

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
OCTOBER 11, 2016**

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

1. *NCCC STEM Center: Bridging Community, SUNY and State (Dr. Chliwniak, Dr. L. Rose, Dr. E. Steiner)*
2. *Instructional Resource Committee (IRC) Grant (Dr. Chliwniak)*
  - *Helping Students Learn More Efficiently (Dr. K. Gerbasi, C. Taylor, R. Morris)*
  - *Culinary Arts Safety Video (S. Steiner)*

Board Members Present

Mr. Vincent Ginestre, Chairperson  
Mr. William Ross, Vice Chairperson  
Ms. Sheila Smith, Secretary  
Ms. Gina Virtuoso, Financial Secretary  
Mr. Bradley Rowles  
Ms. Bonnie Sloma  
Mr. James Ward  
Mr. James Hutton, Student Trustee

Administration Present

Dr. James P. Klyczek, President  
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  
Ms. Lydia Ulatowski, Assistant Vice President of Acad. Affairs

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**A meeting of the Board of Trustees was held  
at 4:00 p.m. on October 11, 2016  
in the Robert Michael Sdao Memorial Board Room  
at Niagara County Community College**

**Board Members Present**

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

**Board Members Excused**

Mr. Vincent Sandonato

### **Administration Present**

Dr. James P. Klyczek, President  
Ms. Catherine Brown, Director of Human Resources  
Dr. Luba Chliwniak, Vice President of Academic Affairs  
Ms. Barbara DeSimone, Acting Director of Public Relations  
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 Ginestre called the meeting to order at 4:05 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence in respect for the men and women who are serving our country.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Rowles and seconded by Trustee Sloma that the Board approve the Consent Agenda which included the Board Meeting Minutes of September 13, 2016, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

### **INFORMATION ITEMS**

Chairperson Ginestre asked Board members if there were questions regarding the Information Items. President Klyczek stated the Student Trustee Report was placed under Information Items by mistake. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, and Foundation Report.

### **Chairperson's Report**

Chairperson Ginestre welcomed James Hutton as the new Student Trustee. Chairperson Ginestre stated that last month President Klyczek nominated Vice Chairperson William Ross to receive the Marvin A. Rapp Award for Distinguished Trustee Service but the nomination must be approved by the Board of Trustees. . It was moved by Chairperson Ginestre and seconded by Trustee Cafarella to nominate Vice Chairperson William Ross for the Marvin A. Rapp Award for Distinguished Trustee Service. Motion carried unanimously. Vice Chairperson Ross will be presented with this award at the annual NYCCT conference on Friday October 21 in Cooperstown, NY, which President Klyczek, Chairperson Ginestre and Vice Chairperson Ross will be attending.

### **PRESIDENT'S REPORT**

President Klyczek reported that:

- The All College Meeting will take place on Tuesday November 15 and will be combined with the Recognition Awards and dinner. Assistant Director of Public Relations Barbara DeSimone surveyed NCCC/NFCI employees and it was strongly recommended to have this event brought back to the Sanborn campus. The All College Meeting will take place from 3:00 – 5:15 p.m. with the kick-off of the Strategic Plan. The Recognition Event will begin with a reception at 5:30 -6:00 p.m., followed with dinner and awards starting at 6:00 p.m. in the main gym.
- President Klyczek attended a Middle States Town Hall meeting several weeks ago with a question and answer session, discussed changes to standards, and the new accreditation structure will be every 8 years instead of 10 years, focusing on assessment and outcomes. Middle States will have their annual meeting in early December to discuss assessment within student services, and several sessions on shared governance. Regarding the Middle States update, the President's Executive Council continues to review the suggestions and recommendations of the self-study and the onsite visit, focusing on planning, assessment and institutional outcomes. A final plan may reallocate new responsibilities across administrative areas; anticipating to layout a new organization administrative structure within the next several weeks, then obtain feedback across the campus, and bring to the personnel committee in November with job descriptions, to have underway in spring 2017.
- President Klyczek has been talking with four consultants to proceed/direct us through the Strategic Plan; with the possibility of having an outside facilitator present to keep things in forward motion. President Klyczek will provide Executive Council with results in a week or two to begin the process.
- The City of Niagara Falls is holding a developers forum hosted by the Harris Beach law firm. The forum will take place at NFCI.
- Vice President Julia Pitman distributed a Resolution from the SUNY Student Assembly requesting community colleges throughout the SUNY system to strengthen student governments and expand student roles in campus governance. Vice President Pitman stated our student government does share information with students, board members, and students do set their own budget.
- President Klyczek provided a handout entitled "Designing Today's Academic Libraries". Vice President Dombrowski will give a Learning Commons update during the Planning Committee.
- President Klyczek provided the 2015-2016 Annual Report. In previous years, we have strived to provide this by September October. Barb DeSimone has done a great job of achieving this goal. This includes the College annual report, Foundation annual report, and Connections which is the Alumni report. This is the first year we are moving to digital distribution. The board members and the Niagara County Legislature will be receiving a hard copy of this report. The trustee spotlight is Bradley Rowles, Alumni spotlights are Melanie Tisdale, Lester Robinson III and Laura Schuler.
- President Klyczek met with the chief of staff for Senator Ranzenhofer this past week and talked about our legislative concerns: the BS in 10, out of county chargebacks, and community college councils. The Senator does not represent us specifically, but is a leader in the state senate and the President feels it is important we include him in our perspectives of what is going on. Trustee Virtuoso asked how the President connected with the Senator. President Klyczek stated he met with the chief of staff and it was through Fred Hiffa and our lobbying company. President Klyczek stated if anyone feels he should meet with others, to please let him know or provide the contact information.

## **STUDENT TRUSTEE REPORT**

Student Trustee James Hutton provided a brief bio on himself and reported on student activities taking place since the beginning of the school year.

## **COMMITTEE REPORTS**

### **Finance Committee**

There was no finance committee report.

### **Governmental Affairs**

Trustee Ross briefly discussed the NYSAC conference which took place last month. Attendees seemed very satisfied with the event which was held at Goat Island. Trustee Ross provided suggestions to the event coordinators that the next Niagara County sponsored NYSAC event, which will be in five years, be held at NFCI.

### **Planning/Facilities**

Vice President Michael Dombrowski provided a handout on the Learning Commons Construction update, along with an update on the Project Labor Agreement (PLA).

### **Personnel**

It was moved by Trustee Cafarella and seconded by Trustee Virtuoso that the Board of Trustees of Niagara County Community College hereby approve the title of Assistant Director of Human Resources for Diversity and compliance as presented. Motion carried unanimously.

It was moved by Trustee Cafarella 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 4:40 p.m. Motion carried unanimously.

Trustee Ward left at 5:20 p.m.

Trustee Cafarella left at 5:25 p.m.

Trustee Sloma left at 5:30 p.m.

It was moved by Trustee Ross and seconded by Trustee Virtuoso that the Board come out of executive session at 5:35 p.m. Motion carried unanimously.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **GOOD & WELFARE**

There was no good and welfare.

It was moved by Trustee Ross and seconded by Trustee Rowles to adjourn at 5:35 p.m. Motion carried unanimously.

Sheila Smith  
Secretary