

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

A meeting of the Board of Trustees was held
at 3:00 p.m. on May 12, 2015
in the Robert Michael Sdao Memorial Board Room
at Niagara County Community College

Board Members Present

Mr. James Ward, Chairperson
Ms. Gina Virtuoso Financial Secretary
Mr. Bradley Rowles, Secretary
Mr. Vincent Ginestre
Mr. William Ross
Mr. Kevin Schuler (arrived at 3:50 p.m.)
Ms. Bonnie Sloma
Ms. Sheila Smith
Ms. Olivia Spitzer, Student Trustee

Board Members Excused

Mr. Henry Wojtaszek, Vice Chairperson

Administration Present

Dr. James P. Klyczek, President
Mr. Donald Armstrong, Interim Director of Human Resources
Ms. Lisa Babcock, Director of Security
Ms. Gina Beam, Director of Public Relations
Ms. Deborah Brewer, Foundation Director
Mr. Michael Dombrowski, Vice President of Operations
Dr. Mary Jane Feldman, Director of Planning and Research
Mr. Robert McKeown, Athletic Director
Ms. Julia Pitman, Vice President of Student Services
Ms. Paula Sandy, Vice President of Academic Auxiliary Services
Mr. William Schickling, Vice President of Finance and Information Technology
Ms. Lydia Ulatowski, Assistant 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 Ward called the meeting to order at 3:10 p.m. and led the assembly in the Pledge of Allegiance and a moment of silence 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 April 14, 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. There being no questions, the following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Facilities Update, Foundation Report, and SUNY Approval Letter for Brewery Operations.

CHAIRPERSON'S REPORT

Chairperson Ward stated on April 22, Trustees Ginestre, Ross, Sloma, Virtuoso and Ward attended a United Way breakfast and President Klyczek was presented with the Norman Sinclair Humanitarian Award. Congratulations to Dr. Klyczek upon receiving this award. Also, today is Student Trustee Spitzer's last meeting. We want to thank her for all her hard work, and her presence at our meeting. At the Student Awards Banquet several days ago, Olivia was presented with the Excellence of Leadership Award. Congratulations to Olivia for being selected for this award. In early August, she will be acknowledged at the summer board meeting/dinner.

PRESIDENT'S REPORT

President Klyczek reported that:

- On a sad note, unfortunately all are aware of the incident that occurred this week where a faculty member is being investigated for leaving her child alone in a car while on campus. We are concerned about our colleague and her child and very grateful that serious harm to the child was avoided by the action of a concerned bystander. Personnel in security cooperated fully with law enforcement and their investigation.
- We are continuing to meet with various school districts in our program planning efforts. Dr. Bellinger reports that we are working closely with Starpoint High School on a program to provide placement testing to those students in preparation for college. We are also working with Wilson and Newfane school districts to continue development of the college acceleration program for their students. Recently President Klyczek spoke with Mark Laurrie, Superintendent of Niagara Falls school district to reopen discussions for a closer working relationship with the district and our hospitality and tourism programs at NFCI. Years ago we experienced funding issues between BOCES, the district and the college, and are now trying to work together to revisit those issues.
- President Klyczek distributed the most recent edition of the SUNY Faculty Council Newsletter. Lori Townsend, President of Faculty Council is our representative to the Faculty Council of Community Colleges (FCCC), and she was also elected treasurer for the FCCC. Congratulations to Lori.
- Packets were distributed pertaining to the Learning Commons, which President Klyczek is presenting to the Niagara County Legislators when they meet about the Learning Commons project. The top sheet is a simple overview of the project; there also is a

“walk through” sheet showing details. Also included is a Learning Commons concept study from the origin of the project, along with an updated version of that concept study. Then included is the 2013-14 annual reports of the college and foundation, also updated concept drawings, and then the Touching Lives Building Future Capital Campaign packet from the NCCC Foundation. When President Klyczek meets with individuals or small groups they are reviewing the information to refresh the legislators as to what the project is, as approximately half of the legislature has changed since the beginning of this project. President Klyczek has met with six Legislators with Chairman Ross and Board Chairperson Ward.

