

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 14, 2016**

Presentations for the Boards' information session preceding the Board Meeting were provided from 3:00 - 4:00 p.m. and included:

1. *STEM Proposal (Dr. Chliwniak, Dr. Lindsay Rose, Dr. Estelle Steiner)*
2. *Active Shooter Overview (Dr. Klyczek)*
3. *New Student Online Orientation (J. Pitman, Allison Armusewicz, Caitlin Fulle, Melissa Locke, and Julie Schucker)*

Board Members Present

Mr. James Ward, Chairperson
Mr. Henry Wojtaszek, Vice Chairperson
(arrived 3:45 pm)
Ms. Gina Virtuoso, Financial Secretary
Mr. Bradley Rowles, Secretary
Mr. Jason Cafarella
(arrived 3:50 pm)
Mr. Vincent Ginestre
Mr. William Ross
Ms. Bonnie Sloma
Ms. Sheila Smith
Mr. Christian Clowes, Student Trustee

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Director of Public Relations
Ms. Deborah Brewer, Director of Foundation
Dr. Luba Chliwniak, Vice President of Academic Affairs
Mr. Michael Dombrowski, Vice President of Operations
Ms. Julia Pitman, Vice President of Student Services
Mr. William Schickling, Vice President of Finance/Info.Tech.
Ms. Lori Townsend, Faculty Senate President

* * * * *

**A meeting of the Board of Trustees was held
at 4:00 p.m. on June 14, 2016
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. James Ward, Chairperson
Mr. Henry Wojtaszek, Vice Chairperson
Ms. Gina Virtuoso, Financial Secretary
Mr. Bradley Rowles, Secretary
Mr. Jason Cafarella
Mr. Vincent Ginestre
Mr. William Ross
Ms. Bonnie Sloma
Ms. Sheila Smith
Mr. Christian Clowes, Student Trustee

Administration Present

Dr. James P. Klyczek, President
Ms. Gina Beam, Director of Public Relations
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
Dr. Luba Chliwniak, Vice President of Academic Affairs
Mr. Michael Dombrowski, Vice President of Operations
Dr. Mary Jane Feldman, Director of Planning and Research

Ms. Julia Pitman, Vice President of Student Services
Mr. William Schickling, Vice President of Finance/Information Technology
Ms. Lydia Ulatowski, Asst. Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Invited Guests Present

Mr. Joseph Colosi, Faculty Union President
Ms. Lori Townsend, Faculty Senate President

Chairperson Ward called the meeting to order at 4:15 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence and respect for the men and women who are serving our country and all the families involved with the Orlando tragedy.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Chairperson Ward asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Rowles and seconded by Trustee Ginestre that the Board approve the Consent Agenda which included the Board Meeting Minutes of May 10, 2016, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ward asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Program Change: Hospitality Management A.A.S., and NJCAA 2016 All-Region III DIII Baseball First Team.

Chairperson's Report

Chairperson Ward congratulated our baseball team for all they accomplished in going to the World Series; the board and the college community are proud of them. Also congratulations to Christian Young for being drafted by the Oakland Athletics Major League Baseball team. Vice President Pitman added that this is a total of three of our student athletes who have been drafted by a major baseball team over the past several years.

Chairman Ward congratulated Trustee Wojtaszek on being named the new President for Western Region OTB.

Chairman Ward presented a certificate to Student Trustee Christian Clowes as today is his final meeting. The board thanked him for his service to the board.

PRESIDENT'S REPORT

President Klyczek reported that:

- President Klyczek thanked all the individuals for their earlier presentations. He also asked board members to recognize all the time, effort and work which goes into the preparation of the presentations given.
- Barb Walck will be providing each board member with a Conflict of Interest form to be filled out and returned to her. We will use June as the annual renewal.
- We are still awaiting a decision from Middle States regarding the status of the branch campus location and our reaccreditation.

- President Klyczek provided a brief overview and update of the Learning Commons moves underway.
- President Klyczek thanked all those who participated in Commencement at the Seneca Niagara Events Center on May 14.
- The NCCC baseball team attended the World Series in Kinston, North Carolina, Vice President Pitman provided a brief overview along with a handout listing the accomplishments of the baseball team, golf team and softball team.
- We have experienced delays in the Perkins funding; we are expecting approximately \$400,000 but decisions have been placed on hold due to the delays in formal notification.
- President Klyczek is this year's chairperson of the WNY Regional Community College Council which involves NCCC, Erie Community College and Jamestown Community College. The meetings are being organized under the Lieutenant Governor's office and the SUNY Chancellor. Our meeting was originally scheduled at the end of May, but was postponed due to a schedule conflict with the Lieutenant Governor. We are anticipating the meeting to be held in September.
- Reminder, there is no board meeting in July; we will reconvene on the second Tuesday in August, and have the recognition meeting in August where we welcome new members and thank exiting members.
- President Klyczek has completed meeting with faculty and staff on the mission and vision. A brief presentation was given to Faculty Senate in April. Faculty Senate will be reorganizing this summer and will then have a decision from them.
- A meeting was held in May at our Sanborn campus with Dr. Luba Chliwniak, Diane Roth Assistant Vice President of Nursing and Allied Health, the IDA, Jim Ward representing Senator Ort's office, Mercy Flight and Niagara County to discuss a possible relationship with the county's first response preparedness center along with funding of manikin for our nursing Sim Lab etc. A tour was provided of our nursing SimLab. More information will be available in a few weeks.
- Barb Walck will forward to Board members the latest monthly articles regarding the college and other related interests

STUDENT TRUSTEE REPORT

There was no Student Trustee Report.

