

**NIAGARA COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FEBRUARY 15, 2022**  
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**A meeting of the Board of Trustees was held  
on February 15, 2022 at 4:30 p.m.  
in person, via ZOOM, and live streaming**

**Board Members Present**

Mr. Jason Cafarella, Chairperson  
Mr. Kevin Clark, Financial Secretary  
Mr. William Ross  
Mr. Jerald Wolfgang  
Mr. Maurice Jackson, Student Trustee

**Board Members Present via ZOOM**

Ms. Gina Virtuoso, Vice Chairperson  
Ms. Bonnie Sloma, Secretary  
Ms. Katherine Alexander  
Ms. Sheila Smith

**Administration Present**

William J. Murabito, Ph.D., President  
Ms. Barbara DeSimone, Director of Public Relations  
Dr. Fabio Escobar, Assistant Vice President of Academic Affairs  
Mr. John Eichner, Director of Business Services  
Ms. Patrice Elnicki, Director of Financial and Accounting Reporting  
Mr. Jesse Goldberg, Chief Information Officer  
Mr. Wayne Lynch, Vice President of Administration  
Mr. Robert McKeown, Assistant Vice President, Enrollment Management  
Ms. Julia Pitman, Vice President, Student Services  
Ms. Barbara Walck, Assistant to the President

**Administration Present via ZOOM**

Ms. Catherine Brown, Assistant Vice President of Human Resources

Chairperson Cafarella called the meeting to order at 4:35p.m. and asked Trustee Ross to lead the assembly in the Pledge of Allegiance and a moment of silence for the men and women serving in the military.

Chairperson Cafarella stated that the meeting is being recorded and live streamed.

**PUBLIC COMMENTS**

There were no Public Comments.

**PRESENTATIONS**

Mr. Craig Stevens, Partner with The Bonadio Group, provided a handout, and stated his report was using the actual financial of the summary of audit results.

The IRC Presentation entitled "HyFlex Pilot Project" was presented on the monitors by Bridget Beilein, Lynn Brochu, and Lisa Dubuc. A google document was provided on the monitors for viewing.

Chairperson Cafarella stated the board needed to accept the financial statements presented by Craig Stevens. It was accepted by Trustee Clark and seconded by Student Trustee Jackson. All members accepted the presentation.

#### **FISCAL COMMITTEE**

Trustee Sloma asked Chairperson Cafarella to read the following resolution:

##### **Best Value Contract Awards**

**Whereas** Niagara County Community College (“the College”) is a two-year community college locally sponsored by the County of Niagara, New York; and,

**Whereas** the intent of this resolution is to authorize the use of Best Value criteria when awarding purchase contracts consistent with Section 103 of the General Municipal Law and Section 163 of the New York State Finance Law; and,

**Whereas** Best Value is defined as the basis for awarding contracts for services to a responsible bidder who optimizes quality, cost and efficiency for the College based upon objective and quantifiable analysis. Goods procured and awarded on the basis of Best Value are those that Purchasing determines will be of the highest quality while being the most cost efficient; and,

**Whereas** use of best value criteria is intended to provide the College greater flexibility in awarding contracts and to ensure that the College obtains the highest quality goods at a low cost. Awarding contracts on the basis of Best Value standards is further intended to promote competition, foster fairness among vendors and competitors, expedite contract awards, optimize quality, control costs and enhance efficiency among responsible bidders; and,

**Whereas** whenever any contract is awarded on the basis of Best Value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented; and,

**Whereas** the determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: cost of maintenance; proximity to the end user if distance or response time is a significant term; durability; availability of replacement parts or maintenance contractors; longer product life; product performance criteria; and quality of craftsmanship.

**THEREFORE**, be it resolved that the Board of Trustees authorizes Purchasing to award contracts for goods, commodities and equipment, including technology that have been procured pursuant to competitive bidding under General Municipal Law Sec. 103 by either lowest responsible bidder or Best Value.

BOT 22-03

It was moved by Trustee Wolfgang and seconded by Student Trustee Jackson to approve the Resolution – Best Value Contract Awards as presented. Vice President Lynch and Director John Eichner explained the resolution. Trustee Alexander was provided further clarification. Motion carried unanimously.

Vice President Lynch discussed the Cafeteria HVAC Replacement Bid Award and discussed the bids.

It was moved by Trustee Wolfgang and seconded by Student Trustee Jackson to approve the CIR bid as approved. There were no additional questions. Motion carried unanimously.

Vice President Lynch provided the Business and Finance Updates.

#### **PRESENTATIONS (continued)**

The IRC Presentation entitled “Computer Essentials: What Every Learner Needs to Know” was presented by Matthew Kozar. He provided a google document on the monitors for viewing.

