

R+F

MEETING OF THE BOARD OF TRUSTEES RECEIVED COUNTY LEGISLATURE

WEDNESDAY, DECEMBER 16, 1998 11:33 DEC 18 AM 10:42

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Adjournment

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ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 15,
1 9 9 8

December Meeting of the Board of Trustees
Wednesday, December 16, 1998
5:00 p.m.
President's Board and Conference Room/City Campus

Agenda

- I. Roll Call
- II. Call to Order
- III. Approval of November 18, 1998 Minutes
Meeting of the Board of Trustees
- IV. Report of the Chairman
- V. Report of the President

Special Announcements

- A. Certificate given to Joe Bauth, Head Baseball Coach for being selected as a American Baseball Coaches Association (ABCA)/Diamond sports Company NJCAA Division III Regional Coach of the Year and also for the 1998 Louisville slugger Award for Excellence in Coaching.
- B. Utility Bill Savings at the South Campus.
- C. Thank you letter from the Buffalo Federation of Women's Clubs.
- D. ECAEOP - Staff Participation.
- E. Statler Grant.

VI. Committee Reports

Academic & Student Affairs Committee Report/President
(Meeting of December 8, 1998)

Pg. 16

Approved Denied TabledFor the Board's approval:

1. Memorandum of Understanding between Hudson Valley Community College and ECC.
2. Proposed BOT Policy: LRC Internet Use Policy.
3. Articulation Agreement between Alden Central High School Home Economics Program & ECC Food Service Administration/Restaurant Management.
4. Training Grant Agreement with the New York State Urban Development Corporation/d/b/a Empire State Development Corporation (ESDC) - Elrae Industries: \$28,600.

Student Trustee Report

No report.

Budget & Finance Committee Report/President
(Meeting of December 7, 1998)

Pg. 23

Approved Denied TabledFor the Board's approval:

1. Check Report of all Payments: 9/1/98-11/30/98.
(Exhibit A - Page 26)
2. Vendor Analysis of All Purchase Orders:
9/1/98-11/30/98. (Exhibit B - Page 27)
3. Petty Cash Expenditures: November 1998
Community Services - \$99.18
Public Relations - \$85.01

Budget & Finance Committee Report/President (Cont'd.)

- 4. Uncollectible Student Accounts Receivable - December 1998. (Exhibit C - Page 28).
- 5. Donation: Twenty-five additional IBM clone (486) PCS to ECC, College Information Technology Services from Fisher-Price Inc. - est. value: \$5,500.
- 6. ASC Bookstore RFP - Jerry Voskerichian.

Buildings & Grounds Committee Report/President (Meeting of December 9, 1998)

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Approved Denied Tabled

For the Board's approval:

BOCES Erie 2 - Agreement to Rent and Occupy.
(Exhibit D - Page 55)

Personnel Committee Report/President (Meeting of December 9, 1998)

Pg. 64

Approved Denied Tabled

For the Board's approval:

Review of personnel agenda.
(Exhibit E - Page 66)

VII. New Business

VIII. Other Items

IX. Schedule of Next Month's Committee Meetings

January Monthly Board Meeting - Wednesday, January 27, 1999

Committee Meetings: Tuesday, January 19, 1999 or
Wednesday, January 20, 1999

X. Adjournment

RFP
PROPOSAL INSTRUCTIONS & COLLECTION
GUIDELINES

COLLECTION OF ERIE COMMUNITY COLLEGE'S ACCOUNTS RECEIVABLE

November 25, 1998

Erie County Community College plans to retain several collection firms to collect outstanding tuition and fees and library receivables.

We wish to review the qualifications of collection firms interested in undertaking this assignment and invite your firm to submit a proposal to us that would include the following:

1. Organization

- Number of Employees
- Number of affiliated collection offices in the U.S.
- Depth and capability of staff

2. Experience

It is desirable to have experience in college collections in general and in New York State Community College collections in particular.

The Proposal shall contain the following information:

- General background, experience and qualifications of the offeror. Include past experience with Erie County, if any. Special notation should be made of similar or related collections performed. List current colleges and contacts' names and phone numbers.
- Identify personnel who will be assigned to direct the work on these collections. Information is required which will show the composition of the collection group, its general qualifications and recent experience at similar institutions. Disclosure of any of your employees who were former county employees one year prior to date of RFP. The disclosure should include the name of the person, the county title that person held, and county department for which he/she worked.

3. Fee for Service

- The offeror should submit a schedule of collection rates for each account collected. Rates should include fees for 1st placed, 2nd placed and legal accounts.

Your presentation should be kept simple and concise, but should have sufficient information for us to make a proper evaluation of your firm. On the attached sheet, we are listing certain "Guidelines for Collections" that would be incorporated in the proposed contract between the college and the agency. These proposed items could be either expanded or contracted based upon the final agreement reached with the agency.

Proposals must be received by 4:00 PM on Thursday, January 7, 1999 at the Office of the Bursar of Erie Community College, 4041 Southwestern Blvd, Orchard Park, New York, 14127.

The college reserves the right to determine qualifications of the offerors and to reject any and all bids. Selection will be based on the rates for collection, related experience, college references and ability to perform the services required. Those firms that are successful in having contracts awarded will be evaluated in relationship to the other contractors at the minimum of once a year. The agency that is obtaining the lowest rate of recovery will be terminated.

We appreciate your cooperation in submitting this information. All replies will be kept confidential.

GUIDELINES FOR COLLECTION

1. All laws and regulations regarding debt collection will be followed. Agencies will be expected to represent the College in a professional manner at all times.
2. Erie Community College, Erie Community College Board of Trustees, Erie County and all employees thereof shall be indemnified and held harmless from all claims that may result from your collection activity.
3. Accounts will be referred at our option.
4. Cancellation and deferment of charges will be handled at no charge to Erie Community College.
5. No legal action will be initiated unless written authorization is received from Erie Community College.
6. Statement of account status by name, term, social security number and account number will be provided monthly to Erie Community College in sufficient detail to maintain our Accounts Receivable records.
7. No settlement will be accepted by the agency without written authorization from Erie Community College.
8. Agencies may pursue accounts for a maximum of six months, unless payments are being received. If no payments are being received, accounts will be returned to Erie Community College.
9. Agencies will be paid a percentage of the Collections received.
10. A detailed description of the agencies litigation procedures and cost thereof must be included.

ERIE COMMUNITY COLLEGE

**REQUEST FOR PROPOSAL FOR
CONSULTANT TO REVIEW GRANTS
ADMINISTRATION OPERATIONS**

Vendor proposals will be accepted until:

Friday, January 15, 1999 at 3:00 p.m.

Five (5) sealed copies of the proposal are to be submitted to:

Erie Community College
Attention: Vice President for Administration
4041 Southwestern Blvd.
Orchard Park, NY 14127

PURPOSE

Erie Community College is seeking a consultant to review the operation of grants administration at the college and make recommendations for increasing grant funding and improving internal systems for monitoring and evaluating grant performance. In no way should this RFP be considered or utilized by a respondent as an opportunity or means to bid on, supplant, replace or outsource existing grant writing, grant accounting or other grant administration services for the college.

BACKGROUND

Erie Community College is a multi-campus two year college serving over 10,000 students annually. The College receives more than fifty grants each year totaling approximately \$3 million. The Grants Office is staffed by two Grant Coordinators who are responsible for the coordination of grant writing activity. A Grants Accounting Office within ECC's Finance Unit is assigned to process and monitor grant expenditures. The staff are members of the Administrators' Association of ECC UAW Local 3300.

As competition for grants from governmental sources, businesses and foundations increases, ECC wishes to ensure its ability to maintain and increase its existing levels of funding. For this reason, the College is seeking the services of a consultant with expertise in Grants Administration to review its current operations and recommend strategies for maximizing financial benefits.

SERVICES TO BE PROVIDED

The selected respondent, in conjunction and consultation with the Coordinators of Grants and the College Accountant/Auditor from the Grants Accounting Office, will be required to review the grant operations at Erie Community College and recommend strategies for improvement. Recommendations should include the following areas of the operation:

- enhancing the process for identifying new grants and increasing grant awards
- improving communication of grant opportunities to the college community
- maximization of financial benefit derived from grants by increasing reimbursement of overhead
- recommended linkages between the ECC Foundation and the Grants Office and Work Force Development.
- process for managing and compliance monitoring of grants subsequent to their award
- process for evaluation of grant performance

A detailed report of findings and recommendations must be submitted within sixty (60) days of the award of the contract. The report should include the recommended staffing, structure, and procedures for improving grant operations and an analysis of the costs and benefit of implementing the recommendations.

QUALIFICATIONS AND EVALUATION CRITERIA

1. The respondent must have extensive knowledge and experience in the field of grant administration, preferably in higher education.
2. The respondent must provide current references documenting qualifying experience.
3. The respondent must provide resumes for any staff who will be assigned to provide the requested services.

FORMAT FOR PROPOSAL

4. **Style:** Proposals should be prepared simply providing a straightforward, concise description of the capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
5. **Non-Collusive Proposal Certificate:** The attached form must be signed and accompany the proposal.
6. **Insurance:** Erie County requires that an acceptable County of Erie Standard Insurance Certificate be submitted upon notification of the award of the contract.
7. **Proposed Cost:** Provide an all inclusive cost for the completion of the study.

GENERAL INFORMATION

Point of Contact:

Marie Bartolotta, Vice President for Administration
Erie Community College
4041 Southwestern Blvd.
Orchard Park, NY 14127

Deadline for Receipt of Proposals:

All responses to the RFP must be received no later than 3:00 p.m. on January 15, 1999.

Limitation of Liability:

Erie Community College or Erie County does not assume responsibility nor liability for costs

incurred by the applicants responding to the RFP or any subsequent requests for interviews or additional information prior to the issuance of a contract.

Rejection of Proposals:

Erie Community College reserves the right to reject any or all proposals.

NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTICE

(Per Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

I am firm under penalty of perjury this _____ day of _____, 19 _____.

Authorized Signature

PERSONNEL ITEMS FOR BCC BOARD OF TRUSTEES/AGENDA FOR DECEMBER 16, 1998:

Corrections to November 18, 1998 Personnel Agenda:

MacDonald, Michael, Truck Driver, Maintenance - should read RPT
 Terryberry, Lillian - change retirement date to December 26, 1998

