

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 19, 2023**

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**A meeting of the Board of Trustees was held
on September 19, 2023 at 4:30 p.m.
in person, and live streaming**

Board Members Present

Mr. Kevin Clark, Chairperson
Ms. Katherine Alexander, Financial Secretary
Ms. Sheila Smith, Secretary
Mr. David Haylett, Jr.
Mr. William Ross
Ms. Gail Tylec
Ms. Gina Virtuoso
Mr. Matteo D. Williams, Student Trustee

Board Members Present via ZOOM

Mr. Jason Cafarella, Vice Chairperson

Administration Present

William J. Murabito, Ph.D., President
Ms. Julie Berrigan, Director of Development
Ms. Catherine Brown, Assistant Vice President of Human Resources
Ms. Camryn Collins, Assistant Director of Facilities
Ms. Alissa Cummings, Interim Vice President of Student Services
Ms. Barbara DeSimone, Assistant Vice President of Institutional Advancement
Mr. John Eichner, Director of Business Services
Dr. Fabio Escobar, Assistant Vice President of Academic Affairs
Mr. Jesse Goldberg, Chief Information Officer
Mr. Harold Legg, Director of Public Relations
Mr. Wayne Lynch, Vice President of Administration
Ms. Lydia Ulatowski, Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Chairperson Clark called the meeting to order at 4:32 p.m. and stated the meeting was being recorded and live streamed. A roll call of board members was taken: Trustee Alexander, Trustee Haylett, Jr., Trustee Ross, Trustee Smith, Trustee Tylec, Trustee Virtuoso, and Student Trustee Williams were present. Trustee Virtuoso lead the assembly in the Pledge of Allegiance, along with a moment of silence for our military troops.

PUBLIC COMMENTS

There were no Public Comments.

PRESENTATION

Mr. Randall Shepard, engagement partner with The Bonadio Group, Inc., provided (via zoom) a pre-audit presentation: "Engagement Scope and Audit Planning". Two handouts were provided, as he discussed trending topics, engagement scope and timeline, audit risk scoping, fraud risk and responsibility, and current industry developments.

CONSENT AGENDA

Chairperson Clark asked if Board members had any questions regarding the Consent Agenda items. It was moved by Trustee Ross and seconded by Trustee Tylec that the Board approve the minutes from the August 15, 2023 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously. It was moved by Trustee Tylec and seconded by Financial Secretary Alexander that the Board approve the Budget Transfer as presented. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Clark 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. There were no further questions.

Vice Chairperson Cafarella joined the meeting via zoom.

CHAIRPERSON'S REPORT

Chairperson Clark stated the March 2024 board meeting date has been rescheduled to March 19, 2024.

Chairperson Clark reminded the trustees of the Foundation Soiree date of October 19, 2023 at NFCI. A donation card and a sponsorship form were given to each trustee for this event.

Chairperson Clark mentioned the Veterans Memorial Grand Opening and the Veterans Day Celebration will be held on Thursday, November 9, 2023 at 11:00 a.m.

Chairperson Clark stated the holiday meeting/dinner will be held on Monday, December 4, 2023 at NFCI. More details will follow.

Chairperson Clark stated the NYCCT annual conference will be held on November 3 and 4, 2023 in Saratoga Springs. Several trustees will be attending.

Chairperson Clark reminded trustees the annual NYS Sexual Harassment Training has been emailed to each of them. During this year, if you have completed the training course elsewhere, you may provide Barbara Walck with a copy of your completed certificate.

PRESIDENT'S REPORT

President Murabito discussed the following:

- President Murabito stated fall classes started on August 28. Student orientation was held on August 24 and 25. While many things went well, a debriefing has been conducted on the orientation, and some changes have been discussed.
- President Murabito stated enrollment has exceeded our goal; up approximately 6% from last fall. Interim Vice President Cummings states overall, we are pleased with the outcome. Looking at expanding recruitment territories, looking at growth and decline, and building into our recruitment plan. President Murabito discussed the difference between target and budget goals. Target is the aspiration goal, but the budget goal is the more important, of which we need to meet in order to fund the budget.
- A year ago, we engaged in a Telework (work from home) pilot program. Over the past academic year, this was well received, and we will begin again with the telework program during the academic year. All positions have been reviewed and decided whether or not they are eligible to work from home.
- Chancellor King visited the Sanborn campus, as our child development center was awarded a capitol grant. This will be used to expand the infant care room by creating more space. Currently, there is a waiting list, and this will help us service our students and employees.

