

R+F

RECEIVED  
ERIE COUNTY LEGISLATURE

MEETING OF THE BOARD OF TRUSTEES

WEDNESDAY, JANUARY 27, 1999

1999 JAN 28 A 11:28

*Table of Contents*

Agenda . . . . . 1

Academic & Student Affairs Committee Report/President . . . . . 8

Budget & Finance Committee Report/President . . . . . 50

Buildings & Grounds Committee Report/President . . . . . 80

Personnel Committee Report/President . . . . . 89

Special Events . . . . .

New Business . . . . .

Other Items . . . . .

Adjournment . . . . .

3D-6

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 27,  
1 9 9 9

January Meeting of the Board of Trustees  
Wednesday, January 27, 1999  
5.00 p.m.  
Blue Board Room/South Campus

Agenda

I Roll Call

II Call to Order

III Approval of December 16, 1998 Minutes  
Meeting of the Board of Trustees

IV Report of the Chairman

V Report of the President

Special Announcements

A Matthew Deyermond - Elected to the Student Assembly Executive Committee.

B Yearly Report - Collegewide Accomplishments 1998-1999.

VI. Committee Reports

Academic & Student Affairs Committee Report/President  
(Meeting of January 19, 1999)

Pg. 8

Approved Denied Tabled

**For the Board's approval**

- 1 Affiliation Agreement between Thomas G. Lyons, D.C. and ECC, Medical Laboratory Technology/Medical Assisting Department.
- 2 Joint Admissions Program Agreement with University of Buffalo: an updated extension of the original November 15, 1995 agreement.
- 3 New Subcontractor & Grant procedures to expedite training implementation and to accelerate cash flow into the College
- 4 Placing Testing Pilot

Student Trustee Report

Budget & Finance Committee Report/President  
(Meeting of January 19, 1999)

Pg 50

Approved Denied Tabled

**For the Board's approval**

- 1 Check Report of all Payments 9/01/98-12/31/98.
- 2 Vendor Analysis of All Purchase Orders.  
9/01/98-12/31/98
- 3 Petty Cash Expenditures December 1998.  
North Maintenance - \$44.07  
North Campus - \$87.30  
South Campus - \$89.99

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

- 4 Uncollectible Student Account Receivables - January 1999.
- 5 Resolution: Disposal of Material - January 1999.
- 6 Creation of nine FT board-created instructor positions.
- 7 Creation of three Student Services Assistants positions.
- 8 Create Coordinator for Community Services position.

Buildings & Grounds Committee Report/President  
(Meeting of January 19, 1999)

Pg. 80

No report.

Personnel Committee Report/President  
(Meeting of January 19, 1999)

Pg. 89

Approved Denied Tabled

For the Board's approval

- 1 Review of personnel agenda
- 2 Appointments to the Citizens Advisory Council
- 3 Trustee Emeritus
- 4 Appointment of Faculty Member to serve as the President of the SUNY Faculty Council for academic years 1999-2000 and 2000-2001
- 5 Proposed Policy Change to expedite cash flow and customer training

VII. New Business

VIII Other Items

IX Schedule of Next Month's Committee Meetings

February Monthly Board Meeting - Wednesday, February 24, 1999  
North Campus

Committee Meetings Tuesday, February 16, 1999 or  
Wednesday, February 17, 1999

X Adjournment

**PERSONNEL ITEMS FOR ECC BOARD OF TRUSTEES/AGENDA FOR JANUARY 27, 1999:**

Corrections to December 16, 1998 BOT Agenda:

Delete Thomas A. McCarthy/watch Attendant/PT/Security/City - Declined

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Re- place	Job Group/ Step	Effective Date
<b>Reappoint/Promote:</b>				
Adams, Vanessa	Coor of Alumni Affairs/FT/Student Serv	A	9-1	01/28/99
Barnard, Donald	Instructor/FT/CIS/City	R	9-1	01/20/99
Gadikian, Maryangela	Instructor/FT/CIS/South	R	9-1	01/20/99
Gross, Elaine	Coll Adm Asst/FT/Business Office/Cent-S	R	6-1	02/01/99
Krakowiak, Mary A.	Payroll Clerk/FT/Payroll/Cent-S	R	5-0	03/01/99
Krasinski, Amy G.	Events Spec/FT/Public Relations/S	A	7-1	01/28/99
Lundin, Joseph	Tech Asst/FT/Comp Info Sys Tech/W	A	6-2	01/04/99
Marur, Thomas	Asst Academic Dean/FT/City	A	13-8	12/28/98
Mulawka, Bonnie	Sr Acct Clerk/FT/Payroll/Central-S	R	6-B	01/19/99
Robinson, Josephine	Laborer/RPT/Maintenance/City	R	3-2	01/28/99
Scalise, Leslie	Instructor/FT/English-Reading/City	R	9-1	01/20/99
Segarnick, Diana	Instructor/FT/English-Reading/North	R	9-1	01/20/99
Wachowiak, Annette	Laborer/RPT/Maintenance/North	R	3-2	01/28/99
<b>Leave Without Pay:</b>				
Gandolph, Susan J.	Sr Clk Steno/FT/Acad Dean/W		4-5	01/28/99- 07/29/99
Hanavan, Franklin W.	Laborer/RPT/Maintenance/S		3-5	12/19/98- 03/07/99
Kelly, John P.	Laborer/RPT/Maintenance/W		3-A	12/01/98- 05/05/99
Lundin, Joseph	Tech Asst/RPT/Sponsored		6-2	01/04/99- 01/04/00
Mariani, William J.	Ex Dean Work Force Dev/FT/Central		16-A	12/27/98- 12/28/99
Rovnak, Laurie B.	Sr Recruiter/FT/Stu Serv/North		10-6	01/16/99- 08/27/99
Tout, Michelle J.	Sr Counselor/FT/Counseling/S		13-6	11/13/98- 11/27/98
Wetzel, Ted R.	Asst Coord/FT/Stu Serv/North		9-8	12/03/98- 03/04/99
<b>Ext Sick Leave was</b>				
Coston, Charlotte M.	Coor Financial Aid/FT/City		12-8	12/07/98- 02/05/99
<b>Return from Leave without Pay:</b>				
Tesmer, Karen	Prin Counselor/FT/Sponsored		14-5	01/06/99
<b>Resignations:</b>				
Adam, Jane A.	Instr Supt Spec/PT/English/City		hrly	01/19/99
Gilani, Sanjay	Instructor/FT/CIS/City		9-1	01/25/99
Peck, Carol	Payroll Clerk/FT/Payroll/Central		5-0	01/29/99
Seiler, Michael A.	Watch Attendant/PT/Security/City		hrly	12/14/98
<b>Terminations:</b>				
Bartolotta, Marie	VP for Administration/PT/Central		17-A	01/12/99
Orlowski, Claire	Administrative Asst/PT/Budget/Central		hrly	01/01/99

