

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

A meeting of the Board of Trustees was held  
at 3:00 p.m. on September 8, 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  
Mr. Christian Clowes, Student Trustee

**Board Members Excused**

Ms. Sheila Smith

**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  
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  
Mr. Joseph Colosi, Faculty Union President  
Ms. Lori Townsend, Faculty Senate President

Chairperson Ward called the meeting to order at 3:14 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.

Trustee Ginestre had a question on the Expenditures and Revenues. It was moved by Trustee Ross and seconded by Trustee Wojtaszek that the Board approve the Consent Agenda which included the Board Meeting Minutes of August 11, 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. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Procurement Card Increase to the "Per Transaction Spend Limit", and SUNY Approval in Title of Emergency Management (A.A.S.) and Certificate in Emergency Management.

### **Chairperson's Report**

Chairperson Ward congratulated Trustee Sloma for her nomination for the YWCA of The Niagara Frontier 2015 "A Tribute to Women". Please contact Barb Walck if you are able to attend this dinner and awards presentation to be held on September 22, 2015 at The Conference Center Niagara Falls.

Chairperson Ward also thanked Trustee Virtuoso for her dedication and hard work she has provided with the Middle States meetings. Chairperson Ward introduced Ms. Catherine Brown as the new Director of Human Resources and gave a brief overview of her work history. Congratulations to Trustee Rowles and Student Trustee Clowes for completing the orientation for new board members. Also thank you to Trustee Rowles for attending the ACCT Conference in Washington DC last month.

## **PRESIDENT'S REPORT**

President Klyczek reported that:

- Welcome to Catherine Brown as the Director of Human Resources. For the last 1.5 years, we have been in the process of implementing the H.R.I.S. Don Armstrong got that started, we are well underway, and in the final stages of implementation.
- The All College meeting was changed this semester, as we held the meetings earlier than other years. We wanted all faculty and staff in attendance for updates on the strategic plan, Stamats research on branding, and the delivery of the Middle States draft report. The All Faculty meeting was extended this year; Vice President Chliwniak conducted this on a Thursday afternoon and another meeting on Friday at NFCI; student learning outcomes and assessment were discussed. .
- The foundation capital campaign is moving along with several naming opportunities / resolutions as part of gifts for the capital campaign.
- The draft Middle States Self Study is complete and is out for review by the campus. Dr. Chliwniak and co-chairs Deb Sorrentino and Lori Townsend will speak in a few minutes to provide updates as to what has been done and what the boards task is in reviewing before approval.
- As part of the All College Meeting and part of strategic planning, Trustee Virtuoso and

**Student Trustee Christian Clowes were in attendance, but possibly an abbreviated presentation will be shown in October, as well as the Stamats presentation.**

- **Housing, security and insurance issues have been worked on for many months, which are pretty much finalized and will be discussed under finance.**
- **Clery reporting: We were one of five community colleges audited by the comptroller's office. Dr. Klyczek gave a brief overview of the audit process, draft reports, final report and the subsequent news articles.**
- **SUNY Excels is one of the new programs coming out of SUNY. We are involved in various programs, but SUNY Excels is the Chancellor's desire to increase the number of graduates and increase enrollment. SUNY Excels is where all the SUNY colleges are looking at data from a number of years and the goal is about research dollars coming in, retention rates, student success, etc. The debate at the executive level at all institutions is whether the goals are realistic. The President will keep the board updated on the information provided to SUNY.**
- **Foit-Albert is our Architecture and Engineering firm for the Learning Commons. Vice President Dombrowski is working closely with them since we signed the contract approximately one month ago, and is providing them with background information, current drawings, etc. We had our kickoff meeting last week, and are well underway for our next design phase and finalizing that design.**
- **A copy of the latest Faculty Council Matters Newsletter was provided to board members. Page 11 announces Lori Townsend is taking over as treasurer. Also includes a picture of Ann Catalano who retired approximately four years ago. Congratulations to Lori on her new volunteer treasurer position for the FCCC.**
- **Wind, Waves and Wine will be held this Thursday at The Conference Center Niagara Falls. Please see Barb Walck for ticket information. The Niagara Falls Aquarium is a fieldwork provider for our animal management program.**

## **STUDENT TRUSTEE REPORT**

**Christian Clowes provided the latest information on student orientation, weekly events for students and sport updates.**

## **COMMITTEE REPORTS**

### **Finance**

**Trustee Virtuoso stated the pre-audit review will be provided by Craig Stevens and Jon Miller from the Bonadio Group. The 2015 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, 2015.**

**Trustee Wojtaszek left at 4:10 p.m.**

**It was moved by Trustee Virtuoso and seconded by Trustee Schuler that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss financial matters at 4:20 p.m. Motion carried unanimously.**

Trustee Ross left at 4:30 p.m.

