MISSION: Erie Community College meets the needs of a diverse student body and contributes to regional economic vitality by providing high-quality, flexible, affordable and accessible educational programs committed to student success.

VISION: Erie Community College will serve as an innovative learning resource by striving for universal access to lifelong learning, catalyzing economic and cultural development, and supporting a diverse and mobile student body.

I. 9:00 a.m. - Organizational Functions

A. Roll Call:
   Stephen Boyd (via phone, non-voting)
   Michelle DeBergalis
   John V. Elmore
   Todd P. Hobler
   Kathleen M. Masiello, Secretary
   Dennis Murphy, Chair
   Susan Swarts, Vice Chair
   Danise C. Wilson
   Neal McCallum, Student Trustee

   Excused: Trustee Callan

   Others Present:
   Jack Quinn, President (arrived 9:20 a.m.)
   Michael Pietkiewicz, Senior Vice President of Operations (via phone)
   William D. Reuter, Chief Administrative & Financial Officer
   Richard Washousky, Executive Vice President of Academic Affairs
   Gale Frazer, Executive Secretary to the President/Board of Trustees
   Tracey Cleveland, Director of Human Resources
   Maria Carroll, Assistant Director of Human Resources
   Tracy Gast, Associate Vice President of College Safety & Security
   Farhat (Meena) Lakhavani, Chief Information Officer
   Darley Willis, Director of Equity & Diversity
   Erik D'Aquino, AVP of Enrollment Management
   Michael Farrell, Public Information Officer
   Bob Germony, Network Operations Specialist
   Ryan Nogle, Coordinator of Audio Visual
   Colleen Quinn, Chair, College Senate
   Katie Koch, AAECC
   Sue Holdaway, ASC Director
   Tony Dalessio, Presenter/Faculty
   Mike Delaney, FF ECC
   Lydell Fortune, Employee Relations Manager
The meeting was called to order at 9:10 a.m. A quorum was declared present.

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.

1. BOT Minutes – December 15, 2016
2. BOT Minutes – Special Meeting, January 17, 2017
3. Fees for Service in January 2017 requested for Workforce Development Community Education
4. In Kind Donation from Mod-Pac Corporation requested by the ECC Computer and Electronics Technology AAS Degree Program
5. Affiliation Agreements requested by the ECC Division of Health Sciences with American Medical Response Inc. (AMR) for the Emergency Medical Technology AAS degree and certificate programs and with the Puerto Rican Organization to Motivate, Enlighten and Serve Addicts, Inc. (Promesa, Inc.) for the Mental Health Assistant: Substance Abuse Counseling AS degree program
6. Internship Agreement requested between ECC and Sheridan Medical Group for the Building Management and Maintenance AOS Degree Program
7. Agreement Renewal requested between ECC and the Buffalo Bills, LLC for Law Enforcement Training Academy (LETA) Instruction and Training in Stadium Parking Lots
8. Contract between State University College at Buffalo and Erie Community College for 2017 Commencement Ceremony
9. Talent Management Agenda

Motion to remove Item #9 from the Consent Agenda and move it to the Talent Management Agenda
Motion: Trustee Hobler; Second: Trustee Elmore
Action: Motion passed (8-0)

Motion to approve the Consent Agenda Items #1-8 and Item #10
Motion: Trustee Masiello; Second: Trustee Wilson
Action: Motion passed (8-0)

III. 9:10 a.m. - Committee Briefings

I: Curriculum and Student Success: Co-Chairs, Susan Swarts and Todd Hobler
   For Board’s Approval:
1. Advisory Council Appointments or Reappointments to the Dental Laboratory Technology AAS degree program, Hospitality Management AAS, AOS and certificate programs, Pathways to Success department and Perkins IV Grant
2. Contract Renewal requested for the New York State Department of Labor (NYSDOL) Hazard Abatement Board (HAB) Grant 2016-2017 awarded to ECC for Workforce Development Corporate Training
3. Contract between the Western New York Women’s Foundation and Erie Community College
4. Contract Renewal between the Erie County Department of Social Services and ECC - Career and Success Training Contract (CAST)

After a review of the above items Trustee DeBergalis referred to the decision that was made a few months ago regarding reviewing each of the committee agenda items. She proposed that the board goes back to that decision instead of going through each of the items individually. It was noted that these items have already been reviewed by the committees.