**Request to Board Create:**

Nine (9) Instructor FT positions, JG 9-1 - Funding from the deletion of four (4) full-time Professor positions as a result of retirement.

Three (3) Student Services Assistants, FT, JG 11 - Funding from two (2) full-time retirements in Student Services

One (1) Coordinator Community Education, JG 12 - Funding from deletion of Asst. Coordinator Community education and funding from vacant position.

O'Neill, John J. - from Assoc Prof to Professor, JG 14-5

Part-time Appointments received after December 16, 1999 was typed:

Arnold, Eileen M.	Vocational Instr/Comm Serv	02/11/99
Askew, Leonard	Watch Attendant/Security/City	01/28/99
Barron, Cathleen A.	Asst Prof/Culinary Arts/City	01/26/99
Brisonet, Carlene N.	Student Asst/Library/North	01/25/99
Budzinaki, Matthew A.	Asst Prof/Physics/North	01/04/99
Cicero, Joseph	Laborer/Maintenance/City	01/28/99
*Davis, Claudette	Student Asst/DSS/City	11/30/98
Deren, Richard	Asst Prof/CIS/North	01/26/99
Fox, Dr. James	Asst Prof/Comm Serv/South	01/25/99
Gimbrone, Daniel	Laborer/Maintenance/South	01/28/99
Goss, Kristin C.	Asst Prof/Culinary Arts/City	01/26/99
Hapka, David M.	Watch Attendant/Security/City	02/01/99
Hardy, Michael	Student Asst/Library/City	01/25/99
*Kruse, Shannon	Student Asst/DSS/South	11/30/99
Martinez, Theresa	Counselor/Counseling/City	01/28/99
Maurer, Michael J.	Tutor/Bldg Mgt & Maint/City	01/27/99
Mullen, Thomas	Building Guard/Security/City	02/01/99
Perry, Edwin	Tech Asst/Computer Lab/City	02/01/99
Rivadeneira, Pedro R.	Voc Instr/Comm Serv/	01/23/99
Sandino, Donald S.	Watch Attendant/Security/South	01/28/99
Simmons, Andre	Watch Attendant/Security/City	02/01/99
Sweet, Tamara	Asst Prof/Dental Hygiene/North	01/29/99
Wozniak, Eunice	Sr Acct Clk/Human Resources/Central	01/19/99
Williams, Brontie	Mentor/EOP/City	12/21/98

\*Grant positions

Appointments to Citizens Advisory Council:

Joseph B. Hill, 121 Linwood Ave., Buffalo, NY 14209  
Coordinator of Community Outreach, The Center for Hospice & Palliative Care

Shawn Fagan-McCallie, 9 Bennett Village, Buffalo, NY  
Confidential Secretary to Judge, Buffalo City Court  
& Legal Secretary Instructor, Ken-Ton Schools

Reappointments to Computer Science Advisory Council:

Gerald Drinkard  
James D. Morgan  
Dr. Lawrence Scott  
Dr. Deborah Walters

Appointment to Computer Science Advisory Council:

John B. Tschaller, Director, Career Development, Computer Task Group Inc.  
192 Ruskin Rd., Eggertsville, NY 14226

Reappointment to Building Management & Maintenance/Building Trades Advisory Council:

James Hornwig

Appointments to Building Management & Maintenance/Building Trades Advisory Council:

Gary S. Ghosen, Custodian of Buildings & Grounds, ECC North  
66 Crystal Avenue, Buffalo, NY 14220

Scott McKee, Service Account Engineer  
1801 Ellwood Avenue, North Tonawanda, NY 14120

Appointments to Ophthalmic Dispensing Advisory Council:

Nancy Schrader, Coordinator of Optical Services, Health Care Plan  
11720 Parkwood Drive, Alden, NY 14004

Ann M. Jordan, Licensed Optician, Contact Lens Practitioner, Office Manager, Schutz  
Optical, Inc., 41 Deer Path, West Seneca, NY 14224

Consultant Fees and Appointments Presented for Board Approval on January 27, 1999:

COST

CONSULTANTS:

Sandra Golden & Associates, Inc.  
2490 Buckhurst Drive, Beachwood, Ohio 44122  
National consultant to community colleges in the area of marketing.  
Specifically focuses presentation and followup workshops on helping  
faculty and staff focus on programs, what they need to do and change,  
and what they want the marketing to accomplish.  
Keynote Speaker, College Day, March 12, 1999 \$ 3,000.00  
Requested by Dr. Gena Proulx

