In Chair Boyd’s absence, Vice Chair Mazzone chaired the meeting. She opened the meeting by recognizing Len Lenihan, former Trustee, and thanking him for his public service and stated it has been a pleasure working with him on this board. On behalf of the Board of Trustees and President Quinn, she presented him with a commemorative chair. Mr. Lenihan stated that throughout his public career he has served on many boards but said that this has been his best so far. He said it was a perfect place for him for serving people, and this has been a great place for him to do that. He then quoted Robert Kennedy saying “Each time a man or woman stands up for an idea he/she sets forth a tiny ripple of hope” and added that this college is all about hope, and he thanked the staff and the board for keeping this mission aboveboard.

President Quinn asked Rick Washousky to show the Time Warner video featuring ECC students and Nanotechnology, and Rick commented that this will be a state-of-the-art program which also complements STEM. He also discussed Round 4 of SUNY 2020 funding, Advanced Manufacturing, and the US Department of Labor apprenticeship program.

At this time the board members and others present went into the lobby to join Athletic Director Peter Jerebko, the ECC Men’s Hockey Team and their coaches to congratulate them on their NJCAA National Championship.

9:00 a.m. – Subcommittee Meetings

I. Subcommittee: Academic Affairs – Chair, Michelle A. Mazzone

For the Board’s Approval:
1. Fees for Services of February 2015 for ECC Workforce Development Corporate Training
2. Advisory Council Appointments and Reappointments to Construction Management Engineering Technology AAS Degree Program, Dental Hygiene AAS Degree Program, Equity and Diversity Department, Occupational Therapy AAS Degree Program, Paralegal AAS Degree Program, and Police Science AAS Degree and Police Basic Training Certificate Programs
3. SUNY Form 1A Program Announcement: Undergraduate Degree Program for a new ECC Associate in Applied Science (AAS) Degree in Alternative Energy Technology
4. Pending ECC Legal Affairs Approval:
   a. Affiliation Agreements recommended between the ECC AAS Degree Programs of Occupational Therapy with the Hamburg School District and Paralegal Studies with the Erie County Department of Social Services in the Spring and Summer 2015 Semesters
   b. Internship Agreement recommended between the ECC Human Services Certificate Program and Compass House
   c. Space Utilization Agreement between the ECC Pathways to Success Program and the Erie County Correctional Facility
II. **Subcommittee: Budget, Finance & Contracts – Chair, Raymond F. Gallagher**

**For the Board’s Approval:**
1. Materials Disposition List #284
2. Additional State Aid 2013-14 Fiscal Year

Bill Reuter stated that a $250 increase in State Aid is being talked about but nothing has been sent out about this yet. He also discussed the SUNY recharges and assessments to be paid no later than June 1st. ECC’s assessment was initially $24,300 for the first of five years with an increase every year. The SUNY Board has since amended that resolution to change to only for this year and the SUNY administration will come back to take a look at it. Discussion was held regarding the SUNY Presidents’ stand on this, and Bill Reuter stated that the CCBO did a white paper to support the $250 State Aid increase and sent it to Kevin Drumm.

3. **Pending ECC Legal Affairs Approval:**
   a. CSEA Tuition Voucher Agreement
   b. Pitney Bowes Contract Renewal

**For the Board’s Information:**

Bill Reuter reported that there is a 5.36% enrollment shortfall, a $2.5 million shortfall in tuition and fees, and a $61,000 shortfall in state aid. He stated that they are still maintaining vacancies.

2. Vendor Report as of February 6, 2015
3. Facility Rentals – waiver/reduction of fees

President Quinn stated that he has asked Mike Pietkiewicz to streamline this process.

