

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 28, 2019**

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**A meeting of the Board of Trustees was held
on February 26, 2019 at 4:30 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. Kevin Clark
Ms. Sheila Smith (via phone conference at 5:45 p.m.)
Mr. Jerald Wolfgang

Board Members Absent

Mr. Jason Cafarella
Mr. Vincent Sandonato, Financial Secretary

Administration Present

William J. Murabito, Ph.D., Interim President
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
Ms. Barbara DeSimone, Director of Public Relations
Mr. John Eichner, Interim Vice President of Finance and Information Technology
Ms. Patrice Elnicki, Director of Financial Accounting and Reporting
Ms. Erika Grande, Assistant Director of Human Resources
Mr. Wayne Lynch, Interim Vice President of Operations
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Dennis Michaels – Chief Information Officer
Mr. Brian Michel, Director of Grants
Ms. Julia Pitman, Vice President of Student Services
Mr. James Trimboli, Director of Financial Aid
Ms. Lydia Ulatowski, Interim Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President
Mr. Bradley Wingert, Interim Assistant Vice President of Academic Affairs

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 4:50 p.m. and asked Trustee Clark 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.

Dr. Murabito briefly discussed the continued problem with board attendance. He recommends creating an Executive Committee that is able to make decisions when a quorum is not present. The Executive Committee would consist of the four officers and one at large member. A quorum would be three members. Trustee Sloma asked if all board members would be notified of subject matters and decisions. Dr. Murabito stated when you call an Executive Committee meeting; the subject matter will be announced to every board member. A copy of a Resolution was provided to board members for their review; Barbara Walck was asked to send the Resolution to the missing board members this evening. Trustee Wolfgang questioned the absence of three board members and this Resolution / Policy being presented. Chairperson Ross stated this Executive Committee would only be used when decisions need to be made and a quorum is not present. This item will be discussed later during the meeting.

PUBLIC COMMENTS

There were no public comments.

PRESENTATION

A sabbatical presentation was provided by Professor Elizabeth Sachs, entitled "Seeking Excellence in the Grassroots Creative Economy". Her sabbatical was during the fall 2018 semester.

Grant Director Brian Michel provided a grant development update presentation.

INFORMATION ITEMS

Chairperson Ross asked Board members if there were questions regarding the Information Items. There were no questions. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, and Facilities Update. Dr. Murabito asked Wayne Lynch, Interim Vice President of Operations to provide a facilities update regarding the modification of C Annex building. The roadway entrance repair work was also discussed.

CHAIRPERSON'S REPORT

Chairperson Ross discussed the Leadership Breakfast to be held on Thursday March 7, starting at 7:30 a.m. at the Culinary Institute. Board members were reminded to make every effort to attend this breakfast.

Chairperson Ross discussed the college commencement ceremony to be held on Saturday, May 11, which will be the same as last year with three ceremonies. Chairperson Ross provided a sign-up sheet for the trustees to state their preference of ceremonies. Trustee Virtuoso stated she would not be able to attend this year due to an out of town commitment.

Chairperson Ross stated the women's basketball team is still undefeated and the playoffs will this weekend on the Sanborn campus. Barb Walck will send the information to all board members.

Presidential Search Co-Chairs Bonnie Sloma and Gina Virtuoso provided an update on the search. Per ACCT, many applications have been received. Many thanks to our Graphic Design workers, Public Relations Department and Human Resources for all their work on our website. Monday, March 25 is the next search committee meeting.

PRESIDENT'S REPORT

Dr. Murabito discussed the following:

- A statewide Small Business Development Center (SBDC) 2018 Annual Report is provided for

everyone; the colored tags show where Niagara is mentioned.

- A letter along with a booklet of "field notes" provides information from the American Association of Community Colleges (AACC); customized for NCCC regarding high school-aged students that took the ACT test.
- The Community Missions Sweetheart Dinner was held on Friday February 8; several board members attended.
- Early February, Dr. Murabito attended a NYCCAP meeting in Utica. Johanna Duncan Poitier discussed advocacy.
- We continue to have STEM meetings and a video has been developed on the project. We are planning to meet again with the Niagara County Legislatures to continue discussions.
- Joseph Colosi has given his retirement notice. Thank you to Joe for his contributions to the campus.
- A new Program Proposal: Undergraduate Degree Program in Psychology, A.S. Information was provided for each board member.

STUDENT TRUSTEE REPORT

Chairperson Ross stated we still are trying to recruit a student trustee.

FACULTY OBSERVER REPORT

Faculty Senate President Marc Pietrzykowski provided his report.

Trustee Sheila Smith dialed into the board meeting via conference call for a quorum.

