

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**A meeting of the Board of Trustees was held
at 3:00 p.m. on June 9, 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
Mr. Kevin Schuler
Ms. Bonnie Sloma
Ms. Sheila Smith**

Board Members Excused

n/a

Administration Present

**Dr. James P. Klyczek, President
Mr. Donald Armstrong, Interim Director of Human Resources
Ms. Gina Beam, Director of Public Relations
Ms. Deborah Brewer, Foundation Director
Mr. Jesse Cole-Goldberg, Director of Technology Services
Mr. Michael Dombrowski, Vice President of Operations
Dr. Mary Jane Feldman, Director of Planning and Research
Mr. Dennis Michaels, Chief Information Officer
Mr. Robert McKeown, Athletic Director
Ms. Julia Pitman, Vice President of Student Services
Ms. Paula Sandy, Vice President of Academic Auxiliary Services
Ms. Kathleen Saunders, Director of Admissions
Mr. William Schickling, Vice President of Finance and Information Technology
Mr. James Trimboli, Director of Financial Aid
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 3:12 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.

Chairperson Ward announced there will be a small adjustment in the agenda.

Pertaining to the election of officers, Trustee Schuler stated as we recently went through elections a few months ago due to the resignation of Trustee Needler, it was moved by Trustee Schuler and seconded by Trustee Wojtaszek to keep the same slate as previously approved: Chairperson James Ward, Vice Chairperson Henry Wojtaszek, Financial Secretary Gina Virtuoso and Secretary Bradley Rowles. Motion carried unanimously.

It was moved by Trustee Rowles 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 personnel matters and legal matters at 3:15 p.m. Motion carried unanimously.

It was moved by Trustee Wojtaszek and seconded by Trustee Rowles that the Board come out of executive session at 3:45 p.m. Motion carried unanimously.

PUBLIC COMMENTS

Faculty Senate President and Middle States Co-Chair Lori Townsend spoke regarding the termination of the Vice President for Academic Affairs.

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 Wojtaszek that the Board approve the Consent Agenda which included the Board Meeting Minutes of May 12, 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. Chairperson Ward congratulated Trustee Sloma on her reappointment to the board. Trustee Sloma was happy to see the two approval letters from SUNY for the new associate degree program for Welding Technology and a title change. President Klyczek stated the timeframe for the program to be up and running could range from 30 days to two years depending on SED approval. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Prospective Request for Bids, Donations (2), SUNY Approval Letter for New Associate Degree Program – Welding Technology, (A.A.S.), SUNY Approval Letter for Title Change – Homeland Security and Emergency Management (A.A.S.), Reappointment of Trustee Sloma, and our ACCT Certificate.

Chairperson's Report

Chairperson Ward stated that Dr. Klyczek and he had a meeting of interest on housing for the Culinary Institute and met with Sean Caffery from the Seneca Development Corporation. They are interested in proposals with developers which could include housing units for the college. Trustee Schuler asked about the sale of Hotel Niagara, and President Klyczek stated it is off the table now for us. Another lease will be signed by Joe Anderson at the Quality Inn for the fall semester.

PRESIDENT'S REPORT

President Klyczek reported that:

- Sean Caffery, CEO of Seneca Development Corporation, reconnected us to the Seneca Foundation that is working on a program "Food is our Medicine" , and asked the college to participate with them on efficient planning, guidance and program planning, as well as to tackle some projects in the southern tier, related to their youth interested in college programs, certificates or degrees. Sean is presenting at a LEAP (Leaders Encouraging Action in Progress) meeting on Thursday; as the Seneca Development Corporation is taking on a lead role with coordinating development in downtown Niagara Falls.
- President Klyczek is compiling results from the board self-evaluation meeting, information will be forwarded to board members in a few weeks, i.e., executive summary of the meeting, voting on goals moving forward, etc.,
- Commencement was a success; families and students were also happy. A few changes will be made for next year. Thanks to Barb DeSimone and the Public Relations Department. Barb coordinates this event each year, and does a great job, and the Seneca Event Center folks were helpful also.
- Our commencement speaker Joyce Carol Oates was cited on some social media sites as one of the top ten commencement speeches; she provided a great message suggesting graduates focus on their strengths and not weaknesses.
- Reminder, there is no board meeting in July; we will reconvene on the second Tuesday in August, and have the recognition meeting in August where we welcome new members and thank exiting members.
- The Executive Council is working with Human Resources on updating benchmarking of administrative salaries, a project which half of our current board member were involved with in 2009. This is a categorization of all the administrative lines grouping into categories and salary ranges. Executive Council will review salaries again, comparing to other SUNY colleges, which is necessary to retain and recruit administrators.
- We are working with Horizon Health Services, which is a private mental health and addiction service provider throughout Erie and Niagara County. We have talked to them for several years about opening a satellite here on campus in our health center to provide services to our students. We would be providing space for them to provide services to keep our students engaged with school and their appointments at Horizon Health Services. The application to the health department is in process, and we have been in contact with the county mental health and social services. Vice President Pitman is heading this project, along with Vice President Dombrowski.

