

**NIAGARA COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**FEBRUARY 14, 2017**

A presentation for the Boards' information session preceding the Board Meeting was provided from 4:00 - 5:00 p.m. and included:

1. *NCCC STEM Center: Student and STEM (Dr. Chliwniak, Dr. L. Rose, Dr. E. Steiner)*
2. *Instructional Resource Committee (IRC) Grant (Dr. Chliwniak)*
  - *Hip Hop With Rembrandt: Kehinde Wiley Portraits (N. Knechtel)*
  - *Engaging Students with Economic Theory: Virtual Visits and Q & A with Local Businesses (P. Ratka)*

Board Members Present

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

Administration Present

Dr. James P. Klyczek, President  
Ms. Deborah Brewer, Director of Foundation  
Dr. Luba Chliwniak, Vice President Academic Affairs  
Mr. Michael Dombrowski, Vice President Operations  
Ms. Julia Pitman, Vice President Student Services  
Mr. Bill Schickling, Vice President Finance and IT  
Ms. Barbara Walck, Assistant to President

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**A meeting of the Board of Trustees was held  
at 5:00 p.m. on February 14, 2017  
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. Sheila Smith, Secretary  
Ms. Gina Virtuoso, Financial Secretary  
Ms. Bonnie Sloma  
Mr. James Ward

**Board Members Excused**

Mr. Jason Cafarella  
Mr. Bradley Rowles  
Mr. Vincent Sandonato  
Mr. James Hutton, Student Trustee

### **Administration Present**

Dr. James P. Klyczek, President  
Ms. Deborah Brewer, Director of Foundation  
Ms. Catherine Brown, Director of Human Resources  
Ms. Jennifer Cawley, Assistant Director of HR for Diversity & Compliance, Title IX Coordinator  
Dr. Luba Chliwniak, Vice President of Academic Affairs  
Ms. Barbara DeSimone, Acting Director of Public Relations  
Mr. Michael Dombrowski, Vice President of Operations  
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**

Ms. Deborah Beach, ESPA Union President  
Mr. Joseph Colosi, Faculty Union President  
Ms. Lori Townsend, Faculty Senate President  
Mr. Jeffrey Swiatek, Hodgson Russ  
Mr. Fred Hiffa, Park Strategies  
Ms. Megan Osika, Park Strategies  
Mr. Rick Winter, Richardson Management

Chairperson Ginestre called the meeting to order at 5:00 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.

It was moved by Trustee Virtuoso 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 5:05 p.m. Motion carried unanimously.

It was moved by Trustee Ross and seconded by Trustee Virtuoso that the Board come out of executive session at 5:30 p.m. Motion carried unanimously.

### **CONSENT AGENDA**

Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Ross and seconded by Trustee Virtuoso that the Board approve the Consent Agenda which included the Board Meeting Minutes of January 10, 2017, 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. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Award of Request for Proposal, Letter from The State Education Department; approved registration of proposed program in Biology, Program Revision Proposal: Music A.S., Program Revision Proposal: Accounting A.A.S., and Statement from Chairs of SUNY and CUNY Boards of Trustees.

## **Chairperson's Report**

Chairperson Ginestre stated the March board meeting is scheduled to be held on March 14 which falls during the spring break recess. It was discussed to move the meeting to an alternative date; possibly the week prior. It was moved by Trustee Ross and seconded by Trustee Sloma to move the March board meeting to Tuesday March 7, 2017. Motion carried unanimously.

Catherine Brown, Director of Human Resources introduced Jennifer Cawley, as the new Assistant Director of Human Resources for Diversity & Compliance, Title IX Coordinator. Jennifer started on January 31. Welcome Jen!

