

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SEPTEMBER 20, 2022**

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**A meeting of the Board of Trustees was held  
on September 20, 2022 at 4:30 p.m.  
in person, via ZOOM, and live streaming**

**Board Members Present**

Mr. Jason Cafarella, Chairperson  
Ms. Gina Virtuoso, Vice Chairperson  
Mr. Kevin Clark, Financial Secretary  
Mr. David Haylett, Jr.  
Mr. William Ross  
Mr. Jerald Wolfgang  
Mr. Jacob Tipton, Student Trustee

**Board Members Present via ZOOM**

Ms. Katherine Alexander, Secretary  
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. Barbara DeSimone, Assistant Vice President of Institutional Advancement  
Mr. John Eichner, Director of Business Services  
Mr. Terry Gill, Assistant Director, Public Safety  
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

Chairperson Cafarella called the meeting to order at 4:35p.m. and stated the meeting was being recorded and live streamed.

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

Chairperson Cafarella asked Trustee Haylett 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.

**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 August 16, 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. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, and Prospective Request for Bids (2).

## **CHAIRPERSON'S REPORT**

Chairperson Cafarella stated the Board Bylaw Committee meeting will take place in the coming weeks, time and date to be determined.

Chairperson Cafarella stated the NYCCT Conference and Awards dinner will be held on September 23 and 24, and will be attended by Trustees Ross and Wolfgang. Each will provide us updates from the conference at the October board meeting.

Reminder to all board members the New York State Annual Sexual Harassment Training has been forwarded to each of you and this training needs to be completed.

The NCCC Foundation Diamond Scholarship Gala will be held on Saturday, October 22. Chairperson Cafarella encourages trustees to bring friends and family to this wonderful event. This will be our 60<sup>th</sup> anniversary celebration. We will continue conversations regarding the open meeting law / hybrid meeting changes.

## **PRESIDENT'S REPORT**

Dr. Murabito discussed the following:

- A committee continues to work on the Strategic Enrollment Plan. The main goal is to attract more adult students/population. Only one-third of our students are attending part time. We also have a group working on creating an evening college.
- President Murabito met with Mayor Restaino and Anthony Vilaro to discuss bringing more Niagara Falls students to the Niagara Falls Culinary Institute.
- President Murabito met with the Seneca Casino and Niagara Falls Culinary Institute. Employers are reaching out to us for internships, and partnering with them.
- Today, President Murabito attending a meeting with the P-Tech program. This is a partnership with Stavatti, Niagara Falls and the college. This program is grant funded and we have over 50 students per year involved with this program.
- Changes are occurring with the Executive Order – Open Meeting Law. We have obtained resolutions, and more discussion is needed. As of now, the Executive Order is back to pre-pandemic format, and we will be having a hearing before the next board meeting. Quorums need to be established in person and/or listed in a public place.
- We are making good progress with our welding program. Faculty member Joe Schmidt has arranged a meeting with the American Welding Society on October 13 on our campus. This can be used as a recruitment tool; we anticipate approximately 100 people in attendance.
- The Recognition Awards/All College Meeting has been rescheduled to Monday, October 3. Financial Secretary Kevin Clark will provide greetings from the board.
- Reminder the NCCC Foundation Diamond Gala will take place on Saturday, October 22 at NCFI. A press release will be sent listing some of the auction items.

## **STUDENT TRUSTEE REPORT**

Student Trustee Jacob Tipton provided his report. He noted at the Peach Festival, the NCCC float received a \$100 prize for their participation in the parade.

## **FACULTY OBSERVER REPORT**

The Faculty Observer Report was provided by Dr. Elizabeth Sachs.

## COMMITTEE REPORTS

### ACADEMIC/STUDENT LIFE COMMITTEE

Committee Chairperson Smith stated there was nothing to report.

### FISCAL COMMITTEE

Committee Chairperson Clark discussed the two Prospective Request for Bids provided in our materials.

Committee Chairperson Clark read the Resolution for Professional Service Contract Benefits Broker:

**Board Resolution**  
**Professional Service Contract Benefits Broker**

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 on moving the College to a self-insured modality for all non-Medicare Highmark health insurance plans maintained by the College.