STUDENT TRUSTEE REPORT

There was no Student Trustee Report.

Chairperson Ward stated we will honor Olivia, our outgoing Student Trustee at our August reorganization meeting.

COMMITTEE REPORTS

Finance

Trustee Virtuoso stated there is nothing additional to report except the Capital Funding Project. President Klyczek stated it will be dealt with this month. Trustee Ross stated there will be a public hearing on June 16 in Niagara County for the college's 2015-2016 budget. President Klyczek also stated the Foundation is on track with the capital campaign.

Governmental Affairs

Trustee Ross stated last night there was a combined meeting with administration committee and community services. All Legislators had their materials beforehand; 2015-2016 proposed budget, and the handout with historical and highlights. Several questions were asked and President Klyczek and Vice President Schickling answered them. It was a successful presentation and the two committees vote was in favor unanimously. Tuesday June 16 at 6:45 p.m. is a public hearing and the 2015-2016 proposed budget will be on the agenda.

Planning/Facilities

Trustee Ginestre stated there are several budgets presented; Student Activity Fee Budget and the Student Athletic Fee Budget. Vice President Pitman provided a revised insert for page four of the Student Activity Fee Budget. President Klyczek stated the board previously received the budgets at the May meeting, with the revised page, it was open for questions or comments; with no questions, the board accepted these budgets.

It was moved by Trustee Ginestre and seconded by Trustee Ross to approve the 2016-2017 Proposed Academic Calendar as presented. Motion carried unanimously.

Trustee Schuler discussed the progress on the downtown culinary façade. Vice President Dombrowski stated activity should start in less than two weeks and he was told the project should be done in approximately 40 days or less.

Personnel

It was moved by Trustee Schuler and seconded by Trustee Ginestre to approve the Grant Appointments as per chart Revision 1 as follows:

Hannah Berlund, Kelly Boswell, Jessica Helmbrecht, Sabrina Kerfoot, Susan Kottke, Abigail Mitchell, Denise Prohaska, Heather Saba, Jared Schickling, Donald Schier, Winifred Storms, Angela Taibi

Motion carried unanimously.

It was moved by Trustee Schuler and seconded by Trustee Sloma to approve the Administrative Reappointments as per chart Revision 3 as follows:

Allison Armusewicz, Lisa Babcock, Gina Beam, William Beilein, Matt Clingersmith, Jesse Cole-Goldberg, Rick DeMita, Barbara DeSimone, Dennis Gasbarro, Maureen Henderson, Denyel Koury, Steve Lamkin, James Lobdell, Monica Lopoyda, Cindy Mack, Lisa Mahl, Robert McKeown, Monica Ridgeway, William Sabio, Paula Sandy, Kathy Saunders, Pauline Soeffing, Lydia Ulatowski, Barbara Walck, Dinene Zaleski

Motion carried unanimously.

It was moved by Trustee Schuler and seconded by Trustee Ginestre to approve the appointment of Dr. Luba Chliwniak as Vice President of Academic Affairs, effective July 6, 2015 at a salary of \$127,000.

Motion carried unanimously.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no Good & Welfare.

**It was moved by Trustee Virtuoso and seconded by Trustee Wojtaszek to adjourn at 4:05 p.m.
Motion carried unanimously.**

**Bradley W. Rowles
Secretary**