CENAPS Corporation, 17900 Dixie Hwy Suite 14, Homewood, Illinois 60430  
Services and Materials for Drug Training Seminar, November 7 & 8, 1998 7,303.50  
Requested by: Richard Washousky

American Precision Industries (API) 3,600.00  
2777 Walden Ave., Buffalo, NY 14225  
Grant reimbursement for training conducted for API Basco by  
Simatek Corp.; 11/19/96-11/21/96, 48 hrs @ \$75/hr  
Requested by Douglas Saxton, Corporate Training

American Precision Industries (API) 5,400.00  
2777 Walden Ave., Buffalo, NY 14225  
Grant reimbursement for training conducted for API Basco by  
Simatek Corp.; 5/11/98-5/15/98, 36 hrs @ \$150/hr  
Requested by Douglas Saxton, Corporate Training

American Precision Industries (API) 3,000.00  
2777 Walden Ave., Buffalo, NY 14225  
Grant reimbursement for training conducted for API Basco by  
JMR Systems, Inc; 4/21/98-5/1/98; 20 hrs @ \$150/hr  
Requested by Douglas Saxton, Corporate Training

Erie I Boces 4,200.00  
355 Harlan Drive, West Seneca, NY 14224  
Training Services for Ford Stamping Plant Woodlawn  
09/01/98 - 12/31/98; 60 hrs @ \$70/hr  
Requested by Douglas Saxton, Corporate Training

Center for Integrated Manufacturing Studies, RIT/CIM sprint 4,000.00  
111 Lomb Memorial Drive, Rochester, NY 14623  
Training Services for Flexo-transparent, Buffalo  
prior to 3/31/99; 80 hrs @ \$50/hr  
Requested by Douglas Saxton, Corporate Training

Mentholatum Company, inc, 707 Sterling Drive, Orchard Park, NY 14127  
Reimbursement for services: Manufacturing Resource Planning Training  
9/1/98 - 12/31/98; 92 hrs @ \$150/hr 13,750.00  
Requested by Douglas Saxton, Corporate Training

Hayden Precision Industries, Inc, 3902 California Rd., Orchard Park, NY 14127  
Reimbursement for Services: Team Training and Problem Solving,  
2/16/98 - 6/16/98; 60 hrs. @ \$95/hr by Crotty Assoc. 5,700.00  
Requested by Douglas Saxton, Corporate Training

Approved for Payment \_\_\_\_\_

William J. Mariani, Interim President

DISK: BOT  
DOC: BOT-JAN.99

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 12,  
1 9 9 9

Erie Community College  
Board of Trustees  
Academic & Student Affairs Committee Meeting  
Tuesday, January 19, 1999  
4:00 p.m.  
President's Board & Conference Room/City Campus

AGENDA

Approved   Denied   Tabled

**For the Board's approval:**

1. Affiliation Agreement between Thomas G. Lyons, D.C. and ECC, Medical Laboratory Technology/Medical Assisting Department - Sal Manuele.
2. Joint Admissions Program Agreement with University of Buffalo: an updated extension of the original November 15, 1995 agreement - Susan Felser.
3. New Subcontractor & Grant procedures to expedite training implementation and to accelerate cash flow into the College - Carrie Kahn.

**For the Board's information:**

1. Student Trustee Guidelines - Dan Penfold.  
( Page 10)
2. Futures Task Force: Program Plan in Response,  
"A Review of ECC Budget & Financial Matters"  
Dr. Gena Proulx & Austin Scaccia (Page 13)
3. Chancellor's Certificate of Leadership.
4. Student Concerns Status - Dennis DiGiacomo.
5. Placement Testing Pilot - Dan Penfold.
6. Financial Aid Consolidation - Dan Penfold.

Approved   Denied   Tabled

Follow-up Action Items

STUDENT TRUSTEE REPORT

For the Board's approval

For the Board's information

Update on Financial Aid and ASC

Follow-up Action Items

**DRAFT**

**GUIDELINES FOR THE OFFICE OF STUDENT TRUSTEE**

**The Student Trustee is required to meet the standards of eligibility as outlined below:**

1. To become and remain eligible for Student Trustee or be a candidate for the office, a student must be registered for 11 or more credit hours, matriculated in a program, maintain appropriate academic standing and be assigned to an advisor.
2. Any student who as a result of pre-testing must elect three remedial courses is ineligible. These courses must be successfully completed prior to becoming eligible and must be taken during the student's first semester at the College.
3. During the first semester of attendance, the student must earn a quality point average of 2.0. The QPA will be calculated on the basis of all courses completed. For the second and all subsequent semesters, the student must earn a 2.0 cumulative quality average for all courses attempted and be in program pursuit. Program pursuit will be verified through the use of degree audit.
4. Transfer students must earn a minimum QPA of 2.0 if they have completed one semester or more as a full-time and matriculated student in a program from the transfer institution.
5. The election of the Student Trustee is concurrent with the college-wide SGA elections in April of each year. The term of Student Trustee is one calendar year starting in July.
6. If the Student Trustee withdraws from courses bringing him/her under the prescribed level of course work during their term of office, they will no longer be eligible to serve.
7. Any student who holds the office of president of any school organization and/or Executive Board member of SGA, is not eligible for Student Trustee, except upon forfeiture of that office.
8. The Student Trustee shall be elected by the total student body of all three (3) campuses. The person receiving a simple majority of the votes cast at this election shall be deemed Student Trustee. The second highest total shall be deemed Alternate.

