

**NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
DECEMBER 20, 2022**

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**A meeting of the Board of Trustees was held
on December 20, 2022 at 4:30 p.m.
in person, and live streaming**

Board Members Present

Mr. Jason Cafarella, Chairperson (arrived 5:10pm)
Mr. Kevin Clark, Financial Secretary
Ms. Katherine Alexander, Secretary
Mr. David Haylett, Jr.
Mr. William Ross
Ms. Sheila Smith
Ms. Gail Tylec
Mr. Jerald Wolfgang
Mr. Aidan Freischlag, Student Trustee

Board Members Present via ZOOM

Ms. Gina Virtuoso, Vice Chairperson

Administration Present

William J. Murabito, Ph.D., President
Ms. Catherine Brown, Assistant Vice President of Human Resources
Ms. Barbara DeSimone, Assistant Vice President of Institutional Advancement
Mr. John Eichner, Director of Business Services
Mr. Jesse Goldberg, Chief Information Officer
Mr. Wayne Lynch, Vice President of Administration
Ms. Julia Pitman, Vice President of Student Services
Mr. James Trimboli, Director of Financial Aid
Ms. Lydia Ulatowski, Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Due to Chairperson Cafarella arriving late, Financial Secretary Clark called the meeting to order at 4:31 p.m. and stated the meeting was being recorded and live streamed. A roll call of board members on zoom: Vice Chairperson Virtuoso was present virtually.

Financial Secretary Clark asked Secretary Alexander to lead the assembly in the Pledge of Allegiance and a moment of silence for the men and women serving in the military.

PUBLIC COMMENTS

There were no Public Comments.

CONSENT AGENDA

Financial Secretary Clark asked if Board members had any questions regarding the first four Consent Agenda items. Trustee Ross questioned the grant position for mental health. Assistant Vice President Brown stated there is a need for a mental health counselor, recently hired a part time employee who resigned from position. A ten-month mental health counselor was hired through the grant, this is a one-year term. It was moved by Financial Secretary Clark and seconded by Trustee Wolfgang that the Board approve the minutes from the November 15, 2022 board meeting, Executive Session minutes from the November 15, 2022 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

Vice President Pitman discussed the Revised Chosen Name and Gender Identity Policy, as this was shared last month, and since then, the language has been updated by SUNY. It was moved by Financial Secretary Clark and seconded by Secretary Alexander that the board approve the Revised Chosen Name and Gender Identity Policy as presented. Motion carried unanimously.

INFORMATION ITEMS

Financial Secretary Clark asked Board members if there were any 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.

CHAIRPERSON'S REPORT

Financial Secretary Clark welcomed our new Student Trustee Aidan Freischlag to the board. His orientation was completed several weeks ago with Chairperson Cafarella, President Murabito and Vice President Pitman.

Financial Secretary Clark stated the holiday board dinner held on December 12 was well attended and many compliments to the culinary staff for the wonderful food and service we received.

PRESIDENT'S REPORT

President Murabito discussed the following:

- President Murabito asked Vice President Ulatowski to provide information on the Middle States Accreditation process. She stated Virginia Taylor will be our writer for this process. A kickoff will be held on Thursday, January 12, 2023, and all board members are encouraged to attend, as this is an institution wide event. It begins at 8:30 a.m. with a continental breakfast, the meeting will start at 9:00 a.m. until approximately 10:30 a.m. This event will explain the Middle States process and the timeline through Spring 2025. A presentation will be provided at the January board meeting, as priorities will be gathered, in order to develop a model to be used. Also, on March 3, our Middle States liaison will be on campus, and are all invited to attend this event also.
- A cannabis conference will take place in the Dining Commons on January 10, from 8:30 – 3:00 p.m.
- Faculty Council of Community Colleges (FCCC) will provide a zoom meeting on Shared Governance to be held on January 11 from 1:30 – 3:30 p.m. Board members are encouraged to join in the meeting, anyone wanting to be in person may attend in the FRCAE room or the Robert Michael Sdao Memorial Board Room.
- President Murabito asked Vice President Ulatowski to discuss the evening college offerings. She stated we want to enhance our evening course offerings with an emphasis on Education, CADD, Business and LPN. There will be a variety of HiFlex and in person options. President Murabito discussed reduced tuition during off peak hours. Trustee Tylec asked if these groups have been targeted via any type of surveys, etc. He stated advisory boards have been asked and there is definitely a need.
- The search for a Public Relations Director has been completed. The position will be filled mid-January.

STUDENT TRUSTEE REPORT

Student Trustee Freischlag provided a handout of his report.

FACULTY OBSERVER REPORT

The Faculty Observer Report was given by Dr. Elizabeth Sachs, Faculty Senate President. She provided a handout of the Shared Governance Best Practices and Practical Applications zoom information, showing the agenda and the facilitators.

COMMITTEE REPORTS

ACADEMIC/STUDENT LIFE COMMITTEE

Committee Chairperson Smith asked Vice President Pitman to provide information on the Daycare Infant Fee Schedule. She stated this new opportunity would enhance our Daycare Center, and would begin on January 17, 2023. We are mid-range for fees compared to other daycares in the area. There is presently a wait list. The fee structure needs to be approved in order to begin. It was moved by Committee Chairperson Smith and seconded by Trustee Haylett to approve the Daycare Infant Fee Schedule as presented. Motion carried unanimously.

FISCAL COMMITTEE

Vice President Lynch provided the Business and Finance Update.

It was moved by Trustee Wolfgang and seconded by Trustee Smith 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 5:15 p.m. Motion carried unanimously.

It was moved by Financial Secretary Clark and seconded by Student Trustee Freischlag that the Board come out of Executive Session at 6:40 p.m. Motion carried unanimously.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

There was no New Business.

GOOD & WELFARE

Trustee Wolfgang wished all a Merry Christmas, Happy Hanukah, and a Happy New Year.

The next board meeting will be held on Tuesday, January 17, 2023 at 4:30 p.m. in the Robert Michael Sdao Memorial Board Room.

It was moved by Secretary Alexander and seconded by Trustee Ross to adjourn at 6:45 p.m. Motion carried unanimously.

Katherine D. Alexander
Secretary