

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
NOVEMBER 21, 2017**

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**A meeting of the Board of Trustees was held
on November 21, 2017 at 4:00 p.m.
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College**

Board Members Present

Mr. William Ross, Acting Chairperson
Ms. Sheila Smith, Secretary
Ms. Gina Virtuoso, Financial Secretary (via video conference)
Mr. Vincent Ginestre, Chairperson (arrived 4:45pm)
Mr. Jason Cafarella (arrived 4:20pm)
Mr. Bradley Rowles
Mr. Vincent Sandonato
Ms. Katelynn DeLac, Student Trustee

Board Member Absent

Ms. Bonnie Sloma

Administration Present

William J. Murabito, Ph.D., Interim President
Ms. Deborah Brewer, Director of Foundation
Ms. Catherine Brown, Director of Human Resources
Dr. Luba Chliwniak, Vice President of Academic Affairs
Ms. Barbara DeSimone, Director of Public Relations
Mr. Michael Dombrowski, Director of Operations
Dr. Mary Jane Feldman, Director of Planning and Resources
Mr. Benjamin Loomis, Director of Community Education
Mr. Dennis Michaels, Chief Information Officer
Ms. Vicki Orzetti, Assistant Director of Human Resources
Mr. Robert McKeown, Interim Director of Admissions
Ms. Julia Pitman, Vice President of Student Services
Mr. William Schickling, Vice President of Finance/Information Technology
Ms. Barbara Walck, Assistant to the President
Mr. Brian Zelli, Director of End User and Administrative Services

Invited Guests Present

Ms. Cheryl Beyer, ESPA Union President
Mr. Joseph Colosi, Faculty Union President
Mr. Marc Pietrzykowski, Faculty Senate President

Acting Chairperson Ross called the meeting to order at 4:02 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

Public Comment was given by:
Ms. Rose Mary Warren

CONSENT AGENDA

Acting Chairperson Ross asked if Board members wanted any item removed from the Consent Agenda. It was moved by Trustee Rowles and seconded by Trustee Ginestre that the Board approve the Consent Agenda which included the Board Meeting Minutes of October 17, 2017, Statement of Revenues and Expenditures and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Acting Chairperson Ross asked Board members if there were questions regarding the Information Items. There were no questions. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, and Facilities Update.

Acting Chairperson's Report

Acting Chairperson Ross briefly discussed the officer nominations; although two slates were brought to the table in May, it is anticipated that during the December meeting there will be a full board and an election may take place. This evening the Niagara County Legislature will be deciding who will fill the open trustee position on our board. Regarding the board meeting schedule, currently we are meeting on the third Tuesday of the month; this will remain open until a new chairperson is elected. A shared governance report from the Association of Governing Boards (AGB) was sent to each board member and the information provided was broken down with questions and answers board members may have.

COMMITTEE REPORTS

Finance Committee

Acting Chairperson Ross introduced Craig Stevens from The Bonadio Group. Mr. Stevens provided a presentation on the 2017 Service Objectives and Audit Plan for the college. A handout was provided to each board member.

STUDENT TRUSTEE REPORT

Student Trustee DeLac provided a student trustee report, along with a pamphlet for donations to the food pantry on campus and an advertisement for a meat raffle.

Interim President Report

Dr. Murabito discussed the following:

- Board members interested in attending the ACCT Leadership Conference to be held in San Antonio, Texas in March 2018 are to contact Barb Walck for arrangements.
- The Liberty Partnership Grant has been accepted for a four (4) year period. This will reconnect the partnership program and our presence in high schools and the community.
- The Medical Assistant Program accreditation has been accepted.
- Dr. Mary Jane Feldman provided a Power Point presentation on the Middle States monitoring report. Dr. Murabito thanked Dr. Feldman and Dr. Chliwniak for their extra work done on Middle States.
- The following Resolution was read:

It is the policy of the State University of New York (University) to comply with legal requirements of Article 129-A of NYS Education Law 6431 (Regulation of Conduct on Campus and Other College Property Used for Educational Purposes). Accordingly, the Board of Trustees of the State University of New York has adopted written rules requiring campuses to establish campus safety advisory committees. These committees will provide advice and written reports on issues relating to personal safety on the campus as well as perform identified requirements of 20 USC 1092(f), also known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." (See the University procedure on Campus Security Policy and Campus Crime Statistics Reporting for information regarding the requirements and format for reporting official crime statistics.) This policy applies to State operated campuses and it is recommended the Community College Boards of Trustees adopt a Campus Safety Advisory Committee.