**The following are the duties and responsibilities of the Student Trustee:**

1. The Student Trustee is a representative of the three (3) Student Government Associations, to the Board of Trustees. The Student Trustee serves as a spokesperson on the Board of Trustees for the Student Government Associations of all three (3) campuses and the student body.
2. It will be the Student Trustee's responsibility prior to any Board of Trustee's meeting, to collect from the Student Government Associations on all three (3) campuses, information that requires presentation to the Academic and Student Services Subcommittee of the Board of Trustees.
3. It will be the responsibility of the Student Trustee to keep all three (3) Student Government Associations informed of any and all Board actions, whether they apply to that particular campus or not.
4. It will be the responsibility of the Student Trustee to inform the Student Government Associations of all three (3) campuses of the content of his/her monthly report that is made to the Board of Trustees before the presentation of any information. This report can be either verbal or written.
5. The Student Trustee shall meet with the Student Government Association Executive Board at each campus at least once a month, or more often if requested.
6. The Student Trustee shall hold a joint meeting of all three (3) Student Government Association Executive Boards at least once each semester. Meeting dates and known agenda items shall be given to each Executive Board no later than one week prior to any meeting.
7. The Student Trustee shall not use his/her position as Trustee to promote his/her personal opinion to the Board of Trustees, in opposition to the opinions of the Student Government Associations.

**Removal of the Student Trustee from Office**

1. If the Student Trustee is removed or resigns from office, replacement can take place in one of two ways:
  - (a) The runner-up/Alternate shall assume the office for the remainder of the year.
  - (b) If this is not possible, then the following shall occur:
    - 1.) Agreement of new appointment to position of Student Trustee by the three (3) Student Government Association Executive Boards,  
or
    - 2.) Election of a new Student Trustee by all three (3) campuses within one month's time of the loss of the Student Trustee.

2. The Student Trustee shall be automatically dismissed from office if he/she misses two (2) consecutive Board of Trustee meetings, unless excused by the Board of Trustees of the College.
3. To impeach or remove the Student Trustee, a petition must be presented to the Judicial Grievance Committee of each campus. The committees shall then review and make recommendations to the Student Government Associations Executive Boards in writing. The three (3) Executive Boards (City, North, South) will set up a joint hearing at which the Student Trustee will be present to hear the charges and present his/her case. The Student Government Association Executive Boards will then vote, with a simple majority vote necessary to impeach. The Dean of Students of each campus (or his/her designee) will also be present. If impeached, the Student Trustee immediately loses his/her office.
4. The entire impeachment process will be concluded within a 60-day period and be reviewed by the Vice President for Student Affairs.

#### **Student Trustee's Budget**

1. The newly elected Student Trustee will submit his/her proposed budget to the Auxiliary Services Corporation at the same time that others are due for approval.
2. If there is agreement by the three (3) Student Government Associations that the Student Trustee is not performing and/or meeting duties and responsibilities as outlined, the three (3) Executive Boards will demand a meeting with the Student Trustee to discuss the problem; Student Trustee must comply to this demand.
3. If not satisfied with this meeting, or the Student Trustee refuses to meet, all three (3) Student Government Association Executive Boards will recommend to the ASC that the Student Trustee Budget be frozen.
4. The ASC will allow the Student Trustee ample time at an ASC Board meeting to respond to the recommendations made by the Student Government Associations.

DP mah  
1/8 98

**COLLEGE PROGRAM PLAN  
IN  
RESPONSE  
TO**

**DRAFT**

**“A REVIEW OF ERIE COMMUNITY COLLEGE  
BUDGET AND FINANCIAL MATTERS”**

13

**A Report of the Erie County Division of  
Budget, Management, & Finance  
April 22, 1998**

EXHIBIT B  
1/19/99 Meeting of the  
Academic & Student Affairs Committee  
Board of Trustees/ECC

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

**Goal 1: Develop three-year plan**

**Objective: To reduce costs through collegewide changes**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
1.1 Configure a Futures Task Force to address county recommendations	a) Develop membership list b) Set meeting date c) Set agenda	<ul style="list-style-type: none"><li>• President</li><li>• VPAA</li></ul>	Fall 1998 - Jan '99

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Short-Term

**Goal 2A: Use the SUNY state average as the benchmark for student-faculty ratio**

**Objective: To make academic programming both efficient and effective**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
1 1 Increase class enrollments	Continue to monitor semester course schedule	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• Academic Deans</li> <li>• Assistant Deans</li> <li>• General Studies Coordinators</li> <li>• Department Heads</li> <li>• Department Chairs</li> <li>• Scheduling Chairs</li> </ul>	ongoing
1 2 Increase lab enrollments	a) Maintain all lab equipment so class size is maximized b) Budget for maintenance support, replacement, and additions of equipment	<ul style="list-style-type: none"> <li>• CAFO</li> <li>• VPAA</li> <li>• Department Heads</li> <li>• Department Chairs</li> <li>• Campus technology staff</li> </ul>	ongoing

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Short -Term

**Goal 2B: Use the SUNY state average as the benchmark for student-faculty ratio**

**Objective: To increase enrollment in programs**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
2 1 Market Programs	a) Implement new marketing plan b) Market <u>specific</u> programs as previously identified by the academic deans	<ul style="list-style-type: none"> <li>• Assistant to the President</li> <li>• Academic Deans</li> </ul>	Immediately
2 2 Centralize registration	Study the effectiveness of the phone registration pilot	<ul style="list-style-type: none"> <li>• VPSA</li> </ul>	Feb. '99
2 3 Actively Recruit	Create and implement recruitment plan that coordinates with marketing plan and Long Range Plan	<ul style="list-style-type: none"> <li>• Director of Recruitment</li> </ul>	
2.4 Simplify intake process	a) Explore computerized placement b) Explore additional placement test waivers c) Coordinate transfer credits	<ul style="list-style-type: none"> <li>• VPSA</li> </ul>	

