

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
JANUARY 12, 2016**

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

1. *CEANY (Continuing Education Association) (Vice President Paula Sandy)*
2. *ACCT Conference (Trustee Rowles)*
3. *CRD (Council for Resource Development) Conference (Foundation Director Deb Brewer)*
4. *Academic Master Plan Draft Overview (Vice President Luba Chliwniak)*

Board Members Present

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

Administration Present

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

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 January 12, 2016
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

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

Board Members Excused

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. Barbara Walck, Assistant to the President

Invited Guests Present

Ms. Deborah Beach, ESPA Union President
Mr. Joseph Colosi, Faculty Union President

Chairperson Ward called the meeting to order at 4:05 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 Ross and seconded by Trustee Rowles that the Board approve the Consent Agenda which included the Board Meeting Minutes of December 8, 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. Vice President Chliwniak briefly described the Dietetics Studies AS program, and the Distillery Operations AAS letter; and Professor Sue Brade briefly described the Biology AS program. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, Approved SUNY Excels Performance Improvement Plan letter, Carbon Monoxide Detection in Commercial Buildings letter, NYS Hazardous Waste Compliance Inspection letter, New Program Proposal: Dietetics Studies AS, New Program Proposal: Biology AS, Industrial Process Technology AAS Approval letter, Distillery Operations AAS Approval letter, and the Student Trustee Report.

Chairperson's Report

Chairperson Ward wished everyone a Happy New Year, and thanked all board members for their work.

PRESIDENT'S REPORT

President Klyczek reported that:

- The President, Trustee Ross and Foundation Director Deb Brewer will be attending the Chief Advancement Officers (CAO) Retreat in Albany on Thursday and Friday this week. Trustee Virtuoso provided an update on Foundation investments. In 2013 the Foundation solicited proposals for investment management services for its approximate \$7 million dollars. It was an

extensive process; not only including the submission of proposals, but presentations and Q&A(s) with the firms. The Foundation chose to retain The Arthurs Malof Group at Morgan Stanley and transfer \$1 million dollars – the Title III funds - to Manning & Napier. The Arthurs Malof group has had the Foundations investments since 2002. Late August 2015 Glenn Arthurs, Chris Malof and their team left Morgan Stanley and went to UBS Financial. As a result the Foundation invited both the newly assigned team at Morgan Stanley and the Arthurs Malof Group at UBS Financial to submit RFPs, present their proposals, and answer questions. The Foundation evaluated UBS, Morgan Stanley, and included Manning & Napier since they had just completed an investment review. Based on fees, performance, and confidence in their Investment team the Foundation voted to move the approximate \$7 million dollars from Morgan Stanley and the approximate \$1 million dollars from Manning & Napier to the Arthurs Malof Group at UBS Financial.

- The All Faculty Meeting will be held on Friday January 15. The scheduled agenda is to review Middle States accreditation standards and the process of briefing for their visit in March. Discussions will also include academic planning in development, peer process and the SUNY Applied Experiential Learning Initiative.
- The All College meeting is tentatively scheduled for Tuesday January 26 in the afternoon.
- Congratulations to our eLearning staff with the announcement several weeks ago that NCCC was ranked number one out of 25 competitors for our online associates degree in computer information systems. For 2015 the website gave NCCC the top rank based on academic quality, online offerings, and cost.
- Tomorrow we are holding the 20th annual Tech Wars competition here, which is organized by Mark Voisinet. Grades 6-12 compete in 21 various engineering and technology based events which are held mainly in the gym. Approximately 500-700 students will compete from various schools.
- The Middle States Self-Study is basically done and the final self-study document will be forwarded to the team chair, the visiting team and the Middle States Office. This will be sent the end of this week or beginning of next week. The team reviews it, starts drafting a report and after their visit here in early March will confirm and validate the information we provided; they will conduct approximately 25-30 meetings over the course of two days and will then provide an onsite oral report. We should have the outcome in June. As part of that process, we have approximately 15 suggestions that our steering committee documented in the self-study, along with another 30-40 less formal items and suggestions from various study groups. Executive Council has begun a review of those suggestions and convening meetings to discuss.

STUDENT TRUSTEE REPORT

Christian Clowes provided information on welcome week in January which involves free events, and food for students.

COMMITTEE REPORTS

Finance

Vice President Schickling provided a brief update on the college's budget time for the 2016-2017 budget. The schedule is very similar to prior years. At the April board meeting, the budget will be

reviewed, in May the budget will be forwarded to the Niagara County Legislature for review by committees and in June to the full Niagara County Legislature for their final approval.

President Klyczek provided several handouts of the governor's increase for minimum wage. This applies to hourly wages and not those individuals in collective bargaining units. Community Colleges are not required to comply.

President Klyczek provided a handout on the changes of the department of labor relative to white collar employees which is the minimum wage for those considered salaried and exempt. This now is a \$35,000 year salary, and would increase to \$50,000. We are evaluating how this would impact our currently except employees.

President Klyczek discussed the health insurance costs; several years ago we discussed this with the county, and how plans are purchased through a broker and possibly the county should be our broker. Trustee Virtuoso, Vice President Schickling and Human Resources Director Catherine Brown have been meeting regarding how we purchase our coverage. More information will be provided at a later date.

Governmental Affairs

Trustee Ross stated the newly elected officials of the Niagara County Legislature were sworn in on January 1 and on January 5 had the first organizational meeting with the new leadership. William Keith McNall is the new Chairman, Randy Bradt is the new Majority Leader and Dennis Virtuoso is the Minority Leader for his 15th year.

Vice President Dombrowski briefly discussed the State Environmental Quality Review (SEQR) for the Learning Commons project and provided a handout. It was moved by Trustee Ross and seconded by Trustee Wojtaszek to accept the Learning Commons project declaration that the project is a Type II project and not subject to the New York State Environmental Quality Review. Motion carried unanimously.

Planning/Facilities

Vice President Dombrowski provided an update on the progress of façade renovations at the Niagara Falls Culinary Institute.

President Klyczek provided a Learning Commons design update, and noted the new designs displayed in the board room along with the new rendering of the façade with a lighted entrance way. Personnel affected by the new Learning Commons have recently met, and the additional feedback and input changes have been made by Foit Albert. We are within our budget projection.

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre 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 collective bargaining at 4:50 p.m. Motion carried unanimously.

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

It was moved by Trustee Ginestre and seconded by Trustee Ross to accept the bid from Waterbourne Construction Advisors, LLC as the Learning Commons Construction Management team. Motion carried unanimously.

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 Ginestre and seconded by Trustee Rowles to adjourn at 5:30 p.m. Motion carried unanimously.

**Bradley W. Rowles
Secretary**