I. Organizational Functions

A. Roll Call:
   Stephen Boyd, Chair
   Timothy Callan
   Todd P. Hobler
   Kathleen M. Masiello
   Michelle Mazzone
   Dennis P. Murphy, Vice Chair
   Susan Swarts, Secretary
   Danise C. Wilson
   Student Trustee – (VACANT)

   Excused: John V. Elmore

   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 Student Affairs
   Gale Frazer, Executive Secretary to the President/Board of Trustees
   Jack Foley, Assistant to the President
   Tracey Cleveland, Director of Human Resources
   Tracy Gast, Associate Vice President of College Safety & Security
   Diane Zych, College Senate
   Rob Elnicky, AVP of Data Analytics & System Integration
   Darley Willis, Director of Equity & Diversity
   Stephanie King, Alumni Director
   Robert Germony, Network Operations Specialist
   Ryan Nogle, Coordinator of Audio Visual
   James Summers, SGA
   Fabio Escobar, Interim AVP of IRAAP
   Judi Knight, CSEA
   Sheila Stanchak, CSEA
   Michael Taheri, St. Luke’s Mission of Mercy (with Nina Rumbo, Marina Rumbo, Christian Reynoso and Anita Lakareber)
   Jay Tokasz, Buffalo News

B. Call to Order
The meeting was called to order at 9:00 a.m. A quorum was declared present.

Chair Boyd introduced Michael Taheri and Mr. Taheri thanked ECC for being a great partner. He introduced the four students that he brought with him: Nina Rumbo, Marina Rumbo Christian Reynoso and Anita Lakareber and provided a background on each of the students and how ECC has helped them.

Chair Boyd noted that last month there was a court reporter present and this month as a follow up to an email he sent to the trustees the meeting is being videotaped and available by live stream. He then introduced a board of trustees’ resolution regarding official minutes, and made a motion for approval.

Motion to approve The Erie Community College Board of Trustees Resolution Regarding Official Minutes
Moved: Chair Boyd; Second: Trustee Swarts
Action: Motion passed (7-1-0)
Ayes: 7: Trustees Boyd, Callen, Hobler, Masiello, Murphy, Swarts, Wilson
Nays: 1: Trustee Mazzone
Abstained: 0

II. Consent Agenda

Unless objections are raised, the following items are proposed to be adopted and approved by consent. Some of these items address issues which have been discussed by the Board in the past and/or are routine operational matters which do not involve new policy decisions. Other consent items are derived from provisions in existing, prior-approved labor contracts, capital construction programs or other Trustee initiatives.

The consent agenda is presented for adoption as a single agenda item. Specific items may be removed by request of any Board member for discussion as a part of the regular agenda. The remaining items should then be adopted as a single agenda. Board approval of the Consent Agenda is required.

For Board’s Approval:

1. ECC Board of Trustee Minutes – January 28, 2016
2. Fees for Service in February 2016 for Workforce Development/Community Education
3. ECC Academic Calendar for Academic Year 2016-2017 - Amendment
4. Dual Admission Program Agreement’s Updated Renewal requested between ECC and Alfred State College for the Mechanical Engineering Technology AAS Degree Program
5. Affiliation Agreements requested by the Health Science Division between ECC with Bright Beginnings Therapy Services OT PT SLP PLC, Gowanda Ambulance Service and the Department of Veterans Affairs (VA)
6. Agreement for Consultant Services requested between ECC and Buffalo City School District (BCSD) NYSED Pathways in Technology (P-Tech) “BESOLAR” Grant by the ECC Office of Transition Services
7. Internship Agreements requested between ECC and Compass House, DePaul (Living Opportunities of DePaul), Fox Run of Orchard Park and Heritage Christian Services for the Human Services Certificate Program
8. License Agreement requested between ECC and EBSCO for Library Resource Center usage of SPORTDiscus with Full Text Contract Approval
9. Memorandum of Understanding (MOU) Revision requested between ECC and Lead Agency Compeer of Greater Buffalo to Form a Collaborative Relationship with Seven (7) Organizations and Facilitate the Grant Project AWARE
10. ECC Alcohol Beverage Service Request for Remembering Norman Event
11. ECC – Buffalo Bills Fieldhouse Spring Practice Utilization
13. Personnel Agenda – 02/25/16
Motion to approve the Consent Agenda  
Moved: Trustee Masiello; Second: Trustee Wilson  
Action: Motion passed (8-0-0)

III. Committee Briefings

I: Curriculum and Student Success: Co-Chairs, Susan Swarts and Todd Hobler

For Board’s Approval:
1. Advisory Council Appointments requested to the AAS Degree Programs of Computer Repair Technology and Early Childhood

Ben Packer introduced James Summers from SGA who was representing SGA in absence of a student trustee. Ben reported that an SGA representative from each campus will sit in on the meetings until a new student trustee is elected.

