

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AUGUST 16, 2022**

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**A meeting of the Board of Trustees was held  
on August 16, 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  
Ms. Katherine Alexander  
Mr. David Haylett, Jr.  
Mr. William Ross  
Mr. Jerald Wolfgang  
Mr. Jacob Tipton, Student Trustee

**Board Members Present via ZOOM**

Ms. Gina Virtuoso, Vice Chairperson  
Ms. Sheila Smith

**Administration Present**

William J. Murabito, Ph.D., President  
Ms. Deborah Brewer, Director of Foundation  
Ms. Catherine Brown, Assistant Vice President of Human Resources  
Ms. Alissa Cummings, Assistant Vice President of Student Services  
Ms. Barbara DeSimone, Director of Public Relations  
Mr. John Eichner, Director of Business Services  
Dr. Fabio Escobar, Assistant Vice President of Academic Affairs  
Mr. Jesse Goldberg, Chief Information Officer  
Mr. Wayne Lynch, Vice President of Administration  
Mr. Brian Michel, Assistant Vice President, Economic Development  
Ms. Julia Pitman, Vice President, Student Services  
Ms. Lydia Ulatowski, Vice President of Academic Affairs  
Ms. Barbara Walck, Assistant to the President  
Dr. Akie Yanagi, Director of Planning and Research

Chairperson Cafarella called the meeting to order at 4:33p.m. and stated the meeting was being recorded and live streamed.

Chairperson Cafarella asked for a roll call of board members on zoom: Trustee Smith and Vice Chairperson Virtuoso were present virtually.

Chairperson Cafarella asked Trustee Wolfgang to lead the assembly in the Pledge of Allegiance and a moment of silence for the men and women serving in the military.

**PUBLIC COMMENTS**

There were no Public Comments.

Chairperson Cafarella introduced our new trustee, David Haylett, Jr., who is currently an attorney in Lockport. He attended our Fiscal Committee meeting last week.

Chairperson Cafarella also introduced our new student trustee, Jacob Tipton. He was part of our board bylaw committee meeting and is off to a great start with our board. Welcome to Trustee Haylett and Student Trustee Tipton!

### **CONSENT AGENDA**

Chairperson Cafarella asked if Board members had any questions regarding the Consent Agenda. It was moved by Chairperson Cafarella and seconded by Trustee Wolfgang that the Board approve the minutes from the June 21, 2022 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

President Murabito asked Brian Michel to provide information regarding grant activity – NCCC has been ranked as being a top 10 (#7) performer from across a field of nearly 50 Perkins funded higher education institutions from across New York State. We are recognized as having some of the highest numbers in retention and recruitment of students who are pursuing gender nontraditional fields of study. Congratulations!

### **INFORMATION ITEMS**

Chairperson Cafarella asked Board members if there were any questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, and Facilities Update.

### **CHAIRPERSON'S REPORT**

Chairperson Cafarella stated the Board Bylaw Committee continues to make progress with a meeting held yesterday. He thanked all the trustees and staff for their contributions and guidance during these meetings.

Chairperson Cafarella stated that NYCCT approved the award nomination for Joan Wolfgang; congratulations to Jerry Wolfgang. The banquet and reception will be held on Friday, September 23. Trustees Ross and Wolfgang will be attending, and if other board members are interested in attending the conference and reception, please let Barb know.

The NCCC Foundation Diamond Scholarship Gala will be held on Saturday, October 22. Chairperson Cafarella challenges every trustee to spread the word to bring friends and family to this wonderful event. This will be our 60<sup>th</sup> anniversary celebration.

### **PRESIDENT'S REPORT**

Dr. Murabito discussed the following:

- Vice President Ulatowski introduced Dr. Akie Yanagi, as the new Director of Planning and Research. Dr. Yanagi briefly discussed her background.
- President Murabito attended the community colleges president's group held in Saratoga. He provided a presentation on the NCCC Student Showcase. This Student Showcase event will be held again next spring.
- President Murabito attended lunch with Assemblymen Morinello and Norris; discussed economics, programs, and to have more people visit the Sanborn and Culinary campuses.
- On August 2, President Murabito and Vice President Lynch attended the Niagara County Legislative Meeting; the NCCC budget was passed that evening.
- President Murabito was interviewed by Buffalo Business First regarding NCCC enrollment, revenue and endowment data.
- President Murabito met with other Community College Presidents to discuss COVID issues.

