

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
DECEMBER 8, 2015**

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

1. *Middle States (Dr. Chliwniak, Dr. Feldman, Lydia Ulatowski)*
2. *Athletics Master Plan Overview (Robert McKeown)*

**Board Members Present**

Mr. James Ward, Chairperson  
Mr. Bradley Rowles, Secretary  
Ms. Gina Virtuoso, Financial Secretary  
Mr. Vincent Ginestre  
Mr. William Ross

**Administration Present**

Dr. James P. Klyczek, President  
Ms. Gina Beam, Director of Public Relations  
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/Research  
Ms. Julia Pitman, Vice President of Student Services  
Ms. Paula Sandy, Vice President of Academic Auxiliary  
Mr. William Schickling, Vice President of

Services

Finance/Information Tech.

Affairs

Ms. Lydia Ulatowski, Assistant Vice President of Academic

Ms. Barbara Walck, Assistant to the President

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**A meeting of the Board of Trustees was held  
at 4:00 p.m. on December 8, 2015  
in the Robert Michael Sdao Memorial Board Room  
at Niagara County Community College**

**Board Members Present**

Mr. James Ward, Chairperson  
Mr. Bradley Rowles, Secretary  
Ms. Gina Virtuoso, Financial Secretary  
Mr. Vincent Ginestre  
Mr. William Ross  
Mr. Christian Clowes

**Board Members Excused**

Mr. Henry Wojtaszek, Vice Chairperson  
Ms. Bonnie Sloma  
Ms. Sheila Smith

**Administration Present**

Dr. James P. Klyczek, President  
Ms. Gina Beam, Director of Public Relations  
Ms. Deborah Brewer, Foundation Director

**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**  
**Ms. Paula Sandy, Vice President of Academic Auxiliary Services**  
**Mr. William Schickling, Vice President of Finance/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**

**Chairperson Ward called the meeting to order at 4:20 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.**

#### **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 Ginestre and seconded by Trustee Rowles that the Board approve the Consent Agenda which included the Board Meeting Minutes of November 10, 2015, 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, Chargeback Letter from Niagara County, Substantive Change for Additional Location, Substantive Change for Branch Campus, Article: "How Much is a College Degree Worth in the Buffalo Area?", and the Student Trustee Report.**

#### **Chairperson's Report**

**Chairperson Ward encouraged everyone to visit the Baking and Pastry Programs Gingerbread House at the Niagara Falls Culinary Institute. Last evening was the combined boards dinner/meeting at Savor Restaurant and all enjoyed the sampling of the Holiday Buffet which will be offered at Savor Restaurant on December 10, 11 and 17, 18. Congratulations to Mark Mistriner and the Savor staff for all the work on the buffet luncheon. Thank you to Gina Beam, Director of Public Relations, on the great looking electronic message board with graphics on the outside of the NFCI. Also congratulations to Bill Ross on the wonderful recognition of his retirement at the Niagara County Legislature; it was well deserved and there were many wonderful comments. We are proud of everything he has accomplished. Chairman Ward would like to wish everyone a very Merry Christmas and a Happy New Year.**

#### **PRESIDENT'S REPORT**

President Klyczek reported that:

- The annual Recognition Reception was held on Friday November 20 at the Niagara Falls Culinary Institute, it was attended by approximately 145 people with a mix of employees, community members and guests. There was an approximate 30% no show rate, so President Klyczek has asked Barb DeSimone to re-evaluate this event as well as other events on campus, with a possible survey of the faculty and staff to see the effectiveness of this event.
- The student appreciation luncheon was held last week on Tuesday and Wednesday at the Sanborn campus, and Thursday at the NFCI. The cost of this Thanksgiving luncheon buffet costs the students \$2.00, and is sponsored by the Student Senate. This is very nicely prepared, but there are concerns that some students cannot afford the cost, and we will be reevaluating this event.
- Deb Brewer, Foundation Director, stated that during the summer they hosted a 50<sup>th</sup> reunion breakfast with the first graduating class at Savpr Restaurant. There were approximately 15 who attended, and the Foundation Office received a call from a graduate stating that he felt so reconnected that he made a \$2,500 donation.

## **STUDENT TRUSTEE REPORT**

Christian Clowes provided information on an invited speaker from the TV show "Orange is the New Black", which he said was a huge event for the students. He also provided information on other activities offered by the student senate.