**WHEREAS**, Niagara County Community College and the Board of Trustees of Niagara County Community College desire to move to a self-insured model for all Highmark health insurance plans managed by Lawley Benefits and;

**WHEREAS**, the College will designate one million dollars (\$1,000,000) for the sole purpose of insuring cash reserves are available for potential catastrophic loss and;

**WHEREAS**, the College will obtain specific and aggregate stop loss coverage to ensure the College is fiscally responsible and;

**WHEREAS**, the College will establish rates based on the previous year's claim data and;

**WHEREAS**, the College will establish a self-insured health insurance plan committee that will meet quarterly to review plan performance;

**THEREFORE, BE IT RESOLVED** that the Niagara County Community College Board of Trustees hereby approves Niagara County Community College to move to a self-insured modality for all non-Medicare Highmark health insurance plans.

Signed this \_\_\_\_ day of \_\_\_\_\_, 2022

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Jason J. Cafarella  
Chairperson, Board of Trustees  
BOT 22-09

It was moved by Committee Chairperson Clark and seconded by Trustee Ross to approve the Professional Service Contract Benefits Broker as presented. Motion carried unanimously.

It was moved by Chairperson Cafarella and seconded by Financial Secretary 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 5:05 p.m. Motion carried unanimously.

It was moved by Trustee Wolfgang and seconded by Vice Chairperson Virtuoso that the Board come out of Executive Session at 5:50 p.m. Motion carried unanimously.

Chairperson Cafarella read the Resolution for Administrative Salary Benchmarking and Salary Structure:

**Board Resolution**

**Administrative Salary Benchmarking and Salary Structure**

**Background:** Administrators benchmarking is typically conducted every (3) years to ensure that NCCC is offering competitive salaries. The most recent benchmarking passed by the Board of Trustees was in January 2018. The benchmarking data was actually from September 2015 however, due to changes in leadership benchmarking was put on hold until a new interim president was hired. Additionally, due to the COVID pandemic Administrators salaries were frozen for fiscal year 2020-2021 and no annual increases were given due to the uncertainty of the COVID pandemic. In order for the college to remain competitive in the labor market, it is essential that NCCC offer competitive wages to both current employees and future hires in order to attract top talent in the higher education industry. The College is also faced with an impact on our labor market pool, as well as inflation which is averaging 9.1%. Therefore, it is essential to evaluate administrators pay to ensure equity for administrators and to ensure overall retention.

The first step was to use the data from 5 other NYS community colleges comparable to NCCC to establish the median and average comparable salary levels for the positions used by NCCC. PayScale an outside third-party benchmarking company was also used to establish the median and average for the position within NCCC assessing by demographic area, years in position, education level, reporting structure, and benefit package offered.

The revised groupings were then used to establish updated group salary midpoints, minimums (entry; 15% below midpoint), and maximums (15% above midpoint).

Using the updated group salary structure, a recommended salary level was established for each position with an incumbent based on existing hiring criteria (i.e., starting at entry level and, as appropriate, increasing in a range from 1% to 5%, each, for education attainment, experience, and job fit that exceed minimum qualifications for the position, longevity and recognition of service, and meeting above standards in current position).

In no case would incumbents' salaries be increased beyond the maximum for their group.

At the meeting of the Board of Trustees of Niagara County Community College on September 20, 2022 the following resolution was proposed and approved by the board:

**WHEREAS** the Board of Trustees recognizes that the salary cost share adjustments to the incumbents' salaries to the recommended median values effective September 1, 2022 (unless the incumbent's performance is unsatisfactory).

**WHEREAS** the Board of Trustees recognizes that benchmarking of administrators will be conducted every three (3) years in order to remain competitive with other community colleges.

**THEREFORE**, be it resolved that the Board of Trustees approves the Administrators Benchmarking Plan effective September 20, 2022.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2022

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Jason J. Cafarella  
Board Chairperson  
BOT 22-08

It was moved by Chairperson Cafarella and seconded by Trustee Wolfgang to approve the Administrative salary Benchmarking and Salary Structure as presented. Motion carried unanimously.

Chairperson Cafarella asked Foundation Director Deb Brewer to discuss the Presidential Partner Program. Trustee Wolfgang added we need to strive for 60 Presidential Partner members to match our 60<sup>th</sup> anniversary.

Chairperson Cafarella left the meeting at 6:00 p.m.

Vice President Lynch discussed the Business and Finance updates.

**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, October 18, 2022 at 4:30 p.m. in the Robert Michael Sdao Memorial Board Room; a public hearing on the NCCC Open Meeting Policy will be held at 4:00 p.m. with Trustees Ross, Wolfgang and Student Trustee Tipton in attendance.

It was moved by Financial Secretary Clark and seconded by Trustee Ross to adjourn at 6:08 p.m. Motion carried unanimously.

Katherine D. Alexander  
Secretary