III. **Subcommittee: Student Affairs – Chair, Vacant**

**For the Board’s Approval:**
1. Resolution to Revise the BOT Policy V-D-3a Student Activity Fee Allocation Board
2. ECC Alcohol Beverage Service Request Form (Beer and Wine Only) for the Remembering Norman Event Hosted by the ECC Foundation
3. Pending ECC Legal Affairs Approval:
   a. Agreement to utilize Buffalo Bills Fieldhouse for spring practice
   b. Software Services Agreement between Starfish Retention Solutions, Inc. and Erie Community College

Ben Packer reported that this software purchase is for early alerts, and stated that the cost is $33,000 for the pilot group and it goes up to about $40,000 for future years. Trustee Swarts inquired about the process to bring faculty and counselors up to speed, and Ben stated that he can bring this back to the board to discuss how they will be utilizing it. Ben also reported that there is a 6% increase in applications compared to last year, and retention is not in the dive that it was.

President Quinn reported that he expects to have solid numbers on student debt and what students owe once they leave here for next month’s meeting.
IV. **Subcommittee: Personnel – Chair, Susan M. Swarts**

For the Board’s Approval:
1. President’s Personnel Agenda

V. **Subcommittee: Buildings & Grounds – Chair, John Elmore**

For the Board’s Information:
1. STEM Building Project

Bill Reuter reported that the Committee has selected two construction management firms and interviews took place last week. The Committee near unanimously recommended one of the firms. The price will be negotiated and the contract will go through the County.

2. Monthly Project Status Report

The meeting was adjourned at 10:00 a.m.

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**10:00 a.m. – Board of Trustees Meeting**

In Chair Boyd’s absence, Vice Chair Mazzone continued the role of Chair.

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**I. Organizational Functions**

A. Roll Call:
   Michelle Mazzone, Vice Chair
   Susan Swarts, Secretary
   Raymond F. Gallagher
   John V. Elmore
   Kathleen M. Masiello
   Dennis P. Murphy

   Excused: Chair Boyd, Trustee Green, Student Trustee Reimer

   Others Present:
   Jack Quinn, President
   Michael Pietkiewicz, Senior Vice President of Operations
   William D. Reuter, Chief Administrative & Financial Officer
   Richard Washousky, Executive Vice President of Academic Affairs
   Ben Packer, Executive Vice President of Academic Affairs
   Kristin Klein Wheaton, Executive Vice President for Legal Affairs
   Gale Frazer, Executive Secretary to the President/Board of Trustees
   Jack Foley, Assistant to the President
   Tracey Cleveland, Director of Human Resources
   Marsha Jackson, Associate Vice President of Student Affairs
   Jack McDonnell, Associate Vice President of College Safety & Security
   Jennifer Basile, AVP of Data Analytics & System Integration
   Joseph Stewart, Associate Vice President of Information Technology
   Darley Willis, Director of Equity & Diversity
B. Call to Order

The meeting was called to order at 10:05 a.m. A quorum was declared present.

C. Approval of Minutes: January 29, 2015

Motion to Approve the January 29, 2015 Minutes
Moved: Trustee Gallagher; Second: Trustee Murphy
Action: Motion Carried (6-0-0)

II. Report of the Chair

A. General Report/Updates
B. Ad Hoc Committee Reports
   a. Planning & Assessment – Trustee Murphy
   b. Marketing – Trustee Masiello

Trustee Masiello stated that a meeting was held this week and they discussed Stamats, sharing research, and the groundwork on how they will be going forward. She stated they are working on building a process and a plan, and being better ambassadors.

   c. Bylaws and BOT Policies – Trustee Masiello

Trustee Masiello asked that the report on Bylaws be postponed until next month when she will share a red-lined version of the Bylaws. She stated she has been working with Kristin Klein-Wheaton and Mike Pietkiewicz.

   d. Technology – Chair Boyd

III. Report of the President

A. New Academic Building
B. General Report/Updates

President Quinn reminded everyone that March 12th is Celebrate ECC and asked that anyone interested in attending please contact Gale Frazer.

President Quinn reported that an Advisory Council Appreciation Breakfast is being held on May 1st. Invitations will follow.

Discussion followed regarding the Governor’s Sexual Assault mandates and the college’s involvement.

