

NIAGARA COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 20, 2023

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**A meeting of the Board of Trustees was held
on June 20, 2023 at 4:30 p.m.
in person, and live streaming**

Board Members Present

Mr. Jason Cafarella, Chairperson
Mr. Kevin Clark, Financial Secretary
Mr. David Haylett, Jr.
Mr. William Ross
Ms. Gail Tylec
Mr. Aidan Freischlag, Student Trustee

Board Members Present via ZOOM

Ms. Gina Virtuoso, Vice Chairperson
Ms. Katherine Alexander, Secretary

Board Members Excused

Ms. Sheila Smith

Administration Present

William J. Murabito, Ph.D., President
Mr. Nathan Beutel, Head Coach Women's Softball
Ms. Catherine Brown, Assistant Vice President of Human Resources
Mr. Matthew Clingersmith, Head Coach Men's Baseball
Ms. Alissa Cummings, Assistant Vice President of Student Services
Ms. Barbara DeSimone, Assistant Vice President of Institutional Advancement
Mr. John Eichner, Director of Business Services
Dr. Fabio Escobar, Assistant Vice President of Academic Affairs
Ms. Patrice Elnicki, Director of Financial Accounting and Reporting
Mr. Jesse Goldberg, Chief Information Officer
Ms. Amanda Haseley, Director of Athletics
Mr. Wayne Lynch, Vice President of Administration
Mr. Matthew Oleski, Head Coach Golf/Intramural & Recreation Coordinator
Ms. Julia Pitman, Vice President of Student Services
Mr. John D Strong, Chief Diversity Equity Inclusion Officer
Ms. Lydia Ulatowski, Vice President of Academic Affairs
Ms. Barbara Walck, Assistant to the President

Chairperson Cafarella called the meeting to order at 4:30 p.m. and stated the meeting was being recorded and live streamed. A roll call of board members was taken: Trustee Alexander on zoom, Trustee Clark, Trustee Haylett, Jr., Trustee Ross, Trustee Tylec, Vice Chairperson Virtuoso on zoom, and Student Trustee Freischlag were present. Trustee Smith was excused. Chairperson Cafarella asked Student Trustee Freischlag to lead the assembly in the Pledge of Allegiance, along with a moment of silence for the men and women serving in the military.

PUBLIC COMMENTS

There were no Public Comments.

PRESENTATION

Athletic Director Amanda Haseley introduced the men's baseball coach, Matt Clingersmith, along with team members Andrew Bench, Ben Morris and Andrew Stillinger. Coach Clingersmith provided their playoff season information and introduced the players; each player spoke of their admiration of Coach Clingersmith and how he and the school provided support.

Athletic Director Amanda Haseley introduced the women's softball coach, Nate Beutel, along with team member Shelby Wolf, and her winning the Rawlings Gold Glove Award. She spoke highly of Coach Beutel and how she enjoyed her season.

Athletic Director Amanda Haseley introduced the golf coach, Matt Oleski, along with team members Zach Murray and MacArthur Lange. MacArthur praised her coach on the skills taught by him and how he changed her attitude towards the game in such a positive way.

All the teams had winning seasons. They highly appreciated the support from board members and the college community.

CONSENT AGENDA

Chairperson Cafarella asked if Board members had any questions regarding the Consent Agenda items. It was moved by Chairperson Cafarella and seconded by Trustee Ross that the Board approve the minutes from the May 16, 2023 board meeting, Statement of Revenues and Expenditures, and Grant Activities. Motion carried unanimously.

INFORMATION ITEMS

Chairperson Cafarella asked Board members if there were any questions regarding the Information Items; Trustee Ross asked about new hires. Assistant Vice President Brown stated some changes to their recruitment strategies have assisted in obtaining new hires. The following items were received and filed: Grant Tracking Chart, Personnel Status Chart, Foundation Report, Facilities Update and Prospective Request for Bids/Proposals

Chairperson Cafarella has been asked to move the Academic/Student Life Committee report. A motion was made by Chairperson Cafarella and seconded by Student Trustee Freischlag to amend the board agenda. Motion carried unanimously.

