

**NIAGARA COUNTY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**MARCH 7, 2017**

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

1. *Instructional Resource Committee (IRC) Grant (L. Ulatowski)*
  - *Tutorial Videos for Programming (D. Sorrentino)*
  - *Cultural Videos (B. Bellein)*

Board Members Present

Mr. Vincent Ginestre, Chairperson  
Mr. William Ross, Vice Chairperson  
Ms. Sheila Smith, Secretary  
Mr. Bradley Rowles  
Mr. Vincent Sandonato  
Mr. James Ward

Administration Present

Dr. James P. Klyczek, President  
Ms. Deborah Brewer, Director of Foundation  
Ms. Catherine Brown, Director of Human Resources  
Ms. Barbara DeSimone, Interim Director of Public Relations  
Mr. Michael Dombrowski, Vice President of Operations  
Dr. Mary Jane Feldman, Director of Planning & Research  
Mr. Robert McKeown, Athletic Director  
Mr. William Schickling, Vice President of Finance & IT  
Ms. Lydia Ulatowski, Assistant Vice President of Acad.Affairs  
Ms. Barbara Walck, Assistant to President

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**A meeting of the Board of Trustees was held  
following presentations on March 7, 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  
Mr. Jason Cafarella  
Mr. Bradley Rowles  
Mr. Vincent Sandonato  
Ms. Bonnie Sloma  
Mr. James Ward

### **Administration Present**

Dr. James P. Klyczek, President  
Ms. Deborah Brewer, Director of Foundation  
Ms. Catherine Brown, Director of Human Resources  
Ms. Barbara DeSimone, Acting Director of Public Relations  
Mr. Michael Dombrowski, Vice President of Operations  
Mr. Robert McKeown, Athletic Director  
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

Chairperson Ginestre called the meeting to order at 4:30 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.

### **CONSENT AGENDA**

Chairperson Ginestre asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Sandonato and seconded by Trustee Ross that the Board approve the Consent Agenda which included the Board Meeting Minutes of February 14, 2017, Special Meeting Minutes of February 21, 2017, February 22, 2017 and March 2, 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 to SUNY for proposed changes to Surgical Technology, A.A.S. degree, and Letter from SUNY approving program revision for Surgical Technology A.A.S. degree.

### **Chairperson's Report**

Chairperson Ginestre stated the newly elected student trustee is Katelynn DeLac from the Sanborn/Lockport area. She was elected the end of February and has begun her on-boarding process with the goal of her attending the April board meeting. She is unable to attend today's meeting as she is traveling with the Student Senate to a National Leadership Conference in Florida.

Chairperson Ginestre also stated this weekend he had the opportunity along with fellow board member Bill Ross to attend the Region 3, Division 2, Men's Basketball Championship game held at NCCC. The Men's team was the #1 seed in the tournament and defeated Genesee Community College 81-80 in overtime. This is the first men's basketball title since 1979. Chairperson Ginestre introduced Athletic Director Bob McKeown. Head Coach Bill Beilein introduced three of his basketball players, and thanked the Athletic Department and Board for their support.

## **PUBLIC COMMENTS**

Public Comments were given by:

Lori Townsend  
Rose Mary Warren  
Elizabeth Sachs  
Robert Hoover  
Amanda Pollard

It was moved by Trustee Ross and seconded by Trustee Sandonato 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 4:55 p.m. Motion carried unanimously.

It was moved by Trustee Ward and seconded by Trustee Rowles that the Board come out of executive session at 6:45 p.m. Motion carried unanimously.

Chairperson Ginestre stated it has been decided as a board to review policies of the board and the College Association; an Ad-Hoc committee will be formed and meetings will be scheduled soon. Several of the board policies are not consistent with SUNY best practice policies. He also stated the board is looking forward and into the future to make things better and more consistent with SUNY best practices.