COMMITTEE REPORTS

Finance Committee

Vice President Pitman provided an overview and handout of the Child Development Fee Structure. President Klyczek stated the three year proposal is to assist students/parents with planning their budgets. Trustee Virtuoso asked for board members individual vote: Trustee Cafarella-large increase, shorten the years and bring back for review; Trustee Smith-child care is very competitive and this is the market rate; Trustee Ross-no comment; Trustee Virtuoso-percentage increase is high, like to see plan for two years; Trustee Clowes-should be free to students; Trustee Ginestre-have discussion at end of two years and then make another determination; Trustee Sloma-agrees with two years and then make another determination; Trustee Rowles-two year scale; Trustee Wojtaszek-two year scale for now.

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre that the board accept the Child Development Center two year fee schedule increase for the years 2016-2017 and 2017-2018. Motion carried unanimously.

Governmental Affairs

Trustee Ross stated on Monday President Klyczek and Vice President Schickling attended the Niagara County joint Administration and Community Services Committee meeting regarding the resolution to adopt the NCCC budget which was passed unanimously. Tuesday June 21 is the public hearing for the 2016-

2017 budget and adoption.

Trustee Ross briefly provided an overview of the NYSAC fall conference to be held in September in Niagara Falls, NY. He anticipated that NFCI will receive some exposure from this event with tours, demonstrations, refreshments, etc.

Planning/Facilities

Having been provided an overview of changes in the Faculty Handbook by Dr. Chliwniak in May, it was moved by Trustee Ginestre and seconded by Trustee Sloma that the board approve the Faculty Handbook as presented. Motion carried unanimously.

Vice President Chliwniak provided a brief overview of the academic organization which was outlined in the materials provided. The changes are as follows: Business, Technology and the Arts Division under Chairperson Don Topolski; Hospitality, Tourism and Culinary Arts Division under Chairperson Mark Mistriner; these changes will be effective August 1, 2016. All other divisions will remain the same. President Klyczek stated this is an information item with the changes.

It was moved by Trustee Ward and seconded by Trustee Sloma that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss legal matters and personnel matters at 5:00 p.m. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Ginestre that the Board come out of executive session at 5:55 p.m. Motion carried unanimously.

Personnel

It was moved by Trustee Wojtaszek and seconded by Trustee Sloma that the board approve the Technical Assistant (Term) Reappointment for the following individual:

Stephanie Florczak

Motion carried unanimously.

It was moved by Trustee Wojtaszek and seconded by Trustee Cafarella that the board approve the Administrative Reappointments for the following individuals:

Gina Beam	Maureen Henderson
Deborah Brewer	James Lobdell
Catherine Brown	Cindy Mack
Luba Chliwniak	Dennis Michaels
Rick DeMita	Vicki Orzetti
Michael Dombrowski	Julia Pitman
Patrice Elnicki	Kathy Saunders
Mary Jane Feldman	Pauline Soeffing
Dennis Gasbarro	Dinene Zaleski
Jesse Goldberg	

Motion carried unanimously.

Trustee Sloma questioned the ECC audit and whether Foundation Director Deborah Brewer should be included in the college budget. President Klyczek explained that virtually all community colleges in New York State are examining contractual relationships between the college and their foundations and auxiliary

services entities. Vice President Schickling stated that it is his understanding that the Controllers' office had raised a concern about ECC's Foundation Director being considered a college employee earlier on in its audit, but did not include that concern in its final report. Apparently, whatever concern it had was satisfied before the audit was finalized.

The following was a late add agenda item:

It was moved by Trustee Wojtaszek and seconded by Trustee Rowles that the board approve the recommendation for promotion from Instructor to Assistant Professor for the following individuals:

Elaine Beaudoin

Dr. Lindsay Rose

Motion carried unanimously.

OLD BUSINESS

Chairperson Ward stated there was in May an opportunity to bring forth a slate of officers for a vote in June.

Chairperson Ward asked if there is a second slate to be brought forward. There being none; it was moved by Trustee Cafarella and seconded by Trustee Sloma to move the slate forward which was read as follows:

Vincent Ginestre – Chairperson
William Ross – Vice Chairperson
Gina Virtuoso – Financial Secretary
Sheila Smith – Secretary

The new slate of officers will be effective July 1, 2016.

Motion carried unanimously.

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no good and welfare.

It was moved by Trustee Rowles and seconded by Trustee Smith to adjourn at 6:05 p.m. Motion carried unanimously.

Bradley W. Rowles
Secretary