

**NIAGARA COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
FEBRUARY 20, 2018**

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**A meeting of the Board of Trustees was held  
on February 20, 2018 at 4:00 p.m.  
at the  
Niagara Falls Culinary Institute  
28 Old Falls Street  
Niagara Falls, NY**

**Board Members Present**

Mr. William Ross, Chairperson  
Ms. Gina Virtuoso, Vice Chairperson  
Ms. Bonnie Sloma, Secretary  
Mr. Bradley Rowles, Financial Secretary  
Mr. Richard Andres  
Mr. Jason Cafarella  
Mr. Vincent Ginestre  
Mr. Vincent Sandonato  
Ms. Sheila Smith

**Board Member Absent**

Ms. Brittney Valdez, Student Trustee

**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  
Dr. Mary Jane Feldman, Director of Planning and Resources  
Ms. Sara Harvey, Assistant Director of Public Relations  
Mr. Robert McKeown, Assistant Vice President of Enrollment Management  
Mr. Dennis Michaels, Chief Information Officer  
Ms. Vicki Orzetti, Assistant Director of Human Resources  
Ms. Julia Pitman, Vice President of Student Services  
Mr. William Schickling, Vice President of Finance/Information Technology  
Ms. Gail Tylec, Interim Vice President of Academic Affairs  
Ms. Lydia Ulatowski, Assistant Vice President of Academic Affairs  
Ms. Barbara Walck, Assistant to the President

**Invited Guests Present**

Mr. Marc Pietrzykowski, Faculty Senate President  
Ms. Mary Brennan-Taylor, YWCA Vice President of Programs  
Mr. Thomas Gibbons, New York State Police

Chairperson Ross called the meeting to order at 4:05 p.m. and asked Trustee Sandonato 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.

### **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 Ginestre and seconded by Trustee Sandonato that the Board approve the Consent Agenda which included the Board Meeting Minutes of January 16, 2018, 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. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update, Prospective Request for Bids(2), and Gift in Kind – Laser Printer for Radiology.

Chairperson Ross introduced Sara Harvey as our new Assistant Director of Public Relations; today being her first day at NCCC. Congratulations to Sara and we wish her well.

### **Chairperson's Report**

Chairperson Ross announced that Student Trustee Brittney Valdez was unable to attend our board meeting today. We will look forward to her presence at the March 20 board meeting.

Chairperson Ross discussed the new Committee Structure as discussed last month. Chairperson Ross read the resolution as follows:

#### **Background**

The Niagara County Community College Board of Trustees has four standing committees designed to facilitate discussion on resolutions and Board matters prior to a full Board meeting. Historically the committees have met at various times depending on the availability of board members. The Board has a membership of ten (10) members and the committee membership varies with a minimum of three members. Most recently it has been difficult to reach a quorum of the majority of committee membership. The Board is interested in reactivating standing committees and ensuring a fully functioning committee structure. One suggestion was to collapse the four committees into two committees that will divide areas of concern into fiscal matters and academic/student life concerns. Each committee would have five members with a quorum of three; other board members could attend but not have a vote. The by-laws would be changed to accommodate these changes.

At the meeting of the Board of Trustees of Niagara County Community College on February 20, 2018, the following resolution was introduced for discussion pending action at a future meeting:

WHEREAS the Niagara County Community College Board of Trustees calls for four standing committees to discuss matters prior to a full board of trustees meeting; and

WHEREAS it has been difficult to reach quorum; and

WHEREAS fewer committees with more members would help facilitate meetings and focus on the topics; and

THEREFORE be it resolved that the Board of Trustees by-laws be amended to collapse the four standing committees into two committees to be known as the Fiscal Committee and the

Academic/Student Life Committee; and  
THEREFORE be it further resolved that the Fiscal Committee would handle all matters related to the fiscal operation of the college and its auxiliary organizations and the Academic/Student Life Committee would deal with all matters dealing with programs. Each committee would have five members with all other by-laws articles to remain in place regarding structure, appointments, etc; and  
THEREFORE be it further resolved that the By-Laws of the Board be edited to reflect these changes with a final set of committee areas of primacy to be added to the bylaws.