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Er- piece	Job Group/ Step	Effective Date
<u>Reappoint/Promote:</u>				
Arcadi, Margaret	Recruiter/FT/Student Serv/North(temp)	A	9-5	09/01/98
Araillocci, James M.	Technical Assistant/FT/Autobody/South(temp)	A	6-1	12/21/98
Barnes, Shirley	Coll Adm Asst/FT/Central Trans/Northcamp	R	6-8	11/30/98
Baxter, Albert J. Jr.	Prin Recruiter/FT/Stu Serv/North (temp)	A	11-C	09/01/98
Brunet, Joseph	Asst Dir Corp Trng/FT/Corp Tr (temp)	R	12-3	09/01/98
Borwitz, Staldon	Maint Worker/FT/Maintenance/North	R	5-C	01/04/99
Paquette, Lonna M	Coll Admin Asst/RPT/Info Call Ctr/Ncamp	R	6-1	12/07/98
Rovnak, Laurie B.	Sr Recruiter/FT/Stu Serv/Northcamp	A	10-6	09/01/98
<u>Leaves Without Pay:</u>				
Barnes, Shirley	Coll Adm Asst/RPT/Info Call Ctr/N		6-8	11/30/98- 05/30/99- 11/16/98-
Brunet, Joseph	Corp Train Spec/RPT/Corp Train/S		11-3	11/17/98- 12/01/98-
Fusani, Julianne	Coll Adm Asst/FT/Central Trans/N		6-8	05/30/99- 12/31/98-
Peronne-Kreutzer, Maureen	Receptionist/FT/North		3-D	01/01/00- 09/01/98-
Rovnak, Laurie B.	Sr Recruiter/FT/Student Serv/N		10-6	01/16/99- 11/16/98-
Sullivan, John	Asst Dir Corp Trn/FT/Corp Trng		12-A	11/16/99
<u>Sick Leave Without Pay/Workers Comp:</u>				
McMars, Robert T.	Bldg Maint Mech/FT/Maint/City		7-C	11/30/98- 07/01/98
<u>Sick Leave Was Workers Comp:</u>				
Coston, Charlotte M.	Coor Financial Aid/FT/Financial Aid/City		12-8	11/07/98- 12/07/98
<u>Resignations:</u>				
Acevedo, Inocencia	Tech Asst/FT/Placement/City		hrly	12/18/98
Boons, Derrick	Bldg Gd/FT/Security/City		4-5	12/20/98
Keefe, Laura	Counselor/FT		hrly	12/07/97
Moegan, Sheila M.	Sr Clk Typ/FT/Coor Adm/South		hrly	11/05/98
<u>Retirements:</u>				
Baxter, Albert	Prin Recruiter/FT/Student Serv/North (BCC)		11-C	12/26/98
Creola, Patricia	Professor/FT/Dental Hygiene/North (NYS)		14-6	12/26/98
Depowski, Louis	Professor/FT/Physics/North (NYS)		14-C	12/23/98
Durski, Arlene	Professor/FT/Nursing/North (NYS)		14-C	12/26/98
Glanowski, Patricia	Sr Clk Typist/FT/Chemistry/City (NYS)		4-D	12/26/98
Green, Myrtle M.	Professor/FT/MLT-WA/North (NYS)		14-B	12/26/98
Hodan, B. Paul	Director Student Serv/FT/North (NYS)		13-A	12/26/98
Howlett, Nancy R.	Professor/FT/English/North (NYS)		14-6	12/26/98
Jehrio, Thomas P.	Professor/FT/Chem Tech/North (NYS)		14-C	12/26/98
Kosciuch, Daniel	Bldg Maint Mech/FT/Maintenance/North (BCC)		7-D	12/26/98
Ludwig, Charlotte	Professor/FT/Nursing/North (NYS)		14-4	12/26/98
Ritter, Charles	Professor/FT/MLT-WA/North (NYS)		14-C	12/26/98
Rolletta, Vince	Professor/FT/Soc Sci/North (NYS)		14-6	12/26/98
Rosinski, Chester E.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Schneggenburger, Mary	Sr Clk Typ/FT/Bus Adm/City (BCC)		4-A	12/26/98
Shuster, Lynne M.	Professor/FT/English/North (NYS)		14-B	12/26/98
Schmid, Nancy J.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Tisdale, Celes	Professor/FT/English/City (NYS)		14-B	12/26/98
Zulawski, Suzanne E.	Prin Library Clk/FT/Library/City (NYS)		6-D	12/26/98

Request to Board Create:

Technical Assistant - Mechanical Engineering Technology
 Funding from deletion of part-time Technical Assistant line # 564100 and a
 transfer of funds from the Assistant Professor part-time account.

Part-time Appointments received after November 18, 1998 Agenda was typed:

•Acosta, Orvaldo	Mentor/ESL-BOP/City	12/17/98
•Adams, Vanessa	Mentor/BOP/City	12/21/98
Carleon, Jim C.	Asst Prof/Resp Care/North	01/26/98
•Cefaratti, Kathleen	Sr Tutor/American Axle/North	12/03/98
•Clark, Tamara	Student Asst/DSS/South	11/23/98
DeCarolis, Peter	Computer Operator/Academics/South	12/21/98
Hernandez, Miguel	Tutor/Math/CS/North	12/11/98
Holmes, Justin W.	Tutor/Math Skills Center/South	12/11/98
Kruckel, Bruce	Asst Prof/Corporate Training/	01/02/99
Lamanna, Frank R.	Counselor/Counseling/South	11/30/98
McCarthy, Thomas A.	Watch Attd/Security/City	12/21/98
Nguyen, Trung	Tutor/Math/City	11/23/98
Pawlak, Elaine	Instr Voc/Comm Serv/North	10/05/98
•Petkovsky, Julie	Student Asst/DSS/South	11/23/98
Proudman, Justin	Watch Attd/Security/City	12/21/98
•Ruslander, Louise	Asst Prof/CAST/ATC	12/17/98
•Schnabble, Adam	Sr Tutor/American Axle/North	11/16/98
Steele, Mary Leigh	Sr Clk Typist/Security/City	12/21/98
•Tracy, Jennifer	Student Asst/DSS/North	11/23/98
•Williams, Bronte	Mentor/BOP/City	12/21/98
Williams, Crystal	Sr Clk Typ/Student Activities/City	12/21/98
•Grant positions		

Appointments to Occupational Therapy Assistant Advisory Council:

Daniel H. Dahlke, COTA, Niagara Lutheran Delaware Home, Buffalo, NY

Appointments to Computer Information Systems Advisory Council:

Stephen D. Randall, Account Executive, RHI Consulting, Buffalo, NY

Lisa M. Trues, Director, North American Health Plans, Inc, Amherst, NY

Reappointments to VATEA Advisory Council:

Patricia R. Fatta

Linda J. Kelleher

Lynda K. Stephens

Reappointments to LRC Advisory Council:

Dr. George Iobinski

William Miles

DISK: BOT
 DOC: BOT-DEC.98

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 2,
1 9 9 8

Erie Community College
Board of Trustees
Academic & Student Affairs Committee Meeting
Tuesday, December 8, 1998
4:00 p.m.
President's Board & Conference Room/City Campus

AGENDA

Approved Denied Tabled

For the Board's approval:

1. Memorandum of Understanding between Hudson Valley Community College and ECC - Dr. Gena Proulx.
2. Proposed BOT Policy: LRC Internet Use Policy (Page 22) - Dr. Gena Proulx.
3. Articulation Agreement between Alden Central High School Home Economics Program & ECC Food Service Administration/Restaurant Management - Dr. Gena Proulx.
4. Training Grant Agreement with the New York State Urban Development Corporation/d/b/a Empire State Development Corporation (ESDC) - Elrae Industries: \$28,600 - Carrie Kahn.
5. Workforce Development Training Contracts Time line.

For the Board's information:

1. Marketing Presentation Sessions (Page 19) - Thomas Quatroche.
2. Budget & Planning Seminar - Thursday, January 14, 1999 - Marie Bartolotta.
3. RFP for Grants - Marie Bartolotta. (Page 9)
4. Telephone Registration - Dan Penfold.
5. Advisement Centers - Dan Penfold.
6. Placement Tests - Dan Penfold.
7. Naming of the Child Care Center at the North Campus - President Mariani

UN:

Approved Denied Tabled

Follow-up Action Items:

STUDENT TRUSTEE REPORT

For the Board's approval:

For the Board's information:

Follow-up Action Items:

ERIE COMMUNITY COLLEGE POLICY	
	LRC Internet Use Policy

The networked personal computers available in the three libraries of Erie Community College are intended for educational use by ECC students. Students have first use rights to these terminals. ECC faculty and staff may also use these terminals when there is space available.

The mission of the ECC libraries is to "provide recorded information to facilitate and support instruction and lifelong learning...in response to the needs of students, faculty, and staff." In conjunction with this, the libraries are a place for all points of view and adhere to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association. While the library staff does not monitor or control sites that students choose to access, it is expected the patrons will do nothing to offend others and will take advantage of the opportunity to search the wide range of valuable information available on the World Wide Web. In addition, the libraries are not responsible for the content or accuracy of sites on the Web. If a patron finds material offensive, we recommend that s/he contact the original producer or distributor directly.

Each campus library will have flexibility in implementing specific procedures. At peak times, time limits may be imposed as the library staff sees fit. The time limit can vary, depending on the student needs. Sign-in sheets may be provided.

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

NOVEMBER 9,
1998

TO: Faculty, Staff, and Students

FROM: Thomas J. Quatroche
Assistant to the President
Chair, Collegewide Marketing Committee

RE: Marketing Presentation Sessions

The 1998/99 Marketing Plan is completed. The Marketing Committee would like to give a presentation on the following dates:

Tuesday, December 1, 1998
City Campus Auditorium
9:30 a.m. - 11:30 a.m.

Wednesday, December 2, 1998
North Campus Auditorium
2:00 p.m. - 4:00 p.m.

Thursday, December 3, 1998
South Campus Lecture Hall
2:00 p.m. - 4:00 p.m.

We look forward to your participation at this meeting. There will be time for questions and answers.

Please call your Center for Professional Development to register:

City - x1162
North -x1585
South -x1641

TJQ/jw

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 9,
1 9 9 8

Erie Community College
Board of Trustees
Academic & Student Affairs Committee Meeting
Tuesday, December 8, 1998
4:00 p.m.
President's Board & Conference Room/City Campus

MINUTES

	<u>Approved</u>	<u>Denied</u>	<u>Tabled</u>
<u>For the Board's approval:</u>			
1. Memorandum of Understanding between Hudson Valley Community College and ECC - Dr. Gena Proulx.	X		
2. Proposed BOT Policy: LRC Internet Use Policy (Page 22) - Dr. Gena Proulx.	X		
3. Articulation Agreement between Alden Central High School Home Economics Program & ECC Food Service Administration/Restaurant Management - Dr. Gena Proulx.	X		
4. Training Grant Agreement with the New York State Urban Development Corporation/d/b/a Empire State Development Corporation (ESDC) - Elrae Industries: \$28,600 - Carrie Kahn.	X		
5. Workforce Development Training Contracts Time line.			X
<u>For the Board's information:</u>			
1. Marketing Presentation Sessions - Thomas Quatroche.			
2. Budget & Planning Seminar - Thursday, January 14, 1999 - Marie Bartolotta.			
3. RFP for Grants - Marie Bartolotta. (Page 9)			
4. Telephone Registration - Dan Penfold.			
5. Advisement Centers - Dan Penfold.			
6. Placement Tests - Dan Penfold.			
7. Naming of the Child Care Center at the North Campus - President Mariani	-		

Approved Denied Tabled

Follow-up Action Items:

President Mariani requested Carrie Kahn to present a recommendation at the next meeting to assist Workforce Development to expedite the delivery of contracts.

President Mariani will consider suggestions submitted by the unions for naming of the Child Care Center at the North Campus.

STUDENT TRUSTEE REPORT

For the Board's approval:

For the Board's information:

Trustee Masse commended everyone who was instrumental in the establishment of telephone registration and the Advisement Centers.

He expressed concerns that students need courses to graduate on time and requested that courses be added to the City Campus Master Course Schedule. He noted that students do not want to be bussed to North and/or South campuses.

Student leaders are concerned about the ASC accountability in reporting budget amounts, rollovers, etc.

Follow-up Action Items:

Administration will address the concerns of the students regarding course offerings.

Administration will meet with the ASC and Student Leaders prior to the next Board Meeting to resolve the budget issues.

ERIE COMMUNITY COLLEGE POLICY	NUMBER	DATE
	INITIAL POLICY	PAGE
	SUBJECT LRC Internet Use Policy	

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The mission of the ECC libraries is to "provide recorded information to facilitate and support instruction and lifelong learning...in response to the needs of students, faculty, and staff." In conjunction with this, the libraries are a place for all points of view and adhere to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association. While the library staff does not monitor or control sites that students choose to access, it is expected the patrons will do nothing to offend others and will take advantage of the opportunity to search the wide range of valuable information available on the World Wide Web. In addition, the libraries are not responsible for the content or accuracy of sites on the Web. If a patron finds material offensive, we recommend that s/he contact the original producer or distributor directly.

Each campus library will have flexibility in implementing specific procedures. At peak times, time limits may be imposed as the library staff sees fit. The time limit can vary, depending on the student needs. Sign-in sheets may be provided.

13 November 1998

Disk: A:Curr/Bot
DOC: Inter.Pol

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

NOVEMBER 30,
1 9 9 8

BUDGET & FINANCE COMMITTEE MEETING
Monday, December 7, 1998
8:00 a.m.
President's Board & Conference Room/City Campus

AGENDA

Approved Denied Tabled

For the Board's approval:

1. Check Report of all Payments: 9/1/98-11/30/98
(Page 26)
2. Vendor Analysis of All Purchase Orders:
9/1/98-11/30/98 (Page 27)
3. Petty Cash Expenditures: November 1998
Community Services - \$99.18
Public Relations - \$85.01
4. Uncollectible Student Accounts Receivable -
December 1998 (Page 28).
5. Donation: Twenty-five additional IBM clone (486) PCs
to ECC, College Information Technology Services from
Fisher-Price Inc. - est. value: \$5,500 (Page 29)
6. RFP for Collections (Page 5)
Paul Danieu.
7. ASC Bookstore RFP - Jerry Voskerichian.
8. Direct Mail (Page 35).
9. Board-created Full-time Technical Assistant (TA)
in Mechanical Engineering Technology.
10. Budget Transfer for TA - Marie Bartolotta.