- **The All College meeting was held on April 21, which was focused on program development. Dr. Bellinger provided a brief overview of what was done this semester through the academic council and the division chairs and where we see ourselves heading. She also discussed approximately 12 programs that are at various stages of development. After the presentation, faculty and staff at the meeting participated in an input session, which included a broad range of information.**
- **Congratulations to three of our employees who are Chancellor Award winners. The Chancellor's Award for Excellence in Professional Service has been awarded to Cherie Mavissakalian in the Science, Health, and Mathematics Division. The Chancellor's Award for Excellence in Teaching has been awarded to Dr. Estelle Steiner in the Science, Health, and Mathematics Division, and the Chancellor's Award for Excellence in Classified Service has been awarded to Connie Fritschi in the Financial Aid Office. They will be formally presented with their medallions at the annual recognition reception in November.**
- **Congratulations to two other staff members who participated in the Western New York Women's Leadership Institute; Barbara DeSimone, Assistant Director of Public Relations, and Lisa Mahl, Assistant Director of Financial Aid. They completed the program meeting once a month for 10 months. Each received a Certificate of Completion at an awards graduation ceremony on April 15.**
- **The Phi Theta Kappa ceremony was held on Saturday April 18; 43 students were inducted into the National Honor Society.**
- **Trustee Virtuoso and President Klyczek attended the NYCCT Regional meeting on Friday April 24 at Finger Lakes Community College. Briefings were received on the SUNY budget, chargeback report and SUNY assessment for the SUNY recharge program, and a session on a relationship building between trustees and Presidents.**
- **President Klyczek and Vice President Pitman attended the invited presentation at SUNY given by Financial Aid Director Jim Trimboli; he has been working on a project with SUNY System on reducing debt for students. The presentation was given to the Academic Affairs committee at the SUNY Board of Trustees meeting. There were approximately 35 people present and Jim Trimboli discussed the Smart Track initiative. We are proud of Jim Trimboli as he received rave reviews.**
- **Vice President Sandy, Community Education Director Molly Vigrass and President Klyczek attended a New York State Tourism Conference in Albany on April 27-29, as we are working on completing plans for our tourism marketing campaign that was partially funded through Empire State Development in the last funding round.**
- **Thank you to all who attended the annual NCCC Alumni 5K Run/Walk on Friday May 1. We had over 200 participants, which was our best turnout ever.**
- **The Student Life Banquet was held on May 6; thank you to the trustees who attended.**
- **The Athletic Awards Recognition reception was held on May 7, thank you to the trustees who attended.**
- **Reminder this Saturday May 16 is the Niagara Falls Boys' and Girls' Club Auction at the Conference Center. Please see Barb Walck for details if you would like to attend.**
- **The May board articles will be sent to board members via email by the end of this week. Hard copies are available as well.**
- **Our Commencement ceremony will be held on Saturday May 16 at the Seneca Niagara Event Center. Please be there no later than 9:00 a.m. due to a 5K run taking place near**

the Old Falls Street area. There will be a luncheon immediately following the ceremony at the NFCI Library on the third floor.

- President Klyczek introduced Mark Voisinet who is head of our CADD program. Mark stated today the International Society of Automation (ISA) was on campus and presented four scholarships of \$500 each to four NCCC students. Normally the scholarships are offered throughout western New York, but because of NCCC's activity with the ISA over the past few years, all the scholarships were awarded to NCCC students.

Chairman Ward wanted to remind all board members that the Board Self-Assessment Retreat will take place immediately following this board meeting.

STUDENT TRUSTEE REPORT

Student Trustee Spitzer presented her report and stated a new Student Trustee has been elected and was in attendance; his name is Christian Clowes.

It was moved by Trustee Ginestre and seconded by Trustee Sloma 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 3:25 p.m. Motion carried unanimously.

It was moved by Trustee Sloma and seconded by Trustee Ginestre that the Board come out of executive session at 4:25 a.m. Motion carried unanimously.

COMMITTEE REPORTS

Finance

It was moved by Trustee Virtuoso and seconded by Trustee Ginestre to approve the budget transfer as follows:

FROM:		TO:	
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Educational Supplies	\$ 150,000	Retirement	\$ 165,000
Light & Power	100,000	Hospitalization & Med Ins	105,000
Professional Services	20,000		
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Total	\$ 270,000	Total	\$ 270,000

Motion carried unanimously.