WHEREAS it is the policy of the State University of New York (University) to comply with legal requirements of Article 129-A of NYS Education Law 6431 (Regulation of Conduct on Campus and Other College Property Used for Educational Purposes).

WHEREAS Niagara County Community College has had a functioning Safety Committee reporting through the campus faculty senate, the Board of Trustees is interested in broadening its membership and creating an all-campus committee.

THEREFORE be it resolved that Niagara County Community College approves the creation of a Niagara County Community College Campus Safety Advisory Committee.

THEREFORE be it further resolved that the Niagara County Community College Board of Trustees has adopted the following rules for the establishment of a campus safety advisory committee:

- A. Committee Composition – the committee shall consist of a minimum of six members:
 1. At least half of the committee shall be female;
 2. One-third of the committee shall be appointed by the President from a list of students which is provided by the student governance organization
 3. One-third of the committee shall be appointed by the President from a list of faculty members which is provided by the faculty senate on the campus;
 4. One-third of the committee shall be selected by the President; and
 5. If vacancies occur, the President may appoint as appropriate.
- B. Committee Responsibilities – the committee shall review current campus security policies and procedures and make recommendations for their improvement. It shall specifically review current policies, plans and procedures for:
 1. Educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault pursuant to 6432 of Article 129-A of NYS Education Law;
 2. Educating the campus community about personal safety and crime prevention;
 3. Reporting sexual assaults and dealing with victims during investigations;
 4. Referring complaints to appropriate authorities;
 5. Counseling victims; and
 6. Responding to inquiries from concerned persons.
- C. Written annual Reporting – The committee shall report in writing, at least once (June 15) each academic year to:
 1. The campus President and the campus Board of Trustees;
 2. The entire campus including faculty, staff, administrators and students in publications or appropriate mailing; and
 3. When requested, applicants for enrollment or employment.

This annual written report does not constitute the mandatory reporting of official crime statistics (see the

University Procedure on Campus Security Policy and Campus Crime Statistics Reporting).

William L. Ross
Board Acting Chairperson

November 21, 2017

It was moved by Trustee Cafarella and seconded by Student Trustee DeLac to approve the Resolution as presented. Motion carried unanimously.

- A PowerPoint was presented by Dr. Murabito discussing his Action Plan.

COMMITTEE REPORTS

Finance Committee

Acting Chairperson Ross announced Trustee Virtuoso has been the Chairperson of the Finance Committee for many years and has done a very good job. She has decided to step down as Chair, therefore creating an open position. We commend Trustee Virtuoso for all the work she has done over the years.

Governmental Affairs

Acting Chairperson Ross stated that the Niagara County Legislature is presently working on the proposed 2018 budget.

Planning/Facilities

The Middle States update was given during the Interim President report.

It was moved by Trustee Ginestre and seconded by Trustee Cafarella that the Board go into Executive Session under the provisions of Section 105 of Article 7 of the Public Officers Law to discuss personnel matters at 5:25 p.m. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Rowles that the Board come out of Executive Session at 6:05 p.m. Motion carried unanimously.

Personnel

The following Resolution was read by Trustee Cafarella:

BOARD RESOLUTION

Background: Senior leadership positions reporting directly to the President are critical to the administration of all policies approved by the Board of Trustees. The President relies heavily on the counsel and expertise of his/her leadership team. These positions are typically approved with "at will" status which provides maximum flexibility for both the campus and employee.

At the meeting of the Board of Trustees of Niagara County Community College on November 21, 2017, the following resolution was proposed and approved by the board:

WHEREAS the Board of Trustees recognizes that all administrators who report directly to the President of Niagara County Community College serve in critical leadership administrative roles.

WHEREAS that the Niagara County Community College Board of Trustees fully supports the at-will employment of administrators who report directly to the President of Niagara County Community College.

THEREFORE be it resolved that the Board of Trustees supports the mission of Niagara County Community College and approves that all new administrators who report directly to the President of the college, hired effective November 22, 2017 will be offered employment at-will and all active administrators who report directly to the President of the college and are appointed until August 31, 2018 will be appointed

employment at-will effective September 1, 2018. At-will employees will receive an annual evaluation with stated goals and objectives.

William L. Ross
Board Acting Chairperson

It was moved by Trustee Cafarella and seconded by Trustee Rowles to approve the read resolution. Motion carried unanimously.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no old business.

GOOD & WELFARE

Trustee Ginestre provided condolences to Barb Walck on the passing of her mother earlier this month.

It was moved by Trustee Ginestre and seconded by Trustee Virtuoso to adjourn at 6:10 p.m. Motion carried unanimously.

Sheila Smith
Secretary