

SUNY NIAGARA
BOARD OF TRUSTEES
DECEMBER 17, 2024

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**A meeting of the Board of Trustees was held
on December 17, 2024, at 4:30 p.m.
in person, and live streaming**

Board Members Present

Ms. Katherine Alexander, Chairperson
Mr. Kevin Clark, Vice Chairperson
Ms. Gail Tylec, Financial Secretary
Ms. Sheila Smith, Secretary
Mr. David Haylett, Jr.
Mr. William Ross
Ms. Gina Virtuoso (ZOOM)
Mr. Lee Wallace
Mr. Jacob Joseph Fleming, Jr.

Administration Present

Lloyd A. Holmes, Ph.D., President
Julie Berrigan, Director of Development
Deanna Alterio Brennan, Certified Business Advisor of SBDC
Catherine Brown, Assistant Vice President of Human Resources
Tammy Bruno, Interim Assistant Vice President of Academic Affairs
Alissa Cummings, Vice President of Student Services
Barbara DeSimone, Assistant Vice President of Institutional Advancement
John Eichner, Director of Business Services
Maureen Henderson, Director of SBDC
Harold Legg, Director of Public Relations
Wayne Lynch, Vice President of Administration
Brian Michel, Ph.D., Assistant Vice President, Economic Development
Lydia Ulatowski, Vice President of Academic Affairs
Dinene Zaleski, Business Advisor of SBDC

Chairperson Alexander 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 present was taken: Trustee Alexander, Trustee Clark, Trustee Haylett, Jr., Trustee Ross, Trustee Smith, Trustee Tylec, Trustee Virtuoso (via ZOOM), Trustee Wallace and Student Trustee Fleming, Jr.

Trustee Ross lead the assembly in the Pledge of Allegiance, and a moment of silence to thank and honor our first responders, and women and men in the military; those that serve domestically and abroad. Also, especially during this holiday season, for those serving who are away from their family.

PUBLIC COMMENTS

There were no Public Comments.

PRESENTATIONS

President Holmes introduced art student Joseph Fantrazzo. SUNY Niagara selected his holiday card to be used to send during this holiday season. Joseph Fantrazzo thanked the board for this opportunity. He especially thanked his art professors Barbara Buckman and James Goodrich for their support. President Holmes asked the theme for the holiday card this year was "hope".

CONSENT AGENDA

Chairperson Alexander asked if Board members had any questions regarding the Consent Agenda items. It was moved by Trustee Clark and seconded by Trustee Wallace that the Board approve the minutes from the November 19, 2024 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Alexander asked Board members if there were any questions regarding the Information Items. Trustee Tylec stated on the Personnel Chart that Professor Julie Woodworth is retiring and that she received the SUNY Distinguished Teaching Award in 2017. She automatically becomes a Professor Emeritus. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update and Prospective Request for Bids. Trustee Ross inquired about the vacant nursing positions. There were no further questions.

CHAIRPERSON'S REPORT

Chairperson Alexander discussed the following:

- Board Bylaws Update – The bylaws were included in your materials and the changes are shown in Article 8, pertaining to a quorum for committee meetings. Chair Alexander asked board members to review the draft bylaws provided and to let her know if there are any questions. This item will come again to the January 2025 board meeting.
- Board Retreat – Chairperson Alexander stated the board retreat will be held on Tuesday, January 14, 2025 from 4:00 – 8:00 p.m. A board self-evaluation was distributed and the questions are to be answered and returned to Chair Alexander by January 7, 2025. This self-evaluation will be sent to the trustees electronically.
- Chairperson Alexander thanked everyone for a great 2024, she also thanked Trustee Clark as he was the chair for a majority of the year.

President's Report

The following was discussed:

- President Holmes stated this is a great time of the year for the college and has been a positive semester.
- President Holmes thanked board members for attending the holiday boards' dinner/meeting on Monday, December 9, 2024.
- This past Friday, December 13, 2024, President Holmes hosted a college gathering at NFCI. There were over 100 employees in attendance. He thanked the board members who also were in attendance.
- President Holmes gave each board member a holiday card, inside the card is a note stating \$25 was donated in each of the trustee's names to Tabby Town, a cat adoption shelter.
- President Holmes provided each board member with a hard copy of the SUNY Niagara Annual Report. This report was sent to SUNY. Special thanks to Barbara DeSimone, Hal Legg, and the PR department for their work on this.
- President Holmes noted there are several executive positions open. Chief Diversity Equity Inclusion position was a failed search. He has named Jonathan Bellomo as the Interim Chief DEI Officer. We are in the process of a search for a Vice President of Academic Affairs. The final five candidates will be interviewed in January 2025. He has appointed Tammy Bruno as Interim Vice President of Academic Affairs until the position is filled. Also, the Vice President of Student Services will be vacant at the end of this year. Student Services will be reporting to President Holmes until the position is filled.
- Lydia Ulatowski, Vice President of Academic Affairs will be retiring at the end of this week after 35 years of service. Alissa Cummings, Vice President of Student Services is leaving after over 20 years of service, and taking a position at University at Buffalo. Both have had a huge impact on this college, and we applaud them for their dedicated service to the college and our students.

STUDENT TRUSTEE REPORT

Student Trustee Fleming, Jr., provided his report.

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 no committee meeting in December.

Vice President of Student Services Alissa Cummings provided an enrollment presentation.

President Holmes informed the board that we have been working to establish a downtown branch campus status, and we received a message from SUNY today that their board is moving along with the branch campus status. SUNY is preparing a letter tomorrow for the State Education Department to review.

The next Academic/Student Life Committee meeting will take place on Thursday, January 9, 2025 at 8:00 a.m.

FISCAL COMMITTEE

Committee Chairperson Tylec stated the Fiscal Committee met on December 4, 2024, and the minutes were included in the materials. There were no questions regarding the minutes.

Director of Small Business Development Center (SBDC) Maureen Henderson provided a PowerPoint presentation outlining what SBDC does, the impact on our community and their plans for growth.

A packet was provided to each trustee with employee bios, and testimonials from business entrepreneurs.

The next fiscal committee meeting is Wednesday, January 8, 2025 at 2:00 p.m.

A motion was made by Chairperson Alexander and seconded by Student Trustee Fleming, Jr., to go into executive session to discuss personnel matters at 5:40 p.m.

A motion was made by Chairperson Alexander and seconded by Trustee Ross to come out of executive session at 6:25p.m.

AWARDS COMMITTEE

Trustee Ross provided a handout regarding Trustee Emeritus. It outlined the purpose, criteria, recognition, and procedures for this award. It also included a criteria worksheet. Trustee Ross asked board members to review this handout for action in the near future.

OLD BUSINESS

None at this time.

NEW BUSINESS

Trustee Tylec stated she starts a class tomorrow offered by NYCCT in regards to Artificial Intelligence. This will be an online class and she is looking forward to learning more about AI and sharing the information with other board members, along with college faculty members.

GOOD & WELFARE

Trustee Virtuoso wanted to personally thank Vice Presidents Ulatowski and Cummings for their dedication, and how well they worked with board members.

The next board meeting will be on Tuesday, January 21, 2025, starting at 4:30 p.m.

Chairperson Alexander wished everyone a happy and safe holiday season.

It was moved by Trustee Haylett, Jr. and seconded by Trustee Smith, to adjourn at 6:30 p.m. Motion carried unanimously.

Barbara Walck
Assistant to the President