Motion to approve the Curriculum and Student Success Agenda Items #1 - 4
Motion: Trustee Hobler; Second: Trustee DeBergalis
Action: Motion passed (8-0)

For Board’s Information:
1. Comparative Trends Reports Fall 2016 for Headcount and FTE by Campus and Combined
2. Curriculum and Student Success – Minutes from October 18, 2016

II: Financial Health: Chair, Danise Wilson

For Board’s Approval:
1. State University of New York Minimum Wage

Motion to approve the Financial Health Agenda Item #1
Motion: Trustee Swarts; Second: Trustee Hobler
Action: Motion passed (8-0)

For Board’s Information:
1. Financial Health Committee Meeting Minutes – October 18, 2016
2. Auxiliary Services Corporation Audit Report
3. Auxiliary Services Corporation Auditors Communication
4. Auxiliary Services Corporation Management Letter
6. ECC Foundation Audit Report
7. EC Foundation Auditors Communication
8. ECC Foundation Management Letter
9. ECC Annual Report filed with SUNY
15. STEM Building Project
16. Monthly Project/Facility Status Report
17. Facility Rentals
Trustee Wilson reported that they held a very robust meeting and had presentations from the ASC and Foundation regarding their audits. Bill Reuter provided an update regarding the tracking and monitoring process of the STEM building. Trustee DeBergalis inquired about the maintenance of the facility and Bill Reuter responded that he has sent requests to Commissioner Loffredo who has not yet responded and who will be retired soon. Chair Murphy asked what can be done to keep this process moving, and Trustee DeBergalis stated that discussion should be held with staff regarding how much staffing is needed, what systems will they be using, how they will be keeping the building maintained and cleaned, and what future plans are being considered to keep this building from deteriorating. Bill Reuter stated he will follow up with staff.

Trustee Wilson noted that the February 21st Financial Health Committee meeting date has been changed to February 14th at 12:30 p.m.

III: Talent Management & Diversity Committee: Chair, Susan Swarts
For Board’s Approval:
1. SES Clerical Salaries Resolution

Trustee Swarts provided a statement regarding the reasoning for this request and noted that after initial analysis of the SES Terms of Employment it was determined that the SES administrative assistants would be adversely affected by the changes. She noted that as called for in the CAP all SES salaries will be reflected in the annual budget reviewed and approved by the board.

Motion to approve the Talent Management Agenda Item #1
Motion: Trustee Masiello; Second: Trustee Swarts
Action: Motion passed (8-0)

Discussion was held regarding the Talent Management Agenda from the Consent Agenda and it was agreed that the board would go into Executive Session.

Motion to go into Executive Session at 9:40 a.m. regarding personnel items
Motion: Trustee Elmore; Second: Trustee Wilson
Action: Motion passed (8-0)

Upon a motion duly made, seconded and carried the meeting was reconvened at 10:40 a.m.

Trustee Masiello reported that during Executive Session the board of trustees decided it will invest time to research how we will address the college’s managerial candidate selection process, with the intention to include input from relevant stakeholders.

Motion to approve Item #9 from the Consent Agenda
Motion: Trustee Swarts; Second: Student Trustee McCallum
Action: Motion passed (7-1)
Ayes: Trustees DeBergalis, Elmore, Hobler, Masiello, Murphy, Swarts and McCallum
Nays: Trustee Wilson

IV: Strategic Planning and Assessment: Chair, Dennis Murphy
For Board’s Information:
1. Strategic Planning and Assessment - Minutes from October 11, 2016

Chair Murphy reported that they are working on the 2017 schedule and updating the committee description for 2017. Chair Murphy asked each committee to provide updates on their committee descriptions before the next meeting.
V: Marketing and Institutional Advancement: **Chair, Kate Masiello**

**For Board’s Information:**
1. Marketing and Advancement Minutes from November 18, 2016

Trustee Masiello reported that the committee met on January 13th and noted that they received some data for the college’s marketing points. She reported that they were updated on staff changes and they are working with Talent Management for staffing.

