

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 10, 2017**

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**A meeting of the Board of Trustees was held
at 4:00 p.m. on January 10, 2017
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. Vincent Ginestre, Chairperson
Ms. Sheila Smith, Secretary
Ms. Gina Virtuoso, Financial Secretary
Mr. Bradley Rowles
Mr. Vincent Sandonato
Ms. Bonnie Sloma

Board Members Excused

Mr. William Ross, Vice Chairperson
Mr. Jason Cafarella
Mr. James Ward
Mr. James Hutton, Student Trustee

Administration Present

Dr. James P. Klyczek, President
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
Dr. Luba Chliwniak, Vice President of Academic Affairs
Ms. Barbara DeSimone, Acting Director of Public Relations
Mr. Michael Dombrowski, Vice President of Operations
Ms. Julia Pitman, Vice President of Student Services
Mr. William Schickling, Vice President of Finance/Information Technology
Ms. Lydia Ulatowski, Asst. Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Invited Guests Present

Mr. Joseph Colosi, Faculty Union President
Ms. Lori Townsend, Faculty Senate President

Chairperson Ginestre called the meeting to order at 4:30 p.m. and led 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.

CONSENT AGENDA

Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Virtuoso and seconded by Trustee Rowles that the Board approve the Consent Agenda which included the Board Meeting Minutes of December 13, 2016, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ginestre asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Prospective Requests for Proposals (2), SUNY Correspondence on Western NY Community College Council Plan, and SUNY Breakfast Invitation Honoring Chancellor Nancy L. Zimpher.

Chairperson Ginestre asked that the board move to the Planning/Facilities Committee Report which has an action item, as a board member needs to be excused from the meeting.

Planning/Facilities

It was moved by Trustee Sloma and seconded by Trustee Rowles that the Board create a fourth graduation date of January 21, 2017 to accommodate students completing degree requirements. . Motion carried unanimously.

Chairperson's Report

Chairperson Ginestre discussed the scheduling of the board meetings. Chairperson Ginestre suggested to have the presentations start at 4:00 p.m. and the board meeting to start immediately following the presentations. The meetings will continue to be held on the second Tuesday of the month. It was agreed upon by all those in attendance.

PRESIDENT'S REPORT

President Klyczek reported that:

- The All Faculty meeting is scheduled for Friday January 13 and classes will begin on Tuesday January 17. We have concluded our first winter intersession and Vice President Chliwniak stated attendance was "soft" but was successful for our first time. She stated we learned how to market and anticipate the program will grow. President Klyczek stated the All College meeting is yet to be scheduled, but the focus will be on developing the strategic plan.
- Laurie Allan and Associates was selected as our strategic planning consultant and the first formal meeting was December 21 with 35 people on the task force committee. At the first meeting the committee met with the consultants for a 4-5 hour session. The results of that meeting were distributed to the committee and the next meeting to discuss the results will be next week with a focus on data gathering with peer institutions, competitors and our partners we serve. The next full day meeting is scheduled for January 30 with the consultants.
- The Gingerbread house event at NFCI has concluded under the direction of Barb DeSimone who is the Acting Director of Public Relations. This year's event was very successful and ran from November 18 to December 23. We have received positive feedback and was extremely well attended. Attention was brought to our baking and pastry program, community education and the retail outlets.
- Vice President Dombrowski provided an update on the Learning Commons project; the server room project will be complete today. We are still negotiating with the low bidders on the learning commons construction and hopefully will start in February.
- The President and Foundation Director Deb Brewer will be attending a workshop tomorrow in Albany for more indepth training on the fundraising software that is used in the Foundation, and then on Thursday and Friday the Chief Advancement Officers meeting will be held.

- The President provided a handout regarding the SUNY Tuition Plan, which is different than the Governor's Tuition Plan.
- The President also distributed an article given to him by our consultant Laurie Allan and Associates, entitled "The Future of Work: It's Already Here..." which was provided to our strategic planning task force committee.
- The President also distributed the following:
 - New York State Legislative session schedule for spring
 - An invitation to the State of University Address on January 23

STUDENT TRUSTEE REPORT

Chairperson Ginestre stated that Student Trustee Hutton is not able to attend today's meeting but his report is in your board materials.

COMMITTEE REPORTS

Finance Committee

Vice President Schickling discussed the 2017-2018 Budget timeline which was provided in the board materials. The important dates are highlighted in yellow. The schedule is similar to what we have been following in past years.

Governmental Affairs

In the absence of Trustee Ross, President Klyczek distributed an article from The Buffalo News entitled "Community College "chargebacks" cost Erie County taxpayers millions". A few days later The Buffalo News published an editorial entitled "State needs to rethink costly system of chargebacks for community colleges". President Klyczek discussed the articles. Trustee Virtuoso discussed the chargebacks and how NCCC needs to fight for chargebacks which the colleges are entitled to.

President Klyczek also provided a copy of the Western New York Regional Community College Council Plan which was submitted to SUNY from Erie Community College, Jamestown Community College and NCCC. The plan is what the Governor's office was looking for showing campus overviews, preliminary regional goals, and future partnerships. Another meeting will be scheduled this semester.

Planning

Human Resources Director Catherine Brown provided a brief update on the diversity plan. The faculty senate is reviewing the plan and by the end of January will review the recommendations. She discussed the SUNY initiatives on the Chief Diversity Officer position compared to our current position. She also discussed the dual reporting structure to the President and the Human Resources Director and that she believed from conversations with SUNY System Administration that would be ok. A drop box has also been created for all SUNY colleges in uploading documents regarding diversity and inclusion in helping and guiding campuses in the implementation of their Diversity and Inclusion plans.

Personnel

The Personnel agenda items will be moved to the February board meeting.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no good and welfare.

It was moved by Trustee Sloma and seconded by Trustee Virtuoso to adjourn at 5:00 p.m. Motion carried unanimously.

Sheila Smith
Secretary