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William L. Ross  
Board Chairperson  
February 20, 2018

Standing Committees areas of primacy:

The Fiscal Committee shall review and report back to the Board all matters concerning the following: Budgets, Finance, Planning, Audits, Insurance Programs, Tuition and Fee Schedules, Transfers of Funds, College Labor Management Contracts, Contracts, Salary Schedule, Position Creation/Deletion, Capital Projects and Facility Planning, Buildings and Grounds, Foundation, Personnel/Human Resources, Technology, and other areas to be assigned.

The Academic/Student Life Committee shall review and report back to the Board all matters concerning the following: All matters relating to the Academic Affairs/Curriculum, Student Life Matters, Enrollment Management; Admissions/Retention, Student Success, Health and Safety, Housing Program, Student Activities Fee Implementation, Student Senate, Transportation, Athletic Programs, Food Service Programs, Child Care, Veterans, EOP, Faculty Senate, Student Affairs Programs, Student Conduct Code/Discipline, Library, Clubs and Organizations, College Calendar, Institutional Research, Grants, Records, and other areas to be assigned. BOT 18-03

It was moved by Trustee Rowles and seconded by Trustee Cafarella to accept the new Committee Structure as read. Motion carried unanimously.

Chairperson Ross read the Standing Committee Members:

Fiscal Committee – Mission to handle all matters related to fiscal operations of college;  
Chairperson – Bradley Rowles, Vice Chairperson – Jason Cafarella; Vincent Ginestre,  
Gina Virtuoso, Brittney Valdez, William Ross – Ex. Officio

Academic/Student Life Committee – Mission to handle all matters related to programs:

Chairperson – Sheila Smith, Vice Chairperson – Vincent Sandonato; Richard Andres, Bonnie Sloma,  
Brittney Valdez, William Ross – Ex. Officio

It was moved by Trustee Virtuoso and seconded by Trustee Sandonato to accept the new committee members as read. Motion carried unanimously.

Chairperson Ross introduced Jerry Wolfgang and Chairperson read the following resolution:

**WHEREAS**, over the course of more than 26 years of distinguished service to Niagara County Community College as a trustee, Joan Wolfgang demonstrated unwavering and steadfast commitment to the success of the college and its students, generously contributing her time and expertise to advance key college initiatives; and

**WHEREAS**, as a member of the NCCC Board of Trustees, Joan Wolfgang served in leadership positions on numerous committees and represented the College on several national boards. The NCCC committees included the Facilities Committee, Finance Committee, Governmental Affairs Committee, Personal Committee, and the Student Education Committee. The other appointments included representation to the Association of Boards and Councils (ABC) SUNY Two Year Colleges, Association of Community College Trustees (ACCT), and a representative to the NCCC College Association; and

**WHEREAS**, Joan Wolfgang and her husband Jerry served as co-chairs of the annual Foundation Gala, as well as lead volunteers in the NCCC Foundation Major Gifts Campaign. She also was a major supporter of the student housing initiative and the Niagara Falls Culinary Institute project. Joan Wolfgang demonstrated an enduring commitment of commendable service to the success of Niagara County Community College that benefited students, faculty, and staff; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Niagara County Community College recognizes Joan Wolfgang for her exemplary service and contributions to the College, its students, and the community; and

**BE IT FURTHER RESOLVED**, in recognition of her longstanding commitment and outstanding service to Niagara County Community College and the Western New York community, the Board of Trustees hereby approves this resolution and awards this plaque to Jerald Wolfgang, to honor a true friend of NCCC, *Joan W. Wolfgang*.