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Short -Term

**Goal 2B: Use the SUNY state average as the benchmark for student-faculty ratio**

**Objective: To increase enrollment in programs**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
2.5 Expand alternative methods of course delivery on campuses and in the community	a) Expand schedule for distance learning courses b) Off-site courses including high schools and corporate settings c) Hire support staff to direct action	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• Academic Deans</li> <li>• New assignee???</li> </ul>	Immediately
2.6 Set retention goals and assess outcomes	Identify goals by campus and division	<ul style="list-style-type: none"> <li>• VPSA</li> <li>• Dean of Retention</li> </ul>	Set goals immediately, assess annually
2.7 Simplify program development process	Revise and streamline the <u>entire</u> curriculum development process	<ul style="list-style-type: none"> <li>• VPAA</li> <li>• Academic Deans</li> <li>• College Curriculum Committee Chair</li> </ul>	Spring '99

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Short-Term

**Goal 3: Consolidation of duplicate programs and services**

**Objective: Concentrate similar programs which require heavy investments in technology on one campus, as demonstrated by UB's concentration on health sciences at its south campus**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
1 Conduct a formal study based on the impact on students and program delivery	a) Examine duplicate academic programs b) Examine duplicate student services c) Examine effective delivery of administrative services d) Examine effective utilization of facilities	<ul style="list-style-type: none"> <li>• President</li> <li>• Director of Institutional Research</li> <li>• Campus Planners</li> <li>• Union Representatives</li> <li>• External Consultant</li> </ul>	Spring/ Summer '99
2 Improve technology	Implement advanced technology to improve: a) Academic programs b) Student services c) Delivery of administrative services	<ul style="list-style-type: none"> <li>• President</li> <li>• Director of Institutional Research</li> <li>• Campus Planners</li> <li>• Union Representatives</li> <li>• External Consultant</li> </ul>	To be determined by technology plan

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Long-Term

**Goal 4A: Exploration of regionalization of programs with area community colleges**

**Objective 1: To become Western New York's lead training agency**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
1.1 Work more closely with employers	a) Establish routine meetings with corporate leaders b) Survey industry for college's role in training/welfare development for specific business groups c) Develop foundation giving campaign	<ul style="list-style-type: none"><li>• President</li><li>• Foundation President</li><li>• Executive Dean WFD</li><li>• Career Resource Centers</li><li>• Director of Institutional Research</li></ul>	Fall '99
1.2 Expand class offerings in the community	a) Assess needs of housing units, community organizations, church groups, Urban League, etc. b) Increase involvement in community activities	<ul style="list-style-type: none"><li>• VPSA</li><li>• Executive Dean WFD</li><li>• Recruitment Team</li></ul>	Fall '99

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Long - Term

**Goal 4B: Exploration of regionalization of programs with area community colleges**

**Objective: To become Western New York's academic leader bridging high schools and four-year colleges**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
2.1 Enhance image with area high schools	Strengthen communication linkages	<ul style="list-style-type: none"> <li>• Director of Recruitment</li> </ul>	Fall '99
2.2 Facilitate transfer process	Market articulation agreements w/secondary schools & 4 year institutions	<ul style="list-style-type: none"> <li>• Assistant to President</li> <li>• Director of Recruitment</li> <li>• Transfer Counselors</li> </ul>	Fall '99
2.3 Develop regional long range strategies for articulation and transfer ability	a) At the President's consortia explore minimizing duplicate effort b) Increasing communications among the leadership of area colleges	<ul style="list-style-type: none"> <li>• President</li> </ul>	Spring '99
2.4 Become lead institution in specific academic initiative	a) Re-examine college mission b) Promote unique programs	<ul style="list-style-type: none"> <li>• President</li> <li>• Director of Public Relations</li> </ul>	Fall '99

# **ERIE COMMUNITY COLLEGE**

## **1998 - 2001 PLAN**

### **Long-Term**

**Goal 4B: Exploration of regionalization of programs with area community colleges**

**Objective: To become Western New York's academic leader bridging high schools and four-year colleges**

<b><u>Action</u></b>	<b><u>Activities</u></b>	<b><u>Assignee</u></b>	<b><u>Timeline</u></b>
2.5 Expand successful preparatory activities for high school students to assist them in bridging to ECC	a) Identify successful preparatory activities b) Identify funding sources	<ul style="list-style-type: none"><li>• VPAA</li><li>• VPSA</li><li>• Academic Team</li></ul>	Spring '99

# ERIE COMMUNITY COLLEGE

## 1998 - 2001 PLAN

### Long - Term

**Goal 5: Evaluate the feasibility of continuing ATC lease**

**Objective 1: Analyze the alternatives to ATC lease and the cost benefits of each**

<u>Action</u>	<u>Activities</u>	<u>Assignee</u>	<u>Timeline</u>
1 1 Re-examine the concept & purpose of ATC	Determine whether state reimbursement can be continued	<ul style="list-style-type: none"> <li>• President</li> <li>• CAFO</li> </ul>	Spring '99
1 2 Re-examine the existing programs housed at the ATC site	Determine need: a) CAST program b) Law Enforcement Academy c) Mfg. Tech. program	<ul style="list-style-type: none"> <li>• Executive Dean WFD</li> <li>• Academic Dean/Allied Health and Technologies</li> </ul>	Spring '99
1 3 Identify available space on campuses and/or other lease opportunities	a) Determine student population and impact of relocation b) Estimate cost of renovation and relocation c) Compare cost/benefit of each alternative location	<ul style="list-style-type: none"> <li>• CAFO</li> <li>• VPSA</li> </ul>	Fall '99
1 4 If required, relocate programs	Complete renovations and move equipment	<ul style="list-style-type: none"> <li>• Director of Buildings &amp; Grounds</li> </ul>	

