

NIAGARA COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

OCTOBER 20, 2020

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**A meeting of the Board of Trustees was held
on October 20, 2020 at 4:30 p.m. in the
V. James Renda Faculty Resource Center for Academic Excellence (FRCAE)
and live streaming**

Board Members Present

Ms. Gina Virtuoso, Chairperson
Mr. William Ross, Vice Chairperson
Mr. Jason Cafarella, Financial Secretary (via ZOOM)
Ms. Bonnie Sloma, Secretary
Ms. Katherine Alexander
Mr. Kevin Clark
Ms. Sheila Smith (via ZOOM)
Mr. Jerald Wolfgang
Mr. Maurice Jackson, Student Trustee

Administration Present

William J. Murabito, Ph.D., President
Ms. Catherine Brown, Assistant Vice President of Human Resources
Mr. Wayne Lynch, Interim Vice President of Administration
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Dennis Michaels, Assistant Vice President of Information Technology
Mr. Brian Michel, Director of Grants
Ms. Julia Pitman, Vice President of Student Services
Ms. Lydia Ulatowski, Interim Vice President of Academic Affairs
Mr. Bradley Wingert, Interim Assistant Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Invited Guests

Professor Mark Voisinet

Chairperson Virtuoso called the meeting to order at 4:32 p.m. and asked Vice Chairperson Ross to lead 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

Professor Julie Woodworth provided a public comment.

Chairperson Virtuoso welcomed Maurice Jackson as the newly elected Student Trustee.

PRESENTATION

Succession Planning – Catherine Brown, Assistant Vice President of Human Resources provided an explanation of the process and an action plan needs to be developed. She reviewed the materials provided to the board.

Academic Program Prioritization – Lydia Ulatowski, Interim Vice President of Academic Affairs and Professor Mark Voisinet, provided academic program information stating a committee has been formed to review

statistics, and data on current programs; along with discussion on future demand of programs.

Grant Update – Brian Michel, Director of Grants provided updates on grant proposals and growth.

Enrollment Update – Robert McKeown, Assistant Vice President of Enrollment Management provided handouts with enrollment comparison and CAP enrollment comparison for fall 2019 vs. fall 2020 for part-time, full-time, and FTE. The enrollment retreat held on October 19 was discussed.

Business and Finance Update - Wayne Lynch, Interim Vice President of Administration provided budget information on last year and what is needed for this year. He also discussed state aid, CARES Act, and the fund balance.

Capital Funding Request – Jerry Wolfgang, Foundation Chairperson, discussed the NCCC Capital Funding Request. The capital projects are requests from faculty needs, and are tied to directly supporting students and program success. Jerry Wolfgang read the resolution.

Board Resolution

Support for Niagara County Community College Capital Funding

WHEREAS, the Niagara County Community College NCCC Foundation Board of Directors recognizes a critical need to promote 21st century educational opportunities in the Niagara Region; and

WHEREAS, the Capital Funding for replacing and purchasing equipment for programs in Business, Culinary Arts, Fine Arts, Nursing, Rad Tech, and STEM; technology enhancements for Allied Health and the entire student population on the Sanborn campus to ensure student success; and

WHEREAS, it is critical that NCCC remains competitive within the Western New York area as well as continuing to be an excellent choice for education, particularly for our Niagara County residents; and

WHEREAS, it is important to concentrate on upgrading Niagara County Community College's equipment and technology so the students have a competitive advantage for future employment.

THEREFORE, BE IT RESOLVED, that the NCCC Foundation Board of Directors supports funding the College's Capital funding request for \$345,034 contingent on the SUNY match.

