

NIAGARA COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

SEPTEMBER 13, 2016

**A meeting of the Board of Trustees was held
at 4:00 p.m. on September 13, 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. Bradley Rowles
Mr. Vincent Sandonato
Ms. Bonnie Sloma

Board Members Excused

Mr. Sheila Smith, Secretary
Mr. Jason Cafarella
Mr. James Ward
(Student Trustee – position vacant)

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Director of Public Relations
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
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
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
Ms. Lori Townsend, Faculty Senate President

Chairperson Ginestre called the meeting to order at 4:05 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence in 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 Rowles and seconded by Trustee Ross that the Board approve the Consent Agenda as presented which included the Board Meeting Minutes of August 2, 2016, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ginestre asked Board members if there were questions regarding the Information Items. Chairperson Ginestre wanted to congratulate the Grant personnel who obtained the large Oishei Grant monies; President Klyczek stated this was obtained by Foundation Director Deb Brewer and is capital campaign money. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Letter from State Education Department; registration of a Dietetics Studies program.

Chairperson's Report

Several weeks ago, Chairperson Ginestre provided via email the proposed committee appointments for the 2016-2017 calendar year requesting any changes, etc. Today he distributed a list naming the officers along with committee members, and other appointments and/or trustee representation for the 2016-2017 calendar year:

VINCENT GINESTRE	CHAIRPERSON
WILLIAM ROSS	VICE CHAIRPERSON
GINA VIRTUOSO	FINANCIAL SECRETARY
SHEILA SMITH	SECRETARY

PLANNING, FACILITIES & PROGRAMS COMMITTEE

BONNIE SLOMA, CHAIR
VINCENT SANDONATO
STUDENT TRUSTEE SHEILA SMITH

PERSONNEL COMMITTEE

JASON CAFARELLA, CHAIR
BONNIE SLOMA

FINANCE COMMITTEE

GINA VIRTUOSO, CHAIR
JASON CAFARELLA
BRADLEY ROWLES

GOVERNMENT AFFAIRS COMMITTEE

WILLIAM ROSS, CHAIR
VINCENT SANDONATO
JAMES WARD

OTHER APPOINTMENTS OR TRUSTEE REPRESENTATION

NYCCT (New York Community College Trustees)	Sheila Smith Gina Virtuoso
ACCT (Association of Community College Trustees)	William Ross
Niagara County Community College Foundation	Gina Virtuoso William Ross
College Association Representatives (1)	Vincent Ginestre Alternate: William Ross

PRESIDENT'S REPORT

President Klyczek reported that:

- President Klyczek wanted to recognize faculty retiree Dr. Salvatore Passanese who became ill recently and passed away unexpectedly. Our sympathies and condolences to his wife (also a retiree) Lillian Passanese and their families.
- On September 6, NCCC hosted the WNY Regional Community College meeting at Savor Restaurant. Representatives from NCCC were President Klyczek, Trustees Ginestre and Ross, faculty representative Gail Tylec and student representative Derek Pew. This was the fifth meeting to be held out of the nine regional council groups of community colleges. Councils were developed by the Governor and charged with various program developments, goals, etc. The council is comprised of representatives from Niagara County Community College, Erie Community College and Jamestown Community College. Chancellor Zimpher was not able to attend the meeting. Lieutenant Governor Kathy Hochul spoke about the governor's vision, workforce needs and the community college role with that. Gail Tylec agreed with the President that the group did not discuss the charge, and was not sure the objective was fulfilled.
- President Klyczek is preparing a summary for the board and the campus community on the result of his soliciting input about the current Mission and Vision as one of his tasks arising from the Middle States self-study. President Klyczek has had several open sessions and met with a variety of constituent groups. Faculty Senate is the only group that has not provided input except for suggesting a larger group to gather together to change the mission. President Klyczek will move forward to begin work on the strategic plan. President Klyczek will provide a summary and outline the steps toward developing the strategic plan.
- Enrolment is down about 5 - 5.5 percent from our projections which were flat. This is not good, but is not inconsistent with a relatively early informal survey of community college enrollment across the state which varied from a 4 percent increase to a 13 percent decline. Final numbers will roll out shortly.

STUDENT TRUSTEE REPORT

There was no Student Trustee Report, Vice President Pitman stated student elections were being conducted today and tomorrow and at the October meeting there should be a representative.

COMMITTEE REPORTS

Finance Committee

Trustee Virtuoso stated the pre-audit review will be provided by Craig Stevens and Jonathan Miller from the Bonadio Group. The 2016 Service Objectives and Audit Plan was provided to all board members. The Plan was discussed in connection with their audit of the financial statements for the year ended August 31, 2016. Trustee Virtuoso requested a private session with board members and The Bonadio Group.

It was moved by Trustee Virtuoso and seconded by Trustee Rowles 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 4:45 p.m. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Rowles that the Board come out of executive session at 5:50 p.m. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Rowles that the Board approve the fiscal year 2015-2016 Budget Transfer as presented below:

FROM:

TO:

Hosp & Med Insurance	\$ 100,000	Bad Debt Expense	\$ 100,000
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Motion carried unanimously.

Governmental Affairs

Trustee Ross briefly discussed the NYSAC conference to be held from September 19-21, 2016 in Niagara Falls. 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.

Trustee Ross also stated the new legislators will be given tours of the campus and the Niagara Falls Culinary Institute by President Klyczek and himself; possibly in October or November, along with any others that may like to attend.

Planning/Facilities

It was moved by Trustee Sloma and seconded by Trustee Virtuoso to approve the Academic Calendar for 2017-2018 as presented. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Rowles to approve the Project Lease Agreement (PLA) Study as completed by Seeler Engineering as presented. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Rowles that Waterbourne Construction Advisors, LLC acting as construction manager for the Learning Commons Project is authorized in the name and on behalf of the College, with the advice of college counsel, to negotiate, prepare, execute and deliver, in the name and on behalf of the College, the Project Labor Agreement for the Learning Commons Project, in form and substance as approved by the President. Motion carried unanimously.

Personnel

In the absence of Personnel Chair Trustee Cafarella, Chairperson Ginestre read the following:

BE IT RESOLVED that the Board of Trustees of Niagara County Community College hereby approve the title of Assistant Grant Program Director Liberty Partnerships Program.

It was moved by Chairperson Ginestre and seconded by Trustee Sloma to approve the SUNY Title Approval as read. Motion carried unanimously.

The job description for Assistant Director of Human Resources for Diversity and Compliance; this is a revision of an existing job description for Assistant Director of Human Resources for Compliance. President Klyczek provided a red-lined version showing the changes and is asking the board to

review it, as we are addressing the SUNY Initiative for the position of Chief Diversity Officer. Community Colleges are not directed by the SUNY Board of Trustees, therefore, community colleges are evaluating their own institutions and deciding whether they have the resources and/or need for this position created by SUNY. A more thorough review is needed with this job description and therefore he would like to give Trustees until next month to review it.

OLD BUSINESS

Review of the administrative salary plan proposal will be continued at the October meeting.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no good and welfare.

It was moved by Trustee Ross and seconded by Trustee Virtuoso to adjourn at 6:05 p.m. Motion carried unanimously.

Sheila Smith
Secretary