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 22,  
1 9 9 9

Erie Community College  
Board of Trustees  
Academic & Student Affairs Committee Meeting  
Tuesday, January 19, 1999  
4:00 p.m.  
President's Board & Conference Room/City Campus

MINUTES

Present: Patricia Krzesinski, Chairman, David Masse, William J. Mariani, William Reuter, Dr. Gena Proulx, Daniel Penfold, Jerry Voskerichian, Lance Konkle, Salvatore Manuele, Jeannette Molina, Beverly Slichta, Dennis DiGiacomo, Barbara House, Dr. Gene Grabiner, Matthew Deyermond, Scott Nitterauer, Michael Washington, Jill Rowell, Sarah Ruggles, Erika Melson, Jeffrey Burke

Approved    Denied    Tabled

**For the Board's approval:**

- |    |                                                                                                                                  |   |
|----|----------------------------------------------------------------------------------------------------------------------------------|---|
| 1. | Affiliation Agreement between Thomas G. Lyons, D.C. and ECC, Medical Laboratory Technology/Medical Assisting Department.         | X |
| 2. | Joint Admissions Program Agreement with University of Buffalo: an updated extension of the original November 15, 1995 agreement. | X |
| 3. | New Subcontractor & Grant procedures to expedite training implementation and to accelerate cash flow into the College.           | X |
| 4. | Placement Testing Pilot.<br>(Page 26)                                                                                            | X |

**For the Board's information:**

1. Chancellor's Certificate of Leadership.
2. Student Concerns Status - Dennis DiGiacomo.  
(Page 27)
3. Financial Aid Consolidation - Dan Penfold.  
(Page 29)

Approved   Denied   Tabled

**Follow-up Action Items:**

1. Futures Task Force: Program Plan in Response,  
"A Review of ECC Budget & Financial Matters"  
Dr. Gena Proulx .

President Mariani thanked the Members of the Futures Task Force for their efforts in submitting a College Program Plan in response to the County's review of the College's budget. After review of the recommendations and initiatives in the Plan, Dr. Proulx and Mr. Reuter will submit a cost analysis of the Task Force's recommendations.  
Time line - March 1999.

2. Student Trustee Guidelines - Dan Penfold. (Page 32)

Correspondence from Trustee Burton indicating his concerns regarding portions of the draft guidelines was distributed and reviewed. Vice President Penfold noted that changes in the draft document in reference to Trustee Burton's concerns have been implemented. At the request of Student Trustee David Masse, the draft guidelines will be forwarded to the County Attorney's Office for review. After review and approval by the campus Student Government Associations, the guidelines will be submitted for approval to the Board of Trustees.

**STUDENT TRUSTEE REPORT**

**For the Board's approval:**

**For the Board's information:**

Update on Financial Aid and ASC.

The Executive Director of the ASC, Jerry Voskerichian, reviewed the SGA and Publications fund balances as of November 1998. Sarah Ruggles, the editor of the Downtown Student Press, will review the DSP fund balance with Mr. Voskerichian.

Trustee Masse commended the staff for their efforts in response to student concerns regarding course offerings. He also expressed thanks for addressing student concerns regarding the Financial Aid Office.

**Follow-up Action Items:**

The Administration will follow up on the following:

1. Student discount passes for public transportation - Bruno Pistrin.
2. Clarification of Tuition Installment Plan (TIP) program for students who are late registrants - Dan Penfold.

**OTHERS:**

1. "Better Beginning " Pilot Program. (Page 45)
2. Partnership Agreement for the Establishment of Army Reserve Officers' Training Corps Instruction at ECC. (Page 47)

dc/jk



**TO:** Dan Penfold  
**FROM:** Bruno Pistrin  
**DATE:** January 15, 1999  
**RE:** Placement Test Waiver

EXHIBIT A  
1/19/99 Meeting of the  
Academic & Student Affairs Committee  
Board of Trustees/ECC

As per your request I have contacted several community colleges to ascertain if and how students obtain waivers for placement testing.

Colleges contacted are:

Niagara County Community College  
Monroe Community College  
Suffolk Community College

Requirements for waiver are:

Niagara CCC:  
SAT Math score 500 or better  
SAT Verbal score 500 or better  
11th grade Regents Math 65 or better  
11th grade English 90 or better

Monroe CC:  
SAT Math score 500 or better  
SAT Verbal score 500 or better  
Regents Math B or better  
Regents English B or better

Suffolk CC:  
SAT Math score 500 or better  
SAT Verbal score 500 or better

Based on the above information we recommend that the college adopt a policy that would allow students to be exempted from placement testing based on one or both of the following criteria:

- A. Math SAT of 500 or better  
Verbal SAT of 500 or better
- B. Regents Math III with a grade of B (85) or better
- C. Regents English II with a score of B (85) or better

BP/jmf

**ERIE COMMUNITY COLLEGE**  
STATE UNIVERSITY OF NEW YORK  
NORTH CAMPUS

605 Main Street • Westport, New York 10571-7005  
Telephone: 716-634-6000 • Facsimile: 716-651-4439  
Affirmative Action/Equal Opportunity Employer

**DEAN OF STUDENTS RESPONSE TO  
STUDENT CONCERNS EXPRESSED AT THE DECEMBER 7, 1998 FORUM  
AND THE MEETING AFTER STUDENT RALLY ON DECEMBER 8, 1998**

After speaking with the Nursing Coordinator we found that Nursing Courses are offered semester by semester in the sequence in which the program takes place. Students who find themselves out of sequence and must repeat a particular course in Nursing the following semester may have to take it at a different campus because there are not enough students on the particular campus to offer it every single semester. This may become an issue for students who are out of sequence.