## **PRESIDENT'S REPORT**

President Klyczek reported that:

- There will be a number of Request for Proposal (RFP) to issue over the next several months for health insurance broker, general legal counsel, labor relations legal, intergovernmental advocacy relations and audit, banking and merchant services; all of which need to be further discussed.
- Learning Commons update will be given during the Planning Committee report.
- Consultants Laurie Allan and Associates are working on the strategic plan. A group of 34 have met three times and the next meeting will be February 21. The draft strategic plan will be brought to the board by the June board meeting.
- Trustee Ross was honored recently in naming the William L. Ross Alumni Athletic Complex at Niagara Wheatfield Senior High School athletics facility.
- NCLEX results: for the fifth year in a row the pass rate for the licensure rate for the practical nursing program is 100%; for the 11<sup>th</sup> year in a row the pass rate for licensure exam for registered nurses is above the state average; 9 out of past 12 years our RN pass rate is equal or higher than the national average. Congratulations to the faculty and their commitment to our students.
- The Physical Therapy Assistant accreditation visit was held January 29-31. Rad Tech accreditation will be in April.
- The next All College meeting will be on February 28 from 3:30 – 4:30p.m., which will be dedicated to updating the college with a presentation on the strategic plan.
- No new information is available for the Governor's proposed free tuition plan.
- Congratulations to Trustee Sheila Smith as she has agreed to serve on the Association of Community College Trustees (ACCT) Charles Kennedy Equity Award Committee for a two-year appointment (2017-2018) on a national level. Congratulations to Trustee Smith. Thank you for representing the college.

## **STUDENT TRUSTEE REPORT**

Chairperson Ginestre stated that Student Trustee Hutton is not in attendance today. His report is included in your materials.

## **COMMITTEE REPORTS**

### **Finance Committee**

There was no finance committee report.

### **Governmental Affairs**

Trustee Ross stated that Niagara County has their preliminary information from the county manager on the proposed budget for 2018 and are moving along with the process.

### **Planning/Facilities**

Vice President Michael Dombrowski provided a Learning Commons update; all low bidders are under contract at this point; D building is almost empty, he is working with Public Relations Department to provide a web page to show updates, renderings, etc. to keep folks updated. Should start seeing activity soon. CIR is doing the electric, DG Brown is plumbing and HVAC, and LeChase is the general contractor.

The Naming Request needs to be postponed.

### **Personnel**

President Klyczek asked Catherine Brown to discuss the following:

Alcohol and Drug Use in the Workplace Policy – our current policy needs modification to meet the requirements of the US Department of Education, and the materials in your packet explain the changes.  
Drug Free Schools/Communities Act and Amendment – our current policy needs modification to meet guidelines for the US Department of Education and has been added to our college policy manual. The materials in your packet explain the changes.

Procedures When Background Checks Are Required/Conducted – our current policy needed some updates to reflect our new process along with conducting criminal background checks and also is part of our college policy manual.

The redlined versions need to be reviewed by board members, and next month can be reviewed with possibly action.

It was moved by Trustee Sloma and seconded by Trustee Ross that the Board meet in executive session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel matters at 5:50 p.m. Motion carried unanimously.

It was moved by Trustee Ross and seconded by Trustee Smith that the Board come out of executive session at 7:00 p.m. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Virtuoso that the Board of Trustees grant Tenure (continuing) Appointments for the year 2017-2018 to the following:

Cathleen Barron	James Carlo
Bridget Beilein	Paul Ratka
Josephine Brevetti-Runkle	Scott Steiner

Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Ross that the Board of Trustees grant Term Reappointments for the year 2017-2018 to the following:

Johanna Armstrong	Kate LoConti
Michelle Bruce	Thomas Pinckney
Ann Marie Holler	Paul Shkilnyz
Karen Kelly	Elizabeth VanVerth
Nathan Koscielski	Jillian Wilsey
Pamela Lange	Bradley Wingert
Jean Linn	

Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Ross that the Board of Trustees grant Technical Assistant Reappointments for the year 2017-2018 to the following:

Madison Ackerman	Melissa Lock
Dominic Fabrizio	Anne Tutuska
Stephanie Florczak	

Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Smith that the Board of Trustees grant Non Ranked Professional Reappointments for the year 2017-2018 to the following:

William Brinson	Todd Phillips
Alissa Cummings	Julie Schucker
Lisa Dubuc	Corey Wright
John Giacco	Cheryl Yager

Motion carried unanimously.

Trustee Ross stated that the NCCC Men's basketball team is in the playoffs, and the board could show support to attend a regional playoff game. The date and time to be determined.

**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 Sloma and seconded by Trustee Ward to adjourn at 7:05 p.m. Motion carried unanimously.

Sheila Smith  
Secretary