Signed:

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William L. Ross  
Board Chairperson  
February 20, 2018

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

### **Interim President Report**

Dr. Murabito discussed the following:

- A special thank you to Dr. Luba Chliwniak for her hard work and years of service as this will be her last board meeting. Dr. Chliwniak, along with others, has been instrumental with the work done on the Middle States Monitoring Report. We wish her well in all her future endeavors.
- Last month, Dr. Murabito attended the SUNY State of the University System Address given by Chancellor Johnson; discussed the goals of the university, and the vision of the university.
- A Leadership Breakfast will be held at NCCI on Friday to discuss advocacy for the community. There will be speakers from the college community.
  
- Dr. Murabito and Deb Brewer, Foundation Director, held a meet and greet with local joint rotary groups.
- Dr. Murabito, Deb Brewer, Foundation Director and Mike Dombrowski, Vice President of Operations met with Blythe Merrill from the Oishei Foundation to discuss the Learning Commons and possible future involvement with the college.
- Last week a meeting was held with members of the STEM committee task force. Dr. Murabito brought in Mr. Ken Gifford, an architect, who attended this meeting and provided information of what next steps need to be done for the STEM project.
- Dr. Murabito and Chairperson Ross attended a LEAP meeting and ideas were discussed for Niagara County.
- The new Wellness and Safety Committee held their first meeting; members include individuals from

the entire campus from various departments.

- Dr. Murabito met with the Niagara County Chairman to discuss updates on our financial situation and our capital plan.

Dr. Murabito briefly discussed the Middle States Monitoring Report.

It was moved by Trustee Virtuoso and seconded by Trustee Sandonato to approve the Monitoring Report to the Middle States Commission on Higher Education as presented. Motion carried unanimously.

Dr. Muraito briefly discussed the United States Air Force General Education Mobile (GEM) Program.

The following Resolution was read:

**Whereas** Niagara County Community College ("NCCC") is a State University of New York approved community college; and,

**Whereas** The Community College of the Air Force ("CCAF") is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force; and,

**Whereas** General Education Mobile ("GEM") is an arrangement between CCAF and civilian academic institutions to offer general education courses to meet CCAF AAS degree requirements; and,

**Whereas** CCAF has approved NCCC's application to offer CCAF students certain distant learning credit courses; and,

**Whereas** NCCC desires to keep the cost of education as low as possible for the United States Air Force's enlisted total force; now, therefore, be it

**Resolved** that GEM distant learning courses offered to eligible service members not include the per credit hour distant learning fee commencing with the spring 2018 term. BOT 18-02

Signed,

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William L. Ross  
Board Chairperson  
February 20, 2018

It was moved by Trustee Rowles and seconded by Trustee Virtuoso to approve the United States air Force General Education Mobile (GEM) Program as presented. Motion carried unanimously.

It was moved by Trustee Sandonato 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 negotiations and personnel at 4:40 p.m. Motion carried unanimously.

It was moved by Trustee Cafarella and seconded by Trustee Virtuoso that the Board come out of Executive Session at 5:10 p.m. Motion carried unanimously.

A follow up presentation was provided by Ms. Mary Brennan-Taylor, Vice President of Programs for the YWCA and Mr. Thomas Gibbons, from the New York State Policy. They discussed initiatives and training that has taken place at NCCC over the last several months, along with the partnership with our college.

## **STUDENT TRUSTEE REPORT**

The Student Trustee Report was provided to board members.

## **FACULTY OBSERVER REPORT**

Faculty Senate President Marc Pietrzykowski gave an overview of his report as provided in the materials.

Dr. Murabito discussed the honors program at NCCC and the need to build this program.

It was moved by Trustee Sandonato and seconded by Trustee Ginestre that the board move to authorize Dr. Murabito and Chairperson Ross to execute the settlement agreement in the form presented in executive session with such changes deemed appropriate by the advice of counsel.  
Motion carried unanimously.

## **COMMITTEE REPORTS**

### **Finance Committee**

The GEM Resolution was read earlier and motion carried unanimously.

