

**The Academic-Student Life Committee
meeting of the Board of Trustees was held
on February 5, 2025 at 8:00 a.m.
in the Robert Michael Sdao Memorial Board Room
at SUNY Niagara
and via ZOOM**

Academic-Student Life Committee Board Members

Ms. Sheila Smith, Chairperson
Mr. Kevin Clark
David Haylett, Jr. Vice Chairperson
William Ross

Board Member Excused

Mr. Jacob Fleming, Jr.

Administration Present

President Lloyd A. Holmes
Ms. Tammy Bruno, Interim Vice President of Academic Affairs
Ms. Catherine Brown, Assistant Vice President of Human Resources

Committee Chairperson Smith called the meeting to order at 8:03 a.m.

A roll call acknowledged the following trustees were present: Trustees Kevin Clark, David Haylett, Jr., William Ross and Sheila Smith.

Academic-Student Life Committee Minutes

Committee Chairperson Smith asked if anyone had questions on the minutes of January 9, 2025. There were none. It was moved by Trustee Ross and seconded by Trustee Clark to approve the Academic Student Life Committee meeting minutes of January 9, 2025 as presented. Motion carried unanimously.

Academic Affairs Updates

Middle States Presentation Update- Andrew Yeager and Fabio Escobar presented update on Middle States preparation for visit in March. Information was also presented at All College and All Faculty meetings in January. Site visits are scheduled for March 9- March 12, 2025. Self-study has been submitted and the names of the visiting participants have been received. A brief overview of the finding and recommendations of the self-study were presented. A list of sample questions from SCOA (SUNY Council on Outcomes Assessment) related to each MS standard were provided to the board members present in preparation for site visits.

New Program Proposal: Digital Marketing Certificate- Interim Vice President Bruno discussed the proposed Digital Marketing Certificate program. The program will target first year students and students looking to return to school. It will focus on social media and how to engage through various platforms. The program can be completed in one year and is fully online.

It was motioned by Committee Chairperson Smith and seconded by Trustee Clark. Motion carried. This agenda item will move to the full board.

Emeritus Update- Interim Vice President Bruno presented the eligible Emeriti recipients. There were 5 retirees eligible to apply after retirement. Applications were received from Jerald Truesdell and Robert Borgatti. Julie Woodworth may be eligible for Emeritus automatically. Interim Vice President Bruno to research and confirm with SUNY.

It was motioned by Committee Chairperson Smith and seconded by Trustee Clark. Motion carried. This agenda item will move to the full board.

Student Services Updates

President Holmes provided an update on the search for the Vice President of Student Services. Semifinalist interviews are concluding this week. A visit to the campus will be planned by the end of February and offer to be made following that.

President Holmes to meet with Associate Vice Chancellor for Enrollment Management from SUNY on February 18, 2025 to review how the College is meeting the requirements for adult learners. SUNY is offering \$50k grant to support adult learners ages 25-55. Submission of the proposal is due to SUNY by February 20, 2025. Further discussion took place about other potential site options to offer learning opportunities to adult learners such as local high schools and the Trott location in Niagara Falls.

Human Resources Updates

Assistant Vice President Catherine Brown presented a draft of the changes and updates made to the Administrators Handbook.

Updates to Administrators Handbook to include:

- Pg 2- Administrators on PIP will not be eligible for annual salary increase.
- Pg 7- Loss of service time for resignation/terminations after six months.
- Pg 15- Updates/clarifications made regarding employee accommodations.
- Pg 17- Updates/clarifications on process of requesting and determination of reasonable accommodation.
- Pg 18- Addition of Juneteenth holiday (6/19).
- Pg 19- Clarification of timeframe earned/credited PTO in the system.
- Pg 20- Clarification of sick leave not paid out upon resignation or termination.
- Pg 24- Request to increase reimbursement amount for professional development membership dues.
- Pg 39- Clarification to timeframe administrator must be on payroll as of 5/1 to receive health insurance waiver benefit.
- Pg 42- Clarification that administrators cannot receive health insurance waiver and be enrolled under another member's health insurance coverage. Retiree coverage ends upon passing. Any family covered under plan continues through the end of the month.
- Pg 43- HRA must comply with IRS guidelines.
- Pg 44- Clarification of life insurance policy; Coverage capped at \$300k. Evidence of insurability by carrier may be required (i.e. bloodwork, physical, etc.)
- Pg 45- Mileage reimbursement provided at mileage rate established by IRS rate.

Other policies were removed from handbook as they are posted elsewhere. Further detail on the updates and clarifications can be found in the handbook draft.

There were no questions or concerns of the updates to the handbook.

It was motioned by Trustee Haylett and seconded by Trustee Clark. Motion carried. This agenda item will move to the full board.

The next meeting scheduled is on Wednesday, March 5, 2025 at 8:00 a.m. in the Robert Michael Sdao Memorial Board Room.

The meeting adjourned at 9:11 a.m.

Kristin Leszkowicz
Assistant to the President