A Physics problem has to do with not enough students registering for particular physics courses at City Campus and, thus, the course not being offered. The College has assured students that if enough students are interested in taking a particular course and sign up to take that course, it will be added to the schedule. The criminal justice problem of no evening courses must be explored with the Criminal Justice Department and the Academic Dean's office.

Students opposing being bussed to other campuses relating to completion of their academic program It has been determined that students who start in a particular program at a campus should be allowed to complete that program at that campus. In the event that this does not occur and a special hardship is indicated by the student, the college will make every effort to work something out to assist the student. In most instances there should not be any problem with the student continuing and completing coursework at the campus in which they started. In addition, it was determined that students will be made aware upon program acceptance in particular majors if they may not be able to complete at the campus at which they start.

Child Care needs can be taken care of at each campus. As of January we will have an on-campus Child Care Center at each campus and students may register their child there. If a student registers his or her child at a particular Child Care Center and then must travel to other campuses and leave the child at one campus Child Care Center, the Security Officers will assist the student to get back to where their child is as quickly as possible in the event of an emergency.

The CIS program having adequate course offerings for day and evening will be looked at through the academic unit and the academic dean in charge of that program.

Student Service Departments work closely with Department of Social Services to assist CWEP students when they enter the college.

Various concerns about mis-advisement and financial aid have been dealt with in the following manner. The College has begun a large scale use of the degree audit program. This program through computer usage give students a complete picture of where they stand in terms of courses completed and what is needed in order to reach their degree goals. We have done a degree audit on each of the students who came forward at the December demonstration and indicated a need. These students are being met with individually to discuss what their needs are and to make sure they are aware of where they stand in terms of their curriculum and course goals.

The financial aid offices have been worked with in terms of sensitizing their staffs to the needs of students. All three financial aid departments have met with administration in order to discuss this situation and sensitivity sessions are being set up very soon to assist with those needs. In addition the coordination of the three financial aid departments is being examined.

A concern was raised at the December 8th meeting regarding students who qualify for the Honors Program but have difficulty being included in that program due to their specific curriculum requirements. This is being examined and discussed with various curricula and with the Academic Deans in order to determine whether, in fact, students may be in Honors Programs as well as continuing with their curriculum of choice.

Issues regarding students coming to College strictly for financial aid and not interested in obtaining a degree or completing a course successfully are dependant upon State and Federal laws. The college adheres to these laws completely. Changes require lobbying elected officials.

Questions about pre-testing and retaking the test; since the college has adopted the ACT/ASSET program, we are examining the developmental course situation to determine if all the students who take developmental courses must continue to take developmental courses at the same high rate.

The need for more information and activity for evening students will be brought to the Student Government Association as well as the Coordinator of Student Activities in order to make improvement in information dissemination to, and student activities for, evening students.

The students have agreed with administration that the student newspaper will devote a page in each issue for administrative information from the college. In addition, the newspaper is asking students who have individual concerns based upon the master course schedule and any other kinds of concerns to make them known to the school newspaper. It will get that information to the Dean of Students office in order to assist those individual students.

A Social Event for the entire campus is a good idea, especially around holiday time. The City Campus did have an event on December 9th with Choir and refreshments for all on campus.

It has been agreed that a delegation of student leaders will be appointed by students to meet regularly with the Dean of Students on the campus to talk about any campus student concerns. We are awaiting the names of those students from the student leaders who were at the December 8th meeting.

Finally, students expressed a great deal of concern over what they felt was a requirement that was in the master course schedule. If any course was to be added another course within that department must be deleted. This has been discussed with administration and there is not a hard and fast rule relating to this but in fact as previously stated courses which have enough students will be allowed to run and there won't necessarily be a deletion of another course which also has enough students to run.

1/19/99 Meeting of the  
Academic & Student Affairs Committee  
Board of Trustees/ECC



*Daniel Penfold*  
*Acting Vice President for Student Affairs*

TO: Financial Aid Office Staff - City/North/South  
FROM: Daniel Penfold, Acting Vice President for Student Affairs  
DATE: January 5, 1999  
SUBJ: STAFF MEETING

There will be a meeting of the College's Financial Aid staff, both full-time and part-time, in the North Campus Board Room (G100) at 10:00 a.m. on January 12, 1999.

The attached will be discussed. Please be on time; this meeting will last no more than one hour.

Thank you

mah  
attachment

c D. DiGiacomo  
B. Pistrin  
M. Tresmond  
D. Willis

**IMPROVING CUSTOMER SERVICE  
IN THE FINANCIAL AID OFFICE**

Action Items	Lead Person/Committee	Completion Date
<p>Customer Satisfaction Survey Create survey. Send out with current mailings to students. Review results.</p>	FAO	Dec '98
<p>Customer Service Training Arrange customer service workshop for all student services personnel. Attend NYSFAAA Staff Support Workshop offered every spring.</p>	Human Resources FAO/NYSFAAA	Annually
<p>Staff Office Self-Assessment: Directors will review staff personnel. Make recommendations to campus dean. Directors will visit each campus operation to share information and work toward consistency. Review office atmosphere to make it more inviting (posters, signage, etc.)</p>	FAO	Nov '98
<p>Cross-training Train EOP counselors and/or other student services personnel to work in financial aid during peak periods.</p>	FAO/Deans	on-going
<p>Task Force Establish task force to review each FA campus operation, identify strengths/weaknesses, recommendations to VP Student Affairs.</p>	Deans of Students	Dec '98

## Centralizing the Financial Aid Office at ECC

### Recommendations

(long term)

New position Senior College Financial Aid Director will set packaging philosophy, funding levels, policy & procedures for the campuses; responsible for all fiscal operations relating to financial aid for students.

- One Title IV code, possibly maintain branch identification numbers.
- Pell payment documents will be processed centrally
- One annual fiscal operations and application report (FISAP) for the college.
- Operation could include centralizing the NYS TAP certification process.