## **PRESIDENT'S REPORT**

President Klyczek reported that:

- The All College meeting was held last week, several members from the strategic planning task force provided a presentation on our focus of looking at the overall challenges in the higher education industry, the community college sector, and the northeast region. Presenters were Gail Tylec, Patrice Elnicki, Allison Armusewicz, Dr. Mary Jane Feldman, Bob McKeown, Mark Mistriner, Jim Mezhir and Bill Schickling.
- A draft version of the Campus Strategic Diversity & Inclusion Plan was provided to board members. The format is following the SUNY template.
- Congratulations to Lynn Bey from the Social Sciences and Humanities Division, for being the recipient of the SUNY Chancellor's Award for Excellence in Adjunct Teaching for the academic year 2016-2017.
- Legislation in Albany has been written regarding Regional Community College Councils. Jamestown Community College, Erie Community College and NCCC are one of nine councils. SUNY is in opposition to the bill adding additional regulations and possibly reducing community college board's autonomy in program development.

- ACCT has scheduled this year's Governance Leadership Conference in Washington DC from June 12-14, 2017. All board members are invited to attend. Please contact Barb Walck for information.

## **STUDENT TRUSTEE REPORT**

Chairperson Ginestre stated there is no Student Trustee Report.

Trustee Virtuoso asked when the new Student Trustee would be sworn in, and how the content of their report is determined. Vice President Pitman stated she will be sworn in during the week of March 20 and the information for the report is compiled from various activities.

## **COMMITTEE REPORTS**

### **Finance Committee**

Chairperson Virtuoso asked President Klyczek to provide financials for the College Association.

### **Governmental Affairs**

Trustee Ross stated that Niagara County continues to work on the proposed budget for 2018. As in previous years, President Klyczek and he will be meeting with Legislators to provide updates on the college and to keep a good working relationship.

### **Planning/Facilities**

Vice President Michael Dombrowski provided a Learning Commons update.

It was moved by Trustee Sloma and seconded by Trustee Cafarella to rename the Statler Theater at the Niagara Falls Culinary Institute the Ellsworth and Alice Statler Theater. Motion carried unanimously.

President Klyczek stated the Preferred Name Policy was brought to the board in November and was tabled at that time. The board asked for review by counsel and we are in the process of waiting for feedback from SUNY. To date, there are no further updates on this item.

### **Personnel**

It was moved by Trustee Cafarella and seconded by Trustee Sandonato that the Administrator Salary Proposal be tabled until the next meeting. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Sloma to approve the revised Alcohol and Drug Use In The Workplace policy as presented. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Ward to approve the revised Procedures When Background Checks Are Required/Conducted as presented. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Sloma to approve the revised Drug Free Schools/Communities Act and Amendment as presented. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Virtuoso to authorize Niagara County Community College to go out for bids to other health insurance brokers. Motion carried unanimously.

President Klyczek stated that the board needs to establish that Crown Benefits is the current broker of record. It was moved by Trustee Cafarella and seconded by Trustee Sandonato that Crown Benefits is the current broker of record. This motion is an amendment to the above motion. Motion carried unanimously as amended.

### **OLD BUSINESS**

Trustee Virtuoso asked if the written information regarding the branch campus office has been received from the US Department of Education. President Klyczek stated that it was on the February agenda at State Education Department but their meeting was cancelled so we now should be on the March agenda.

### **NEW BUSINESS**

Trustee Sloma recommended that we have legal counsel present at our monthly board meetings. When we have questions we would have quicker answers. Chairperson Ginestre contacted Harter Secrest regarding an attorney to be present at board meetings. Another RFP may have to be done, guidelines set for costs, etc. The President, Chairperson Ginestre, Trustees Cafarella and Sandonato and Vice President Schickling to meet and bring back recommendation to the Board in April.

Mr. R. Hoover talked today during public comment regarding issues in student housing. Chairperson Ginestre asked Vice President Dombrowski to meet with Mr. Hoover to answer his questions so we can move forward. Trustee Ward asked for a report back to the board.

Trustee Virtuoso stated she welcomed the public comments which keeps the board aware of things going on.

### **GOOD & WELFARE**

Trustee Sloma stated "We do appreciate the comments that have been brought forth today and the last few weeks. We want to reassure everyone that we are working with our legal advisor to complete our due diligence to establish trust, shared governance and, when our internal investigation is complete, full transparency to all students, faculty, taxpayers, and all of our community."

Trustee Ross stated an Ad Hoc committee should be formed to update the bylaws. Chairperson Ginestre will have a report next week.

It was moved by Trustee Sandonato and seconded by Trustee Cafarella to adjourn at 7:40 p.m. Motion carried unanimously.

Sheila Smith  
Secretary