

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**A meeting of the Board of Trustees was held
at 8:00 a.m. on March 18, 2015
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

**Mr. Henry Wojtaszek, Chairperson
Mr. James Ward, Secretary
Ms. Gina Virtuoso Financial Secretary
Mr. Vincent Ginestre
Mr. William Ross
Mr. Bradley Rowles
Ms. Bonnie Sloma
Ms. Sheila Smith**

Board Members Excused

**Mr. Kevin Schuler
Ms. Olivia Spitzer, Student Trustee**

Administration Present

**Dr. James P. Klyczek, President
Mr. Donald Armstrong, Interim Director of Human Resources
Dr. Eunice Bellinger, Vice President of Academic Affairs
Ms. Deborah Brewer, Foundation Director
Mr. Michael Dombrowski, Vice President of Operations
Dr. Mary Jane Feldman, Director of Planning and Research
Ms. Julia Pitman, Vice President of Student Services
Ms. Paula Sandy, Vice President of Academic Auxiliary Services
Mr. William Schickling, Vice President of Finance and Information Technology
Ms. Lydia Ulatowski, Assistant Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President**

Invited Guests Present

**Ms. Deborah Beach, ESPA Union President
Mr. Joseph Colosi, Faculty Union President
Ms. Lori Townsend, Faculty Senate President
Mr. Craig Stevens, The Bonadio Group
Mr. Jonathan Miller, The Bonadio Group**

Chairperson Wojtaszek called the meeting to order at 8:13 a.m. and led the assembly in the Pledge of Allegiance and a moment of silence for the men and women who are serving our

country.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Trustee Schuler asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Sloma and seconded by Trustee Ward that the Board approve the Consent Agenda which included the Meeting Minutes, Statements of Revenue and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Trustee Schuler asked Board members if there were questions regarding the Information Items.

President Klyczek stated the IPEDS Report is an annual report that is received which compares and includes NCCC in a group of 12 other New York State community colleges. Also our Child Development Center has been awarded the National Association for the Education of Young Children accreditation for five years with almost a 100% passing rate. Congratulations to Vonetta Rhodes, Director of the Child Development Center and Vice President Julia Pitman who oversees that area. There being no other questions, the following items were received and filed: Personnel Status Chart, Facilities Update, Foundation Report, Prospective Request for Proposals, IPEDS Report and the NAEYC Accreditation.

CHAIRPERSON'S REPORT

Chairperson Wojtaszek proposed a slate of officers through June 2015 as follows:

James Ward, Chairperson; Henry Wojtaszek Vice Chairperson; Bradley Rowles, Secretary; Gina Virtuoso, Financial Secretary. It was moved by Trustee Sloma and seconded by Trustee Ross that the Board approve the slate of officers as presented. Motion carried unanimously. The annual election of officers will take place at the June meeting.

COMMITTEE REPORTS

Finance

Craig Stevens and Jon Miller from The Bonadio Group presented the audit to the finance committee a few weeks ago; today they presented to the full board; they also provided a handout of the Financial Statements. Trustee Virtuoso thanked The Bonadio Group for their presentation. It was moved by Trustee Virtuoso and seconded by Trustee Ginestre to accept the financial statements / audit as of August 31, 2014 and 2013.

Trustee Virtuoso provided a handout of the SUNY Community College Annual Report Summary 2013-14. President Klyczek stated it is an annual overview of 30 community colleges, showing categories of information showing how we looked compared to the other 29 SUNY community colleges. It shows comparisons in Campus Operating Revenues and Expenses, Campus Operating Revenues and Expenses per FTE, Campus Statistical Data and Analysis. Chairman Ward thanked Trustee Virtuoso, President Klyczek and Vice President Schickling on the work they did on the audit report with The Bonadio Group.

PRESIDENT'S REPORT

President Klyczek reported that:

- Several foundation handouts were provided announcing the Alumni 5K Run/Walk on May 1, 2015 application or sponsorship, along with a form to recommend a Distinguished

Alumni.

