

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 16, 2018**

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**A meeting of the Board of Trustees was held
on January 16, 2018 at 4:00 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
Mr. Bradley Rowles, Financial Secretary
Mr. Richard Andres
Mr. Jason Cafarella
Mr. Vincent Ginestre
Mr. Vincent Sandonato

Board Member Absent

Ms. Sheila Smith, Secretary
Ms. Katelynn DeLac, Student Trustee

Administration Present

William J. Murabito, Ph.D., Interim President
Mr. Ross Annable, Interim Director of Campus Security and Safety
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
Ms. Barbara DeSimone, Director of Public Relations
Mr. Michael Dombrowski, Vice President of Operations
Dr. Mary Jane Feldman, Director of Planning and Resources
Ms. Monica Lopoyda, Assistant to the Vice President of Special Programs
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Dennis Michaels, Chief Information Officer
Ms. Vicki Orzetti, Assistant Director of Human Resources
Ms. Julia Pitman, Vice President of Student Services
Mr. William Schickling, Vice President of Finance/Information Technology
Ms. Gail Tylec, Interim Vice President of Academic Affairs
Ms. Lydia Ulatowski, Assistant Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Invited Guests Present

Ms. Cheryl Beyer, ESPA Union President
Mr. Joseph Colosi, Faculty Union President
Mr. Marc Pietrzykowski, Faculty Senate President

Chairperson Ross called the meeting to order at 4:05 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

Public Comment was given by:
Ms. Rose Mary Warren

CONSENT AGENDA

Chairperson Ross asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Andres and seconded by Trustee Sloma that the Board approve the Consent Agenda which included the Board Meeting Minutes of December 19, 2017, Statement of Revenues and Expenditures and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ross asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, and Prospective Request for Bids. There were no questions.

Chairperson Ross introduced Professor Gail Tylec, who has been appointed as the Interim Vice President of Academic Affairs (VPAA). Gail previously was the Coordinator of the Physical Education Studies, Teacher Education Program. Professor Tylec will temporarily replace Dr. Luba Chliwniak who will be retiring in March after working at NCCC since 2015.

Chairperson Ross introduced Bob McKeown and Monica Lopoyda to report on "High School Connections". A handout was provided.
Chairperson Ross introduced Mark Mistriner who provided an NFCl update presentation. A handout was provided.

Chairperson's Report

Chairperson Ross announced that Student Trustee Katelynn DeLac has resigned in her role of Student Trustee. We appreciated her hard work and efforts and we wish her all the best. The Student Senate will have another election within the next several weeks.

Chairperson Ross discussed the new committee structure as shown on the handout. Chairperson Ross read the first paragraph with the concept of consolidating from four to two committees; also the Bylaws are in the process of being rewritten. Board members are asked to review the contents and at the February board meeting, we will make a decision on the new committee structure.
Chairperson Ross and Vice Chairperson Virtuoso attended the All College Meeting on Friday January 12; informative information was provided along with a breakfast.

Interim President Report

Dr. Murabito discussed the following:

- Gail Tylec was introduced earlier and Dr. Chliwniak is providing a smooth transition.
- Ross Annable was introduced as the new Interim Director of Campus Security and Safety. This is his second duty with NCCC.
- Dr. Murabito met with Dr. Leon Smith and various religious leaders from the Niagara Falls area in hopes to develop more of a presence in the community and try to introduce more students to the EOP programs.

- Dr. Murabito and Deb Brewer, Foundation Director met with the leadership at Niagara Falls Memorial Center; discussed programs, serving needs, partnerships, internships, etc.
- Professional Development Days were held in early January, and was very successful.
- Last week, Tech Wars was held with over 700 various high school students with competition, robots, etc. This is the 21st year this has been held, and our staff works very hard with the faculty from high schools.
- The STEM Committee is working very hard on updating the STEM program; an action plan is being developed.
- Dr. Murabito and Chairman Ross attended a meeting for LEAP (Leaders Encouraging Action in Progress), and was pleased to see how various areas of the community come together to discuss the needs of the county.
- Last week Dr. Murabito met with Assemblyman Morinello and Gazette Publisher John Celestino, and how the newspaper can work to promote the college.
- As Chairman Ross stated, the All College Meeting and Recognition Awards were last Friday; celebrating achievements and years of service for our employees.
- Scholarships were discussed during presentation.

