

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

A meeting of the Board of Trustees was held  
at 3:00 p.m. on October 13, 2015  
in the Robert Michael Sdao Memorial Board Room  
at Niagara County Community College

**Board Members Present**

Mr. James Ward, Chairperson  
Mr. Henry Wojtaszek, Vice Chairperson  
Ms. Gina Virtuoso Financial Secretary  
Mr. Bradley Rowles, Secretary  
Mr. Vincent Ginestre  
Mr. William Ross  
Ms. Sheila Smith (arrived at 3:20 p.m.)  
Mr. Christian Clowes, Student Trustee

**Board Members Excused**

Ms. Bonnie Sloma

**Administration Present**

Dr. James P. Klyczek, President  
Ms. Lisa Babcock, Director of Security  
Ms. Deborah Brewer, Foundation Director  
Ms. Catherine Brown, Director of Human Resources  
Dr. Luba Chliwniak, Vice President of Academic Affairs  
Mr. Michael Dombrowski, Vice President of Operations  
Dr. Mary Jane Feldman, Director of Planning and Research  
Ms. Julia Pitman, Vice President of Student Services  
Ms. Paula Sandy, Vice President of Academic Auxiliary Services  
Mr. William Schickling, Vice President of Finance and Information Technology  
Mr. James Trimboli, Director of Financial Aid and Interim Director of Admissions  
Ms. Lydia Ulatowski, Assistant Vice President of Academic Affairs  
Ms. Barbara Walck, Assistant to the President

**Invited Guests Present**

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

Chairperson Ward called the meeting to order at 3:12 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence and respect for the men and women who are serving our country.

## **PUBLIC COMMENTS**

There were no public comments.

## **CONSENT AGENDA**

Chairperson Ward asked if Board members wanted any item removed from the Consent Agenda.

It was moved by Trustee Virtuoso and seconded by Trustee Wojtaszek that the Board approve the Consent Agenda which included the Board Meeting Minutes of September 8, 2015, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

## **INFORMATION ITEMS**

Chairperson Ward 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 Request for Proposals, Senate Times, University Business Article: How campus libraries can compete with the web; Service animal regs bite campus registration policies; and a donation.

It was moved by Trustee Wojtaszek and seconded by Trustee Rowles that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel matters at 3:15 p.m. Motion carried unanimously.

It was moved by Trustee Wojtaszek and seconded by Trustee Rowles that the Board come out of executive session at 3:30 p.m. Motion carried unanimously.

## **Chairperson's Report**

Chairperson Ward assigned Trustee Wojtaszek to chairman of the Personnel committee with the resignation of Trustee Schuler, and congratulated Financial Aid Director Jim Trimboli on the article regarding the default rate and how well this college is doing with that. Also Trustee Ross is being assigned to the Finance Committee.

## **PRESIDENT'S REPORT**

President Klyczek reported that:

- Work on the Learning Commons planning continues; several things are on a parallel path with the final design verification is still underway; there are a number of meetings this week with various campus constituents who are involved with the project. The architect is meeting tomorrow with code enforcement to go through questions on egress, etc. during construction on the final construction phase. Test drilling is going on now in the courtyard, the CM information meeting was advertised and will be Thursday at 2:00 p.m. with an information meeting and a tour. We are working on a phasing in plan for construction; still gaging anywhere from 18 months to 2 years.
- Middle States will be discussed today, the draft self-study was finished and sent to the visiting team chair for their review before coming here on November 1 and 2. Any comments should be given to Trustee Virtuoso or President Klyczek.

## **COMMITTEE REPORT**

## **Personnel**

It was moved by Trustee Wojtaszek and seconded by Trustee Virtuoso that the following individual be reappointed through August 31, 2017:

- **William Schickling, Vice President, Finance and Information Technology**

Motion carried unanimously.

It was moved by Trustee Wojtaszek and seconded by Trustee Smith that the following individual promotion date of January 1, 2016 be revised to be effective **September 1, 2015**:

- **Donna Sandretto - Science, Health, and Mathematics Division;**

**Instructor to Assistant Professor**

Motion carried unanimously.

