

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
DECEMBER 13, 2016**

A presentation for the Boards' information session preceding the Board Meeting was provided from 3:00 - 4:00 p.m. and included:

1. *NCCC STEM Center: Student and STEM (Dr. Chliwniak, Dr. L. Rose, Dr. E. Steiner)*

Board Members Present

Mr. Vincent Ginestre, Chairperson
Mr. William Ross, Vice Chairperson
Ms. Gina Virtuoso, Financial Secretary

Administration Present

Dr. James P. Klyczek, President
Ms. Deborah Brewer, Director of Foundation
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/Info.Tech.
Ms. Lori Townsend, Faculty Senate President
Ms. Lydia Ulatowski, Assistant Vice President of Acad. Affairs
Ms. Barbara Walck, Assistant to the President

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**A meeting of the Board of Trustees was held
at 4:00 p.m. on December 13, 2016
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. Vincent Ginestre, Chairperson
Mr. William Ross, Vice Chairperson
Ms. Gina Virtuoso, Financial Secretary
Mr. Jason Cafarella
Mr. Bradley Rowles (arrived at 4:15p.m.)
Mr. Vincent Sandonato

Board Members Excused

Ms. Sheila Smith, Secretary
Ms. Bonnie Sloma
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
Dr. Mary Jane Feldman, Director of Planning and Research
Mr. Dennis Michaels, Chief Information Officer
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 4:05 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.

Chairperson Ginestre stated a full quorum is needed for action on the consent agenda items; as Trustee Rowles was on his way.

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 (2), Personnel Status Chart, Facilities Update, Foundation Report (2), Correspondence from Lieutenant Governor Hochul, Trustee Virtuoso Reappointment Letter, SUNY 2017-2018 New York State Budget Request and a SUNY Title Approval Letter: Assistant Grant Program Director Liberty Partnership Program.

Chairperson's Report

Chairperson Ginestre distributed a proposed meeting and event schedule; he stated that the monthly board meeting is scheduled for the second Tuesday of the month, but further discussion needs to be had for a possible date/time change, due to the scheduling conflicts trustees have been experiencing. This will be reviewed at another time. Congratulations to Trustee Virtuoso on her reappointment by Governor Cuomo as college trustee. Last evening was the joint meeting of all the college's boards and dinner, which was enjoyed by all who attended. Thank you for a wonderful evening and to those who contributed to the United Way Gingerbread Auction.

PRESIDENT'S REPORT

President Klyczek reported that:

- The FLSA required increase in federal minimum wage salary for exempt personnel, which was to be implemented on December 1 has been placed on hold until January 27. Trustee Virtuoso asked if we have to comply with this decision; President Klyczek stated we have several Administrative positions as well as Technical Assistant positions that fall under this category, and we have decided to place the salary increases on hold until we know the outcome of court arguments.
- The annual meeting of the boards' was held last night. Thank you to all who participated and contributed to the Gingerbread House Live Auction to benefit the United Way.
- A Strategic Planning Task Force has been appointed by position not by person. A handout was provided listing the names of those appointed. We have selected Laurie Allan and Associates to be the consultant; first meeting will start next Wednesday and the task force members will meet monthly through next May or June. Our goal is to have a draft of the strategic plan to the board in June. The Mission statement will be reviewed but there will be more work done on the Vision statement. The Student Housing Village Corporation will begin working with a different consultant to start developing a new strategic plan on January 4, 2017 for housing.
- The Diversity Plan is well underway, Catherine Brown, Director of Human Resources sent a draft to SUNY, but there is still one-third of the colleges who have not submitted their draft to SUNY. SUNY provided a template to be used but our plan should go through our shared governance first. We hope to have the plan to our board in February.

STUDENT TRUSTEE REPORT

Chairperson Ginestre stated that Student Trustee Hutton is not in attendance today due an exam scheduled at this time. His report is included in your materials.

CONSENT AGENDA

Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Ross and seconded by Trustee Rowles that the Board approve the Consent Agenda which included the Board Meeting Minutes of October 11, 2016, Statement of Revenues and Expenditures (2), and Grant Activities (2). Motion carried unanimously.

COMMITTEE REPORTS

Finance Committee

There was no finance committee report.

Governmental Affairs

Trustee Ross stated that our sponsoring authority Niagara County is voting on a proposed budget tonight. Trustee Ross distributed the NYCCT conference agenda which he attended with President Klyczek and Chairperson Ginestre in mid-October. Trustee Ross discussed the importance of these conferences and advocated the value of attending these conferences. President Klyczek distributed the NYCCT Annual Awards Program listing Trustee Ross as the recipient of the Marvin A. Rapp Award for Distinguished Trustee Service.

Planning/Facilities

Vice President Michael Dombrowski provided a Learning Commons update; the bidding phase of the project has been completed. Award letters were mailed out approximately two weeks ago, we expect the contracts to be submitted from the contractors before Christmas. The server room should be complete before Christmas. The bids came in slightly under estimate.

Vice President Julia Pitman discussed the Preferred Name Policy proposal which was included in the materials. After discussion it was moved by Trustee Ross and seconded by Trustee Rowles to table this agenda item until further discussion.

Vice President Luba Chliwniak discussed the 2017-2018 Revised Academic Calendar. It was moved by Trustee Cafarella and seconded by Trustee Virtuoso that the Board approve the 2017-2018 Revised academic Calendar. Motion carried. Currently the spring break for the 2018-2019 Academic Calendar is being discussed with the faculty union.

Personnel

President Klyczek discussed the job description of Assistant Vice President of Student Services and provided the handout. It was moved by Trustee Sandonato and seconded by Trustee Rowles that the board approve the title of Assistant Vice President of Student Services as presented. Motion carried unanimously.

President Klyczek distributed a copy of an arbitration decision that was ruled in our favor. Catherine Brown discussed the time and work that goes into these matters to orient trustees of how long this process takes and the costs incurred in even very simple matters.

It was moved by Trustee Ross and seconded by Trustee Sandonato 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 and personnel matters at 4:50 p.m. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Rowles that the Board come out of executive session at 5:40 p.m. Motion carried unanimously.

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 Ross and seconded by Trustee Virtuoso to adjourn at 5:41 p.m. Motion carried unanimously.

Barbara Walck
Secretary to the Board