It was moved by Trustee Schuler and seconded by Trustee Virtuoso that the Board come out of executive session at 4:55 p.m. Motion carried unanimously.

President Klyczek briefly discussed the College Association Security Contract,

Regarding the Learning Commons RFP for construction manager; the architecture and engineering firm will be Foit-Albert; a construction management firm will eventually be hired to run all the meetings once signed on and will be responsible for writing the RFP for services needed on the project. The project is expected to last approximately 18 months to two years.

### **Governmental Affairs**

There was no governmental affairs report.

### **Planning/Facilities**

President Klyczek provided a brief façade construction progress report stating the project is moving along; the signage, windows and doors have been ordered.

The Niagara Falls Culinary Institute is currently classified by SUNY and the State Education Department as an Additional Location to an Extension Center. It was moved by Trustee Ginestre and seconded by Trustee Schuler that the Board approve pursuing the application of NFCI as a Branch Campus with SUNY and the State Education Department. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve a Substantive Change Request with the Middle States Commission on Higher Education to designate NFCI as a New Additional Location. This action is necessary to offer complete programs of study at the NFCI location and to change the address from the Trott address to 28 Old Falls Street. Motion carried unanimously.

### **Naming Resolutions:**

Consistent with Board Policy regarding gift guidelines, and having been previously reviewed by the full Board of Trustees on July 8, 2015 and August 11, 2015, and now being reviewed for the third and final time, the following four motions are to be voted upon:

- It was moved by Trustee Ginestre and seconded by Trustee Virtuoso that the Board approve the naming of the Science Learning Center within the Henrietta Grigg-Lewis Library in the Learning Commons Project as the **COVANTA NIAGARA SCIENCE CENTER** in recognition of Covanta Niagara's pledged donation of \$150,000.00 to the NCCC Foundation's Learning Commons Capital Campaign. This donation is in addition to the \$100,000.00 pledged donation to the Covanta Niagara Scholarship Fund. Motion carried unanimously.

- It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the naming of the Child Development Center kitchen in the Learning Commons Project as the **MARIA A. CREA, MD KITCHEN** in recognition of Dr. Maria Crea's pledged donation of \$12,000.00 to the NCCC Foundation's Learning Commons Capital Campaign. Motion carried unanimously.
- It was moved by Trustee Ginestre and seconded by Trustee Schuler that the Board approve the naming of Legacy Meeting Room in the Notar Administration Building as the **DR. AND MRS. MARTIN H. DRAKE LEGACY ROOM** in recognition of Dr. and Mrs. Martin Drake's pledged donation of \$25,000.00 to the NCCC Foundation's Learning Commons Capital Campaign. Motion carried unanimously.
- It was moved by Trustee Ginestre and seconded by Trustee Virtuoso that the Board approve the naming of a classroom or meeting room within the Henrietta Grigg Lewis Library in the Learning Commons Project as the **KLYCZEK FAMILY ROOM** in recognition of Dr. and Mrs. James Klyczek's pledged donation of \$25,000.00 to the NCCC Foundation's Learning Commons Capital Campaign. Motion carried unanimously.

Dr. Luba Chliwniak, and co-chairs Deb Sorrentino and Lori Townsend provided a Middle States Self Study presentation.

### **Personnel**

President Klyczek provided an update on the Administrative Salary Survey and stated that a survey was sent to obtain comparative data from peers from other SUNY community colleges. So far we have received 15 responses out of 29 community colleges. President Klyczek will send another reminder.

### **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 collective bargaining and legal matters at 5:25 p.m. Motion carried unanimously.

It was moved by Trustee Schuler and seconded by Trustee Virtuoso that the Board come out of executive session at 6:00 p.m. Motion carried unanimously.

**It was moved by Trustee Schuler and seconded by Trustee Sloma to adjourn at 6:00 p.m.  
Motion carried unanimously.**

**Bradley W. Rowles  
Secretary**