

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
MAY 17, 2022**

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**A meeting of the Board of Trustees was held
on May 17, 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. William Ross
Mr. Jerald Wolfgang
Mr. Maurice Jackson, Student Trustee

Board Members Present via ZOOM

Ms. Gina Virtuoso, Vice Chairperson
Ms. Sheila Smith

Board Member Excused

Ms. Bonnie Sloma, Secretary

Administration Present

William J. Murabito, Ph.D., President
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Assistant Vice President of Human Resources
Mr. John Eichner, Director of Business Services
Dr. Fabio Escobar, Assistant Vice President of Academic Affairs
Mr. Jesse Goldberg, Chief Information Officer
Ms. Sara Harvey, Assistant Director of Public Relations
Mr. Wayne Lynch, Vice President of Administration
Mr. Robert McKeown, Assistant Vice President, Enrollment Services
Ms. Julia Pitman, Vice President, Student Services
Ms. Lydia Ulatowski, Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Chairperson Cafarella called the meeting to order at 4:30p.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. Secretary Sloma was excused from the meeting.

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, and a moment of silence for the Buffalo shooting.

PUBLIC COMMENTS

There were no Public Comments.

PRESENTATIONS

The IRC Grant Presentation entitled “Smart Start Bootcamp” was presented by Adjunct Instructor Sandra Lytle. She also provided a handout to all in attendance.

Robert McKeown provided a PowerPoint presentation on Enrollment / Recruitment. He discussed Recruitment Update, Outreach and Communications, Upcoming Marketing Campaigns and the Enrollment Center Update.

CONSENT AGENDA

Chairperson Cafarella asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Wolfgang and seconded by Trustee Alexander that the Board approve the minutes from the April 19, 2022 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Cafarella asked Board members if there were any questions regarding the Information Items. Trustee Ross referred to the Personnel Chart, and Assistant Vice President Brown stated the resignation positions are mostly retirements. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, and Prospective Request for Bids.

CHAIRPERSON’S REPORT

Chairperson Cafarella congratulated President Murabito on his Inauguration during Commencement on Saturday. He presented President Murabito with a gift from the board members. President Murabito thanked the board for their confidence in him, and thanked them for the gift. Vice Chairperson Virtuoso stated this Inauguration was overdue, and the board is happy to have him as our president.

Chairperson Cafarella thanked the trustees who attended Commencement and it was a wonderful ceremony and seemed to be enjoyed by everyone. He was grateful for all who worked together and made it run so smoothly.

Chairperson Cafarella asked for board members to come forward with a slate of officers for the following year;

Financial Secretary Clark provided a proposal for 2022-2023 Officers as follows:

Chairperson - Jason Cafarella

Vice Chairperson – Gina Virtuoso

Secretary – Katherine Alexander

Financial Secretary – Kevin Clark

Chairperson Cafarella stated at next month's meeting, June 21, board members are welcome to provide additional slates of officers if they wish.

Chairperson Cafarella stated the Board Bylaw Committee meeting will be held on Monday, May 23 at 9:00 a.m.

Members on this committee are as follows: Katherine Alexander, Kevin Clark, Sheila Smith, Gina Virtuoso, Jerry Wolfgang, Maurice Jackson and himself.

Chairperson Cafarella stated the Awards Committee would be an Adhoc Committee, which consists of Gina Virtuoso, Jerry Wolfgang and himself.

PRESIDENT’S REPORT

Dr. Murabito discussed the following:

- On April 20, there was a ribbon cutting for the NCCC Dining Commons, this area is to be used by employees; this will also be a great facility for meetings, outside events, etc.

- On April 20, the ESPA Union President signed the union contract for ESPA employees.
- The Western New York Community College Presidents continue to meet virtually.
- On April 21, NCCC presented the Student Showcase in conjunction with an Open House. President Murabito met with every student who developed their own showcase. He was very impressed with each topic and presentation. Prizes were awarded at the end of the evening.
- President Murabito was in Albany on April 26, for the SUNY Chancellor Student Award. Student Trustee Maurice Jackson and Sonia Swann each received this award.
- The SEM ACCRO committee continues to meet weekly; one meeting deals with incoming students and continuing students, and a data group. This will all be part of our strategic plan.
- On April 28, several board members attended the NCCC Honors Tea for students. The tea is to commemorate students who excelled in their academic achievements. This included students from the past several years; as this event did not take place due to the pandemic
- President Murabito attended our latest Campus Safety Committee meeting.
- President Murabito participated in a conference call today with the SUNY Chancellor and other Presidents; we are ahead of other campuses pertaining to safety.
- Meetings continue regarding aviation.
- President Murabito and Vice President Lynch met with Niagara County Manager Rick Updegrave regarding the budget and capital.
- Niagara Falls High School Education Scholarship dinner was held on May 4 and was attended by several board members and NCCC employees.
- May 4 was our student and athletic awards banquet. Congratulations to all the award recipients. Maurice Jackson received the coaches award for wrestling. Congratulations!
- On May 6, students attended the Thunderfest event. It was well attended.
- President and other board members attended the NFCA award ceremony on May 12. Thank you to all who attended. Congratulations to those students receiving awards!
- The Nursing pinning was held on May 13 in the theatre.
- We are a sponsor for the Town of Niagara Music Mania. Barb Walck will send the list of concert dates to each board member.