COMMITTEE REPORT

ACADEMIC/STUDENT LIFE COMMITTEE

In the absence of Committee Chairperson Smith, Committee Vice Chairperson Ross asked Assistant Vice President Brown to provide information on draft Conditions of Employment for Administrative Employees. She discussed the two changes on the summary page; one on page 49 to make no changes to the group health care upon retirement if hired after September 1, 2023, and on page 60, the college tuition reimbursement of credit hours is allowable up to six credit hours. It was moved by Committee Vice Chairperson Ross and seconded by Chairperson Cafarella to approve the Conditions of Employment for Administrative Employees as presented. Motion carried unanimously.

Assistant Vice President Brown discussed the Title IX policy, as this will be a separate policy as a stand-alone. It was moved by Committee Vice Chairperson Ross and seconded by Trustee Clark to approve the Title IX policy as presented. Motion carried unanimously.

Assistant Vice President Brown discussed the Discrimination, Harassment and Retaliation Policy, as this needs to be separate of the New York State policy. Changes have been made under the New York State sexual harassment policy. It was moved by Committee Vice Chairperson Ross and seconded by Chairperson Cafarella to approve the Discrimination, Harassment and Retaliation Policy as presented. Motion carried unanimously.

Vice President Ulatowski discussed the 2024-2025 Academic Calendar; to begin the academic year after Labor Day to assist with enrollment. Trustee Tylec questioned the concern regarding grades to be provided on time, along with winter session start time. She suggested to wait to the August board meeting. It was further discussed. It was moved by Committee Vice Chairperson Ross and seconded by Trustee Clark to approve the calendar as presented. Motion carried unanimously.

Committee Vice Chairperson Ross made a motion and seconded by Chairperson Cafarella to approve the job description – Events Coordinator as presented. President Murabito explained we are looking at how we are handling events, as well as the opportunity to focus on our marketing strategies. Committee Vice Chairperson Ross read the resolution:

Job Description –Events Coordinator

BE IT RESOLVED that the Board of Trustees of Niagara County Community College hereby approve the title of Events Coordinator.

Signed this _____ day of _____, 2023

Jason J. Cafarella
Chairperson, Board of Trustees
BOT 23-08

Trustee Tylec asked for clarification on the new position, as this was a new agenda item. The motion passed, Trustee Tylec opposed.

The next Academic / Student Life Committee meeting will be held on Monday, August 7, 2023 at noon.

CHAIRPERSON'S REPORT

Chairperson Cafarella stated the following slate was presented at the May 16 board meeting:

Chairperson – Kevin Clark
Vice Chairperson – Jason Cafarella
Secretary – Sheila Smith
Financial Secretary – Katherine Alexander

Chairperson Cafarella asked if any other slates were to be brought forward? There were none.

It was moved by Chairperson Cafarella and seconded by Trustee Ross to approve the newly appointed 2023-2024 Board officers as follows:

Chairperson – Kevin Clark
Vice Chairperson – Jason Cafarella
Secretary – Sheila Smith
Financial Secretary – Katherine Alexander

Motion carried unanimously. Congratulations to the newly appointed officers.

Chairperson Cafarella thanked the Board and the college staff for their support over the past two years.

Chairperson Cafarella stated the next NCCC Scholarship Soiree will be held on Thursday, October 19, 2023 at the Niagara Falls Culinary Institute.

Chairperson Cafarella reminded board members of the NYCCT 69th Annual Conference to be held from November 3-4, 2023 in Saratoga Springs. Please let Barb Walck know if you are planning on attending.

Today is the last meeting for Student Trustee Aidan Freischlag. He has attended every meeting, and thanked him for his service. Chairperson Cafarella presented him with a going away gift. Student Trustee Freischlag thanked everyone for the opportunity he had to serve on the board.

A board schedule survey was provided showing different start times for future board meetings. Also, it was discussed that committee meeting dates are to be consistent each month.

Chairperson Cafarella read a note from commencement keynote speaker Mark Laurie, how he appreciated and was grateful for the opportunity to speak at commencement.