President Klyczek and Trustee Virtuoso attended the NYCCT conference several weeks ago; there was discussion on out-of-county chargebacks. President Klyczek distributed the report they received at the meeting. The information will keep everyone informed and provides a clear explanation with updates. Vice President Schickling stated the final report will go to the SUNY board for approval in June.

Trustee Ross clarified the pending dates for the upcoming combined Administration and Community Services committees of the Niagara County Legislature. June 9 is a tentative combined committee meeting, and on June 16 the budget will be presented for a public hearing and then voted on.

Governmental Affairs

Trustee Ross stated December 18, 2012; a resolution was passed by the Niagara County Legislature for the Learning Commons for \$12,500,000 of support for the Learning Commons. President Klyczek stated the distributed materials were requested by Trustee Wojtaszek.

Trustee Ross left at 4:30 p.m.

Vice President Schickling provided handouts, showing the proposal to board members for the Fiscal Year 2015-2016 Budget; a summary of expenditures, revenues and appropriations; and the Tuition and Fee Schedule 2015-2016. Vice President Schickling gave an overview of the documents. Trustee Virtuoso stated she reviewed the budget with President Klyczek, Chairperson Ward, Vice President Schickling and she feels a 1.8% increase in tuition is feasible. Chairperson Ward asked that each board member state whether they have questions pertaining to the budget and if they approve of the budget today. Trustee Virtuoso-yes; Trustee Smith-yes; Student Trustee Spitzer-yes; Trustee Ginestre-yes, Trustee Sloma-yes, Trustee Schuler-yes; Trustee Rowles-yes, and Chairperson Ward-yes. It was moved by Trustee Virtuoso and seconded by Trustee Sloma to approve the 2015-2016 budget as approved. Motion carried unanimously.

Planning/Facilities

Lisa Babcock, Director of Security, provided a brief update on the Clery Draft Report which was provided in the board materials. It was moved by Trustee Ginestre and seconded by Trustee Virtuoso to approve the response as presented. Motion carried unanimously.

In the absence of Dr. Bellinger, Assistant Vice President of Academic Affairs Lydia Ulatowski provided a brief discussion and overview of the following: Program Announcements: Central Sterile Processing Technician Certificate; and Dietetics A.S. New Program Proposals: Industrial Process Technician A.A.S.; and Distillery Operations A.A.S. Part Time Instructor Sara Vacin briefly spoke on the Dietetics announcement and Professor Mark Mistriner gave an overview on the Distillery Operations proposal.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the Program Announcement: Central Sterile Processing Technician Certificate. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the Program Announcement: Dietetics A.S. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the

New Program Proposal: Industrial Process Technician A.A.S. Motion carried unanimously.

It was moved by Trustee Ginestre and seconded by Trustee Sloma that the Board approve the New Program Proposal: Distillery Operations A.A.S. Motion carried unanimously.

Vice President Dombrowski gave a brief update on the NFCI façade project. Work has not yet begun.

President Klyczek provided a Tobacco Free Campus Policy update; these is a debate between two of the unions regarding wording on the imposition of penalties/fines..

President Klyczek provided a Security update. The county risk manager decided she wanted the entire campus evaluated. We will be obtaining competitive rates.

President Klyczek stated the Student Activity Fee Budget and the Student Athletic Fee Budget are being distributed today and will be reviewed next month.

Personnel

It was moved by Trustee Schuler and seconded by Trustee Sloma to approve the Professional Title of Public Relations Associate. Motion carried unanimously.

President Klyczek stated the evaluations will be distributed for Grant Appointments and Administrator Appointments at the end of the meeting. Action will be taken at the June meeting.

OLD BUSINESS

There was no old business

NEW BUSINESS

There was no new business.

GOOD & WELFARE

There was no Good & Welfare.

It was moved by Trustee Schuler and seconded by Trustee Sloma to adjourn at 5:20 p.m. Motion carried unanimously.

**James W. Ward
Secretary**