

NIAGARA COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

JANUARY 19, 2021

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**A meeting of the Board of Trustees was held
on January 19, 2021 at 4:30 p.m.
via ZOOM and live streaming**

Board Members Present via ZOOM

Ms. Gina Virtuoso, Chairperson
Mr. William Ross, Vice Chairperson
Mr. Jason Cafarella, Financial Secretary
Ms. Bonnie Sloma, Secretary
Ms. Katherine Alexander
Mr. Kevin Clark
Mr. Jerald Wolfgang
Mr. Maurice Jackson, Student Trustee

Board Members Excused

Ms. Sheila Smith

Administration Present via Zoom

William J. Murabito, Ph.D., President
Ms. Deborah Brewer, Director of the Foundation
Ms. Catherine Brown, Assistant Vice President of Human Resources
Ms. Barbara DeSimone, Director, Public Relations
Mr. Wayne Lynch, Interim Vice President of Administration
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Jesse Goldberg, Interim Chief Information Officer
Ms. Lisa Mahl, Assistant Director, Financial Aid
Mr. Brian Michel, Director, Grants
Ms. Julia Pitman, Vice President of Student Services
Mr. James Trimboli, Director, Financial Aid
Ms. Lydia Ulatowski, Interim Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Chairperson Virtuoso called the meeting to order at 4:34 p.m. and lead 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.

PRESENTATION

NCCC Veterans Memorial Park Campaign Kickoff): Brian Michel, Director of Grants and Lisa Mahl, Assistant Director of Financial Aid provided a Power Point presentation showing the history, current use and future use of the Veterans Memorial Park located on the grounds of the Sanborn Campus. Sal Anello was introduced as the artist of the rendering of the proposed park. Chairperson Virtuoso read the motion:

As the Board of Trustees is responsible for the approval of buildings and grounds projects at Niagara County Community College; It was moved by Chairperson Virtuoso and seconded by Vice Chairperson Ross that the Board approve the campaign kickoff of the **Veterans Memorial Park** on the south grounds of NCCC, as presented. Motion carried unanimously.

Final Action will be in the future as this project progresses.

CONSENT AGENDA

Chairperson Virtuoso asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Sloma and seconded by Trustee Clark that the Board approve the minutes from the December 15, 2020 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

It was moved by Chairperson Virtuoso and seconded by Student Trustee Jackson that the Board approve the Program Deactivation for Brewery Operations, AAS. Motion carried unanimously.

It was moved by Chairperson Virtuoso and seconded by Trustee Clark that the Board approve the Program Deactivation for Winery Operations, AAS. Motion carried unanimously.

It was moved by Chairperson Virtuoso and seconded by Student Trustee Jackson that the Board approve the Program Deactivation for Wine and Beverage Management Certificate. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Virtuoso asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, Enrollment Update, and Prospective Request for Proposals. Vice Chairperson Ross congratulated staff on the announcement of their retirements, and their years of service at the college.

CHAIRPERSON'S REPORT

Chairperson Virtuoso congratulated Trustee Wolfgang on his reappointment to the board which is until December 2027. Thank you to all our faculty, staff, and administrators during this COVID year. We appreciate all their extra efforts. Chairperson Virtuoso stated the Fiscal Committee met several days ago via zoom, and it went very well. She has suggested the Academic/Student Life Committee should also conduct their meeting via zoom in the same manner. President Murabito requested that Lydia Ulatowski, Interim Vice President of Academic Affairs along with Julia Pitman, Vice President of Student Life contact Trustee Smith to organize this meeting.

PRESIDENT'S REPORT

Dr. Murabito discussed the following:

- NCCC contracted for an Employee Assistance Program (EAP) just over a year ago. The college usage rate for employees was 36.1% this past year; the national average is 5%. Special thanks to the Human Resources group for their promotion of this program which is being widely utilized across campus.
- Congratulations to NCCC student Elaine Champagne-Lewis as the recipient of the 2020 Norman R. McConney, Jr. Award for EOP Student Excellence. She has excelled at NCCC maintaining a perfect GPA throughout two semesters, and expects to finish her degree in the fall of 2021 and continue studying social work at Buffalo State College. Elaine was honored virtually December 14 with Chancellor Malatras recognizing the achievements of 45 other students from 49 SUNY campuses statewide. This is quite an achievement!
- Professional Development Days were scheduled beginning of January and some events were offered last week. Thank you to everyone who organized and participated in these valuable activities.

- The next All College / Recognition meeting is scheduled for Thursday, February 4, 9am, which will be done virtually. The exact format is still being decided. In the past, several board members have attended, and we will keep all members informed as new information comes forth.