Trustee Rowles read the following resolution:

**Background:** The College offers a variety of scholarships through the NCCC Foundation. However, most if not all of those scholarships are restricted by very specific requirements as prescribed by the donors. The proposed scholarship program will have varied dimensions: firstly, the Scholarship program will work with the high schools in Niagara County to provide scholarships to students who may need funds but may not be eligible through federal or state funding; secondly, In addition to the high school student component, the program will be used to encourage NCCC students who stopped out before completing their degree to consider coming back to complete their credential and improve their employment outlook; and thirdly, The program will be used to attract students to the area, which will contribute to the economic health of Niagara County and Niagara County Community College.

Whereas Niagara County Community College has a variety of scholarships funded through the NCCC Foundation that are restricted by donor requirements; and

Whereas there is a need for a general fund of scholarships to be developed to attract students to Niagara County Community College who may not fit those specific requirements; and

Whereas these scholarships may assist in recruiting students to the campus who may not have originally considered attending Niagara County Community College because of the current

scholarship program; and

Whereas the new students will contribute to the growth and health of Niagara County Community College within the region; now therefore it be

Resolved that Niagara County Community College will offer a general scholarship program for eligible students interested in attending the college through the use of operational funds managed through the Admissions and Financial Aid Offices and further resolved that the 2018-2019 operating budget will support up to 100 scholarships totaling \$200,000. BOT 18-03

Signed:

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William L. Ross  
Board Chairperson  
February 20, 2018

It was moved by Trustee Rowles and seconded by Trustee Cafarella to approve the Scholarship Program as presented. Motion carried unanimously.

Trustee Rowles read the following resolution:

Background: The Board of Trustees at its January 16, 2018 meeting approved a resolution packet

including three documents: Administrative Salary Benchmarking, Administrative Salary Structure and Salaries For Selected Administrative Titles. While the Administrative Titles documents included recommendation for most incumbent titles, a few were not included and put on hold for further review of the particular benchmark.

WHEREAS the Niagara County Community College Board of Trustees approved salary increases for selected administrative incumbent titles, and

WHEREAS a few incumbent titles were not included in order to complete further benchmarking review, THEREFORE be it resolved that the Board of Trustees approves all salaries for incumbents in the revised Salaries for Selected Administrative Titles document and new hires in the Administrative Salary Structure, and

THEREFORE BE IT FURTHER RESOLVED ALL INCREASES AND EMPLOYEE SHARE OF HEALTH INSURANCE PREMIUM INCREASES FOR 2017-2018 ARE EFFECTIVE February 26, 2018 and furthermore, the changes outlined in the document are effective September 1 of each fiscal year as outlined in the document. BOT 18-06

Signed:

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William L. Ross  
Board Chairperson  
February 20, 2018

It was moved by Trustee Rowles and seconded by Trustee Virtuoso to approve the Salary Structure as presented. Motion carried unanimously.

### **Governmental Affairs**

Trustee Andres briefly discussed the county's need to receive reports on the security and safety outlined for the college. Dr. Murabito stated he will attend fiscal and capital committee meetings at the county along with community safety and security committee meetings. Interim Director Ross Annable will provide updates on safety and security at the college.

### **OLD BUSINESS**

Trustee Sandonato asked for an update of the Presidential Search. Chairperson Ross stated an update will be provided at the March meeting.

### **NEW BUSINESS**

The next board meeting will be on Tuesday March 20 at the Sanborn campus.

The April board meeting has been moved to Tuesday April 24 at the Sanborn campus.

Trustee Virtuoso discussed the changes in commencement this year with various ceremonies taking place, and asked board members to consider making their best effort to attend all the sessions.

### **GOOD & WELFARE**

There was no Good and Welfare.

It was moved by Trustee Sloma and seconded by Trustee Andres to adjourn at 5:50 p.m. Motion carried unanimously.

Bonnie R. Sloma  
Secretary