

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AUGUST 2, 2016**

**A meeting of the Board of Trustees was held  
at 4:00 p.m. on August 2, 2016  
in the Robert Michael Sdao Memorial Board Room  
at Niagara County Community College**

**Board Members Present**

Mr. Vincent Ginestre, Chairperson  
Mr. William Ross, Vice Chairperson  
Ms. Gina Virtuoso, Financial Secretary  
Mr. Sheila Smith, Secretary  
Mr. Bradley Rowles  
Mr. Vincent Sandonato  
Ms. Bonnie Sloma

**Board Members Excused**

Mr. Jason Cafarella  
Mr. James Ward

**Administration Present**

Dr. James P. Klyczek, President  
Ms. Gina Beam, Director of Public Relations  
Ms. Deborah Brewer, Director of Foundation  
Dr. Luba Chliwniak, Vice President of Academic Affairs  
Mr. Michael Dombrowski, Vice President of Operations  
Dr. Mary Jane Feldman, Director of Planning and Research  
Mr. Dennis Michaels, Chief Information Officer  
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

Chairperson Ginestre called the meeting to order at 4:00 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 Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Ross and seconded by Trustee Virtuoso that the Board approve the Consent Agenda as presented which included the Board Meeting Minutes of June 14, 2016, 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. The

following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Trustee Wojtaszek Resignation Letter, Board Member Reappointment Letter, New Board Member Appointment Letter, Danielewicz Farm, Inc./Brachmann Land Removal letter, NYCCT President/CEO Resignation Letter (C. Demarest), Prospective Request for Bids, and Letter from Middle States.

### **Chairperson's Report**

Chairperson Ginestre is in the process for putting together the committees for the upcoming year and will have a formal announcement at the August dinner. He asked if anyone has a request to be on a committee, submit to him or Barb Walck.

Chairperson Ginestre welcomed Vincent Sandonato as our newest board member who will complete the term of Henry Wojtaszek who has resigned. .

Chairperson Ginestre congratulated Trustee Sheila Smith on her reappointment to the board from the Governor's office.

Chairperson Ginestre wanted to recognize all the contributions made by Trustee Ward while he was Chairperson of the board. We accomplished many things through the years with his leadership and his service to the board has been exemplary. Also thank you to Trustee Wojtaszek for his service to the board.

### **PRESIDENT'S REPORT**

President Klyczek reported that:

- The NCCC Foundation Gala is scheduled for Saturday October 15, 2016 at NFCI. The "Save the Date" cards were mailed out recently. .
- Reminder: the board has Conflict of Interest forms to be filled out and returned to Barb Walck as our annual month for renewing this form will be June.
- Our additional location request to Middle States for NFCI and the application for reaccreditation has been approved. The letter was in the information items. We did well on the reaccreditation with two items needing follow up; to request a monitoring report due April 2018 (Standard 2), and a process to assess achievement of student learning outcomes in all programs (Standard 14). Congratulations to the committee that did the Self Study and all their hard work. Trustee Virtuoso was the board liaison and mentioned numerous times all the effort and work that was put forth by the committee on the Self-Study.
- President Klyczek issued the responses from Executive Council to the 70-75 suggestions and concerns and items of interest that came forward from the study and work groups. We are awaiting the college community feedback on how we are to proceed.
- President Klyczek provided a brief update on the Learning Commons moves and the progress.
- President Klyczek is chairing the WNY Community College Regional Council, the first meeting scheduled in May was postponed. We had agreed that our board representative would be our Board Chairperson; now being Chairperson Ginestre. The new meeting has been scheduled for Tuesday September 6. The three colleges included will be Erie Community College, Jamestown Community College and NCCC.

### **STUDENT TRUSTEE REPORT**

There was no Student Trustee Report.

It was moved by Trustee Rowles and seconded by Trustee Ross 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 4:20 p.m. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Virtuoso that the Board come out of executive session at 5:25 p.m. Motion carried unanimously.

## **COMMITTEE REPORTS**

### **Finance Committee**

Vice President Schickling stated the Niagara County Legislature approved the budget and the next step will be that SUNY review the budget.

It was moved by Trustee Virtuoso and seconded by Trustee Rowles that the Board approve a 3% salary increase retroactive to September 1, 2015 for all administrative employees reappointed for the 2016-2017 academic year. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Rowles that the Board approve a 3% salary increase for all administrative employees effective September 1, 2016 for the 2016-2017 academic year. Motion carried unanimously.

### **Governmental Affairs**

Trustee Ross briefly discussed the NYSAC conference to be held from September 19-21, 2016. There are several sessions that board members may be interested in attending. On Tuesday afternoon and evening, Niagara County will be responsible for the venue for all conference attendees. This will be held at the Niagara Falls State Park, along with tours to Lockport and also a tour and demonstration at the Niagara Falls Culinary Institute. Delaware North will be in charge of catering the food. Please contact Barb Walck if you are interested in attending any of the sessions.

### **Planning/Facilities**

Chairperson Ginestre asked Trustee Sloma to act as Chair of the Planning Committee. Vice President Pitman provided an overview of the updates for the Student Code of Conduct. These corrections and additions bring the college into compliance with the new regulations imposed by the State of New York. Additional corrections and interpretations will be added throughout the fall semester as new procedures are refined.

It was moved by Trustee Sloma and seconded by Trustee Rowles to approve the revisions to the Student Code of Conduct as prepared by the Vice President for Student Services. Motion carried unanimously.

Vice President Pitman provided an update on the Pell Experiment; stating we are part of a national experiment and are working with Niagara Falls High School including a recruitment event at NFCI. There has been some interest with the students at Niagara Falls High School; we are budgeted to recruit up to 60 students. Trustee Rowles inquired about the availability of the Pell program for the Hutch Tech students and the wonderful opportunity it could be for them.

### **Personnel**

In the absence of Personnel Chair Trustee Cafarella, Chairperson Ginestre made a motion and was seconded by Trustee Ross to approve an amendment to the President's contract dated September 14, 2014 to correct a salary error of \$3,989 effective the present academic year. Motion carried unanimously.

It was moved by Chairperson Ginestre and seconded by Trustee Sloma that the board approve the reappointment of Grant Writer for the 2016-2017 academic year to Sherry Sodano. Motion carried unanimously.

#### **OLD BUSINESS**

There was no old business.

#### **NEW BUSINESS**

President Klyczek stated there have been a number of changes to the board with resignations of Kevin Schuler and Henry Wojtaszek, reappointment of Sheila Smith, and new appointments of Jason Cafarella and Vincent Sandomato. The new student trustee will be elected in September. Barb Walck will notify everyone for the date of our August reorganization dinner meeting.

#### **GOOD & WELFARE**

There was no good and welfare.

It was moved by Trustee Rowles and seconded by Trustee Sloma to adjourn at 5:40 p.m. Motion carried unanimously.

Sheila Smith  
Secretary