the liquor license have been shredded. Attorneys have suggested to form a not for profit corporation.
- The March 17, 2020 board meeting needs to be rescheduled due to the spring break conflict.
- The Gala invitations were mailed out; board members were provided an extra invitation for others to attend.
- An NCCC 2019-2020 Student Handbook was provided to board members.
- Today is Constitution Day; a booklet was provided to all board members.

STUDENT TRUSTEE REPORT

Student Trustee Eric Lipps provided his report.

FACULTY OBSERVER REPORT

Faculty Senate President Julie Woodworth provided the Faculty Observer report.

COMMITTEE REPORTS

Fiscal Committee

Chairperson Ross stated he is restructuring the Fiscal Committee and the Academic / Student Life Committee; he will provide the new information within the next several weeks.

John Eichner, Interim Vice President of Finance/Information Technology provided a PowerPoint on tuition and fee comparison. A handout was provided.

Wayne Lynch, Interim Vice President of Operations provided two handouts; updated and revised from those received in the board materials. Also stated that the roadway-paving project will soon be underway, as the RFP has been awarded.

OLD BUSINESS

Chairperson Ross stated the slate of officers submitted as follows:

Chairperson – William Ross
Vice Chairperson – Jason Cafarella
Secretary – Bonnie Sloma
Financial Secretary – Gina Virtuoso

It was moved by Trustee Clark and seconded by Trustee Smith that the Board approve the slate of officers as presented. Motion carried unanimously.

The officer positions listed above will be held until June 2020.

It was moved by Trustee Sloma and seconded by Trustee Clark that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss contract negotiations at 5:35 p.m. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Smith that the Board come out of Executive Session at 6:10 p.m. Motion carried unanimously.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no good and welfare.

It was moved by Trustee Smith and seconded by Student Trustee Lipps to adjourn at 6:10 p.m. Motion carried unanimously.

Bonnie R. Sloma
Secretary