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. Chairperson Cafarella thanked her as this is her last report to the board, as she is stepping down as the Faculty President.

COMMITTEE REPORTS

ACADEMIC/STUDENT LIFE COMMITTEE

Committee Chairperson Smith asked Vice President Pitman for her report on Code of Conduct. This is the first read for the code of Conduct. Keeping it updated with 129A and 129B, and gender specific changes. This will return next month for an official motion.

Committee Chairperson Smith asked Vice President Ulatowski provided an overview of the Faculty Handbook. The handbook was updated as a guide for procedures and policies on campus. Changes in department names, things faculty need to know, waivers for students, and general updates. Chairperson Smith read the resolution:

NCCC FACULTY HANDBOOK

Background: The purpose of a faculty handbook is to familiarize members of the faculty and staff with the policies and operating procedures of the College. Upon review, this Handbook has been revised in 1969, 1971, 1974, 1976, 1981, 1986, 1990, 1994, 1996, 1998, 2000, 2003, 2005, 2008, 2011, 2016, and 2022.

At the meeting of the Board of Trustees of Niagara County Community College on May 17, 2022 the following resolution was proposed and approved by the board:

WHEREAS, the policies in this Handbook shall constitute rules of the Board of Trustees of the Niagara County Community College for the Governance of the College. Nothing in these policies contained herein shall be construed to restrict the power of the Board of Trustees from time to time to alter, amend, revise, or repeal the provisions hereof in whole or in part.

WHEREAS, notwithstanding any statement contained herein, these policies shall not violate any laws or statutes and are not to be construed as being contrary to any rules or regulations governing the Niagara County Community College.

WHEREAS, all personnel are responsible for the proper implementation and enforcement of the policies set forth in this Handbook. They are also expected to keep the Handbook current.

WHEREAS, as an employee and representative of Niagara County Community College, each professional staff member is obligated to maintain the high ideals of the academic community, the College, and the State University of New York.

THEREFORE, be it resolved that the Board of Trustees of Niagara County Community College approve and adopt the Faculty Handbook effective May 17, 2022.

Signed the ____ day of _____, 2022

Jason Cafarella
Chairperson, Board of Trustees
BOT-22-04

It was moved by Committee Chairperson Smith and seconded by Trustee Ross that the Board approve the Resolution – Faculty Handbook, as presented. Motion carried unanimously

FISCAL COMMITTEE

Committee Vice Chairperson Clark asked Vice President Lynch to present the NCCC Fiscal Year 2022-2023 budget. A PowerPoint was provided. Vice President Ulatowski and Assistant Vice President Escobar discussed ways how we can meet students/individuals needs. Vice President Pitman provided goals and strategies being implemented for the enrollment in the fall.

It was moved by Committee Vice Chairperson Clark and seconded by Student Trustee Jackson to approve the NCCC

FY 2022-2023 Budget as presented. Motion carried unanimously.

Chairperson Cafarella left the meeting at 6:15 p.m.

Vice President Lynch presented the Fiscal Year 2022-2023 Tuition and Fee Schedule.

It was moved by Committee Vice Chairperson Clark and seconded by Trustee Alexander to approve the FY 2022-2023 Tuition and Fee Schedule as presented. Motion carried unanimously.

Vice President Lynch presented the Architectural Services for the Niagara County Law Enforcement Academy (NCLEA) Facility Design.

It was moved by Committee Vice Chairperson Clark and seconded by Trustee Ross to approve the Architectural services for the NCLEA Facility Design as presented. Motion carried unanimously.

Trustee Alexander left the meeting at 6:20.

Vice President Lynch provided the Business and Finance Update.

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 contract negotiations at 6:25 p.m. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Student Trustee Jackson that the Board come out of Executive Session at 7:20 p.m. Motion carried unanimously.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

GOOD & WELFARE

Trustee Ross congratulated Vice Chairperson Virtuoso on being a new grandmother.

The next board meeting will be held on Tuesday, June 21, 2022 at 4:30 p.m. in the Robert Michael Sdao Memorial Board Room.

It was moved by Trustee Wolfgang and seconded by Student Trustee Jackson to adjourn at 7:25 p.m. Motion carried unanimously.

Barbara Walck
Assistant to the President