Trustee Ginestre asked how the Presidential Search is progressing. Dr. Murabito stated he will be in Albany next week and will inquire. Trustee Sloma suggested that we continue to let things work out. Chairperson Ross stated a timeline needs to be developed.

STUDENT TRUSTEE REPORT

There was no Student Trustee Report

FACULTY OBSERVER REPORT

Faculty Senate President Marc Pietrzykowski appreciated the opportunity for dialogue and provided an overview of how Senate operates. Barb Walck will provide board members with last year's report.

COMMITTEE REPORTS

Finance Committee

There was no Finance Committee Report.

Governmental Affairs

Trustee Andres briefly discussed the reorganizational meeting of the Niagara County Legislature. No major changes from last year. The county hopes to receive updates from Dr. Murabito.

Planning/Facilities

The 2019-2020 Academic Calendar is tabled until the February meeting.

It was moved by Trustee Ginetre and seconded by Trustee Sloma that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss negotiations and personnel at 5:45 p.m. Motion carried unanimously.

It was moved by Trustee Rowles and seconded by Trustee Sandonato that the Board come out of Executive Session at 6:00 p.m. Motion carried unanimously.

Personnel

Trustee Ginestre read the following Resolution: Administrative Salary Structure

Background: Niagara County Community College benchmarked administrator salaries among 20 other SUNY community colleges to establish the average comparable salary levels for the positions used by NCCC. The average comparable salary levels by position were then used to revisit the structure of the position groupings (levels 1 through 8). The revised groupings were then used to establish updated group salary midpoints, minimums (entry; 15% below midpoint), and maximums (15% above midpoint). Using the updated group salary structure, a recommended salary level was established for each position with an incumbent based on existing hiring criteria (i.e., starting at entry level and, as appropriate, increasing in a range from 1% to 5%, each, for education attainment, experience, and job fit that exceed minimum qualifications for the position, longevity and recognition of service, meeting above standards in current position and difficulty in identifying qualified candidates).

Recognizing the practical limitations associated with salary adjustments, an annual review and transition approach would be used such that each year's increase (based on on-going satisfactory performance) until the incumbent's salary reaches the comparable salary level. In no case would incumbents' salaries be increased beyond the maximum for their group.

Administrators' health insurance employee premium share will be increased as follows: from 10% to 12% effective January 29, 2018; from 12% to 14% effective September 1, 2018, and from 14% to 16% effective September 1, 2019.

At the meeting of the Board of Trustees of Niagara County Community College on January 16, 2018, the following resolution was proposed and approved by the board:

WHEREAS the Board of Trustees recognizes that the salary cost share adjustments will be effective as of January 29, 2018 for all current and future hires.

WHEREAS the Board of Trustees recognizes that benchmarking of administrators will be conducted every three (3) years in order to remain competitive with other community colleges.

THEREFORE be it resolved that the Board of Trustees approves the increases in employees' share of the health insurance premiums and the adjusted administrative salary structure effective January 29, 2018.

Signed:

William L. Ross
Board Chairperson
January 16, 2018

It was moved by Trustee Ginestre and seconded by Trustee Rowles that the Board approve the Resolution as read. Motion carried unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

Dr. Murabito stated the two presentations provided this evening were very information, but asked the members if they were too lengthy. He asked board members what they would like in terms of presentations, etc. Trustee Rowles asked if we could have a board meeting at NCCI with a tour to have a

greater sense of the day to day operation. Trustee Sandonato asked if a handout could be provided beforehand if a PowerPoint is used for the presentation.

It was moved by Trustee Ginestre and seconded by Trustee Andres to adjourn at 6:05 p.m. Motion carried unanimously.

Bonnie R. Sloma
Secretary