Approved Denied Tabled

For the Board's information:

1. Cash Available Statement (Page 38)
2. Payroll Funds Transfer PP23/98 (Page 39)
3. Budget Update - Marie Bartolotta.
4. Department Budget Models - Marie Bartolotta.
5. Year-to-date Financial Report- Marie Bartolotta.
6. RFP - Grants Department organization - Marie Bartolotta
 (Page 9)
7. College audit - Dan Penfold.
8. Datatel - Dan Penfold.
9. Pay-as-you-go funds - Marie Bartolotta.

Follow-up Action Items:

Approved Denied Tabled

BUDGET & FINANCE COMMITTEE RESOLUTION

Subject: Check Reports of All Payments

Period November 1998

WHEREAS: Article 126 of the New York State Community College Law, Section 6304 states "The local legislative body or Board or other appropriate governing agency may direct that payment of appropriation for maintenance of the College be made in whole or in part to the Board of Trustees of the College for expenditure by the Board, subject to the terms and conditions of such appropriations and to such regulations regarding the custody, deposit, audit and payment thereof as such local legislative body or board , or other appropriate governing agency, may deem proper."

WHEREAS: The Erie County Legislature at their July 28, 1977 meeting passed a resolution approving the Plan "C" operation of Erie Community College which states: The payment of appropriations for the operation and maintenance of the College shall be made to the Board of Trustees of Erie Community College for expenditure by such Board and Treasurer shall be authorized to pay all proper bills and the amounts of the College including salaries and wages from funds in its custody.

NOW, THEREFORE, BE IT RESOLVED: The Check Report listing the payment of all proper bills and accounts of the College for the period 9/01/98 - 11/30/98 has been received and filed in the amount of \$3,364,306.33.

MARYBETH CULLINAN, Chairman
Budget & Finance Committee

BUDGET & FINANCE COMMITTEE RESOLUTION

Subject: Vendor Analysis of All Purchase Orders

Period November 1998

WHEREAS: Article 126 of the New York State Community College Law, Section 6304 states "The local legislative body or Board or other appropriate governing agency may direct that payment of appropriations for the maintenance of the College be made in whole or in part to the Board of Trustees of the College for expenditure by the Board, subject to the terms and conditions of such appropriations and to such regulations regarding the custody, deposit, audit and payment thereof as such local legislative body or board, or other appropriate governing agency, may deem proper."

WHEREAS: The Erie County Legislature at their July 28, 1977 meeting passed a resolution approving the Plan "C" operation of Erie Community College which states: The payment of appropriations for the operation and maintenance of the College shall be made to the Board of Trustees of Erie Community College for expenditure by such Board and the Treasurer shall be authorized to pay all proper bills and amounts of the College including salaries and wages from funds in its custody.

WHEREAS: The Erie Community College Independent Auditors in their review of the internal controls and administrative procedures of the Erie Community College recommend that a listing of payables be prepared on a monthly basis.

NOW, THEREFORE, BE IT RESOLVED: That the Vendor Analysis listed all Erie Community College Purchase Orders prepared and processed for the period of 9/01/98 - 11/30/98 has been received and filed in the amount of \$ 10,377,807.79.

MARYBETH CULLINAN, Chairman
Budget & Finance Committee

BUDGET & FINANCE COMMITTEE RESOLUTION

Subject: Board of Trustees Write-offs

UNCOLLECTIBLE STUDENT ACCOUNT RECEIVABLES

Period December 1998

WHEREAS: Item # 5 of the Erie County Legislature Resolution approving Plan "C" states, "All accounts and bookkeeping shall be in accordance with the laws of the State of New York and as provided by the State University Trustees for all community colleges operating under Plan "C" as herein provided,

WHEREAS: The uniform systems of accounts for community colleges prepared and issued by the New York State Department of Audit and Control, Division of Municipal Affairs provided for the accounting of student tuition revenue determined to be uncollectible.

WHEREAS: The Erie County Attorney's Office has notified, in writing, Erie Community College of student accounts receivable which He and the College have been unsuccessful in collecting by repeated dunning and are too small to economically institute for payment.

NOW, THEREFORE, BE IT RESOLVED: that the attached list of student accounts receivable be officially written off as uncollectable in the amount of \$ 63,205.85 for the current month and for the total amount of \$ 63,205.85 to be written off.

MARYBETH CULLINAN, Chairman
Budget & Finance Committee

ERIE COMMUNITY COLLEGE
COLLEGE INFORMATION TECHNOLOGY SERVICES
MEMORANDUM

TO: ~~XXXXXXXXXXXX~~
President

FROM: Harry Reverts *HR*
Director of College Information Systems

RE: Another Fisher-Price PC donation

DATE: November 23, 1998

Fisher-Price Inc. has donated 25 additional IBM clone (486) PCs to ECC's CITS department (totaling over 112 PCs to date) for instructional use and for installation & setup in appropriate PC labs & offices at the college. Please place the attached letter regarding Fisher Price's donation for ECC Board of Trustees approval at their next meeting.

Thank you.

c: Marie Bartolotta
Robert Sackett

NOV 24 1998

ECC
PRESIDENT

29



HAROLD E. REEVERTS
Director of College Information Systems

December 17, 1998

Mr. Gerald A. Drinkard
Director Information Systems
Fisher-Price, Inc.
636 Girard Ave.
East Aurora, New York 14052

Dear Mr. Drinkard:

We would like to thank you and Fisher Price, Inc. for your donation of an additional 25 DTK 486 personal computers and 10 PC display monitors. This equipment has an estimated total value of \$5,500.

This computer equipment will be used in various computer labs, faculty, and staff offices at Erie Community College. This will allow the use of more up-to-date computer equipment by our students, faculty, and staff to better perform their educational mission.

Thank you for your continued interest in Erie Community College. Please keep us in mind for any surplus equipment (computer or otherwise) that may be made available for donation in the future.

Sincerely,

Harold E. Reverts

c: ~~William Masioni, Interim President~~
Robert Sackett, Professor

EXHIBIT E
12/7/98 Meeting of the
Budget & Finance Committee
Board of Trustees/ECC

RFP
PROPOSAL INSTRUCTIONS & COLLECTION
GUIDELINES

COLLECTION OF ERIE COMMUNITY COLLEGE'S ACCOUNTS RECEIVABLE

November 25, 1998

Erie County Community College plans to retain a collection firm to collect outstanding tuition and fees and library receivables.

We wish to review the qualifications of collection firms interested in undertaking this assignment and invite your firm to submit a proposal to us that would include the following:

1. Organization

- Number of Employees
- Number of affiliated collection offices in the U.S.
- Depth and capability of staff

2. Experience

It is desirable to have experience in college collections in general and in New York State Community College collections in particular.

The Proposal shall contain the following information:

- General background, experience and qualifications of the offeror. Include past experience with Erie County, if any. Special notation should be made of similar or related collections performed. List current colleges and contacts' names and phone numbers.
- Identify personnel who will be assigned to direct the work on these collections. Information is required which will show the composition of the collection group, its general qualifications and recent experience at similar institutions. Disclosure of any of your employees who were former county employees one year prior to date of RFP. The disclosure should include the name of the person, the county title that person held, and county department for which he/she worked.

3. Fee for Service

- The offeror should submit a schedule of collection rates for each account collected. Rates should include fees for 1st placed, 2nd placed and legal accounts.

Your presentation should be kept simple and concise, but should have sufficient information for us to make a proper evaluation of your firm. On the attached sheet, we are listing certain "Guidelines for Collections" that would be incorporated in the proposed contract between the college and the agency. These proposed items could be either expanded or contracted based upon the final agreement reached with the agency.

Proposals must be received by 4:00 PM on Thursday, January 7, 1999 at the Office of the Bursar of Erie Community College, 4041 Southwestern Blvd, Orchard Park, New York, 14127.

The college reserves the right to determine qualifications of the offerors and to reject any and all bids. Selection will be based on the rates for collection, related experience, college references and ability to perform the services required. The College reserves the option to select more than one vendor.

We appreciate your cooperation in submitting this information. All replies will be kept confidential.

GUIDELINES FOR COLLECTION

1. All laws and regulations regarding debt collection will be followed.
2. Erie Community College, Erie Community College Board of Trustees, Erie County and all employees thereof shall be indemnified and held harmless from all claims that may result from your collection activity.
3. Accounts will be referred at our option.
4. Cancellation and deferment of charges will be handled at no charge to Erie Community College.
5. No legal action will be initiated unless written authorization is received from Erie Community College.
6. Statement of account status by name, term, social security number and account number will be provided monthly to Erie Community College in sufficient detail to maintain our Accounts Receivable records.
7. No settlement will be accepted by the agency without written authorization from Erie Community College.
8. Agencies may pursue accounts for a maximum of six months, unless payments are being received. If no payments are being received, accounts will be returned to Erie Community College.
9. Agencies will be paid a percentage of the Collections received.
10. A detailed description of the agencies litigation procedures and cost thereof must be included.

EXHIBIT F
12/7/98 Meeting of the
Budget & Finance Committee
Board of Trustees/ECC



Daniel Penfold
Acting Vice President for Student Affairs

TO: Tom Quatroche, Assistant to the President

FROM: Daniel Penfold, Acting Vice President for Student Affairs

DATE: November 6, 1998

SUBJ: DIRECT MAIL

Please place the attached direct mail bid analysis on the agenda for the December Budget & Finance Committee Meeting.

If you have any questions, please call.

mah
Attachment

c William J. Mariani, President

NOV 06 1998



MEMORANDUM

TO: Dan Penfold
FROM: B. Paul Hodan *Paul*
DATE: October 22, 1998
RE: Direct Mail

I received four bids to replicate the direct mail piece that was sent to senior high school students in Erie County in the Spring.

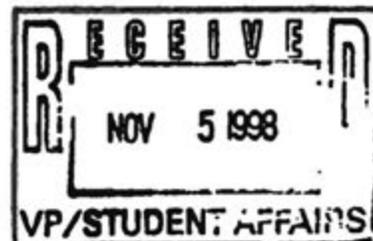
We plan to mail to 10,000 current high school seniors in November an informational brochure with a tear off return post card. Results of the mailing will be monitored to measure the return rate, application rate, and ultimately, the registration rate in the Fall of 1999.

Each of the bidders were close, as shown in the attached summary of bids. I am recommending that the firm of Prime Direct, the company which produced the direct mail piece for us last March, be awarded the consulting contract. It should be noted that Mr. Lou Volpini, formerly with Prime Direct and the individual directly responsible for the Spring recruitment mailer, entered a bid under his independent company, which is \$155 higher than Prime Direct.

Since this is essentially a reprint of a current publication, concern over creative design is not as crucial as a totally new piece would warrant. Therefore, utilization of lowest bidder, in this case, is justified.

Once the Board approves the awarding of a contract, the required paperwork and documentation will be finalized. If you, the president, or trustees require any further information, please let me know.

BPH/jmf
enclosure



ERIE COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK
NORTH CAMPUS

6205 Main Street • Williamsville, New York 14221-7095
Telephone: 716-851-1002 • Facsimile: 716-851-1429
Affirmative Action Equal Opportunity Employer

BID ANALYSIS FALL '98 DIRECT MAIL TO ERIE COUNTY HIGH SCHOOL STUDENTS

**Volpini &
Associates, Inc.**

Prime Direct

Progressive Direct

Advanced Marketing

Creative Charges		\$ 200	\$ 50	\$ 50.00
List Acquisition	\$ 725	800	950	1,000.80
Printing	2,945	2,700	2,925	2,961.00
Mall Shop	1,475	795	685	548.25
Reporting	n/c	495	1,085	575.00
Sub Total	5,145	4,990	6,645	5,133.05
Postage Estimate	1,600	1,600	1,600	1,600.00
Total	6,745	6,690	7,295	6,733.05



EXHIBIT G
12/7/98 Meeting of the
Budget & Finance Committee
Board of Trustees/ECC

PAUL F. DANIEU
Business Manager

MEMORANDUM

TO: William Mariani, Interim President
FROM: Paul Danieu, Business Manager PD
RE: December 1, 1998
DATE: Cash Available - December 1, 1998

Cash Availability on December 1, 1998 amounted to \$11,605,276.68, the balance consisting of the following:

Fleet Operating Account	\$2,005,276.68
CD's and REPO's	\$9,600,000.00
Total	* \$11,605,276.68

Investments:

CD's
2,900,000.00 at 4.97%
3,900,000.00 at 4.96%
1,800,000.00 at 4.95%
1,000,000.00 at 5.52%

*Includes cash received in advance.