- On September 12, an orientation was given to Student Trustee Matteo Williams by Chairperson Clark, Trustee Virtuoso, Interim Vice President Cummings and President Murabito.
- President Murabito stated this is Mental Health Awareness and Suicide Prevention month. Earlier in the day, President Murabito was part of a short video and had a photo take with a student, identifying the importance of this crisis.

STUDENT TRUSTEE REPORT

Student Trustee Williams provided a handout of his report and discussed the highlights from this report.

FACULTY OBSERVER REPORT

The Faculty Observer Report was given by Dr. Elizabeth Sachs, Faculty Senate President.

COMMITTEE REPORTS

ACADEMIC/STUDENT LIFE COMMITTEE

Committee Chairperson Tylec stated the items discussed at the committee meeting are in the minutes. There were no questions on the minutes.

Committee Chairperson Tylec asked if there were any questions on the following item – Draft Policy; Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Workplace.

It was moved by Committee Chairperson Tylec and seconded by Trustee Ross that the Board approve the draft policy - Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Workplace, as presented. Motion carried unanimously.

Committee Chairperson Tylec asked if there were any questions on the following item – New Program; Central Sterile Processing Technician, Certificate.

It was moved by Committee Chairperson Tylec and seconded by Trustee Virtuoso that the Board approve the New Program – Central Sterile Processing Technician, Certificate, as presented. Motion carried unanimously.

The next Academic/Student Life Committee meeting will be held on Wednesday, October 4, 2023 at 1:00 p.m.

There were no further questions.

FISCAL COMMITTEE

Committee Chairperson Alexander stated the Fiscal Committee met on September 12, 2023, and the items discussed are shown in the minutes. There were no questions regarding the minutes.

Committee Chairperson Alexander stated one resolution was discussed regarding the search process. The Fiscal committee tabled the resolution, asking Board Chairperson Clark to select an ad hoc committee and they are to report back at the November committee meeting.

Board Chairperson Clark stated regarding Article 10, at this point of time, Trustees Tylec, Virtuoso and Smith, Catherine Brown and Jonathan Bellomo have asked to participate on the committee. As a result, the committee has been established. Trustee Smith will chair the committee and convene the meetings.

There were no other questions regarding the committee minutes.

Committee Chairperson Alexander asked if there were any questions on the Sole Source Purchase Agreement. Vice President Lynch provided information on the Cannabis Container Sole Source. It was moved by Committee Chairperson Alexander and seconded by Trustee Tylec that the Board approve the Sole Source Purchase Agreement – Cannabis Grow Container with Ellicottville Greens as presented. Motion carried unanimously.

Committee Chairperson Alexander asked Vice President Lynch to provide information on the sole Source Purchase Agreement: Commercial Driver License (CDL) with Ancora. Committee Chairperson Alexander stated in the future if there are other companies available for us to use, we will provide another RFP. It was moved by Committee Chairperson Alexander and seconded by Trustee Virtuoso that the Board approve the Sole Source Purchase Agreement – Commercial Driver License (CDL) with Ancora as presented. Motion carried unanimously.

Business and Finance Report - Vice President Lynch reported the month of July showed a change of revenues. Discussed expenses – self-insured health insurance is running at about 82% expected value. The three capitol project action forms were submitted and approved by SUNY.

There were no further questions.

The next Fiscal Committee meeting will be held on Monday, October 2, 2023 at 12:30 p.m.

Chairperson Clark stated, SUNY Senior Vice Chancellor Johanna Duncan-Poitier will be on zoom during executive session to discuss the presidential search. It was moved by Trustee Tylec and seconded by Trustee Smith that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss contract matters at 5:25 p.m. Motion carried unanimously.

It was moved by Trustee Alexander and seconded by Trustee Smith 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

Chairperson Clark stated the ad hoc committee has been established and a decision will be provided in two months.

The next board meeting will be on Tuesday, October 10, 2023, starting at 4:30 p.m.

It was moved by Trustee Virtuoso and seconded by Trustee Tylec to adjourn at 6:52 p.m. Motion carried unanimously.

Secretary