Motion to approve the Curriculum and Student Success Agenda Item #1  
Moved: Trustee Swarts; Second: Trustee Hobler  
Action: Motion passed (8-0-0)

For Board’s Information:
1. Memorandum of Understanding between ECC and the City of Buffalo for the Law Enforcement Training Academy - Revised

II: Financial Health: Chair, Danise Wilson

For Board’s Approval:

For Board’s Information:
2. ECC Draft Audit Report  
3. ECC Draft Management Letter  
4. ECC Draft Auditors Communication  
7. Credit Enrollment  
8. Vacancy Report  
9. Student Activity Fees  
10. Vendor Report  
11. STEM Building Project  
12. Monthly Project Status Report  
13. Facility Rentals  
14. ECC Excels – Verbal Update

Trustee Wilson reported that the committee has met and conversation was held regarding how the Curriculum and Student Success Committee overlaps with the Financial Health Committee and stated she will attempt to attend the Curriculum and Student Success Committee meetings and bring that information to Financial Health.

III: Personnel: Chair, Susan Swarts

Trustee Swarts stated that there will be a new report on employment demographics on a monthly basis. Discussion followed regarding vacancies and the process for filling positions.
IV: Strategic Planning and Assessment: Chair, Dennis Murphy

Trustee Murphy reported that their strategic planning schedule will be out in the next 30 days.

V: Marketing and Institutional Advancement: Chair, Kate Masiello

For Board’s Information:
1. Marketing & Advancement Minutes – 12/11/15
2. Marketing & Advancement Minutes – 1/15/16

Trustee Masiello reported that the next meeting is scheduled for March 4th (changed from March 11th) at 11:00 a.m. She reported that all of the task forces have met and the work is ongoing and it is on schedule.

IV. Report of the Chair

A. General Report/Updates

B. Ad Hoc Committee Reports
   a. BOT Policies – Trustee Masiello

Trustee Masiello reported that this committee is dormant while they are awaiting direction from the Blue Ribbon Panel.

   b. Technology – Chair Boyd

Chair Boyd reported that an RFP is being drafted and once it is drafted it will be sent to the entire board.

V. Report of the President

A. New Academic Building

President Quinn reported that ground breaking is expected in March and that money was transferred to the County earlier this date.

B. General Report/Updates

President Quinn announced that Celebrate ECC is March 10th and is sold out.

President Quinn reported that on February 26th they will be meeting with high school counselors with a nanotech presentation.

VI. Student Trustee Report

VII. College Senate Report
Diane Zych thanked President Quinn for joining the last College Senate meeting by videoconference from Albany and stated it alleviated some fear and concerns that people had expressed. She added that they looking forward to a report on how that is going. Diane reported that there were some concerns regarding the START orientation and a joint committee has been formed. She also reported that they are looking into having student representation as voting members.

VIII. ECC Foundation Report

IX. Learning Opportunities

A. Strategic Planning: ECC Excels Process and Timeline Update – presented by Dr. Fabio Escobar, ECC Associate Vice President (interim) for Institutional Research, Assessment, Accreditation and Planning (IRAAP)

Fabio Escobar made a PowerPoint presentation regarding ECC Excels and discussed five focus areas: Access, Completion, Engagement, Operations and Success. He also discussed target groups, timeline and process.

X. Executive Session, if requested

RESOLVED, that the Board of Trustees of Erie Community College conduct an Executive Session pursuant to Public Officers Law §105, subsection (e): collective negotiations pursuant to Article 14 of the Civil Service Law and (f): the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline suspension, dismissal or removal of a particular person or corporation.

Motion to go into Executive Session at 9:45 a.m. for negotiations and regarding the CSEA MOA
Moved: Trustee Murphy; Second: Trustee Masiello
Action: Motion passed (8-0-0)

Upon a motion duly made, carried and seconded, the meeting was reconvened at 10:16 a.m.

Trustee Masiello left the meeting at this time.

Trustee Murphy presented a motion to obtain outside legal counsel for the CSEA MOA
Moved: Trustee Murphy; Second: Chair Boyd
Action: Motion passed (6-0-1)
Ayes: 6: Trustees Boyd, Callan, Mazzone, Murphy, Swarts and Wilson
Nays: 0
Abstained: 1: Trustee Hobler

XI. Old Business

Trustee Callan noted that the issue of financial health of the college is a serious concern. Discussion followed regarding use of fund balance.
XII. New Business

XIII. Schedule of Next Month’s Meeting

The next meeting is scheduled for 9:00 a.m. on Wednesday, March 23, 2016 at ECC South Campus.

Chair Boyd noted that the audit correction plan is due on April 14th and the board will have to ratify or adopt whatever the Blue Ribbon Panel decides, so he said he will poll the board for their availability for a Special Meeting to be held either April 10th or 11th.

XIV. Adjournment

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

Respectfully Submitted,

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Susan Swarts, Board Secretary