PD: eg
C: M. Bartolotta, Vice President for Administration
K. Maloney, Chief Accountant

ERIE COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK
SOUTH CAMPUS

3-4041 Southwestern Boulevard • Orchard Park, New York 14127-2199

Telephone: 716-851-1856 • Facsimile: 716-851-1629

Affirmative Action/Equal Opportunity Employer



PAUL F. DANIEU
Business Manager

EXHIBIT H
12/7/98 Meeting of the
Budget & Finance Committee
Board of Trustees/ECC

MEMORANDUM

TO: John Solecki, Erie County Comptroller's Office
FROM: Paul Danieu, Business Manager PD
DATE: November 13, 1998
SUBJ: Payroll Funds Transfer PP23/98

Please note that the Erie Community College payroll for pay period twenty-three (23) was as follows:

GROSS	\$1,734,638.24
FICA 00100	101,625.31
FICA 00150	24,590.50
TOTAL PAYROLL	<u>\$1,860,854.05</u>

We requested a transfer of \$1,700,000.00 on November 12, 1998 and \$160,854.05 on November 13, 1998 from Fleet Operating Account #9389722984 to Erie County Fleet General Account #0027-669. This confirms a telephone call to the Erie County Comptroller's Office on November 13, 1998.

PFD:edg

c W. Mariani, Interim President/ECC
K. Kruly, Director of Budget & Management
J. Passafiume, Director of Investments & Cash Management
M. Bartolotta, Vice President for Administration/ECC
D. Willis, Human Resource Director
K. Maloney, Chief Accountant/ECC
A. Weronski, College Accountant Auditor/ECC
D. Kokanovich, Sr. Account Clerk/ECC
H. Bialek, Account Clerk/ECC
File PW5:PAYROLL.MEM

ERIE COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK
SOUTH CAMPUS

S-4041 Southwestern Boulevard • Orchard Park, New York 14127-2199

BUDGET & FINANCE COMMITTEE MEETING
Monday, December 7, 1998
8:00 a.m.
President's Board & Conference Room/City Campus

MINUTES

Attendance: Marybeth Cullinan, Chairman, Trustee Raymond Gallagher
President Mariani, Thomas Quatroche, Marie Bartolotta, Daniel Penfold
Darley Willis, Jerry Voskerichian, Frank Jordan, Paul Lamanna, Bonnie Walczak
Karen Maloney, ASC

Approved Denied Tabled

For the Board's approval:

- | | | |
|----|---|---|
| 1. | Check Report of all Payments: 9/1/98-11/30/98
(Page 26) | X |
| 2. | Vendor Analysis of All Purchase Orders:
9/1/98-11/30/98 (Page 27). | X |
| 3. | Petty Cash Expenditures: November 1998
Community Services - \$99.18
Public Relations - \$85.01 | X |
| 4. | Uncollectible Student Accounts Receivable -
December 1998 (Page 28). | X |
| 5. | Donation: Twenty-five additional IBM clone (486) PCs
to ECC, College Information Technology Services from
Fisher-Price Inc. - est. value: \$5,500 (Page 29). | X |
| 6. | ASC Bookstore RFP - Jerry Voskerichian. | X |

Approved Denied Tabled

For the Board's information:

1. Cash Available Statement (Page 38).
2. Payroll Funds Transfer PP23/98 (Page 39).
3. Budget Update - Marie Bartolotta.
4. Year-to-date Financial Report- Marie Bartolotta.
5. Pay-as-you-go funds - Marie Bartolotta.
6. Annual Report.

Follow-up Action Items:

Approved Denied Tabled

1. RFP for Collections (Page 5) -
Paul Danieu.

Mr. Danieu was asked to prepare a report on how much money has been collected by each of the collection agencies, and what our cost to them has been.

2. Direct Mail (Page 35) - Dan Penfold.

President Mariani asked for a report showing the data on how many students registered as a result of the Direct Mail Campaign.

3. Board-created Full-time Technical Assistant (TA)
in Mechanical Engineering Technology.
Budget Transfer for TA - Marie Bartolotta.

President Mariani asked Ms. Bartolotta to prepare the request to transfer funds for the full-time position showing where the funds are coming from.

4. Department Budget Models - Marie Bartolotta.

President Mariani asked Ms. Bartolotta to prepare a Department Budget Model for the Board. He also asked her to prepare a timeline for completion of departmental revenue expense per FTE.

5. RFP - Grants Department organization - Marie Bartolotta.
(Page 9)

Trustee Gallagher asked for a report on the number of full-time employees in grants that have seniority rights.

Follow-up Action Items (Cont'd.)

Approved Denied Tabled

6. College audit - Dan Penfold.

President Mariani asked Dan Penfold for a fiscal impact calculation as to how we would proceed if the audit does not change for Financial Aid.

7. Datatel - Dan Penfold.

Chairman Cullinan and President Mariani asked for a Datatel presentation to the Board at their January Meeting by the Datatel Committee.

WJM/jk

ERIE COMMUNITY COLLEGE
 SUMMARY OF EXPENSES - 1998-99
 AS OF 11/20/98 (PP19-24/98)

ON FU UNIT DEPT NAME	SALARIES FT	SALARIES FT	OVERTIME	FRINGE BENEFITS	EQUIPMENT	SUPPLIES/EXPENSES	TOTAL	FTE ENROLLMENT	COST PER FTE
ALLIED HEALTH DIVISION									
NORTH CAMPUS									
1 01 133 DIETETIC HEALTH	15,262.12	12,854.98	765.00	13,319.94		56.17	42,238.26	14.967	2,822.1
TECHNOLOGY DIVISION									
NORTH CAMPUS									
1 01 340 ENGINEERING SCIENCE	30,003.94	4,394.88	535.91	14,882.77		3,596.70	55,489.20	9.633	5,797.
BUSINESS & PUBLIC SERVICE DIVISION									
CITY CAMPUS									
2 01 215 PARALEL	33,563.78	1,393.60		10,329.93			47,489.36	26.167	1,814.

ERIE COMMUNITY COLLEGE
SUMMARY OF REVENUES - 1998-99

AS OF 11/20/98 (PP19-24/98)

CH FU UNIT DEPT NAME	TUITION 1998-1999	STATE AID 1999-00 50%	STATE AID 2000-01 50%	STATE AID 2001-02 20%	LAB FEES	TOTAL REVENUE	TOTAL REV/FTE
ALLIED HEALTH DIVISION							
NORTH CAMPUS							
1 01 133 DIETETIC HEALTH	37,416.67	15,390.84	9,204.50	6,136.33	1,350.00	69,498.34	4,660.10
TECHNOLOGY DIVISION							
NORTH CAMPUS							
1 01 340 ENGINEERING SCIENCE	24,065.33	9,874.17	5,924.50	3,999.67	3,990.00	47,821.66	4,964.36
BUSINESS & PUBLIC SERVICE DIVISION							
CITY CAMPUS							
2 01 215 PARALEGAL	65,416.67	24,820.84	16,092.50	10,728.33		119,058.34	4,599.94

ACADEMIC		Priority	Campus	Investment	Start Date	Compl. Date	Long Range	Staff Resp.	
1	Renovations to Dental Hygiene Program to maintain accreditation	Students/Staff Community	North	\$300,000	Jan. 1999	Dec. 2001	Pg. 72, 1.2	Dean Allied Health	
2	Active Learning Classroom	Students/Staff	South	\$10,000	1998-99 Acad. Year	1998-99 Acad. Year	Pg. 27	LA, AAD	
3	Library Automation	Students/Staff Community	C,N,S	\$17,000	10/98	1/99	Pg. 29	VPAA	
4	Dental Hygiene equipment to enhance the Capital Improvements project	Students/Staff Community	North	\$25,000	1/99	3-Year Phase Ia	Pg. 72, 1.2	Dean, Allied Health	
5	Miso Environment - to be shared by Graphic Arts and Humanities	Students	South	\$72,000	1/99		Pp. 22-23	Tech, AAD	
6	Establish Distance Learning Lab on each campus for teleconferencing purposes and distance learning instruction	Students, Faculty Development	C,N,S	\$6600/month - Lab set up \$47,000 per campus, \$220,200*	1/99 North Only (\$47,000 ordered)		Pg. 27	CIS Director	
7	Implement mediated learning sections in mathematics and English. City lab in place for math; math and English labs to be developed at North and South Campuses.	Students/Staff	C,N,S	\$37,500/campus for impl.; reverse - notebook resale \$32,500/campus. Net: \$15,000	Pilot Summer 99		Obj. 4.2 Supports Dev. Hd. Agenda	LA, AD	
8	Equipment for Hotel Technology & Culinary Arts	Faculty/Staff	City	\$10,580				BIPS, AAD	
ACADEMICS SUBTOTAL				\$969,788					

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* May be eligible for 50-percent State Capital Project funding.

1/25/98

STUDENT LIFE/ MARKETING		Priority	Campus	Investment	Start Date	Compl. Date	Long Range	Staff Resp.
1	Logos on College Vehicles	Community	Central	\$1,600	Fall 98	Fall 98	Pg. 95, 3.1, 3.2	PR Director
2	Fund furniture to equip Call/Information Center	Students/Staff Community	Central	\$12,000	9/98	11/98	Pg. 95, 3.1, 3.2	VPSA
3	Develop a promotional video/CD ROMS	Students/Staff Community	Central	\$20,000	9/98	12/98	Pg. 97, 1.1, Pg. 113, 4.2	VPSA
4	Noel-Levitz/Consultants	Students/Staff	C, N, S	\$26,000	11/98	12/98	Pg. 30, Pg. 94, 2.4	VPSA
5	Purchase Child Care furniture	Students/Staff Community	City North South	\$5,000 \$20,000 \$10,000	10/98	1/99	Pg. 109, 3.1, 3.4	VPSA ASC Coord.
6	Provide additional recruitment materials, mailings for recruitment team	Students/Staff Community	Central	\$24,000	9/98	12/98	Pg. 97, 1.2, Pg. 112, 1.9, Pg. 113, 4.1, 4.3	VPSA
7	Additional Profess. Dev. funding- Call Information Center Staff: Recruiters, Counselors, Retention	Students/Staff Community	Central	\$10,000	10/98	5/99	Pg. 80, 2.1 Pg. 102, 2.6	VPSA
8	Computerized Placement Testing - COMPASS	Students/Staff Community	C, N, S	\$15,000	9/98	12/98	Pg. 107, 1.5 Pg. 98, 1.5	VPSA
9	Special Equipment to accommodate Disabled Students	C, N, S	\$2,500	\$2,500	11/98	2/99	Pg. 20, 3.1 Pg. 57, 1.4	VPSA
10	Provide furniture to equip Recruitment Office	Students/Staff Community	Central	\$4,000	10/98	12/98	Pg. 95, 3.2	VPSA
11	Purchase 13" color TVs with video (3)	Students/Staff Community	Central	\$1,500	1/99	3/99	Pg. 97, 1.2 Pg. 114, 4.6	VPSA
12	Workforce Development - Invest. for New Business Development	Students Community	C, N, S	\$10,000	1999	1999	Pg. 30, Pg. 94 2.1, 2.2, Pg. 95 3.1, 4.1, 5.1	Exec. Dean/ WFD
STUDENT LIFE/MARKETING SUBTOTAL				\$161,600				12/98

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PH

FACILITIES		Priority	Campus	Investment	Start Date	Compl. Date	Com. Range	Stat. Resp.
1	Landscaping	Students/Staff Community	C, N, S	City \$15,000 North \$43,000 South \$43,000	9/98 (\$9,000 expended)	8/99	Pg. 70, 3.2 Pg. 71, 1.2 Pg. 75, 3.2	Director/ B & G
2	Campus Signage, Athletic Center Signage	Students/Staff Community	C, N, S	\$83,000	9/98	11/98	Pg. 95, 3.1, 3.2, Pg. 68 1.1	Director/ B & G
3	Refurbish K-100; Carpeting - Rooms 4210 & 4220 (Computer Labs); Room 5201 (Lib.); Room 5205 (Advisement); Room 5206 (Adm.)	Students/Staff	North South	\$4,000 \$66,000	1/99	8/99	Pg. 71, 1.2	Director/ B & G
4	Track Equipment	Students/Staff Community	South	\$40,000*				Athletic Director
FACILITIES SUBTOTAL				\$294,000				

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* May be eligible for 50-percent State Capital Project funding.

