

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

A meeting of the Board of Trustees was held
at 3:00 p.m. on April 14, 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 (arrived at 3:30 p.m.)
Mr. Kevin Schuler
Ms. Sheila Smith
Ms. Olivia Spitzer, Student Trustee

Board Members Excused

Ms. Bonnie Sloma

Administration Present

Dr. James P. Klyczek, President
Mr. Donald Armstrong, Interim Director of Human Resources
Ms. Gina Beam, Director of Public Relations
Dr. Eunice Bellinger, Vice President of Academic Affairs
Ms. Deborah Brewer, Foundation Director
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 3:20 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence 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 Wojtaszek and seconded by Trustee Rowles that the Board approve the Consent Agenda which included the Planning Committee Meeting Minutes of March 4, 2015, Personnel Committee Meeting Minutes of March 4, 2015, Executive Session Meeting Minutes of March 4, 2015, Finance Committee Meeting Minutes of March 4, 2015, Board Meeting Minutes of March 18, 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. There being no questions, the following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Prospective Request for Proposals, Learning Commons Walk-Through, Approval Letter for Start Up NY Program, and Governor's Budget.

CHAIRPERSON'S REPORT

Chairperson Ward provided a handout showing the new list of Board Officers, new Committee member appointments, and other appointments or trustee representation. The annual election of officers will take place at the June meeting. Chairperson Ward also stated the ACCT board retreat will take place following the board meeting on May 12. The process should be starting very shortly with ACCT sending via email a self-assessment survey to be completed by each board member, and returned to ACCT. The final results will be given to President Klyczek and Chairperson Ward. Final details along with the agenda will be forwarded to board members when available. Chairperson Ward stated at 5:00 p.m. today there will be a meeting regarding the Learning Commons to discuss the new appropriation from the state, and the information will be brought back to the board. Some Niagara County Legislators and county employees will be present.

PRESIDENT'S REPORT

President Klyczek reported that:

- Thank you to everyone who took the time last month to preview the demonstration/tour in the Nursing Sim Lab. We are pursuing grant options to see if we can secure approximately \$70-\$75,000 for the new mannequin and the training that goes with it. This mannequin is state of the art and demonstrates various OBGYN deliveries, and we would welcome this addition into our nursing lab. This would also be a resource for other schools and used for EMT training and fire station personnel training. We are fortunate to have nursing faculty member Linda Kilger who is behind this and making the lab come to life for the faculty and students.
- The NCCC Alumni Foundation 5K race/walk is Friday May 1; registration begins at 4:30 p.m., and the race is at 6:30 p.m. See the flyer that was provided for more details.
- The Student Awards Banquet will be held on Wednesday May 6 at 4:30 p.m. in the main cafeteria. All board members are welcome to attend. Please let Barb know whether or not you are able to attend. Please see handout for details.

- **The Athletic Awards Night will be held on Thursday May 7 in the main gym. The doors will open at 6:15 p.m. and the program will start at 7:00 p.m. Refreshments will be provided. Please see handout for details.**
- **The Roy E. Sommer Memorial Scholarship Golf Scramble will be held on Monday June 22 at the Tan Tara Golf Club. Registration begins at 8:00 a.m. Please see handout for details.**
- **Executive Council along with Dr. Mary Jane Feldman, Director of Planning and Research and Gina Beam, Director of Public Relations have been continuing to meet and prepare for a visit from the Stamats consultants group working on our branding and advertising/marketing strategies. Stamats group will be here next Tuesday working with the executive team on branding, and then returning with communication mapping strategy and will also meet with the student services area regarding a follow-up communication meeting. Following all that, we will roll that out to the rest of the campus for more input and feedback.**
- **The academic areas are continuing to work on the academic vision. academic program inventory and program planning. We will be having another All College Meeting in the next few weeks, as a follow up to the meeting we held earlier in the semester to orient people to what the academic council is working on with the academic programs and report on the progress.**
- **The focus for the board self-assessment retreat will be on the boards functioning and self-assessment and heading towards creating the boards own goals for the coming year as well as creating a strategy as we move forward on the branding and strategic plan.**
- **The governor's budget provides a \$100 FTE increase; capital funding is also included in the budget. Other initiatives (language) are still unclear pertaining to community colleges; having to develop the performance improvement plan in order to secure full funding.**
- **The RFP for architecture and engineering for the Learning Commons was advertised and a pre- application meeting was held at the end of March with a tour with approximately 50 people representing 40 firms. They have been submitting questions in writing and we are preparing responses for those questions to be able to distribute back to them. The due date for the response to the RFP is April 23 at 2:00 p.m.**
- **Trustee Virtuoso and President Klyczek attended the SUNY Shared Governance conference at Onondaga Community College in late March for one day; Lori Townsend Faculty Senate President attended the entire weekend. There were several very good sessions. The speakers discussed shared governance and getting both sides to come to a middle ground on what is expected with shared governance.**
- **The regional NYCCT meeting is next weekend; Trustee Virtuoso and President Klyczek will attend the Friday sessions only. If anyone else is interested, please contact Barb Walck. There will be valuable panel discussions on sponsor board relations, board development, self-evaluation, briefings on state legislation, etc.**
- **The listings of individual board member assignments for the May 16 commencement ceremony were handed out. There were some minor adjustments; please let Barb Walck know if you have any concerns or questions. The keynote speaker for this year is Lockport native and award winning novelist Joyce Carol Oates.**

STUDENT TRUSTEE REPORT

Student Trustee Spitzer presented her report.

COMMITTEE REPORTS

Finance

Vice President Schickling stated the state budget was passed, and we have finished our preliminary review for staff projections. The plan is to have our recommended budget presented at the May 12 board meeting; goal is to get an approved budget before the end of May and have it available for the Niagara County Legislature. Budget transfers will be reviewed and proposed. President Klyczek stated regarding the SUNY reassessment; Vice President Schickling is working with the attorney to get their opinion to whether or not pay the bill. A letter will be drafted and sent to SUNY.

Governmental Affairs

Trustee Ross stated the Niagara County government is operating effectively and efficiently. The next meeting is on Tuesday April 21 at 7:00 p.m.

Planning/Facilities

Trustee Ginestre stated the proposed Academic Calendar for 2016-2017 is on hold; timing of the spring break needs to be reviewed. This item will return to the board after further discussion.

It was moved by Trustee Ginestre and seconded by Trustee Wojtaszek that the Board of Trustees authorize the granting of degrees and certificates to those students who have fulfilled all requirements at the Commencement to be held May 16, 2015. Motion carried unanimously.

Vice President Dombrowski provided an overview of the façade project at the Niagara Falls Culinary Institute. He and Vice President Schickling are currently working with DR Chamberlain regarding the project and hopefully work will begin next week, and completed in approximately 90 days.

President Klyczek stated we have an agreement on the tobacco free policy changes with the Faculty Association and the ESPA union; some wording needs to be negotiated. The TSPA in that policy follows their own bargaining agreement progressive discipline language.

President Klyczek states we are still working on insurance coverage; we have a contract, most of the wording in place of how we would proceed with security in student housing. We are still obtaining insurance estimates for riders for the current insurance to cover us for liability.

Personnel

There was no Personnel report.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business.

GOOD & WELFARE

Chairman Ward announced that Trustee Schuler is having a birthday today. We wish him a happy birthday.

It was moved by Trustee Ross and seconded by Trustee Schuler to adjourn at 4:35 a.m. Motion carried unanimously.

**James W. Ward
Secretary**