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

It was moved by Trustee Clark and seconded by Trustee Virtuoso that the Board come out of Executive Session at 6:15 p.m. Motion carried unanimously.

CONSENT AGENDA

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

It was moved by Trustee Wolfgang and seconded by Trustee Clark that the Board approve the minutes from the January 16, 2019 board meeting. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Sloma that the Board approve the Special Meeting minutes of January 24, 2019, and Statement of Revenues and Expenditures. Motion carried unanimously.

The following Resolution was read:

BOARD RESOLUTION

Bylaw Creating an Executive Committee

Background: The Niagara County Community College Board of Trustees has a membership of ten with a requirement of six members to constitute a quorum and six affirmative votes to pass any motions. From time to time it is difficult to reach a quorum because of unfilled member positions and for conflicting schedules. This problem exists within many boards and many have created executive committees to carry on the business of the organization when action cannot wait for a full board meeting.

WHEREAS the NCCC Board has experienced difficulty reaching quorum due to unfilled member slots and conflicting schedules, and

WHEREAS, it is essential for the Board to vote on items when the Board is unable to meet, and

BE IT THEREFORE RESOLVED that the NCCC Board of Trustees include in its Bylaws an item identified as the Executive Committee that will vote on Board items when the Board is unable to meet, and

BE IT FURTHER RESOLVED that the Executive Committee will be comprised of the four officers and one at large member selected each year through the current election process, and

BE IT FURTHER RESOLVED that the Executive Committee will meet at the request of the Board Chairperson or three members of the Executive Committee, and

BE IT FURTHER RESOLVED that the Executive Committee will need three members in attendance to constitute a quorum and must follow all Bylaws established by the Board.

Signed:

William L. Ross
Board Chairperson
February 26, 2019
BOT 19-03

It was moved by Trustee Clark and seconded by Trustee Sloma that the Board approve the Resolution as presented. Motion carried unanimously.

COMMITTEE REPORTS

Academic/Student Life Committee

It was moved by Trustee Virtuoso and seconded by Trustee Clark to approve the Academic/Student Life Committee Meeting minutes of January 15, 2019 as presented. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Sloma to approve the Romantic/Consensual Relationship Policy as presented. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Virtuoso to approve the 2020-2021 Academic Calendar as presented. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Sloma to approve the Professor Emeritus status as presented. Motion carried unanimously. Ann Catalano, Denise David, Linda DeGain, Karen Ferington, Sandra Gallo, Carol Henschel, Donald House, Paul Kankolenski, Sophie Knab, Kyle LoConti, Marguerite Newton, David Tobin, Elisabeth Weston, Patricia Willie, and Pascal Zanzano.

Fiscal Committee

It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the Board approve the Job Description: Coordinator of Institutional Research Data, as presented. Motion carried unanimously.
It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the Board approve the Job Description: Coordinator of Institutional Effectiveness, as presented. Motion carried unanimously.

Trustee Virtuoso read the following Resolution:

BOARD RESOLUTION

Administrator's Annual Salary Increase

Background: In order to remain competitive in salaries of college administrators who are no longer are eligible to receive the adjustment on the salary cost share schedule, the college is proposing an 2.0% annual increase for the fiscal year 2019-2020 which affects (23) administrators.

At the meeting of the Board of Trustees of Niagara County Community College on February 26, 2019, the following resolution was proposed and approved by the board:

WHEREAS the Board of Trustees recognizes that the 2.0% increase for (23) administrators will be effective as of September 1, 2019.

WHEREAS the Board of Trustees recognizes that any administrator at the max salary on the current administrative salary structure will not be entitled to an increase in salary.

THEREFORE be it resolved that the Board of Trustees of Niagara County Community College approves a 2.0% increase to the base salaries of eligible administrative employees effective September 1, 2019.

Signed:

William L. Ross
Board Chairperson
February 26, 2019
BOT 19-02

It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the Board approve the resolution as read. Motion carried unanimously.

OLD BUSINESS

Chairperson Ross reminded trustees of the March 19 board meeting.

March 7 is the Leadership Breakfast at NFCI.

A calendar schedule will be sent regarding presidential search dates when dates are confirmed.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no Good & Welfare.

It was moved by Trustee Clark and seconded by Trustee Virtuoso to adjourn at 6:20 p.m. Motion carried unanimously.

The board meeting was reconvened; Trustee Smith redialed into the board room.

Vice President of Student Services Pitman discussed the Contract. It was moved by Trustee Clark and seconded by Trustee Sloma that the Board approve the Addendum to Contract Between Niagara County Community College and The College Association of Niagara County Community College. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Clark to adjourn at 6:25 p.m. Motion carried unanimously.

Bonnie Sloma
Secretary