12/3/98

INFORMATION TECHNOLOGY		Priority	Campus	Investment	Start Date	Compl. Date	Long Range	Staff Resp.
1	Consultant Services to Develop a Comprehensive Strategic Plan for Information Technology	Students/Staff	Central	\$85,000	11/98	1/99	Pg. 26, 27	VP/Adm
2	Training for Implementation of Datatel Release 17	Students/Staff	Central	\$130,000	11/98	8/99		CIS Director
3	23 Nova Computer Deaks and 3 Smartboards	Students/Staff	Central	\$22,400	12/98	2/99	Pg. 71, 1.2	CIS Director
4	Replacement of Telephone Switches	Students/Staff Community	C,N,S	\$130,000*	5/99	10/99	Pg. 27	CIs Director
INFORMATION TECHNOLOGY SUBTOTAL				\$367,400				

* May be eligible for 50-percent State Capital project funding.

FINANCIAL		Priority	Campus	Investment	Start Date	Compl. Date	Long Range	Staff Resp.
1	President Search - Funds for advertising and travel		Central	\$11,000		Aug. 99		
FINANCIAL SUBTOTAL				\$11,000				

12/3/98

PERSONNEL ITEMS	Priority	Campus	Investment	Start Date	Compl. Date	Fund Range	Staff Resp
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Academic:

1	Create Dean of Planning, Research and Development position		Central	Grade 15 \$64,166	11/98	11/98	Middle States justified	HR Director
2	Change TA PT to TA RPT To service college vehicles	Faculty/Staff	Central	\$10,000	12/98			Director/ B & G

Learning Resource Centers:

1	Hire three NTTP's to maintain instructional equipment including computers at all campus libraries and ICD	Technical support for labs	C,N,S	\$58,000	Paperwork in process	December 98	Obj. 1.4, 1.1, 2.8, 2.7	CIS Director
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PERSONNEL TOTAL:

\$132,166

Rev. 12/3/98

PAY-AS-YOU-GO TOTALS

ACADEMICS SUBTOTAL	\$ 869,780
FACILITIES SUBTOTAL	\$ 294,000
STUDENT LIFE/MARKETING SUBTOTAL	\$ 161,600
INFORMATION TECHNOLOGY SUBTOTAL	\$ 367,400
FINANCIAL SUBTOTAL	\$ 11,000
PERSONNEL	\$ 132,166
GRAND TOTAL	\$1,835,946

FUNDS AVAILABLE:

PAY-AS-YOU GO ACCOUNT:	\$1,636,100
TECHNOLOGY CAPITAL PROJECT REIMBURSEMENT:	\$ 200,000
TOTAL:	\$1,836,100

PAY-AS-YOU-GO ACCOUNTS

ITEMS HELD UNTIL SPRING CENSUS

Academic

Active Learning Classroom	\$ 10,000
Distance Learning Lab	\$170,000
Mediated Learning	\$ 15,000
Culinary Arts Equipment	<u>\$ 10,580</u>
	\$205,580

Student Life/Marketing

Promotional Videos/CD's	\$ 10,000
Noel Levitz/Consultants	\$ 13,000
Recruitment Materials, mailings	<u>\$ 12,000</u>
	\$ 35,000

Facilities

Landscaping	\$ 92,000
Refurbishing Rooms	<u>\$ 70,000</u>
	\$162,000

TOTAL \$402,580

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 2,
1998

Board of Trustees
BUILDINGS & GROUNDS COMMITTEE MEETING
Wednesday, December 9, 1998
12 noon
President's Board & Conference Room/City Campus

Agenda

Approved Denied Tabled

For the Board's approval:

1. Erie County Food Services Memo of Understanding - Marie Bartolotta.
2. BOCES Erie 2 - Agreement to Rent and Occupy (Page 62) - Marie Bartolotta.

For the Board's information:

Utility Bill Savings/South Campus (Page 57) - George Wagner.

Follow-up Action Items:

Aquatic Center Report requested by Vice Chairman DiVincenzo and Trustee West at the Board Meeting on November 18 - Ralph Galanti.

WJM/jk



EXHIBIT A
12/9/98 Meeting of the
Buildings & Grounds Committee
Board of Trustees/ECC

THOMAS J. MAZUR
Coordinator of Administration

November 24, 1998

Martin Ruglis
Chief of Administrative Services
Erie 2 BOCES
8685 Erie Road
Angola, New York 14006-9621

Dear Marty:

We have reviewed your sample agreement and made a few minor adjustments.

Mr. Mariani would like to have this proposal on the agenda for the December 16, 1998 Board Meeting.

Please make any necessary changes and have the appropriate parties sign the agreement and forward it to me as soon as possible.

Sincerely,

Thomas Mazur
Coordinator of Administration

TM/gf
Enclosure

c: **William Mariani, President**
Marie Bartolotta, Vice President for Administration

ERIE COMMUNITY COLLEGE
STATE UNIVERSITY OF NEW YORK
SOUTH CAMPUS

5-4041 Southwestern Boulevard • Orchard Park, New York 14127-2199

**Board of Cooperative Educational Services
Erie 2 - Chautauqua-Cattaraugus**

2. To pay the sum of \$6,000 per school year for 10 months for one (1) classroom at \$6,000.00 per room. Payment will be made in
3. To use and occupy the described premises solely for the purposes specified in "Occupancy and Use."
4. To provide proper administration and supervision of instruction through the Offices of the District Superintendent and the Building Principals involved in the program.
5. To purchase equipment and supplies as mutually agreed upon by both parties.

The above state rate charged BOCES for rental facilities does not exceed the current year's costs, prorated to the facilities being used, for these budgeted expenditures: Operation and Maintenance of plant; Debt Service less state aid.

IN WITNESS WHEREOF, the parties have set their hands the day and year above written and have caused this Agreement to be subscribed by their duly authorized offices.

APPROVED:

First Party - President
Erie Community College

Second Party - President
Board of Cooperative Educational Services

District Superintendent
Board of Cooperative Educational Services



EXHIBIT B
 12/9/98 Meeting of the
 Buildings & Grounds Committee
 Board of Trustees/ECC

ERIE COMMUNITY COLLEGE SOUTH
Maintenance Department

TO: Bill Mariani, President

FROM: George Wagner, Custodian of Buildings & Grounds *G. Wagner*

DATE: November 6, 1998

SUBJECT: Utility Bill Savings

Attached is a copy of our utility costs for 1996-97 and 1997-98. As you can see, the maintenance staff has saved the college a total of \$194, 531 for fiscal year 1998 over fiscal year 1997, not to mention the nearly 3/4 of a million we have saved in the first three years of the energy conservation program. The maintenance staff's efforts to reduce our energy cost represents the salary for about four administrators or faculty members for the years. Everyone is fast to condemn us when something goes wrong, but it would be nice if someone could at least acknowledge the great job my staff has done reducing the energy cost on South Campus over the past four years.

Fiscal Year 1997-98

Electric
 385,798
204,361
 181,437 Total Savings

Heat - Gas & Oil
 55,262.31 Oil
43,538.67 Gas
 11,723.64 Total Savings

Water
 18,215.96
16,844.21
 1,371.75 Total Savings

181,437.00
 11,723.64
1,371.75
 194,532.39 Grand Total Savings

W/bjs

		1999 Utility 8/1/98 to 8/31/99												
Utility	September 98	October 98	November 98	December 98	January 99	February 99	March 99	April 99	May 99	June 99	July 99	August 99	YTD	
85,000.00	Electric per month total	\$37,670	\$30,636.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$68,306.73
	Electric running balance	\$447,330	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	\$416,693.27	
	VTTTC per month	\$2,344	\$2,411.53											\$4,755.08
	South per month	\$35,327	\$28,202.46											\$63,529.11
	Newman Center		\$22.54											
17,000.00	National Fuel Gas	\$0	\$324.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324.71
	Gas running balance	\$67,000	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	\$66,675.29	
	VTTTC per month		\$324.71											\$324.71
	South per month													\$0.00
	Newman Center													
35,000.00	National Fuel Resources	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Running balance	\$35,000	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	
	Transportation (NFG)													
	Supplier (Texaco)													
	Management Fee (Lepcorp)													
10,000.00	Fuel Oil #2	\$0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	running balance	\$60,000	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	
														\$0.00
10,000.00	Coal	\$0	\$1,927.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,927.29
	Running Balance		\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	\$8,072.71	
18,000.00	Coal	\$1,353	\$139.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,352.78
	Running Balance	\$18,647	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	\$18,507.36	
	South	\$1,353												
	VTTTC		\$139.86											\$139.86
	Newman Center													

		1998 Utility 9/1/97 to 8/31/98												
Utility		September 97	October 97	November 97	December 97	January 98	February 98	March 98	April 98	may 98	June 98	July 98	August 98	YTD Total
Electric \$440,000 00	Electric per month total	\$35,450	\$30,980 63	\$33,007 15	\$32,440 73	\$31,036 05	\$2,852 35	\$28,764 42	\$28,550 57	\$29,111 24	\$25,550 98	\$41,322 44	\$35,430 85	\$354,497 14
	Electric running balance	\$404,550	\$373,569 44	\$340,562 29	\$308,121 56	\$277,085 51	\$274,233 16	\$245,468 74	\$216,918 17	\$187,806 93	\$162,255 95	\$120,933 51	\$85,502 86	
	VTTTC per month	2325 1	2546 94	2976 46	2978 18	2744 16	2852 35	\$2,707 81	\$2,304 33	\$2,495 64	\$2,175 22	\$2,964 67	\$2,300 51	\$14,948 18
	South per month	J3124 93	28433 59	30030 69	29462 55	28291 89	\$27,871 27	\$28,764 42	\$26,246 24	\$26,615 40	\$23,375 76	\$38,357 77	\$33,130 14	\$204,361 00
Gas \$67,000 00 \$46,193 00	National Fuel Gas	\$235	\$809 87	\$2,009 48	\$3,141 92	\$2,977 16	\$8,505 46	\$1,661 18	\$870 64	\$53 09	\$252 09	\$0 00	\$0 00	\$20,515 71
	Gas running balance	\$66,765	\$65,955 51	\$63,948 03	\$60,804 11	\$57,826 95	\$49,321 49	\$47,660 31	\$48,789 47	\$46,736 38	\$46,484 29	\$46,484 29	\$46,484 29	
	VTTTC per month	\$57	\$471 40	\$331 75	\$1,529 06	\$2,853 61	\$1,526 76	\$1,307 05	\$870 64	\$53 09	\$252 09			\$9,052 35
	South per month	\$178	\$338 47	\$1,677 73	\$1,612 86	\$323 55	\$6,978 68	\$354 13						\$11,463 36
	NFR/LEPCORP	\$0	\$0 00	\$4,841 96	\$2 80	\$342 01	\$16,993 65	\$856 21	\$12,807 44	\$17,229 74	(\$8,184 79)	(\$399 40)	\$1,032 88	\$45,322 60
	Running balance	\$46,193	\$46,193 00	\$41,351 04	\$41,348 24	\$41,006 23	\$24,012 58	\$23,356 37	\$10,548 93	(\$6,680 81)	\$1,603 96	\$1,903 38	\$870 50	
	Transportation (NFG)					\$323 65	\$6,978 68	\$354 13	\$6,089 38	\$8,943 43	(\$6,054 08)	(\$160 02)	\$480 13	
	Supplier (Texaco)					\$17 92	\$6,688 97	\$293 19	\$6,539 19	\$8,066 77	(\$2,058 53)	(\$233 48)	\$537 23	
	Management Fee (Lepecorp)					\$0 54	\$326 00	\$8 89	\$178 87	\$219 54	(\$72 18)	(\$5 90)	\$16 52	
	#2 Fuel Oil \$60,000 00	Fuel Oil #2 running balance	\$4,705	\$4,929 75	\$4,783 65	\$4,532 31	\$4,006 10	\$37,073 44	\$37,073 44	\$37,073 44	\$37,073 44	\$37,073 44	\$37,073 44	\$37,073 44
Pan Energy \$10,000 00	Cost		\$1,077 08		\$1,142 62	\$694 41		\$1,727 68	\$925 18			\$1,967 76	\$555 93	\$8,290 68
	Running Balance		\$8,922 92	\$8,922 92	\$7,780 30	\$6,685 89	\$6,685 89	\$5,156 21	\$4,233 03	\$4,233 03	\$4,233 03	\$2,265 25	\$1,709 32	
Water \$18,000 00	Cost	\$1,296	\$1,334 44	\$1,649 50	\$1,195 51	\$1,280 65	\$1,297 62	\$1,327 17	\$1,350 24	\$1,360 66	\$1,442 08	\$1,867 80	\$1,440 74	\$18,644 21
	Running Balance	\$16,702	\$16,367 76	\$13,718 26	\$12,522 75	\$11,242 10	\$9,944 48	\$8,617 31	\$7,267 07	\$5,906 41	\$4,464 33	\$2,598 53	\$1,155 79	
	South	\$1,296	\$1,191 65	\$1,649 50	\$1,195 51	\$1,147 97	\$1,297 62	\$1,327 17	\$1,197 15	\$1,360 66	\$1,442 08	\$1,721 72	\$1,440 74	\$16,288 57
	VTTTC		\$142 78				\$132 68		\$163 09			\$146 08		\$574 64