Signed:

Jerald I. Wolfgang
Chair of the NCCC Foundation Board
October 15, 2020

CONSENT AGENDA

Chairperson Virtuoso asked if Board members wanted any item removed from the Consent Agenda. It was moved by Chairperson Virtuoso and seconded by Trustee Clark that the Board approve the minutes from the September 15, 2020 board meeting. It was moved by Chairperson Virtuoso and seconded by Trustee Alexander that the Board approve the minutes from the September 15, 2020 Academic/Student Life and Fiscal Committee Meeting. Motion carried unanimously. It was moved by Chairperson Virtuoso and seconded by Student Trustee Jackson that the Board approve the 2019-2020 Budget Transfer as presented. Motion carried unanimously. It was moved by Chairperson Virtuoso and seconded by Trustee Ross that the Board approve the Revised Spring 2021 Semester Calendar as presented. Motion carried unanimously. It was moved by Chairperson Virtuoso and seconded by Trustee Sloma that the Board

approve the Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Virtuoso asked Board members if there were questions regarding the Information Items. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, and Facilities Update.

CHAIRPERSON'S REPORT

Chairperson Virtuoso briefly discussed the goals and priorities compiled by President Murabito and asked if anyone had changes/feedback. She questioned branch campus status. President Murabito stated that Lydia Ulatowski will present on this item at the November board meeting. Chairperson Virtuoso also discussed the Presidential Inauguration will be held "virtual" and she will be speaking on behalf of the board. Trustees are to contact her with their input. Once the date/times of the inauguration are determined, the board will be notified along with more details. Chairperson Virtuoso briefly discussed the faculty observer report.

PRESIDENT'S REPORT

Dr. Murabito discussed the following:

- Tomorrow Chris Jacobs will be on campus for a visit and campus tour. The following week, Nate McMurray will be here for a visit and campus tour.
- Weekly meetings with the Western New York Consortium, All SUNY Presidents meeting, and Community College Presidents are still being held; these meetings provide valuable information with a number of topics discussed.
- Pandemic planning regulations; the Chancellor has issued a series of plan requirements, discussed Pre-Thanksgiving testing by students and employees, holiday recess, spring semester, etc. We will provide our plan to the Chancellor and the Niagara County Health Department.
- Continued meetings with a group of individuals on increasing the hiring of minorities for the police academy
- We are working with the bridge district steering committee regarding Main Street in Niagara Falls, trying to make some changes in that area.
- We have agreed to investigate institutional research shared services. There are approximately six campuses that are talking about a consortium. President Murabito will be attending a meeting in a few weeks at Onondaga to discuss further. He will report back on the progress.
- Our first Student Town Hall was held on October 1. Chairperson Virtuoso attended and stated she was pleased with the questions and interest. We plan on having an employee and student town all every other month.
- Reminder that the Safe Colleges training needs to be completed by the trustees.
- The college has developed an email process for questions and answers which the President's office receives, and provides follow up on the information.
- The student trustee orientation has taken place for Maurice Jackson, and he was sworn in at the Niagara County Courthouse.
- The handout provided by John Strong, Chief Diversity and Equity Officer, was provided to the trustees. If no one has questions or changes, we will implement the plan.

STUDENT TRUSTEE REPORT

The Student Trustee Report was provided by Maurice Jackson. He also provided some background on himself and his goals.

FACULTY OBSERVER REPORT

No report was provided.

ACADEMIC/STUDENT LIFE COMMITTEE

Wayne Lynch, Interim Vice President of Administration discussed the authorized bank signer for Key Bank and KeyBanc Capital Markets.

It was moved by Chairperson Virtuoso and seconded by Vice Chairperson Ross that Niagara County Community College (the "College") execute and deliver updated authorized bank signatories with the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts on behalf of the College with Key Bank, N.A. and KeyBanc Capital Markets.

The following officers and/or representatives shall be signatories to said accounts: William J. Murabito, President and Wayne Lynch, Interim Vice President of Administration. Motion carried unanimously

It was moved by Chairperson Virtuoso and seconded by Trustee Alexander that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss contract negotiations at 6:35 p.m. Motion carried unanimously.

It was moved by Chairperson Virtuoso and seconded by Vice Chairperson Ross that the Board come out of Executive Session at 7:30 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 & welfare.

It was moved by Trustee Alexander and seconded by Student Trustee Jackson to adjourn at 7:35 p.m. Motion carried unanimously.

Bonnie R. Sloma
Secretary