

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**A meeting of the Board of Trustees was held
at 3:00 p.m. on August 11, 2015
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

**Mr. James Ward, Chairperson
Mr. Vincent Ginestre
Mr. William Ross
Mr. Kevin Schuler
Ms. Bonnie Sloma
Mr. Christian Clowes**

Board Members Excused

**Mr. Henry Wojtaszek, Vice Chairperson
Ms. Gina Virtuoso Financial Secretary
Mr. Bradley Rowles, Secretary
Ms. Sheila Smith**

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
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 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
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.

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 Sloma and seconded by Trustee Ginestre that the Board approve the Consent Agenda which included the Board Meeting Minutes of July 8, 2015, Statement of Revenues and Expenditures (2), and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ward asked Board members if there were questions regarding the Information Items. Trustee Ginestre questioned the progress on the façade at NFCI. Vice President Dombrowski stated the work has started in front of Barnes and Noble and work should be completed in 40 days. The following items were received and filed: Personnel Status Chart, Facilities Update, Foundation Report, SUNY letters – New Associate Degree Program, Industrial Process Technology; Add Five Concentrations to an Existing Associate Degree Program – Engineering Studies; State Education Department Letter – Proposed Program in Brewery Operations; Acknowledgement Letter from Office of the State Comptroller- Clery Audit; Letter from Chancellor Zimpher – Approved Increase in State Financial Assistance.

Chairperson's Report

Chairperson Ward welcomed Christian Clowes as the new Student Trustee. Chairperson Ward also acknowledged the unexpected death of Professor Carl Heintz and our thoughts go out to his family. Also he acknowledged the death of Richard Wyssling, attorney for the Faculty Association.

PRESIDENT'S REPORT

President Klyczek reported that:

- The MOMs program which is funded through the Western New York Women's Foundation, continues to receive good press and continuously mentions NCCC through their fundraising efforts. Recently a NCCC graduate from the MOMs Program was featured in the Niagara Gazette and the positive impact it had on her.
- The Foundation Capital Campaign is progressing. President Klyczek and Deb Brewer, Foundation Director are at approximately 50 – 60% through the portion of individual meetings with board members and foundation members. Of the \$2.5 million goal, we are at \$557,500.00.
- There is a change in the All College and All Faculty meeting this year. The All College Meeting will be held at the Sanborn campus on Thursday August 27 in the morning, and the All Faculty Meeting will be held on August 27 in the afternoon. On Friday morning the All Faculty Meeting will continue at NFCI. The All College Meeting will have updates

on the Strategic Plan, Dr. Chliwniak, Lori Townsend and Deb Sorrentino will present an overview of where we are with the Middle States Self Study and what the next steps are in moving towards the fall semester. Lastly there will be a representative from Stamats and she will provide a presentation on the work with our Enrollment Management Consultants, and will report on the past 12 months and how various portions of the college were included in the research and development with our branding ideas, brand identity, brand promise, etc. Dr. Chliwniak will lead the All Faculty meeting on Middle States, as all faculty are to be reviewing Student Learning Outcomes and the assessments via presentations.

- **Annual Reports are finished and board members received their copy today. This will be given to all employees and copies are being mailed directly to our alumni members and others on our mailing list. This includes our annual report, foundation annual report and the alumni report. Dr. Klyczek stated this can be used as an advertising piece, and if more copies are needed, please let him know.**
- **Reminder that the board organizational dinner is Thursday night.**
- **The board articles will be sent to board members by the end of this week.**

- The NYCCT meeting is being held this year from September 17-19 at the Otesaga Hotel in Cooperstown, NY. Please let Barb know whether or not you are able to attend. So far President Klyczek, Trustees Ward, Ginestre, Ross and Virtuoso are planning on attending.
- The implementation of the banner HR system is underway. Don Armstrong states we are progressing and need to have the electronic and paper timesheets to run parallel.
- Vice President Dombrowski and the Operations department have almost completed the Veterans Lounge in B Building. There are just a few punch list items to be done. Transfer Services is located on the other side of the area. These areas will be up and running for the fall semester.
- BS + 10 legislation is still being pursued as an entry to Nursing Practice. It seems like this will eventually become a reality. More than half of current nurses have an associate's degree. We are looking for ways that community colleges can provide a bachelor's degree for nursing which is an ongoing issue.
- Athletic Master Plan draft will be presented to the board within the next month or so. President Klyczek has been meeting with Vice President Pitman and Athletic Director Bob McKeown. Vice President Dombrowski is also meeting with estimators regarding the fields, pool area, etc.
- Strategic Plan update will be discussed at the All College Meeting. June and July of each year we report progress on the strategic plan and use July and August to retool and prepare to carry forward for the coming year.

STUDENT TRUSTEE REPORT

Christian Clowes provided some information on himself. He also gave a brief report of upcoming orientation and events for the new school year offered to students.