- **After this meeting, we have arranged a tour of the SimMom Lab with Linda Kilger. Sales people will be demonstrating a computer controlled pregnant manikin for our nursing division.**
- **Stamats marketing: We are in two final stages of the project for internal and external communication, marketing and branding work. Stamats was here last week working with a number of our enrollment management groups, and will be back with a full report to help us develop key points in branding exercises, etc.**

- **The Learning Commons RFP is out and published and is only for the architecture and engineering portion. A required information meeting is scheduled for March 26 at 2:00 p.m. for all those who responded to the RFP and to have their questions answered.**
- **We have received three dates from Narissa Polino for the board self-assessment retreat. Dates are Friday May 8, Monday May 11, and Tuesday May 12. The only agenda item will be board self-assessment. President Klyczek is suggesting using the same survey as we used previously. The board agreed to use the previously used survey. It was decided to have the retreat on either Monday or Tuesday from 3:00 p.m. to 8:00 p.m. President Klyczek will get back to everyone on the date.**
- **On Friday March 20, President Klyczek and Trustee Virtuoso will be attending a SUNY Shared Governance Conference at Onondaga Community College. Faculty Senate President Lori Townsend will also be in attendance.**
- **An update about an incident of someone reporting a dead body on the campus. Our security reported to the incident, it was a stolen manikin from Shawnee Fire Hall.**
- **The monthly packet of NCCC articles will be forwarded to each trustee via email.**
- **Articles were distributed:**
 - **Optimizing adjuncts in higher ed; University Business**
 - **On board with the brand in higher ed; University Business**
 - **Building a board; Buffalo Business First**
 - **25 Years later, Has Clery Made Campuses Safer?; The Chronicle of Higher Education**

President Klyczek stated he would like to call a brief executive session regarding real estate issues and personnel issues at the end of the meeting.

STUDENT TRUSTEE REPORT

There were no questions on the Student Trustee Report.

Governmental Affairs

Trustee Ross provided the following handouts:

- **2015 Literal Legislator Locator for all the SUNY community colleges to see who the representative is in each area; our representatives for NCCC are Senator Ortt, Assemblyman Ceretto and Congressmen Collins.**
- **SUNY Community Colleges 2015/2016 Budget State Aid**
- **2015-16 Executive Budget Testimony from Chancellor Nancy L. Zimpher, dated February 10, 2015.**
- **2015-16 Legislative Priorities for SUNY Community Colleges**

President Klyczek provided a booklet from NYCCAP, entitled New York's Community Colleges: Springboard to Success. President Klyczek is asking each board member to review the information and then pass along to one of your colleagues that will help inform them why you are a board member and what your responsibilities are.

Personnel

In the absence of Chairperson Schuler, it was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board grant Term Reappointments to the following:

Instructors:

**Cathleen Barron
Elaine Beaudoin
Bridget Beilein
Nicole Bishop
Michelle Bruce
James Carlo
Stacey Daniels
Ann Marie Holler
Brenda Mangum
Thomas Pinckney
Paul Ratka
Lindsay Rose
Scott Steiner**

Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Rowles that the Board grant Term Reappointments to the following:

Technical Assistants:

**Greg Brehm
Josephine Brevitti-Runkle
Dominic Fabrizio
Stephanie Florczak
Caitlin Fulle
Richard Haug
Melissa Lock**

Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Virtuoso that the Board grant Term Reappointments to the following:

Non Ranked Professionals:

**William Brinson
Alissa Cummings
Lisa Dubuc
John Giacco**

**Todd Phillips
Julie Speer
Corey Wright
Cheryl Yager**

Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the board grant Tenure (continuing) Appointments to the following:

Tenure:

**Gretchen Kaplan
Linda Kilger
Mary Beth Morse
Donna Sandretto
Christina Taylor
Budd Termin
Eileen Walsh**

Motion carried unanimously.

Planning/Facilities

Trustee Ward stated the Tobacco Free Campus Policy and the Security Updates were provided at the committee meetings and are still being worked on.

President Klyczek stated pertaining to Start Up NY, the maps provided are of the campus property, and one of the maps shows the acreage highlighted as the two parcels that have been designated as Start Up NY space.

OLD BUSINESS

Trustee Ginestre asked if any further action has been taken regarding the SUNY Niagara name change as was previously discussed. President Klyczek stated that nothing more has been done with that, and SUNY did not want institutions changing their name.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no Good & Welfare.

It was moved by Trustee Ross and seconded by Trustee Ginestre that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel and real estate matters at 9:08 a.m. Motion carried unanimously.

It was moved by Trustee Virtuoso and seconded by Trustee Sloma that the Board come out of executive session at 9:45 a.m. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Virtuoso to adjourn at 9:9:45 a.m. Motion carried unanimously.

**James W. Ward
Secretary**

Several board members toured the SimMom Lab in C building.