**IV. 9:40 a.m. - Report of the Chair**

A. General Report/Updates

Chair Murphy reported that they had major success on the college’s CAP plan and much progress was made. He thanked Trustees Wilson and Callan for their involvement. He noted that much work has been done, everything has been resolved, and the deadline has been met. He stated that our work is not done and in February they will discuss specifics about how to monitor it going forward.

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

For Board’s Approval:
1. Financial Internal Controls Policy
2. Donation of Equipment, Vehicles, Computer Hardware/Software, Merchandise, Supplies or Other In-Kind (non-monetary) Items of Value Policy
3. Affiliated Entities Policy
4. Student Activity Fee Allocation Policy
5. Erie Community College Board of Trustees Orientation/Onboarding/Annual Training Policy

Trustee Masiello reported that the committee has been meeting diligently on Tuesday nights to properly address the Corrective Action Plan. She thanked the committee and the board members who participated. She provided a brief recap of the policies listed above and noted they have all been approved by the Policy Committee and are being recommended for approval by the full board of trustees.

**Motion to approve the BOT Policies Items #1 – 5**

Motion: Trustee Hobler; Second: Trustee Swarts

Action: Motion passed (8-0)

**For Board’s Information:**
1. Minutes of September 20, 2016 BOT Policies Committee
2. Minutes of October 3, 2016 BOT Policies Committee
3. Minutes of October 18, 2016 BOT Policies Committee
4. Minutes of October 25, 2016 BOT Policies Committee
5. Minutes of November 1, 2016 BOT Policies Committee
6. Minutes of November 8, 2016 BOT Policies Committee
7. Minutes of November 22, 2016 BOT Policies Committee
8. Minutes of December 13, 2016 BOT Policies Committee
9. Minutes of January 3, 2017 BOT Policies Committee
b. Technology – Trustee Boyd

Trustee Boyd reported by phone that they have held a very active set of meetings and noted they are in the process of reviewing the key issues including the cost of the system and cost benefits. Trustee Boyd discussed the cost of doing nothing and keeping the current system that does not meet our needs versus the higher cost of a new system. He reported that he will have a more significant report with real numbers for the next meeting. Chair Murphy added that the ERP will be a topic of significant importance going forward.

c. OSC/CAP (Corrective Action Plan)

1. Executive Salaries and Benefits – Corrective Action Plan (CAP) #5b – Executive Salaries and Benefits – Resolution
2. Senior Executive Staff (SES) Terms of Employment
3. CAP Board Action through January 19, 2017

Motion to approve the OSC/CAP Agenda Items #1 - 2
Motion: Trustee Swarts; Second: Trustee Masiello
Action: Motion passed (8-0)

Chair Murphy stated that we and future boards will be following these policies and stated that the monitoring intent for all of these CAP policies and managerial policies will be laid out for us so we can make sure that these things continue.

d. Presidential Search Committee

Chair Murphy reported that due to the cost of the search firm the resolution for the presidential search firm has gone over to the legislature and it has been clocked in. He stated that he will attend the Community Enrichment Committee on February 2nd and then it will be sent to the legislature for their consideration. He also stated we will enter into a contract when the resolution is adopted by the legislature, then the presidential search committee will be formulated and activated.

V. Report of the President

A. New Academic Building
B. General Report/Updates
   1. Start-Up NY Campus Plan Amendment
   2. Nanotechnology Ribbon Cutting – Beer and Wine Permit

Motion to approve the Nanotechnology Ribbon Cutting Beer and Wine Permit
Motion: Trustee Masiello; Second: Student Trustee McCallum
Action: Motion passed (8-0)

President Quinn reported that the Nanotechnology Annex Ribbon-Cutting Ceremony will be held Friday, February 10th at 3:00 p.m. at North Campus.