PRESIDENT'S REPORT

President Murabito discussed the following:

- President Murabito stated this was the last board meeting for Vice President Julia Pitman, as she will be relocating to South Carolina. We wish her all the best in this new endeavor.
- Enrollment numbers for summer are on target. NCCI enrollment is ahead of target, and housing numbers are showing approximately 200 pending applications have been received in addition to 100+ paid applications.
- Yesterday was the 20th Roy Sommer Golf scramble. Several board members and employees participated, and we had various volunteers who helped make this successful. We also had the highest number of golfers ever! It was a fun day for all.
- President Murabito was interviewed by Buffalo Business First pertaining to the Niagara County Law Enforcement Academy being built on the Sanborn campus.
- Groundbreaking for the Niagara County Law Enforcement Academy is scheduled for Tuesday, July 25, 2023 at 1:00 p.m.
- We are working with Hanover Research; a company which helps with items such as preparation for foundation drives, and supports research efforts. Dr. Fabio Escobar stated the project will kickoff in one month. This is an add-on to our current Institutional Research structure. We will have access to the national data base.
- President Murabito asked Chairperson Cafarella to read the retirement letter from President Murabito; he is planning to retire on June 30, 2024. Chairperson Cafarella thanked President Murabito for the foresight with his 20-step plan. The board thanked him for his leadership. President Murabito stated he has received wonderful support which has allowed him to do his job. Trustee Virtuoso thanked the president and all the work he has done in bringing us this far.

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

Trustee Alexander left the meeting.

It was moved by Trustee Clark and seconded by Trustee Haylett, Jr., that the Board come out of Executive Session at 6:35 p.m. Motion carried unanimously.

STUDENT TRUSTEE REPORT

Student Trustee Freischlag provided his report.

FACULTY OBSERVER REPORT

The Faculty Observer Report was given by Dr. Elizabeth Sachs, Faculty Senate President.

Chairperson Cafarella left the meeting.

FISCAL COMMITTEE

Committee Chairperson Clark asked John Strong to provide information on the draft – Juneteenth Holiday Proposal. President Murabito states discussion needs to be made with the unions, and other pertinent information obtained. This will again be discussed at the August board meeting.

Vice President Pitman provided information on the proposed 2023-2024 Student Government Association Programming Budget, and the student fee process. There will be a flat fee with no increase. It was moved by Committee Chairperson Clark and seconded by Student Trustee Freischlag to accept the 2023-2024 Student Government Association programming Budget as presented and authorize the campus to collect the fees. Motion carried unanimously.

Vice President Pitman provided information on the proposed 2023-2024 Athletic Fee Budget. This has gone through their athletic advisory board. The fee increase will go from \$10 to \$11. Transportation costs have accelerated due to teams attending playoffs. It was moved by Committee Chairperson Clark and seconded by Trustee Ross to accept the 2023-2024 Athletic Fee budget as presented and authorize the campus to collect the fees. Motion carried unanimously.

Vice President Pitman provided information on the Child Development Center Discount Policy – she stated the CDC employees will receive a 50% discount for their children that attend the center, and college/college association employees receive at 25% discount on the first child and 10% sibling tuition discount. It was moved by Committee Chairperson Clark and seconded by Trustee Haylett, Jr., to approve the Child Development Center Discount Policy as presented. Motion carried unanimously.

Vice President Lynch discussed the Capital Request for Niagara County.

Vice President Lynch presented the Business and Finance Update. The self-insured healthcare variances were discussed, along with enrollment. Also discussed capital projects.

President Murabito invited any board member to attend the Niagara County Legislative/Committee meetings on July 24 and August 1.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Trustee Ross wished Vice President Pitman the best of luck in moving to South Carolina.

GOOD & WELFARE

There was no Good & Welfare.

The next board meeting will be on August 15, 2023, and the time will be provided in advance to everyone.

It was moved by Trustee Clark and seconded by Trustee Tylec to adjourn at 7:15 p.m. Motion carried unanimously.

Barbara A. Walck
Assistant to the President