President Klyczek provided additional updates:

- The SUNY Chief Diversity Officer requires SUNY board of trustees has set a policy that every SUNY institution must have a chief diversity officer in place to carry out the function. The debate among the community colleges is whether the SSUNY board can mandate this of community colleges. The chairman of the board, H. Carl McCall is still reaffirming their ability to do this, and the requirement would take effect on August 2017. Rather than fight it, we are looking at our own staffing and how we are handling diversity issues. We are moving ahead and will keep assessing.
- The annual Recognition Reception will be on Friday November 20; this is where we recognize employees for their years of service and give out the Chancellors Awards, and other various agencies and people that provide service to the college.

Trustee Wojtaszek left at 3:50 p.m.

## **STUDENT TRUSTEE REPORT**

Christian Clowes provided the latest information on athletic programs, leadership weekend, and various weekly events for students.

## **COMMITTEE REPORTS**

### **Finance**

Trustee Virtuoso asked Vice President Schickling to discuss the chargeback rates. The rate will be moving from \$3,202 to \$3,430 for the upcoming year. Trustee Virtuoso thanked Financial Aid Director Jim Trimboli for our colleges default rate.

Trustee Wojtaszek left at 4:10 p.m.

Trustee Ross left at 4:30 p.m.

### **Governmental Affairs**

Trustee Ross states that Niagara County will stay under the two percent cap. Certainly it is difficult and dedicated work.

### **Planning/Facilities**

President Klyczek stated Lisa Babcock, Director of Security provided audit handouts and will give a brief outline of the Clery Act Audit. Chairman Ward states he may have the lobbyist look into this unfounded claims.

Vice President Pitman provided a brief video on our athletics programs with Robert McKeown, Athletic Director. This video will be aired on all sports.com.

Vice President Dombrowski discussed the Tobacco Free NY handout; he is working through the "B" grade which was given to us.

President Klyczek stated the student information survey was covered at the NYCCT meeting several weeks ago. This is new information, and questions that SUNY wants students to be asked during registration. These questions are to be used to track students and their success rates. Students can opt out of completing the survey.

President Klyczek stated the community college campus violence article pertains to the most recent shootings; how prepared are we in a sense of plans in place, lockdown, etc. and how we practice this.

President Klyczek briefly discussed the FERPA policy revision to include SUNY. It was moved by Trustee Ginestre and seconded by Trustee Rowles to approve the FERPA revision policy to include SUNY as presented. Motion carried unanimously.

President Klyczek provided a Learning Commons update and the RFP for Construction Management has been issued and will take place on Thursday.

President Klyczek discussed the SUNY Excels handout along with completions and enrollment. All the information will go public showing the strategic plan. We are proposing an internal plan, as we are part of SUNY and this plan. We need to work on being competitive and increasing enrollment. The handout is our best administrative review projection; faculty council and faculty senate has reviewed. President Klyczek stated this is due to SUNY on October 21, and is providing this information to the board for their review; we may have an unofficial email ballot of approving or disapproving may be sent to everyone.

President Klyczek stated the Middle States Self-Study Draft was sent to Team Chair Kevin Smay and Tito Guerrior(sp) from Middle States. President Klyczek will verify if the board needs to be involved with their visit on November 1 and 2.

Trustee Ginestre questioned the progress on the façade. Vice President Dombrowski gave a

brief update. Chairman Ward asked that the door pricing be emailed to Board members.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **GOOD & WELFARE**

There was no Good & Welfare. Trustee Ginestre asked that something be sent to Trustee Schuler for his years of service.

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss **collective bargaining and legal matters** at 5:00 p.m. Motion carried unanimously.

Trustee Ross left at 5:30 p.m.

It was moved by Trustee Rowles and seconded by Trustee Smith that the Board come out of executive session at 5:45 p.m. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Rowles to adjourn at 5:45 p.m. Motion carried unanimously.

**Bradley W. Rowles**  
Secretary