

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 10, 2016**

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

1. *Faculty Handbook*(Dr. Chliwniak)
2. *Branch Campus Update* (Dr. Chliwniak)
3. *Student Activity Fee Budget* (J. Pitman)
4. *Student Athletic Fee Budget* (J. Pitman)
5. *Athletic Master Plan Proposal* (R. McKeown)

Board Members Present

Mr. James Ward, Chairperson
Mr. Henry Wojtaszek, Vice Chairperson
Ms. Gina Virtuoso, Financial Secretary
Mr. Vincent Ginestre
Mr. William Ross
Ms. Bonnie Sloma (arrived 3:50pm)
Ms. Sheila Smith

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Public Relations Director
Dr. Luba Chliwniak, Vice President of Academic Affairs
Mr. Michael Dombrowski, Vice President of Operations
Ms. Patrice Elnicki, Director Fin. Reporting & Accounting
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 May 10, 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
Ms. Gina Virtuoso, Financial Secretary
Mr. Jason Cafarella
Mr. Vincent Ginestre
Mr. William Ross
Ms. Bonnie Sloma
Ms. Sheila Smith

Board Members Excused

Mr. Bradley Rowles, Secretary

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Director of Public Relations
Ms. Catherine Brown, Director of Human Resources
Dr. Luba Chliwniak, Vice President of Academic Affairs
Mr. Michael Dombrowski, Vice President of Operations
Ms. Patrice Elnicki, Director, Financial Reporting and Accounting
Dr. Mary Jane Feldman, Director of Planning and Research
Ms. Julia Pitman, Vice President of Student Services
Mr. Robert McKeown, Athletic Director
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

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 4:06 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.

Chairperson Ward stated the order of agenda items will be changed to move Finance Committee first due to audit presentation.

Finance Committee

Trustee Virtuoso introduced Mr. Craig Stevens and Mr. Jonathan Miller from The Bonadio Group who provided a handout and gave a lengthy presentation of the audit results for the year ended August 31, 2015 and discussion on new GASB; fund balance. It was moved by Trustee Virtuoso and seconded by Trustee Cafarella that the board accept the audit as presented by The Bonadio Group. Motion carried unanimously.

CONSENT AGENDA

Chairperson Ward asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the Consent Agenda which included the Board Meeting Minutes of April 12, 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. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update,

Foundation Report, Student Trustee Report, Prospective Requests for Bids, SUNY Community College Capital Project Budget Approval, Senate Times, New Associate Degree Program: Biology (A.S.), New Associate Degree Program: Dietetic Studies (A.S.), Memo from Chancellor Zimpher: Master Plan Amendment for NCCC, Letter to Middle States on Final Team Report, and Letter Regarding Faculty Council of Community College Plenary Event.

Chairperson's Report

Chairperson Ward thanked all those who worked so diligently on the Middle States Steering Committee. Chairperson Ward, the board members and President Klyczek presented the following with certificates of appreciation: Matthew Clarq, Elizabeth Kline, Mary Beth Morse, Scott Steiner, Julia Pitman, Dr. Mary Jane Feldman, Lori Townsend, Deborah Sorrentino, Dr. Luba Chliwniak, and Trustee Gina Virtuoso. Sue Brade and Jennifer Allen were also members of the Steering Committee but were unable to be present today.

Chairperson Ward stated he would accept nominations for the officers for the board of trustees for the 2016-2017 year; Vice Chairperson Wojtaszek nominated the following slate: Chairperson James Ward, Vice Chairperson William Ross, Financial Secretary Gina Virtuoso and Secretary Bradley Rowles. Trustee Sloma nominated the following slate: Chairperson Vincent Ginestre, Vice Chairperson William Ross, Financial Secretary Gina Virtuoso and Secretary Sheila Smith. President Klyczek stated that additional nominations can be made at the June board meeting.

PRESIDENT'S REPORT

President Klyczek reported that:

- The State of New York Executive Chamber has issued an Executive Order prohibiting state funded or state sponsored travel to North Carolina; handout was provided. This Order pertains to the NCCC Baseball team possibly traveling to North Carolina for the Division III World Series. Robert McKeown, Athletic Director provided a brief update on this situation. Vice President Schickling states the scope of the Executive Order enforcement does not apply to NCCC. Vice President Pitman said the State Ops stated to be cautious on the decision made. President Klyczek recommends our baseball team attend.
- There are two additional employees, not shown on the Personnel Status Chart, who recently submitted their retirement notice: Cathy Vanderwalker and Shirley House, both ESPA workers.
- Our response to the Middle States onsite visit report was posted to the Middle States website two weeks ago. We are on the agenda for the June meeting of the commission to make their determination regarding our accreditation status.
- As part of the Learning Commons project, the Grants and Foundation departments have been moved to the Culinary Institute for approximately two years.
- The Educational Opportunity Program (EOP) has been funded and included in the state budget. The job description for this coordinator has been included in the Personnel Committee report which will be discussed today and if approved, will be forwarded to SUNY for their approval as well.
- President Klyczek attended the SUNY Presidents meeting in April with the focus of the apparent lack of success in lobbying for additional funds in the state budget for SUNY broadly, as well as a better FTE reimbursement rate for community colleges.