COMMITTEE REPORTS

Finance

Chairperson Ward stated in the absence of Trustee Virtuoso, President Klyczek will give updates on two of the items, and Trustee Ross will stand in on the budget transfer. President Klyczek stated the we have received estimates for the liability and property insurance; this arose in response to our need to have liability coverage for our security providing security at student housing. The county risk manager wanted the college to get estimates on all our insurance coverage. We have worked with First Niagara in obtaining estimates and seems we will obtain better coverage at lower deductibles with one of the companies that bid on the process. Insurance for board members (D & O coverage) would also be obtained. As of now we would secure the insurance and pay for it ourselves this year, which would reduce the burden on the county being self-insured. Trustee Schuler is requesting we receive more definite approval from Niagara County for us to proceed with this process. Trustee Ross feels that the process seems to be going smoothly as nothing has been brought to the committee as a whole at Niagara County. Trustee Ross will contact Jennifer Pitarresii tomorrow at Niagara County to confirm this change. No motion is needed.

President Klyczek briefly discussed the administrative salary program update; this was the

review of administrative salaries, categorization and salary raises we developed six years ago. We are looking at updating this information but comparative data are missing. Don Armstrong designed a survey with our administrative titles, salary ranges and a brief description of jobs. President Klyczek will pass along to all New York State community colleges and hope to have data collected by early September. Our new Human Resources Director will talk with the Personnel Committee in late September regarding the findings and recommendations.

It was moved by Trustee Ross and seconded by Trustee Sloma to approve the Budget Transfer as presented for the fiscal year 2014-2015. Motion carried unanimously.

Governmental Affairs

Trustee Ross stated on June 16 the NCCC budget was approved for the 2015-2016 budget year, and more importantly the capital IL was passed for the Learning Commons for \$10 million.

President Klyczek thanked Trustee Ross for all his help and support. Chairman Ward wanted to thank the Legislature for their support and partnering with Senator Ortt for the \$12.5 million state support for the Learning Commons.

Planning/Facilities

Trustee Ginestre stated on the Tobacco policy the most recent revision is the update on the fines and that all the unions are in agreement. It was moved by Trustee Ginestre and seconded by Trustee Ross to approve the Tobacco Policy as presented. Motion carried unanimously.

Vice President Dombrowski stated the Missing Person Policy is being driven by the Clery Act; also that we incorporated housing into the NCCC policy. It was moved by Trustee Ginestre and seconded by Trustee Sloma to approve the Missing Person Policy as presented. Motion carried unanimously.

President Klyczek stated Sean Caffrey from Seneca Development held an updated LEAP meeting in June about the master planning that Seneca Development is undertaking with downtown Niagara Falls. As part of the master plan, they are looking at housing development so they offered to include the college in some of the planning related to that. President Klyczek will keep the board updated.

President Klyczek stated a developer has been referred to us by USA Niagara who is interested in a portion of this project downtown. President Klyczek is scheduled to meet with him next week.

Trustee Ginestre asked if anything is happening with the remainder of the mall. President Klyczek stated various meetings have taken place with parties / individuals who are part of the development as well as the ESDC. As of now, nothing visible is being done.

Vice President Chliwniak gave a brief overview of the Middle States Self-Study. She thanked Dr. Mary Jane Feldman for her work and writing in putting together the report. The draft report will be presented to the college wide constituents on August 27 at the All College meeting for their review and feedback. There will be a presentation by the Middle States Steering Committee Co-Chairs to the board at the September 8 board meeting so the board will have an opportunity to read the full report and provide feedback to be considered before the final report. The final report needs to be wrapped up to be reviewed by the Team Chair in early November. The steering committee will be reviewing all the comments given to them. If the board would like to see the follow up after all the comments are received, please let Dr. Chliwniak know.

Public Relations Director Gina Beam provided a presentation for the summer advertising for NCCC and Vice President Paula Sandy provided the advertising pieces for NFCl. Chairperson Ward asked that Paula Sandy and Gina Beam provide the same presentation at the next board

meeting due to the number of board members missing at today's meeting.

Personnel

President Klyczek stated that Don Armstrong will be retiring at the end of this month. Our new Director of Human Resources is Catherine Brown and she will start on Monday August 17.

There are a number of retirements listed on the personnel chart. President Klyczek read the names: Lillian Passanese, Salvatore Passanese, Kyle LoConti, Michael Pikus, Cherie Mavissakalian, Donald Armstrong, Susan Bland, and Sandie Criddle.

Division chairs have been appointed: Jim Mezhir, Humanities & Social Sciences, Mark Mistriner, Business & Hospitality; Gail Tylec, Science, Health & Mathematics, , Don Topolski, Arts, Media & Technology, and Nancy Kennedy returning again as Library director.

President Klyczek stated there were a number of individuals who were awarded tenure this last spring: four of those people tenure takes effect in September and one in January 2016. Those five people, Gretchen Kaplan, Mary Beth Morse, Donna Sandretto, Christina Taylor and Albert Termin are also now being recommended for promotion in addition to those five people, two other people who are already tenured are being recommended for a second promotion. This fulfills the collective bargaining agreement in terms of the final seven promotions from the previous collective bargaining agreement and now moving toward budgeting for five promotions per year being awarded on merit versus formula. It was moved by Trustee Schuler and seconded by Trustee Sloma to approve the names read by President Klyczek for promotions. 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 Schuler 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 personnel matters at 4:35 p.m. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Schuler that the Board come out of executive session at 5:40 p.m. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Schuler to adjourn at 4:05 p.m. Motion carried unanimously.

Bradley W. Rowles
Secretary