- NYCCT has a new Executive Committee; the Chair is Ann Fleming Brown, from SUNY Schenectady County Community College. Board members were notified of the changes. Throughout the year there will be virtual meetings scheduled, and hopefully some of our board members can join.
- The Board of Regents for the State Education Department elected Dr. Lester W. Young, Jr., as Chancellor. He is the first African American to serve in this position. As Chancellor, Dr. Young will lead and serve as the presiding officer of the Board of Regents, which is responsible for the general supervision of all educational activities within the State, presiding over the University and the New York State Education Department. Dr. Young assumed his new role on January 12.
- Wayne Lynch, Interim Vice President of Administration provided an update on COVID. Students started the spring semester today. Per SUNY Guidance, we will start COVID pool testing 100% of the population on campus. We received our CLIA waiver from the Department of Health. Thanks to Cheri Yager for her work on this.
- Lydia Ulatowski, Interim Vice President of Academic Affairs provided an update on the SUNY mandates for first day of classes today. Face to face classes will begin on February 1. Spring break has been eliminated from the academic calendar, which means the semester will end a week earlier.
- President Murabito stated in a meeting last week, the Chancellor wanted to delay face to face spring classes to March 1, unless colleges were more aggressive on their testing. NCCC chose to be comply with the 100% testing.
- Commencement is being discussed and more information will be provided as it becomes available.
- Robert McKeown, Assistant Vice President of Enrollment Management reported on enrollment. Enrollment is down 16% from this point last year. President Murabito states that number is in line with budget target.
- Julia Pitman, Vice President of Student Life, discussed the residence halls, students returning to campus needed to quarantine and produce a negative COVID test before moving back into the residence halls. Student activities are online, counseling services are available in person or online. Students taking a face to face course also needed to complete an affirmation of quarantine, or working students were allowed an exemption by submitting the employers protocol of safety.
- President Murabito discussed sports for spring semester.
- There continues to be numerous WNY regional presidents calls and chancellor calls to keep all campuses up to date.
- The 60th anniversary ideas and planning activities need to be organized. Board members need to play a key role in this celebration, as this is a way to showcase our campus of what we have done and celebrate where we will be in the next generation.

STUDENT TRUSTEE REPORT

The Student Trustee Report was provided.

FACULTY OBSERVER REPORT

No report was provided.

ACADEMIC/STUDENT LIFE and FISCAL COMMITTEE

Fiscal Committee Chair Jason Cafarella read a resolution for the record:

Professional Service Contract Benefits Broker

I move to approve the Employee Benefits, Brokerage/Consulting Services Resolution read as follows:

Niagara County Community College ("College") issued a Request for Proposal (RFP) for an employee benefits brokerage and consulting services from qualified firms on May 15, 2020, seeking a benefits brokerage/consulting firm to perform a full range of services related to the design, implementation, maintenance and enhancement of the College's employee benefits insurance programs. In the proposal the college was seeking a firm that could provide expert employee benefits guidance and services that ranged from a variety of services as listed in the RFP. Proposals were evaluated and scored by the RFP committee which included several college administrators as well as various union leaders. Through this process it was determined that Lawley Insurance would provide the best services needed to execute the employee benefit goals of Niagara County Community College.

WHEREAS, Niagara County Community College and the Board of Trustees of Niagara County Community College desires to retain Lawley Insurance as an insurance broker of record for its employees' health benefit programs, and;

WHEREAS, the College is awarding this Professional Service Contract based on the merits and abilities of Lawley Insurance to provide the professional services pursuant to a fair and open process where requests for proposals were solicited by Niagara County Community College and;

WHEREAS, the broker will be paid commission by the various insurance providers for services performed for the College while the college remains in experience rated status or will be paid an established brokerage fee if the college transfers to the self-insured model **and**;

WHEREAS, NCCC reserves the right to review this professional service contract every 3 years and;

WHEREAS, NCCC has the option to utilize the broker's proprietary online benefits enrollment platform and;

WHEREAS, this Agreement is awarded as a Professional Services Contract through a fair and open process.

THEREFORE, BE IT RESOLVED that the Niagara County Community College Board of Trustees hereby approve Niagara County Community College to make Lawley Insurance their broker of record on file.

It was seconded by Trustee Wolfgang that the Board approve the Resolution as presented. Motion carried unanimously.

President Murabito thanked the committee under the leadership of Catherine Brown, for their thorough

work on this recommendation.

Financial Update / Budget Timeline / 2021-2022 Budget Baseline Revenue Projection:

Wayne Lynch, Interim Vice President of Administration, provided an update from the fiscal committee meeting last week.

It was moved by Trustee Wolfgang and seconded by Student Trustee Jackson that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss legal matters at 5:40 p.m. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Alexander that the Board come out of Executive Session at 7:10 p.m. Motion carried unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Chairperson Virtuoso stated the March board meeting will be on March 16, 2021, starting at 4:30 p.m.

GOOD & WELFARE

There was no good & welfare.

It was moved by Trustee Ross and seconded by Student Trustee Jackson to adjourn at 7:10 p.m. Motion carried unanimously.

Bonnie R. Sloma
Secretary