## **CONSENT AGENDA**

Chairperson Carafella asked if Board members wanted any item removed from the Consent Agenda. It was moved by Chairperson Cafarella and seconded by Trustee Wolfgang, that the Board approve the minutes from the January 18, 2022 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

It was moved by Chairperson Cafarella and seconded by Trustee Clark to approve the Sole Source – West Herr as presented. Wayne Lynch provided updates on the Sole Source. Motion carried unanimously.

## **INFORMATION ITEMS**

Chairperson Cafarella 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 and Prospective Request for Proposals (2). Trustee Ross had questions about the grant tracking chart. President Murabito stated we will provide a report to the whole board pertaining to this information.

## **CHAIRPERSON'S REPORT**

Chairperson Cafarella reminded board members of the March 22, 2022 date for the March board meeting.

Chairperson Cafarella stated that the Student Government Association has asked that the board members meet with them at the end of March for a meeting to discuss functions of both groups. More details to follow.

Chairperson Cafarella stated the Board Bylaws have been handed out this evening and provided by email to those on zoom. He asked board members to review the Bylaws and provide updates and edits.

## **PRESIDENT'S REPORT**

Dr. Murabito discussed the following:

- President Murabito stated he went to Savor Restaurant last night, and the risotto was some of the best he ever had.
- President Murabito discussed the two reports on grants, with the concept to offer faculty or staff with proposals for grants. Dr. Fabio Escobar, Assistant Vice President of Academic Affairs briefly discussed the grant system for ideas and opportunities, to assist with enrollment and retention.
- President Murabito stated the Recognition Awards and the All College Meeting was held virtually on February 3. He thanked Vice Chairperson Virtuoso for her welcome and greeting. We had almost 100 participants, and others can view the meeting online.
- President Murabito stated on February 11, Steve Tucker and other employees from Northlands visited our campus to discuss a collaborative grant proposal to involve western New York counties. Our leadership and his met and agreed to participate with a goal to create opportunities for advancement in manufacturing the megatronics and green technology.
- President Murabito is involved with weekly Strategic Enrollment Plan (SEM). Vice President Pitman is our contact person and NCCC staff are participating with our previous enrollment plan, meet weekly, along with other sub committees, this plan is to be drafted by the end of the semester.
- President Murabito was asked by Trustee Wolfgang to speak at the next Lewiston Kiwanis meeting.
- President Murabito participates in the Student Government Association meetings, they are meeting every two weeks.
- Public Relations is heading a committee who are working on commencement options, and are trying to finalize how to present this year's commencement.
- Jared Volker is our newest Peace Officer who has been sworn in. At some point most of our security officers will become Peace Officers.
- The Niagara County Law Enforcement Academy graduation is March 8 at noon. This will be the first group who attended at the Sanborn campus.

- President Murabito and Trustee Wolfgang visited the Trec building on Niagara Street for a tour and discussion for possibly partnership using our Small Business Development Center with the onsite business incubator at Trec.
- President Murabito spoke with SUNY Trustee Lewin and updated her on campus events.
- President Murabito and Trustee Wolfgang met with the owners of a Lewiston restaurant to discuss opportunities with the expansion of the Rainbow Mall.

#### **STUDENT TRUSTEE REPORT**

The Student Trustee Report was provided by Maurice Jackson.

#### **FACULTY OBSERVER REPORT**

The Faculty Observer Report was provided by Dr. Julie Woodworth.

#### **COMMITTEE REPORTS**

##### **ACADEMIC/STUDENT LIFE COMMITTEE**

Committee Chairperson Smith read the following resolution:

Job Description – Assistant Director of Student Success Center

BE IT RESOLVED that the Board of Trustees of Niagara County Community College hereby approve the title of Assistant Director of Student Success Center.

BOT 22-02

It was moved by Committee Chairperson Smith and seconded by Student Trustee Jackson to approve Job Description – Assistant Director of Student Success Center as presented. Catherine Brown discussed the new position. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Clark that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss contract negotiations at 6:30 p.m. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Trustee Clark that the Board come out of Executive Session at 7:30 p.m. Motion carried unanimously.

#### **OLD BUSINESS**

There was no Old Business.

#### **NEW BUSINESS**

There was no New Business.

#### **GOOD & WELFARE**

There was no Gold & Welfare.

The next board meeting will be held on Tuesday, March 22, 2022 at 4:30 p.m. in the Robert Michael Sdao Memorial Board Room.

It was moved by Trustee Ross and seconded by Student Trustee Jackson to adjourn at 7:06 p.m. Motion carried unanimously.

Bonnie Sloma  
Secretary