Uti	1997 Utility 9/1/96 to 8/31/97												Y	
	September 96	October 96	November 96	December 96	January 97	February 97	March 97	April 97	May 97	June 97	July 97	August 97		
Electric	Electric total	\$42,112	\$30,773.24	\$30,672.27	\$34,010.82	\$33,824.65	\$30,282.78	\$34,506.55	\$30,592.03	\$30,026.22	\$32,860.88	\$42,802.10	\$35,665.17	\$408,111.20
	Running total		\$72,885.73	\$103,558.00	\$137,568.82	\$171,393.47	\$201,656.25	\$236,162.80	\$266,754.83	\$296,783.05	\$329,643.93	\$372,446.03	\$408,111.20	
	VTTC per month				\$3,089.94	\$2,289.77	\$2,305.67	\$2,569.36	\$2,402.21	\$2,156.95	\$2,421.81	\$2,654.10	\$2,423.14	\$22,312.95
	South per month	\$42,112	\$30,773.24	\$30,672.27	\$30,920.88	\$31,534.88	\$27,957.11	\$31,937.19	\$28,189.82	\$27,871.27	\$30,439.07	\$40,148.00	\$33,242.03	\$365,798.25
	Natural Gas	\$535	\$1,335.08	\$1,639.50	\$1,985.61	\$3,441.38	\$2,025.07	\$1,952.32	\$1,558.82	\$627.98	\$415.03	\$182.39	\$180.69	\$15,878.69
	Running Total		\$1,869.90	\$3,509.40	\$5,495.01	\$8,936.39	\$10,961.46	\$12,913.78	\$14,472.60	\$15,100.58	\$15,515.61	\$15,698.00	\$15,878.69	
	VTTC per month				\$1,584.01	\$2,064.44	\$1,856.78	\$1,487.73	\$1,097.24	\$284.27	\$253.49	\$0.00	\$0.00	\$9,527.96
	South per month	\$535	\$1,335.08	\$1,639.50	\$401.60	\$476.94	\$468.29	\$464.59	\$461.58	\$343.71	\$161.54	\$182.39	\$180.69	\$6,650.73
	National Fuel Resources	\$811	\$1,962.64	\$2,015.47	\$537.25	\$1,172.98	\$285.49				\$38.77	\$208.64		\$7,032.07
	Running Total		\$2,773.27	\$4,788.74	\$5,325.99	\$6,498.97	\$6,784.46	\$6,784.46	\$6,784.46	\$6,784.46	\$6,823.23	\$7,032.07	\$7,032.07	
Fuel Oil	Fuel Oil #2			\$5,983.49	\$11,976.70	\$11,309.98	\$16,631.48	\$5,004.75	\$13,823.31	\$4,555.23	\$4,560.33	\$4,363.60		\$78,188.87
	Running Balance		\$0.00	\$5,983.49	\$17,940.19	\$29,250.17	\$45,881.65	\$50,886.40	\$64,709.71	\$69,264.94	\$73,825.27	\$78,188.87	\$78,188.87	
Energy	Cost		\$958.00		\$1,219.55		\$2,642.72		\$1,034.92			\$1,529.30	\$571.31	\$7,856.80
	Running Balance		\$958.00	\$958.00	\$2,177.55	\$2,177.55	\$4,720.27	\$4,720.27	\$5,755.19	\$5,755.19	\$5,755.19	\$7,284.49	\$7,856.80	
er	Cost	\$1,755	\$1,397.21	\$1,276.03	\$1,228.07	\$1,290.08	\$1,363.42	\$1,438.69	\$1,481.12	\$1,483.98	\$2,334.28	\$2,000.55	\$1,168.49	\$18,216.96
	South	\$1,755	\$1,263.81	\$1,276.03	\$1,097.38	\$1,290.08	\$1,363.42	\$1,438.69	\$1,338.33	\$1,483.98	\$2,334.26	\$1,863.64	\$1,168.49	\$17,672.37
	VTTC		\$133.40		\$130.69				\$142.79			\$136.71		\$543.59

Board of Cooperative Educational Services
Erie 2-Chautauqua-Cattaraugus

AGREEMENT TO RENT AND OCCUPY

Made this 4th day of December, 1998 between Erie Community College ("ECC"), Party of the First Part and the Board of Cooperative Educational Services of the Second Supervisory District of Erie, Chautauqua and Cattaraugus Counties, State of New York, (BOCES), Party of the Second Part. Pursuant to provision of Section 1950 of Education Law, the Party of the First Part hereby agrees to let to the Party of the Second Part of the following described premises, for the period of January 1, 1999 to June 30, 1999:

<u>Building and Usage</u>	<u>Location</u>	<u>Instructional Area</u>
Erie Community College Bldg. #2 Use of Classroom Limited use of Physical Ed. Facilities, when not being used by scheduled P.E. class of ECC Limited use of Library Facilities, when not being used for library group instruction by ECC Use of an administrative office Adjacent administrative space when required Limited use of adjacent room for student computer projects, when not being used for group instruction by ECC students	South Campus Orchard Park, NY	

Occupancy and use shall be for the exclusive purpose of pupil instruction in the Criminal Justice Program.

OBLIGATIONS AND CONDITIONS OF THIS AGREEMENT ARE AS FOLLOWS:

The Party of the First Part agrees:

1. To keep the building, equipment and all facilities necessary for educational training in good repair and satisfactory condition.
2. To defray all expenditures of "Operation and Maintenance of Plant" as outlined in the school budget. Items to be provided include custodial service, fuel, heat, water, light and power, janitor's supplies, telephone and other services other than personal, except as hereafter specifically exempted.
3. To defray all expenditures of "Maintenance of Plant" as outlined in the school budget. Items to be provided include upkeep of grounds, snow removal, repairs and replacement as may be necessary.

4. To carry all necessary insurance coverages, including appropriate fire insurance as well as liability coverage of at least \$1,000,000 with BOCES being named an additional insured under said policy(ies).

The Party of the Second Part agrees:

1. To employ adequate personnel for pupil supervision and instruction and to defray all related costs of retirement, social security, and other benefits of such personnel.
2. To pay the sum of \$6,000 per school year for 10 months for one (1) classroom at \$6,000.00 per room. Payment will be made in monthly installments of \$600.00 and the total rental for the first pro-rated year will be \$3,600.00.
3. To use and occupy the described premises solely for the purposes specified in "Occupancy and Use."
4. To provide proper administration and supervision of instruction through the Offices of the District Superintendent and Building Principals involved in the program.
5. To provide full liability insurance covering the program with minimum limits of \$1,000,000 and naming ECC as an additional insured under the policy(ies).

APPROVED:

First Party - President
Erie Community College

Second Party - President
Board of Cooperative Educational Services

District Superintendent
Board of Cooperative Educational Services

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

NOVEMBER 30,
1998

PERSONNEL COMMITTEE MEETING
Wednesday, December 9, 1998
President's Board & Conference Room, City Campus
11 00 a.m.

AGENDA

Approved Denied Tabled

For the Board's approval:

Review of personnel agenda.

For the Board's information:

Follow-up Action Items

WJLjk

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 9,
1998

PERSONNEL COMMITTEE MEETING
Wednesday, December 9, 1998
President's Board and Conference Room/City Campus
11:00 a.m.

Attending:

Raymond Gallagher, Chairman
William Mariani
Dr. Gena Proulx
Mario Bartolotta
Daniel Penfold
Darley Willis
Carr.e Kahn
Booker Edgerson
Thomas Quatroche
Douglas Saxton
Diane Zych
Connie Krueger
Bonnie Walczak
William Kemp

AGENDA/MINUTES

Approved Denied Tabled

For the Board's approval:

- | | | |
|----|---|---|
| 1. | Review of personnel agenda.
(with the exception of Workforce
Development Consultants) | X |
|----|---|---|

For the Board's information:

Follow-up Action Items:

Workforce Development Consultants

REVISED 12/09/98

Page 1 of 2

PERSONNEL ITEMS FOR ECC BOARD OF TRUSTEES/AGENDA FOR DECEMBER 16, 1998:

Corrections to November 18, 1998 Personnel Agenda:

MacDonald, Michael, Truck Driver, Maintenance - should read RPT
 Terryberry, Lillian - change retirement date to December 26, 1998

