

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APRIL 12, 2016**

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

1. *Faculty Council of Community Colleges (FCCC) (L. Townsend)*
2. *Honors Program/ Conference (Dr. Keaton, Laura Bristol, Lauren Mojeski, Brooke VanValkenburgh)*
3. *Athletic Master Plan Physical Facilities Audit (R. McKeown)*
4. *Academic Vision Update (Dr. Chliwniak)*

Board Members Present

Mr. James Ward, Chairperson
Mr. Bradley Rowles, Secretary
Ms. Gina Virtuoso, Financial Secretary
Mr. Vincent Ginestre
Mr. William Ross
Mr. Christian Clowes

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Public Relations Director
Ms. Deborah Brewer, Foundation Director
Ms. Catherine Brown, Human Resources Director
Dr. Luba Chliwniak, Vice President of Academic Affairs
Mr. Michael Dombrowski, Vice President of Operations
Mr. Robert McKeown, Athletic Director
Ms. Julia Pitman, Vice President of Student Services
Ms. Paula Sandy, Vice President of Acad. Aux. Services
Mr. William Schickling, Vice President of Finance/Info.Tech.
Ms. Lori Townsend, Faculty Senate President
Ms. Lydia Ulatowski, Asst. Vice President of Acad. Affairs

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**A meeting of the Board of Trustees was held
at 4:00 p.m. on April 12, 2016
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
Ms. Gina Virtuoso, Financial Secretary
Mr. Jason Cafarella
Mr. Vincent Ginestre
Mr. William Ross
Mr. Christian Clowes

Board Members Excused

Ms. Sheila Smith

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Public Relations Director
Ms. Deborah Brewer, Director of Foundation
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/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

Chairperson Ward called the meeting to order at 4:05 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 Rowles and seconded by Trustee Ross that the Board approve the Consent Agenda which included the Board Meeting Minutes of March 8, 2016, 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. President Klyczek stated there are two additional employees, not shown on the Personnel Status Chart, who just recently submitted their retirement notice: Karen Ferrington, Librarian, and Theresa DiGregorio, Director of Business Services. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Conferring of Degrees, Student Trustee Report and Letter from State Education Department.

Chairperson's Report

Chairperson Ward congratulated President Klyczek on being ranked in the top 200 of the most influential people in Buffalo Business First. Chairman Ward also congratulated Trustee Ross for being inducted into the New York State Athletic Association Hall of Fame for Athletic Directors.

PRESIDENT'S REPORT

President Klyczek reported that:

- The Middle States on-site visit was completed on March 9. We received a very positive report with approximately 10 suggestions and 10 recommendations many of which were similar to our own suggestions in our self-study. The team chair sent the final report to us and we had two weeks to respond regarding factual accuracy. Next step is the full commission will make the final decision in early June after reviewing all materials submitted.
- Last month President Klyczek reported our application for an Education Opportunity Program (EOP) had been funded and approved through SUNY. The funding was confirmed recently with the passing of the state budget. A summer residential program will be underway shortly, which will serve as the start of the program for new students.
- Approximately every two weeks, President Klyczek is offering information sharing sessions in FRACE to answer questions about the Learning Commons and to solicit input on our vision and mission. President Klyczek will meet with the Faculty Senate and Student Senate for their input regarding reaffirming the vision and mission statements. Additional sessions will be on campus communication, how we operate shared governance and the roles of the shared governance members.
- Congratulations to Financial Aid Director Jim Trimboli on recently publishing the second edition of his book "A Parent's Survival Guide to College and Financial Aid".

STUDENT TRUSTEE REPORT

Christian Clowes stated a Red Cross blood drive was held along with various other campus activities. The NCCC baseball team is doing well, and Trustee Clowes discussed upcoming campus events for students.

COMMITTEE REPORTS

Finance

Vice President Schickling gave a brief overview of the Consumer Price Index and the Higher Education Price index pertaining to the FTE State Aid chart which was included in the materials.

Trustee Virtuoso reported that the college recently completed a re-forecasting of expected financial results for fiscal year 2015-2016 in conjunction with the development of our proposed budget for fiscal year 2016-2017. We're anticipating that full-year expenses will be within budgeted levels for all reported cost categories. However, we believe that it may be to our advantage to move forward with some equipment purchases that were not budgeted for this year. I request the Board of Trustees to approve the following transfer:

FROM:		TO:	
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Personnel Services	\$ 300,000	Equipment	\$ 300,000

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre that the board approve the budget transfer as read by Trustee Virtuoso.

Motion carried unanimously.

Governmental Affairs

Trustee Ross provided a handout, in draft form, and gave a brief overview of the 2016-2017 NCCC Budget Calendar as follows:

May 16, 2016	Administration & community Services Committee. Pass Resolution calling for a Public Hearing.
May 24, 2016	Resolution Calling for a Public Hearing on legislative Agenda for June 16 th Legislative Meeting.
June 13, 2016	Joint Administration and Community Services Meeting; Resolution. Resolution to Adopt the NCCC Budget.
June 21, 2016	Legislative Meeting: Public Hearing for NCCC Budget and Resolution to Adopt NCCC Budget.

Planning/Facilities

Vice President Bill Schickling and Human Resources Director Catherine Brown provided a brief update on the health insurance project they have been working on for the last several months with Trustee Virtuoso. They will try to provide more information during the June meeting.

It was moved by Trustee Cafarella 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 legal matters and personnel matters at 4:45 p.m. Motion carried unanimously.

Trustee Wojtaszek left at 4:55 p.m.

It was moved by Trustee Ginestre and seconded by Trustee Rowles that the Board come out of executive session at 5:15 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 Ginestre to adjourn at 5:20 p.m. Motion carried unanimously.

Bradley W. Rowles
Secretary