## **COMMITTEE REPORTS**

### **Finance**

Chairperson Virtuoso stated the Finance Committee members have received a copy of the SUNY Annual Financial Report for 2015.

### **Governmental Affairs**

Trustee Ross states this evening is the budget night for the proposed 2016 county budget, which he hopes will be passed tonight.

President Klyczek discussed the SUNY and NCCC Lobbying priorities involve base aid, and lobbying the state legislature to increase the base aid. The proposal on the table is for \$250 increase to FTE state aid in each of the next three years. Other priorities are to continue funding for the GAP funding; BS and 10 legislation which is recommending the requirement that all nurses have a bachelor's degree within ten years of earning their associate's degree. Also the casino allocation of the funds from the Seneca nation and the compact that has 25% of the slot revenue goes to the state and then 25% of that comes back to locality; we are recommending that NCCC be included in the local allocation.

Community College Councils are still on the table with the Legislature; Trustees Virtuoso, Ross and Ginestre were involved in discussions at the last NYCCT conference; with the idea for the local community colleges come together and form a council that would create a regional perspective on program development.

### **Planning/Facilities**

It was moved by Trustee Ginestre and seconded by Trustee Ross that the Board accept the procedure for the establishment of an Institutional Review Board (IRB) to review all research that involves human subjects, ensuring all pertinent federal and state policies and regulations are met. Motion carried unanimously.

#### NAMING RESOLUTIONS

##### **Academic Achievement Center**

It was moved by Trustee Ginestre and seconded by Trustee Virtuoso that the Board of Trustees approve the naming of the Academic Achievement Center at the Niagara County Community College Sanborn Campus as the:

##### **Kopczynski Family Foundation Academic Achievement Center**

This is in recognition of the Kopczynski Family Foundation and Jack & Carol Kopczynski's pledged donation of \$25,000.00 for the Learning Commons Capital Campaign. This naming recommendation is consistent with the gift guidelines (Section 30.4) recommendation of \$25,000.00 for the Academic Achievement Center. Motion carried unanimously.

##### **Learning Commons Group Study Room**

It was moved by Trustee Ginestre and seconded by Trustee Virtuoso that the Board of Trustees approve the naming one of the Learning Commons Group Study Rooms at the Niagara County Community College Sanborn Campus as the:

##### **The Rickan Group @ Morgan Stanley Fred Rickan**

This is in recognition of the Fred Rickan's pledged donation of \$10,000.00 for the Learning Commons Capital Campaign. This naming recommendation is consistent with the gift guidelines (Section 30.4) recommendation of \$10,000.00 for the Group Study Room. Motion carried unanimously.

##### **Personnel**

In the absence of Personnel Committee Chairman Wojtaszek, it was moved by Trustee Rowles and seconded by Trustee Ginestre to recommend that the Board of Trustees approve Hodgson Russ as sole source supplier for legal services for labor relations. Motion carried unanimously.

Trustee Ross left at 4:37 p.m.

##### **Planning/Facilities (continued)**

President Klyczek stated the pool is now closed with the entire area locked. There is no plan at this time for repairs, etc. Vice President Dombrowski stated it will be closed for the remainder of the semester.

Vice President Dombrowski briefly discussed the façade renovations at NFCI; stone work was finished today. Minor changes on the signage. Awnings are the next step.

Learning Commons Construction Manager proposals; five proposals have been accepted, and Barb Walck is setting up interviews with those five during this week and next. Recommendations will be given to the board at the January meeting. President Klyczek provided a brief design update; working with Foit Albert on some changes in the construction estimate and the changes pertaining to that.

**Chairperson Ward requested that smaller renderings of the Learning Commons be emailed to all board members.**

**Personnel (continued)**

**President Klyczek stated there have been three (3) recent retirements; Jon Williams, Professor from Arts, Media & Technology Division; Marguerite Newton, Professor in the Drafting Technology Department, and Randy Schultz, Technical Advisor in Admissions. We wish them all well and thank them for their years of service.**

**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 Virtuoso and seconded by Trustee Ginestre to adjourn at 4:45 p.m. Motion carried unanimously.**

**Bradley W. Rowles  
Secretary**