C. ECC Foundation Updates
D. Request for an Executive Session, if applicable

President Quinn asked for an Executive Session to discuss negotiations. No action items will be presented.
IV. Student Trustee Report

V. Formal Approval of Action Items Discussed in Subcommittees

Section 1: Academic Affairs
1. Fees for Services of February 2015 for ECC Workforce Development Corporate Training
2. Advisory Council Appointments and Reappointments to Construction Management Engineering Technology AAS Degree Program, Dental Hygiene AAS Degree Program, Equity and Diversity Department, Occupational Therapy AAS Degree Program, Paralegal AAS Degree Program, and Police Science AAS Degree and Police Basic Training Certificate Programs
3. SUNY Form 1A Program Announcement: Undergraduate Degree Program for a new ECC Associate in Applied Science (AAS) Degree in Alternative Energy Technology
4. Pending ECC Legal Affairs Approval:
   a. Affiliation Agreements recommended between the ECC AAS Degree Programs of Occupational Therapy with the Hamburg School District and Paralegal Studies with the Erie County Department of Social Services in the Spring and Summer 2015 Semesters
   b. Internship Agreement recommended between the ECC Human Services Certificate Program and Compass House
   c. Space Utilization Agreement between the ECC Pathways to Success Program and the Erie County Correctional Facility

Motion to Approve the Academic Affairs Agenda Items
Moved: Trustee Gallagher; Second: Trustee Swarts
Action: Motion Carried (6-0-0)

Section 2: Budget, Finance & Contracts
1. Materials Disposition List #284
2. Additional State Aid 2013-14 Fiscal Year
3. Pending ECC Legal Affairs Approval:
   a. CSEA Tuition Voucher Agreement
   b. Pitney Bowes Contract Renewal

Motion to Approve the Budget, Finance & Contracts Agenda Items
Moved: Trustee Gallagher; Second: Trustee Elmore
Action: Motion Carried (6-0-0)

Section 3: Student Affairs
1. Resolution to Revise the BOT Policy V-D-3a Student Activity Fee Allocation Board
2. ECC Alcohol Beverage Service Request Form (Beer and Wine Only) for the Remembering Norman Event Hosted by the ECC Foundation
3. Pending ECC Legal Affairs Approval:
   a. Agreement to utilize Buffalo Bills Fieldhouse for spring practice
   b. Software Services Agreement between Starfish Retention Solutions, Inc. and Erie Community College

Motion to Approve the Student Affairs Agenda Items
Moved: Trustee Swarts; Second: Trustee Murphy
Action: Motion Carried (6-0-0)
Section 4: Personnel

1. President’s Personnel Agenda

Motion to Approve the Personnel Agenda
Moved: Trustee Elmore; Second: Trustee Murphy
Action: Motion Carried (6-0-0)

Section 5: Buildings & Grounds

Motion to go into Executive Session at 10:30 a.m.
Moved: Trustee Gallagher; Second: Trustee Masiello
Action: Motion Carried (6-0-0)

Upon a motion duly made, seconded and carried, the meeting was reconvened at 10:45 a.m.

VI. Old Business

Trustee Swarts commended Joe Stewart and Jen Basile for the training session on the dashboards and stated it was very impressive and noted we are making progress.

VII. New Business

President Quinn reported that he has been invited to attend a racial equity roundtable and the first meeting will be held March 16th. He will keep everyone posted.

Trustee Gallagher scheduled a one hour budget meeting for an overview of the finances and state and county projections. The meeting is scheduled for March 9th at 10:00 a.m. in the President’s Board Room at City Campus. Trustee Murphy asked that a running forecast be added to the process.

VIII. Schedule of Next Month’s Meeting

President Quinn proposed that consideration be given to having all meetings at City Campus. Chair Mazzone suggested that next month’s meeting be changed from South Campus to City Campus, and then a decision can be made regarding the other meetings after that.

As such, the next meeting is scheduled for March 26, 2015 at ECC City Campus. Subcommittee meetings begin at 9:00 a.m., and the Regular Board Meeting begins at 10:00 a.m.

IX. Adjournment

There being no further business to come before this body, upon a motion duly made, seconded and carried the meeting was adjourned at 10:50 a.m.

Respectfully Submitted,

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Susan Swarts, Board Secretary