President Quinn thanked Chair Murphy for his leadership for the CAP process.

VI. 10:00 a.m. - Student Trustee Report

Student Trustee McCallum reported that the semester has started and they are running events at all three campuses and there has been great student turnout. He stated they have been working with ASC and students
are asking about joining SGA. Student Trustee McCallum noted that the SGA City Campus Vice President is present and reported that the first Lead to Succeed started and they have been working with Dean Heather Cruz and Dean Jason Perri. He reported that they are working with the Buffalo City Mission for the Mission Possible Food Drive and noted that they have set a goal. He also reported that they plan to work with the ECC Foundation for the Celebrate ECC event in March. He noted that the Student Activity Fee Allocation Committee will be meeting and 4 students will be on the board. Student Trustee McCallum stated that he attended the SUNY address in Albany and had breakfast with the SUNY Trustees including the Buffalo Trustees, SUNY Presidents and SUNY Vice Chancellor Johanna Duncan-Poitier and they talked about common issues and successes. Student Trustee McCallum ended with stating they are working to get through the semester better than ever.

VII. College Senate Report

Colleen Quinn reported that they have not met since the last board of trustees meeting but stated that there was a committee formed to look at the economics of scheduling. She stated they will be working with Bill Reuter and Fabio Escobar and bring all the constituents into play. She reported that she and Bill Reuter along with Trustee Hobler met with the Joint Erie County/ECC Strategic Planning Committee and noted it was very informative. Colleen discussed a SUNY initiative called the Coache Survey and stated they will be talking more about it at their next meeting and then plan to implement it. Their next meeting is scheduled for February 14th at 2:30 p.m. at ECC’s North Campus.

VIII. Affiliated Entities Report

Stephanie King reported that the Distinguished Alumni reception was held last night and Celebrate ECC is scheduled for March 9th. She reported that there are less than 50 tickets remaining for the 350-ticket event.

IX. 10:30 a.m. - Old Business

X. New Business

Tracey Cleveland introduced Lydell Fortune, the new Employee Relations Manager.

XI. 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.

At this time Trustee DeBergalis was asked to read the college’s Mission Statement.

Motion to go into Executive Session at 11:35 a.m.
Motion: Trustee DeBergalis; Second: Trustee Elmore
Action: Motion passed (8-0)

Upon a motion duly made, seconded and carried the meeting was reconvened at 12:00 p.m. No action was taken during Executive Session.
XII. 11:00 a.m. - Monthly Learning Opportunities

Before beginning the presentation Chair Murphy stated that the Board of Trustees Bylaws allow for certain activities when they are in session and noted that this is a very inclusive organization but that there is a process to be followed. Trustee Masiello stated that the board does appreciate input but the bylaws provide that a notice of one week must be given for any handouts or requests to address the board. Chair Murphy added that this is not about denying information or access, it is in the interest of process and procedures.

- Nano Technology Addition Briefing/Ribbon Cutting 2/10/17 (20 Minutes)

Rick Washousky provided background regarding Nanotechnology and the grant with SUNY 2020 and then introduced Tony Dalessio. Tony presented a PowerPoint presentation and discussed the degree program, the clean room, WNY Nano projects in Buffalo, local and national partnerships, ECC’s partnership with Penn State and opportunities and future plans.

XIII. 12:00 p.m. - Schedule of Next Month's Meeting

The next meeting is scheduled for Thursday, February 23rd at 9:00 a.m. at ECC City Campus.

XIV. Adjournment

Motion to adjourn the meeting at 12:00 p.m.
Motion: Trustee Swarts; Second: Trustee Masiello
Action: Motion passed (8-0)

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

Respectfully Submitted,

_________________________________
Kate Masiello, Board Secretary