

NIAGARA COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

MARCH 10, 2020

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**A meeting of the Board of Trustees was held
on March 10, 2020 at 4:30 p.m.
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. William Ross, Chairperson
Ms. Gina Virtuoso, Financial Secretary
Ms. Katherine Alexander
Mr. Kevin Clark
Mr. Eric Lipps, Student Trustee
Ms. Bonnie Sloma, Secretary
Ms. Sheila Smith
Mr. Jerald Wolfgang

Board Members Absent

Mr. Jason Cafarella, Vice Chairperson

Administration Present

William J. Murabito, Ph.D., President
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Asst. Vice President of Human Resources
Ms. Alissa Cummings, Interim Director of Transitional & Career Services
Ms. Barbara DeSimone, Director of Public Relations
Mr. John Eichner, Director, Business Services
Ms. Patrice Elnicki, Interim Vice President of Finance and Information Technology
Mr. Christopher Janik, ESPA Union Vice President
Mr. Wayne Lynch, Vice President of Operations
Mr. Robert McKeown, Assistant Vice President of Enrollment Management
Mr. Brian Michel, Director of Grants
Mr. Robert Morris, Professor of English
Ms. Pamela Nimetz, Typist, President's Office
Ms. Julia Pitman, Vice President of Student Services
Ms. Gail Tylec, Professor
Ms. Lydia Ulatowski, Interim Vice President of Academic Affairs
Mr. Bradley Wingert, Interim Assistant Vice President of Academic Affairs

Invited Guests Present

Mr. Matthew Oleski, Head Coach Men's Hockey
NCCC Men's Hockey Team
Dr. Julie Woodworth, Faculty Senate President

Chairperson Ross called the meeting to order at 4:30 p.m. and asked Trustee Lipps 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.

Chairperson Ross congratulated the NCCC men's hockey team on their success. Mr. Matthew Oleski, Head Coach Men's Hockey, introduced the assistant coaches and the team members that were present.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Chairperson Ross asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Wolfgang and seconded by Trustee Clark that the Board approve the minutes from the February 18, 2020 board meeting, along with the Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Ross asked Board members if there were questions regarding the Information Items. Vice President Wayne Lynch said facilities is looking in to potential energy savings projects to lower operating costs. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, and Facilities Update.

CHAIRPERSON'S REPORT

Chairperson Ross asked board members to complete the commencement form so it can be finalized for the April board meeting.

PRESIDENT'S REPORT

Dr. Murabito discussed the following:

- On February 20, Dr. Murabito attended a construction trades meeting to discuss the lack of skilled trades.
- Dr. Murabito said Wm. Keith McNall has been appointed to chair the Community STEM Committee. A list of the committee members was passed out to the Board of Trustees. The purpose of the STEM committee is to gauge community support. Chairperson Ross said that the meetings are open to the Board of Trustees and minutes will be taken and included in the Board of Trustees meeting packets.
- On February 26, Dr. Murabito participated in the SUNY Got Your Back project. It was very successful with about 750 bags being filled.
- A meeting was held on February 19 in regards to the Niagara International Sports and Entertainment that is located at the old Summit Park Mall. The facility is currently being used for the baseball and softball teams. It has great potential for training and competitions. Dr. Murabito said that there has been no costs to NCCC for use of the facility.
- On February 27, Savor hosted an evening with wine and samples of their new spring menu.
- On March 6, NCCC hosted school superintendents from Niagara County. They were given a tour and brought up to date with on plans for NCCC. The superintendents suggested that NCCC bring in local high school principals.
- Dr. Murabito said the Leadership Luncheon will be held at NCCI on Thursday, March 12 at Noon.
- On Friday, March 13, there is a meeting at Northlands to discuss workforce development and possibly partnering with them.

CORONAVIRUS

Dr. Murabito said that there have been several conference calls with SUNY in regards to COVID-19. He said that SUNY is now holding daily conference calls. Dr. Murabito asked Julia Pitman, Vice President of Student Services, to put together a team.

Alissa Cummings, Interim Director of Transitional & Career Services and Chair of the Safety Campus

Committee, gave an update on all they are doing. She spoke about campus cleanliness, signage, adequate soap, etc.

An ad-hoc pandemic committee is creating the critical response plan. They will be looking at templates. They will also be meeting with the Sanborn Fire Company and the Niagara County Health Department.

Lydia Ulatowski, Interim Vice President of Academic Affairs, gave an update on the Academic Team. She said they are looking into distance learning with Zoom, Blackboard, SUNY on-line courses, etc.

Catherine Brown, Asst. Vice President of Human Resources, talked about keeping employees in the loop. She said that faculty and staff will be updated with system messages, emails and RAVE alerts. She said OIT will be setting up a ZOOM call number. HR wants to keep track of where employees have travelled over spring break. She said if employees are knowingly exposed, they will need to quarantine for 14 days.

Julia Pitman gave a briefing on PR and Student Services. They have been putting out information with recommendations and guidance. She said there will be additional signage on hand washing and hand sanitizer. She said that PR put together a Coronavirus web page. She also said there has been info put out about travel guidance. All services are being reviewed.

Julia said Housing has several suites that could be used for housing. She said the college is a Point of Dispensing (POD) site for the Niagara County Health Department.

The college is assessing events with 50 or more attendees.

Wayne Lynch, Vice President of Operations, gave an update on purchasing necessary supplies.

Dr. Murabito said the governor has set aside money for this. A weekly report on spending is being done.

STUDENT TRUSTEE REPORT

Student Trustee Eric Lipps provided his report.

Julia would like to have the wrestling and basketball teams recognized at the April BOT meeting.

FACULTY OBSERVER REPORT

Faculty Senate President Julie Woodworth provided the Faculty Observer report.

ACADEMIC/STUDENT LIFE COMMITTEE

It was moved by Trustee Smith and seconded by Trustee Wolfgang that the Board approve the Strategic Plan. Motion carried unanimously. Dr. Murabito said the plan will be put on the website and hard copies will be made available. Chairperson Ross asked the committee review the drafts of the Athletic Wall of Fame, the Curriculum Advisory Committee Membership and the Curriculum Advisory Committee Handbook.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Trustee Wolfgang asked about the college's cyber security. Dr. Murabito said a one page report will be sent out to the BOT.

GOOD & WELFARE

There was no good and welfare.

It was moved by Trustee Clark and seconded by Trustee Sloma to adjourn at 5:48 p.m. Motion carried unanimously.

Pamela M. Nimetz
Typist