- The Human Services program hosted a panel presentation of substance abuse at the end of April. President Klyczek introduced Senator Ortt who spoke about new state funding to fight the opium epidemic. Dr. Bonacci and Dr. Cindy Oberjosh coordinated the evening with students from their classes in Human Services and was provided as a service learning project. It was attended by approximately 80-90 people.

- The new TOPS Market opened across the street with a grand opening in April. They have displayed the Thunderwolves logo on their wall to represent the hometown college. We also received a \$500 donation to be used by our culinary program.

Trustee Wojtaszek left at 5:10 p.m.

- The induction for the Phi Theta Kapa honor Society was on April 30, Over 175 students were inducted into the National Honor Society this year, which is a large increase over previous years. The current team of advisors are Corey Wright, Madison Ackerman, Denise Prohaska, Jessica Helmbrecht and Paul Ratka. Congratulations to faculty and staff for making that experience available to our students.
- Thank you to everyone who participated in the Alumni 5K Run and Walk held on Friday May 6. Trustee Wojtaszek and his family were again there. We had approximately 100 participants and raised funds for the foundation.
- Barb Walck will forward the monthly articles to board members for review.

STUDENT TRUSTEE REPORT

There was no Student Trustee Report.

COMMITTEE REPORTS

Finance (continued)

It was moved by Trustee Virtuoso and seconded by Trustee Cafarella that the board approve the recommendation of GPD Group as sole source provider of architectural design and engineering services for the Tim Horton's space that is part of the Learning Commons project. This vote is to formalize the "yes" email vote provided by board members after the last meeting. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Ross that the board approve the 2016-2017 budget as presented. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the board approve the Tuition and Fee Schedule for 2016-2017 as presented. Motion carried unanimously.

Governmental Affairs

Trustee Ross provided a handout, in draft form, of the 2016-2017 NCCC budget calendar meetings. The Administration and Community Services Committee will meet on May 16.

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

June 21, 2016 Adopt the NCCC Budget.
Legislative Meeting: Public Hearing for NCCC Budget and Resolution to Adopt NCCC
Budget.

Trustee Ross stated the NYSAC fall conference will be held in Niagara Falls this year. Trustee Ross has secured the Niagara Falls Culinary Institute to host one evening on Tuesday September 22 with approximately 275 people in attendance.

Planning/Facilities

It was moved by Trustee Ginestre and seconded by Trustee Cafarella that the board approve the revised 2016-2017 Academic Calendar as presented. Motion carried unanimously.

Vice President Pitman stated a student filed a complaint with the Office of Civil Rights in reference to three areas on campus; elevator to the library, door going into the student development center and the door going into the test center. The Office of CR came out and found the door to the test center met requirements, the door to the student development center was heavier than the regulated weight, and the elevator to the library will be decommissioned in May. We have until June 1 to submit a written documentation of our alternative plan for students.

It was moved by Trustee Cafarella and seconded by Trustee Ginestre 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 5:40 p.m. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Ginestre that the Board come out of executive session at 5:45 p.m. Motion carried unanimously.

Personnel

It was moved by Trustee Cafarella and seconded by Trustee Sloma that the board approve the recommendation of Sabbatical Request for the following individual:

Larry N. Castellani, Ph.D.

Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre that the board approve the recommended SUNY Title Approval Educational Opportunity Program (EOP) Coordinator. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Ross that the board approve the grant appointment (2016-2017) to:

Heather (Saba) Trumble

Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the board approve administrative reappointments to the following:

Allison Armusewicz
William Beilein
Nate Beutel
Matthew Clingersmith
Barbara DeSimone
Monica Lopoyda

Robert McKeown
Lynn Oswald
Vonetta Rhodes-Osi
James Trimboli
Lydia Ulatowski

OLD BUSINESS

There was no old business.

NEW BUSINESS

Trustee Sloma inquired about our active shooter policy. President Klyczek stated we are a “stay in place” policy although there has been new training for a “run, hide, fight” response. Trustee Sloma is asking to review this policy as this may vary for different situations.

GOOD & WELFARE

Chairman Ward asked for a moment of silence for Grace Lynn Plotner, a current student who passed away on May 7.

A memorial service was held on April 16 for Dr. Jamie Mezhir, son of James Mezhir, Division Chair for Humanities and Social Sciences Division.

The father of James Trimboli, Director of Financial Aid passed away at the end of April.

Chairman Ward asked for a moment of silence for these individuals.

It was moved by Trustee Cafarella and seconded by Trustee Sloma 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 5:55 p.m. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Ginestre that the Board come out of executive session at 6:20 p.m. Motion carried unanimously.

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

Bradley W. Rowles
Secretary