

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

A meeting of the Board of Trustees was held  
at 4:00 p.m. on November 10, 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  
Mr. Bradley Rowles, Secretary  
Mr. Vincent Ginestre  
Mr. William Ross  
Ms. Bonnie Sloma  
Mr. Christian Clowes, Student Trustee

**Board Members Excused**

Ms. Gina Virtuoso, Financial Secretary  
Ms. Sheila Smith

**Administration Present**

Dr. James P. Klyczek, President  
Ms. Gina Beam, Director of Public Relations  
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  
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 4:18 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 Ross and seconded by Trustee Wojtaszek that the Board approve the Consent Agenda which included the Board Meeting Minutes of October 13, 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, Program Announcement: Biology AS, Senate Times, and the Student Trustee Report.

## **Chairperson's Report**

Chairperson Ward wanted to thank everyone in attendance for the Veterans Day ceremony which was held this morning here at Veterans Park. A special thank you to Joe Colosi and Gina Beam for coordinating this effort and to everyone involved in making this a meaningful event. Chairperson Ward wanted to congratulate Bill Beilein, our men's basketball coach for receiving the 12 under 40 award which was presented by Leadership Niagara and the Niagara Gazette.

## **PRESIDENT'S REPORT**

President Klyczek reported that:

- Foodservice Consultants Society International (FCSI) showcased the Niagara Falls Culinary Institute in their publication which is showing the equipment and programs we are running there. Copies are available for board review. This provides additional publicity for other vendors and schools coming to visit. Cini-Little was our consultant on the project.
- Thank you to Chairman Ward for his involvement in giving the welcome this morning at the Veterans Day ceremony.
- This week's Business First edition is focusing on higher education. A handout shows two charts of who has the highest tuition, in which we are last, and the second chart is showing associate degree schools ranked by full time enrollment, and we are listed second out of five.
- We are working on a number of informational presentations over the next several months, which is the time we are setting aside to restructure our meetings from 3:00 p.m. to 4:00 p.m. for information period, presentations, questions and answer sessions prior to the board meeting. Trustee Rowles will be presenting information on the ACCT conference he attended regarding governance; President Klyczek and Trustees Ginestre, Ross, and Virtuoso attended an NYCCT conference and will provide information to share; President Klyczek and Foundation Director Deb Brewer attended a Council Resource Development (CRD) conference which focused on grants and fundraising; Vice President Sandy will discuss the NY State Continuing Education conference; President Klyczek and Dr. Chliwniak will be attending a Middle States conference in early December and provide an update; President Klyczek, Trustee Virtuoso and Foundation Director Deb

Brewer will be attending a Chief Advancement Officers conference in Albany on fundraising and foundation work, and Vice President Pitman and Athletic Director McKeown will begin discussion on the Athletic Master Plan. Another presentation will be dedicated time to work with the information from the Stamats Group which was presented at the August All College Meeting, on the data gathered and their analysis of strategic enrollment management planning; we will convene an executive team and the board to go through that information and that will be the kickoff to the reaffirmation review of vision and mission and then strategic planning, enrollment, etc.

- Tuesday and Wednesday of next week will be our annual student appreciation luncheon for the students for a reduced lunch price, which is served by our administrators.
- Next Friday is our employee recognition reception at the culinary institute, which begins at 6:00 p.m. with various awards and years of service awards, as well as the chancellor's award winners.
- As part of the strategic planning and reviewing marketing/advertising, we are looking at a big push for the next two months for spring enrollment, and then in spring we are looking at a more developed advertising plan for the coming year. Today, Public Relations Director Gina Beam will be showing two commercials which were aired on TV in the beginning of October to November 4.

## **STUDENT TRUSTEE REPORT**

Christian Clowes provided information on invited speakers regarding domestic violence, and advocacy, along with a senate meeting to be held at NCFI.

## **COMMITTEE REPORTS**

### **Finance**

There was no finance report.

### **Governmental Affairs**

Trustee Ross states the next Niagara County Legislature meeting will be on December 17, a budget hearing will be on December 1 and a vote on the proposed 2016 budget will be on December 8.

### **Planning/Facilities**

Dr. Chliwniak discussed the revised Academic Calendar for 2015-2016; changes are eliminating the winter intersession which was to start on December 23, 2015. It was moved by Trustee Ginestre and seconded by Trustee Ross that the Board approve the revised 2015-2016 Academic Calendar as presented. Motion carried unanimously.

Dr. Chliwniak discussed the Institutional Review Board (IRB) Policy and Procedures; this has been an ongoing process for approximately 5-6 years led by faculty member Dr. Kathy Gerbasi. Niagara County Community College's Institutional Review Board (IRB) is a standing committee. Its purpose is to review, to approve or disapprove, and to conduct continuing review of research involving human participants. The primary purpose of such review is to ensure the

**protection of the rights and welfare of human participants. Information included in the board materials are to be reviewed and will be brought forward next month for approval.**

**Dr. Klyczek provided a Learning Commons update; presently are working with Foit-Albert as they placed our concepts in their computers, and then provided an analysis on costing based on the original design. We are approximately \$2 million over budget. Recosting design will be presented next week with options on second floor, atrium, etc**

**Dr. Chliwniak provided an update on Middle States; in early November several board members met with Kevin Smay, the team chair for Middle States. Feedback was provided by Mr. Smay in that we need to tie our evidence to the self-study. Dr. Feldman is working on gathering all the evidence documents and linking them to the self-study. There will be a total of five to seven team members here in early March. We also need to send to Middle States a compliance report by December 15. Our self-study must tell the story of who we are as an institution.**

#### **Personnel**

**There was no personnel report.**

#### **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 Ginestre and seconded by Trustee Gifford that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss legal matters at 4:50 p.m. Motion carried unanimously.

Trustee Ross left at 5:10 p.m.

It was moved by Trustee Gifford and seconded by Trustee Rowles that the Board come out of executive session at 5:18 p.m. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Rowles to adjourn at 5:18 p.m. Motion carried unanimously.

**Bradley W. Rowles**  
Secretary