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Sr- place	Job Group/ Step	Effective Date
Reappoint/Promote:				
Arcadi, Margaret	Recruiter/FT/Student Serv/North(temp)	A	9-5	09/01/98
Armillotti, James M.	Technical Assistant/FT/Autobody/South(temp)	A	6-1	12/21/98
Barnes, Shirley	Coll Adm Asst/FT/Central Trans/North	R	6-8	11/30/98
Baxter, Albert J. Jr.	Prin Recruiter/FT/STU Serv/North (temp)	A	11-C	09/01/98
Brunet, Joseph	Asst Dir Corp Trng/FT/Corp Tr (temp)	R	12-3	09/01/98
Horwitz, Sheldon	Maint Worker/FT/Maintenance/North	R	5-C	01/04/99
Paquette, Donna M	Coll Admin Asst/RPT/Info Call Ctr/N	R	6-1	12/07/98
Rovnak, Laurie B.	Sr Recruiter/FT/STU Serv/North	A	10-6	09/01/98
Leaves Without Pay:				
Barnes, Shirley	Coll Adm Asst/RPT/Info Call Ctr/N		6-8	11/30/98- 05/30/99
Brunet, Joseph	Corp Train Spec/RPT/Corp Train/S		11-3	11/16/98- 11/17/99
Fusani, Julianne	Coll Adm Asst/FT/Central Trans/N		6-8	12/01/98- 05/30/99
Peronne-Kreutzer, Maureen	Receptionist/FT/North		3-D	12/31/98- 01/01/00
Rovnak, Laurie B.	Sr Recruiter/FT/Student Serv/N		10-6	09/01/98- 01/16/99
Sullivan, John	Asst Dir Corp Trng/FT/Corp Trng		12-A	11/16/98- 11/16/99
Sick Leave Without Pay/Workers Comp				
Mars, Robert T.	Bldg Maint Mech/FT/Maint/City		7-C	11/30/98- 07/01/98
Sick Leave w/o Workers Comp				
Coston, Charlotte M.	Coor Financial Aid/FT/Financial Aid/City		12-8	11/07/98- 12/07/98
Resignations:				
Acevedo, Inocencia	Tech Asst/FT/Placement/City		Early	12/18/98
Boone, Derrick	Bldg Gd/PT/Security/City		4-5	12/20/98
Keefe, Laura	Counselor/FT		Early	12/07/97
Maegan, Sheila M.	Sr Clk Typ/PT/Coor Adm/South		Early	11/05/98
Retirements:				
Baxter, Albert	Prin Recruiter/FT/Student Serv/North (ECC)		11-C	12/26/98
Creola, Patricia	Professor/FT/Dental Hygiene/North (NYS)		14-6	12/26/98
Depowski, Louis	Professor/FT/Physics/North (NYS)		14-C	12/23/98
Durski, Arlene	Professor/FT/Nursing/North (NYS)		14-C	12/26/98
Glanowski, Patricia	Sr Clk Typist/FT/Chemistry/City (NYS)		4-D	12/26/98
Green, Myrtle M.	Professor/FT/MLT-MA/North (NYS)		14-B	12/26/98
Hodan, B. Paul	Director Student Serv/FT/North (NYS)		13-A	12/26/98
Howlett, Nancy R.	Professor/FT/English/North (NYS)		14-6	12/26/98
Jehrio, Thomas P.	Professor/FT/Chem Tech/North (NYS)		14-C	12/26/98
Kosciuch, Daniel	Bldg Maint Mech/FT/Maintenance/North (ECC)		7-D	12/26/98
Ludwig, Charlotte	Professor/FT/Nursing/North (NYS)		14-4	12/26/98
Ritter, Charles	Professor/FT/MLT-MA/North (NYS)		14-C	12/26/98
Rolletta, Vince	Professor/FT/Soc Sci/North (NYS)		14-6	12/26/98
Rosinski, Chester E.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Schneggenburger, Mary	Sr Clk Typ/FT/Bus Adm/City (ECC)		4-A	12/26/98
Shuster, Lynne M.	Professor/FT/English/North (NYS)		14-B	12/26/98
Schmid, Nancy J.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Tisdale, Celes	Professor/FT/English/City (NYS)		14-B	12/26/98
Zulawski, Susanne E.	Prin Library Clk/FT/Library/City (NYS)		6-D	12/26/98

Request to Board Credits

Technical Assistant - Mechanical Engineering Technology
 Funding from deletion of part-time Technical Assistant line # 564100 and a transfer of funds from the Assistant Professor part-time account.

Part-time Appointments received after November 18, 1998 Agenda was typed:

*Acosta, Osvaldo	Mentor/BSL-BOP/City	12/17/98
*Adams, Vanessa	Mentor/BOP/City	12/21/98
Carlson, Jim C.	Asst Prof/Resp Care/North	01/26/98
*Cefaratti, Kathleen	Sr Tutor/American Axle/North	12/03/98
*Clark, Tamara	Student Asst/DSS/South	11/23/98
DeCarolis, Peter	Computer Operator/Academics/South	12/21/98
Hernandez, Miguel	Tutor/Math/CS/North	12/11/98
Holmes, Justin W.	Tutor/Math Skills Center/South	12/11/98
Kruckel, Bruce	Asst Prof/Corporate Training/	01/02/99
Lananna, Frank R.	Counselor/Counseling/South	11/30/98
McCarthy, Thomas A.	Watch Attd/Security/City	12/21/98
Nguyen, Trang	Tutor/Math/City	11/23/98
Pawlak, Elaine	Instr Voc/Comm Serv/North	10/05/98
*Petkovsky, Julie	Student Asst/DSS/South	11/23/98
Proudman, Justin	Watch Attd/Security/City	12/21/98
*Ruslander, Louise	Asst Prof/CAST/ATC	12/17/98
*Schnabble, Adam	Sr Tutor/American Axle/North	11/16/98
Steele, Mary Leigh	Sr Clk Typist/Security/City	12/21/98
*Tracy, Jennifer	Student Asst/DSS/North	11/23/98
*Williams, Bronte	Mentor/BOP/City	12/21/98
Williams, Crystal	Sr Clk Typ/Student Activities/City	12/21/98
*Grant positions		

Appointments to Occupational Therapy Assistant Advisory Council:

Daniel H. Dehike, COTA, Niagara Lutheran Delaware Home, Buffalo, NY

Appointments to Computer Information Systems Advisory Council:

Stephen D. Kendall, Account Executive, RHI Consulting, Buffalo, NY

Lisa M. Truc, Director, North American Health Plans, Inc, Amherst, NY

Reappointments to VATEA Advisory Council:

Patricia R. Fatta

Linda J. Kelleher

Lynda K. Stephens

Reappointments to LRC Advisory Council:

Dr. George Hobinski

William Miles

ERIE COMMUNITY COLLEGE

OFFICE OF THE
PRESIDENT

DECEMBER 7,
1 9 9 8

November Meeting of the Board of Trustees
Wednesday, November 18, 1998
4:00 p.m.
Board and Conference Room/North Campus

MINUTES

I. Roll Call

PRESENT

Marybeth Cullinan, Chairman
Joseph D. DiVincenzo, Vice Chairman
Raymond F. Gallagher
Patricia A. Krzesinski
Adam W. Perry
Janet L. Vogtli
Sharon M. West
David P. Masse, Student Trustee

EXCUSED

Thomas H. Burton,
Secretary
Dr. Richard T. Quinn

OTHERS PRESENT

Michael Even, Sports Marketing Director, Buffalo Convention
and Visitors Bureau
William J. Mariani, Interim President
Thomas Quatroche, Assistant to the President
Marie Bartolotta, Vice President for Administration
Daniel Penfold, Acting Vice President Student Affairs
Carrie Kahn, Acting Ex. Dean of Workforce Development
Booker Edgerson, College Affirmative Action Director
Darley Willis, Director of Human Resources
Lance Konkle, Director of Public Relations
Salvatore Manuele, Academic Dean/Allied Health & Tech.
Jeannette Molina, Academic Dean/Liberal Arts
Beverly Slichta, Academic Dean/Business & Public Service
B. Paul Hodan, Acting Dean of Students/North Campus
Jerry Voskerichian, Executive Director/ASC
Ralph Galanti, Athletic Director
Richard Boehm, Natatorium Coordinator/BFAC
Sarah Takas, Natatorium Manager/BFAC
Constance Krueger, President/AECC
Joan Eustace-Reeverts, Grievance Chairperson, AECC
Diane Zych, President/FFECC
Frank Jordan, Vice President/FFECC/South Campus
Eugene Covelli, Department Chair/Professor, Physics Dept./NC

Bonnie Walczak, President/CSEA, ECC Section
William Kemp, Unit Chairman, AFSCME
Scott Nitterauer, SGA President/South Campus
Mathieu Sanders, SGA President/North Campus
Alan Lichtman, Associate Editor, Northstar
Jeffrey Burke, Past Student Trustee
Karen Mathews, Assistant County Attorney
Karen Brady, Buffalo News

II. Call to Order

Vice Chairman DiVincenzo convened the Meeting at 4:15 p.m. A quorum was declared present.

III. Approval of October 28, 1998 Minutes Meeting of the Board of Trustees

Vice Chairman DiVincenzo recommended the approval of the October 28, 1998 Minutes.

Upon a motion duly made by Trustee Gallagher, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the October 28, 1998 Minutes.

IV. Report of the Chairman

No report.

V. Report of the President

Special Announcements

President Mariani turned the Meeting over to Ralph Galanti, the College Athletic Director, who introduced Richard Boehm, the Natatorium Coordinator, who presented a marketing video for the aquatic center at the Burt Flickinger Athletic Center. President Mariani then congratulated Joe Bauth, the Head Baseball Coach for being selected as an American Baseball Coaches Association (ABCA)/Diamond Sports Company NJCAA Division III Regional Coach of the Year and also for the 1998 Louisville slugger Award for Excellence in Coaching. Vice Chairman DiVincenzo requested that Mr. Bauth attend the Board

Meeting in December. Mr. Mariani informed the Board of the Connecticut Street Armory/ECC Marketing Strategy for Spring 1999 in which ECC will offer academic programs at area high schools after school hours by our faculty.

President Mariani then presented a resolution to the Board for approval regarding the Memo of Understanding for County Food Service Operations. A motion was made by Trustee West, seconded by Trustee Perry and carried, to approve the resolution.

Upon a motion duly made, seconded and carried, the Board of Trustees approved the resolution.

President Mariani announced that the total amount of student accounts collected was \$6,954.

VI. Committee Reports

Academic & Student Affairs Committee Report/President

No report.

Budget & Finance Committee Report/President (Meeting of November 10, 1998)

Vice Chairman DiVincenzo recommended the approval of the Check Report of all Payments from 9/1/98 -10/31/98.

Upon a motion duly made by Trustee Krzesinski, seconded by Trustee Vogtli and carried, the Board of Trustees approved the Check Report.

Vice Chairman DiVincenzo then recommended the approval of the Vendor Analysis of All Purchase Orders from 9/1/98 - 10/31/98.

Upon a motion duly made by Trustee Masse, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the Vendor Analysis.

Vice Chairman DiVincenzo recommended the approval of the Petty Cash Expenditures for October 1998.

Upon a motion duly made by Trustee Krzesinski, seconded by Trustee Vogtli and carried, the Board of Trustees approved the Petty Cash Expenditures.

Vice Chairman DiVincenzo recommended the approval of the Uncollectible Student Accounts Receivable for November 1998.

Upon a motion duly made by Trustee Masse, seconded by Trustee Vogtli and carried, the Board of Trustees approved the Uncollectible Student Accounts Receivable.

Vice Chairman DiVincenzo then recommended the approval of the Disposal of Material for November 1998.

Upon a motion duly made by Trustee Perry, seconded by Trustee Vogtli and carried, the Board of Trustees approved the Disposal of Material for November 1998.

Vice Chairman recommended the approval of the donation of the computers as listed in the agenda.

Upon a motion duly made by Trustee West, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the donation.

Chairman Cullinan assumed her role as Chairman and recommended the approval of the Collegis Consulting Agreement.

Upon a motion duly made by Trustee Krzesinski, seconded by Trustee Vogtli and carried, the Board of Trustees approved the agreement.

Chairman Cullinan then recommended the approval of the Presidential Search Budget.

Upon a motion duly made by Trustee Vogtli, seconded by Trustee West and carried, the Board of Trustees approved the budget.

Chairman Cullinan then tabled the Retirement Incentive and the Proposal for an increase in activity fee for Child Care and stated that they would be discussed in Executive Session under the Personnel Committee Meeting.

Buildings & Grounds Committee Report/President

No report.

Personnel Committee Report/President
(Meeting of November 10, 1998)

Chairman Cullinan recommended the approval of the personnel agenda.

Upon a motion duly made by Trustee Vogtli, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the personnel agenda. Approved - 7. Opposed - 1.

Chairman Cullinan then recommended the approval of the 1999-2000 Academic Calendar and the Summer Sessions 2000 - I,II,III.

Upon a motion duly made by Trustee Vogtli, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the 1999-2000 Academic Calendar and the Summer Sessions 2000 - I,II,III.

Chairman Cullinan recommended the approval of the two appointments to the Citizens Advisory Council.

Upon a motion duly made by Trustee Vogtli, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the two appointments to the Citizens Advisory Council.

A motion was made by Trustee Vogtli, seconded by Trustee Krzesinski, to appoint Vice Chairman DiVincenzo as the liaison to the Citizens Advisory Council.

Upon a motion duly made, seconded and carried, the Board of Trustees approved the appointment of Vice Chairman DiVincenzo as the liaison to the Citizens Advisory Council.

Student Trustee Report

Student Trustee Masse referred to a personnel item that was moved for discussion in Executive Session.

At this time Chairman Cullinan recommended that the Board move into an Executive Session regarding a personnel matter.

Upon a motion duly made by Trustee West, seconded by Trustee Vogtli and carried, the Board of Trustees approved the Executive Session. Session began: 4:55 p.m. Session ended: 5:30 p.m.

VII. New Business

No report.

VIII. Other Items

Lance Konkle, the Director of Public Relations, gave a summary of the contents of the folders that were distributed to the Board.