- Yesterday, the law enforcement academy welcomed another group of cadets. Our current employee, Allan Feidt, will be participating as a Peace Officer. The current class will be graduating on Friday, September 2.
- First day of classes for students is Monday, August 29, and for those living in the residence halls, the move in will start next week.
- President Murabito attended the Foundation Finance Committee meeting; the committee recommended a match of \$90,000 for academic equipment.
- President Murabito attended the opening of the Niagara County Fair. NFCI provided pastries, and a demonstration on food preparation.
- We have been working with Amazon, as a community college of choice for Amazon employees. Amazon will pay for training, etc.
- The Lewiston Peach Festival will take place on September 8,9, and 10. NCCC/NFCI is a sponsor for this event. President Murabito will be a judge for the taste off; there will be a parade on Saturday, along with three different food demonstrations by our culinary staff.

#### **STUDENT TRUSTEE REPORT**

The new Student Trustee Jacob Tipton stated he is excited to be part of the NCCC Board, and the upcoming year. He will have a report for September.

#### **FACULTY OBSERVER REPORT**

The Faculty Observer Report is included with your materials.

#### **COMMITTEE REPORTS**

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

Committee Chairperson Smith asked Assistant Vice President Brown to discuss the two new Job Titles. The realignment is mostly due to the retirement of Foundation Director Deb Brewer at the end of this year and other various changes in the Foundation and Public Relations Departments. Chairperson Smith read the Resolution:

##### **BOARD RESOLUTION**

Job Description –Director of Development

BE IT RESOLVED that the Board of Trustees of Niagara County Community College hereby approve the title of Director of Development.

It was moved by Chairperson Smith and seconded by Trustee Ross that the Board approve the Resolution- Director of Development as presented. Motion carried unanimously.

Chairperson Smith read the next Resolution:

##### **BOARD RESOLUTION**

Job Description – Assistant Vice President of Institutional Advancement

BE IT RESOLVED that the Board of Trustees of Niagara County Community College hereby approve the title of Assistant Vice President of Institutional Advancement.

It was moved by Chairperson Smith and seconded by Trustee Alexander that the Board approve the Resolution- Assistant Vice President of Institutional Advancement as presented. Motion carried unanimously.

## **FISCAL COMMITTEE**

Committee Chairperson Clark asked Assistant Vice President Brown to discuss the Telework Policy and Procedures; this will be a six-month pilot program. Must be employed for one year and in good standing. This will be evaluated following the pilot.

It was moved by Chairperson Clark and seconded by Trustee Cafarella to approve the Telework Policy and Procedures as presented. Motion carried unanimously.

Vice President Lynch discussed the Business and Finance updates; including revenue, expenses, treasury bond investment strategy. President Murabito discussed the structural deficit that needs to be addressed.

The Audit Services RFP was discussed by Director of Business Services John Eichner. The Fiscal Committee recommended The Bonadio Group as its audit firm to use for the college, and available to the foundation, college association and student housing village corporation.

It was moved by Chairperson Clark and seconded by Trustee Wolfgang to approve The Bonadio Group as the colleges audit services company as presented. Motion carried unanimously.

Committee Chairperson Clark stated that the Transportation Services RFP was a late add to the Fiscal Committee for today. John Eichner discussed this RFP.

It was moved by Chairperson Clark and seconded by Trustee Ross to approve Niagara Majestic Services as the Transportation Services for the college. Motion carried unanimously.

It was moved by Trustee Clark and seconded by Trustee Wolfgang 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 5:30 p.m. Motion carried unanimously.

It was moved by Trustee Alexander and seconded by Trustee Wolfgang that the Board come out of Executive Session at 6:50 p.m. Motion carried unanimously.

## **OLD BUSINESS**

There was no Old Business

## **NEW BUSINESS**

There was no New Business.

## **GOOD & WELFARE**

There were no Good & Welfare items.

The next board meeting will be held on Tuesday, September 20, 2022 at 4:30 p.m. in the Robert Michael Sdao Memorial Board Room.

It was moved by Trustee Clark and seconded by Trustee Ross to adjourn at 6:50 p.m. Motion carried unanimously.

Katherine D. Alexander  
Secretary