IX. Schedule of Next Month's Committee Meetings

Academic & Student Affairs Committee Meeting
Tuesday, December 8, 1998
4:00 p.m./City Campus
President's Board & Conference Room

Personnel Committee Meeting
Wednesday, December 9, 1998
11:00 a.m./City Campus
President's Board & Conference Room

Buildings & Grounds Committee Meeting
Wednesday, December 9, 1998
12 noon/City Campus
President's Board & Conference Room

X. Adjournment

There being no further business to come before this Honorable Body, upon a motion duly made by Trustee DiVincenzo, seconded by Trustee Vogtli and carried, the Board of Trustees adjourned at 5:32 p.m.

Respectfully submitted,

Thomas H. Burton, Secretary

TIME & PLACE OF NEXT MONTHLY MEETING

WEDNESDAY, DECEMBER 16, 1998
5:00 P.M./CITY CAMPUS
PRESIDENT'S BOARD & CONFERENCE ROOM

**ERIE COMMUNITY COLLEGE
1998-1999 REVENUES
PERIOD ENDING OCTOBER 31, 1998**

COLLEGE OPERATING REVENUES	1998-99 BUDGET	REVENUE 10/31/98	BALANCE	% BALANCE
STUDENT TUITION	23,228,121	10,906,768	12,321,353	-53.0%
OUT OF COUNTY CHARGES	923,000	149,680	773,321	-83.8%
STATE AID	19,895,559	N/A	19,895,559	-100.0%
NON CREDIT FEES	1,501,420	176,818	1,324,602	-88.2%
ERIE COUNTY CONTRIBUTION	11,620,77	N/A	11,620,777	-100.0%
OTHER REVNUUE	2,945,000	820,729	2,124,271	-72.1%
FUND BALANCE USED	700,000	N/A	700,000	-100.0%
TOTAL OPERATING REVENUES	60,813,877	12,053,995	48,759,882	-80.2%

16.7% of the year completed; 83.3% of the year remaining.

11/18/98

**ERIE COMMUNITY COLLEGE
1998 - 1999 APPROPRIATIONS
PERIOD ENDING OCTOBER 31, 1998**

COLLEGE OPERATING APPROPRIATIONS	1998-1999 BUDGET	FUNDS USED	BALANCE	% BALANCE
PERSONAL SERVICES	41,923,205	6,805,181	35,118,024	83.8%
EQUIPMENT	763,235	11,918	751,317	98.4%
SUPPLIES & EXPENSES	7,236,400	927,565	6,308,835	87.2%
FRINGE BENEFITS	9,254,937	1,410,555	7,844,382	84.8%
PAY-AS-YOU-GO	1,636,100	107,849	1,528,251	93.4%
TOTAL OPERATING APPROPRIATIONS	60,813,877	9,263,068	51,550,809	84.8%

16.7% of the year completed; 83.3% of the year remaining.

11/18/98

ERIE COMMUNITY COLLEGE

FINANCIAL REPORT

Preliminary Year End - August 31, 1998

Attached are Erie Community College's preliminary reports of revenues and expenditures for fiscal year 1997-98 which ended August 31, 1998. These reports are unaudited and subject to change as the result of the recommendations of the College's independent auditors.

Revenues

Tuition revenues fell short of the budgeted goal by \$1,521,760 or approximately 6.3%. This shortfall, which was predicted early in the year, resulted from a combination of enrollments falling short of the budgeted 9500 and the tuition was lowered from \$2,690 to \$2,600 when the higher amount was not approved by the SUNY Board of Trustees.

Student Service fees exceeded budgeted expectations by \$210,503. Collection fees alone exceeded budget by nearly \$150,000. More aggressive collection efforts may have accounted for the increase.

Non Credit Fees lagged the budget by \$143,703. These are fees charged for non-credit courses such as driver programs, corporate training, and community education. These fees were included in the operating budget for the first time in 1997-98. The variance may have resulted from differences in how they were accounted for when they were included in Sponsored Programs.

Other revenues exceeded budget by over \$265,000. Athletic Facility Rentals were over \$98,000, more than double the \$45,000 contained in the budget.

Expenses

Personal Services accounts finished the year \$384,216 below budget as a result of maintaining a number of unfilled vacancies at the College. Savings were used to fund equipment purchases in excess of budget and offset revenue shortfalls.

Equipment accounts exceeded budget by \$945,000 as a result of significant computer purchases made to update student labs this past summer. Additional equipment purchases were made to upgrade computers that were removed from the labs to Pentium equivalents which would serve most staff needs.

Supplies and Expenses finished the year \$719,000 below budget and Fringe Benefits were \$769,305 below budget. These savings were also used to fund equipment purchases and offset revenue shortfalls.

Fund Balance

Total expenditures exceeded revenues by \$604,566. The variance between these numbers is filled by using fund balance. The College utilized \$259,322 more than the \$345,244 included in the budget and has reduced our fund balance by that amount. An additional \$700,000 of fund balance was used in the 1998-99 budget. If the auditors make no changes to these numbers, our remaining fund balance is \$1,949,515.

**ERIE COMMUNITY COLLEGE
1997 - 1998 REVENUES
PRELIMINARY YEAR END - AUGUST 31, 1998**

COLLEGE OPERATING REVENUES	1997-98 BUDGET	REVENUES RECORDED	BALANCE	% BALANCE
STUDENT TUITION	24,277,250	22,755,490	(1,521,760)	-6.3%
STUDENT SERVICE FEES	1,464,613	1,675,116	210,503	14.4%
OUT OF COUNTY CHARGES	914,550	1,017,221	102,671	11.2%
STATE AID	19,487,350	19,387,504	(99,846)	-.5%
NON CREDIT FEES	1,448,420	1,304,718	143,702	-9.9%
ERIE COUNTY CONTRIBUTION	11,474,777	11,474,777	0	0
OTHER REVNUUE	1,008,200	1,273,552	265,352	26.3%
FUND BALANCE USED	345,244	604,566	259,322	75.1%
TOTAL OPERATING REVENUES	60,420,404	59,492,944	(927,460)	-1.5%

Unaudited. Subject to changes following auditor's review.

11/18/98

**ERIE COMMUNITY COLLEGE
1997 - 1998 APPROPRIATIONS
PRELIMINARY YEAR END - AUGUST 31, 1998**

COLLEGE OPERATING APPROPRIATIONS	1997-1998 BUDGET	FUNDS USED	BALANCE	% BALANCE
PERSONAL SERVICES	41,152,531	40,768,315	384,216	.9%
EQUIPMENT	1,063,235	2,008,465	-945,230	(88.9%)
SUPPLIES & EXPENSES	8,533,231	7,814,062	719,169	8.4%
FRINGE BENEFITS	9,671,407	8,902,102	769,305	8.0%
TOTAL OPERATING APPROPRIATIONS	60,420,404	59,492,944	(927,460)	-1.5%

Unaudited. Subject to changes following auditor's review.

11/18/98

Corrections to October 28, 1998 Personnel Agenda:

Makowski, Colleen, College Librarian/PT - DECLINED
 Meloon, Paul, Coord of Alumni Affairs/FT - DECLINED

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Re- place	Job Group/ Step	Effective Date
New Appointments:				
Cicatello, David	Bldg Maint Mech (Elect)/FT/Maint/City	R	7-0	11/23/98
Fitzpatrick, Maureen	Director Workforce Dev/FT/Central-CAST	R	13-0	11/23/98
Reappoint/Promote:				
Carroccia, Joseph T.	Truck Driver/FT/Maintenance/South(Temp)	R	4-5	11/23/98
MacDonald, Michael	Truck Driver/FT/Maintenance/South(Temp)	R	4-5	11/23/98
Wojtowicz, Mary E.	Counselor/FT/Counseling-VAT3A/North(Temp)	R	11-1	11/23/98
Transfer:				
Chojnacki, Cathleen D.	Sr Clk Typ/FT/Admissions/City	R	4-1	11/09/98
Extended Sick Leave Without Pay(Workers Comp):				
Brydalski, James	Bldg Maint Mech/FT/Maint/South		7-B	11/08/98- 11/25/98
Return Sick Leave w/out:				
Ryan, Nancy S.	Sr. Clerk Steno/FT/Foundation/Cent-S		4-B	11/14/98
Resignations:				
DuVal, Connie	Sr Clk Typist/PT/Workforce Devel/Cent		hrly	10/23/98
Retirements:				
Andriaccio, Carol	Assoc Offset Machine Oper/PT/Dupl/R (ECC)		7-C	12/26/98
Brydalski, James	Bldg Maint Mech/PT/Maint/South		7-C	11/25/98
Busch-Wopperer, Helene	Sr Clk Steno/FT/Asst Ac Dn/North (ECC)		4-C	12/26/98
DePasquale, Darlene	Sr Acct Clk/PT/Budget/Central-S (ECC)		6-5	12/18/98
Garner, Matilda	Coll Adm Asst/RPT/Admissions/City (NYS)		6-8	12/26/98
Jezewski, David J.	Professor/FT/Physics/North (NYS)		14-C	12/26/98
Koepsell, Richard	Professor/PT/English/City (NYS)		14-B	12/26/98
Mauro, Anthony C.	Professor/FT/Food Service/North (NYS)		14-C	12/26/98
McCullough, Thomas	Professor/FT/CIS/South (NYS)		14-A	12/26/98
Narowski, Charles	Coord Financial Aid/FT/North (NYS)		12-B	12/05/98
Nervo, Joanna	Admin Aide/PT/Athletics/City (NYS)		6-A	12/26/98
Outlaw, Pearl	Professor/PT/Child Care/City (NYS)		14-A	12/26/98
Primack, Maxwell	Professor/PT/Humanities/City (ECC)		14-C	12/26/98
Rosinski, Chester	Professor/FT/Mech Tech/North (NYS)		14-C	12/26/98
Terryberry, Lillian	Sr Clk Steno/PT/Bus Adm/North (ECC)		4-D	12/18/98
Wood, Vincent	Professor/FT/Math/North (NYS)		14-C	12/26/98
Wozniak, Eunice	Coll Adm Asst/FT/Human Res/Cent-S (NYS)		6-8	12/26/98

*Alvarez, Rachelle	Student Asst/DSS/South	10/19/98
*Barnett, Jennifer	Tutor/Computer Labs/City	11/09/98
Brooks, Deborah	Peer Tutor/Nursing/North	10/29/98
Dias, Saulino	Tutor/Bilingual Lab/City	11/09/98
*Erdst, John	Sr Tutor/American Axle/North	10/20/98
Flick, Susan	Student Asst/Library/North	11/18/98
Gill, Gabe	Tutor, English Skills Center/South	11/27/98
*Hennigan, Nina	Student Asst/DSS/South	10/19/98
*North, Amy	Student Asst/DSS/North	10/19/98
Rantowski, Mark	Tutor, Construction Technology/North	11/09/98
Keat, Valerie	Asst Prof, Math/South	09/09/98
Liu, Susan	Student Asst/Library/North	11/18/98
Magai, Colleen	Pract Work Instr/EMT/North	09/08/98
Marchinda, Susan	Student Asst/DSS/South	11/02/98
Metzler, Robert	Student Asst/Library/North	09/28/98
Redington, Caroline S.	Tutor, English Skills Center/City	11/02/98
Singletary, Donnell M.	Tutor/Math/City	10/12/98
Trinchera, Thomas	College Librarian/Library/North	11/16/98
*Williams, Bavan	Student Asst/DSS/City	11/04/98
*Wilson, Amy A.	Sr Tutor, ECP/Counseling/North	11/05/98
Wright, Ariana	Student Asst/DSS/City	10/19/98

Grant positions

Appointments to Citizens Advisory Council:

- ennis F. Chapman, Assistant Director for Operations and Maintenance,
Buffalo Municipal Housing Authority
9 Prairie Avenue, Buffalo, NY 14207
- lbert DeBenedetti, Erie County Legislator
56 Philadelphia St., Buffalo, NY 14207

Consultant Fees and Appointments Presented for Board Approval on November 18, 1998:

ollegis Consulting Agreement: Collegis pricing for Phase I, development
f a comprehensive IT Plan. Cost not to exceed \$85,000.

proved for Payment _____
William J. Mariani, Interim President