Campuses will be responsible for packaging aid for their students, verification, electronic corrections, as well as student/parent counseling & workshops

#### Advantages

- Transferability of aid package when student changes campus
- Uniform awards across campuses
- Merge three separate FISAP reports into one
- College has control over federal campus-based funds
- Streamline campus operations, maintain consistency across campuses

#### Major Obstacles

Cannot change operations within an award year (July 1 – June 30). Must determine rather quickly if Title IV code change can be accomplished for the 1000-2000 award year – contacting the Campus Consolidation & Certification Office (DE) should be the first step

## **DRAFT**

### **GUIDELINES FOR THE OFFICE OF STUDENT TRUSTEE**

**The Student Trustee is required to meet the standards of eligibility as outlined below:**

1. To become and remain eligible for Student Trustee or be a candidate for the office, a student must be registered for 11 or more credit hours, matriculated in a program, maintain appropriate academic standing and be assigned to an advisor.
2. Any student who as a result of pre-testing must elect three developmental courses is ineligible. These courses must be successfully completed prior to becoming eligible and must be taken during the student's first semester at the College.
3. During the first semester of attendance, the student must earn a quality point average of 2.0. The QPA will be calculated on the basis of all courses completed. For the second and all subsequent semesters, the student must earn a 2.0 cumulative quality average for all courses attempted and be in program pursuit. Program pursuit will be verified through the use of degree audit.
4. Transfer students must earn a minimum QPA of 2.0 if they have completed one semester or more as a full-time and matriculated student in a program from the transfer institution.
5. The election of the Student Trustee is concurrent with the college-wide SGA elections in April of each year. The term of Student Trustee is one calendar year starting in July.
6. If the Student Trustee withdraws from courses bringing him/her under the prescribed level of course work during their term of office, they will no longer be eligible to serve.
7. Any student who holds the office of president of any school organization and/or Executive Board member of SGA, is not eligible for Student Trustee, except upon forfeiture of that office.
8. The Student Trustee shall be elected by the total student body of all three (3) campuses. The person receiving a simple majority of the votes cast at this election shall be deemed Student Trustee. The second highest total shall be deemed Alternate.

**The following are the duties and responsibilities of the Student Trustee:**

1. The Student Trustee is the elected representative of the student body. Each campus also elects students to be their representatives to their campus Student Government Associations. All elected students shall work cooperatively together.
2. It will be the Student Trustee's responsibility prior to any Board of Trustee's meeting, to collect from the Student Government Associations on all three (3) campuses, information that requires presentation to the Academic and Student Services Subcommittee of the Board of Trustees.
3. It will be the responsibility of the Student Trustee to keep all three (3) Student Government Associations informed of any and all Board actions, whether they apply to that particular campus or not.
4. It will be the responsibility of the Student Trustee to inform the Student Government Associations of all three (3) campuses of the content of his/her monthly report that is made to the Board of Trustees before the presentation of any information. This report can be either verbal or written.
5. The Student Trustee shall meet with the Student Government Association Executive Board at each campus at least once a month, or more often if requested.
6. The Student Trustee shall hold a joint meeting of all three (3) Student Government Association Executive Boards at least once each semester. Meeting dates and known agenda items shall be given to each Executive Board no later than one week prior to any meeting.

**Removal of the Student Trustee from Office**

1. If the Student Trustee is removed or resigns from office, replacement can take place in one of two ways:
  - (a) The runner-up/Alternate shall assume the office for the remainder of the year.
  - (b) If this is not possible, then the following shall occur:
    - 1.) Agreement of new appointment to position of Student Trustee by the three (3) Student Government Association Executive Boards,  
or
    - 2.) Election of a new Student Trustee by all three (3) campuses within one month's time of the loss of the Student Trustee.
2. The Student Trustee may be removed for violation of the Student Code of Conduct as contained in the College Catalog.

3. To impeach or remove the Student Trustee, a recall petition must be presented to the SGA Judicial Grievance Committee of each campus. The committees shall then review and make recommendations to the Student Government Associations Executive Boards in writing. The three (3) Executive Boards (City, North, South) will set up a joint hearing at which the Student Trustee will be present to hear the charges and present his/her case. The Student Government Association Executive Boards will then vote, with a simple majority vote necessary to impeach. The Dean of Students of each campus (or his/her designee) will also be present. If impeached, the Student Trustee immediately loses his/her office.
4. The entire impeachment process will be concluded within a 60-day period and be reviewed by the Vice President for Student Affairs.

#### **Student Trustee's Budget**

1. The newly elected Student Trustee will submit his/her proposed budget to the Auxiliary Services Corporation at the same time that others are due for approval.
2. If there is agreement by the three (3) Student Government Associations that the Student Trustee is not performing and/or meeting duties and responsibilities as outlined, the three (3) Executive Boards will demand a meeting with the Student Trustee to discuss the problem; Student Trustee must comply to this demand.
3. If not satisfied with this meeting, or the Student Trustee refuses to meet, all three (3) Student Government Association Executive Boards will recommend to the ASC that the Student Trustee Budget be frozen.
4. The ASC will allow the Student Trustee ample time at an ASC Board meeting to respond to the recommendations made by the Student Government Associations.

DP.mah  
Revised 1/22/99

Erie Community College-South  
S-4041 Southwestern Blvd.  
Orchard Park, NY 14127  
(716) 851-1630

**MEMORANDUM**

TO: Dan Penfold, Vice President of Student Affairs

FROM: Scott Nitterauer, President SGA, South  
Mathieu Sanders, President SGA, North  
Michael Washington, President SGA, City

DATE: 20 NOV 98

RE: Student Trustee

The three SGA's are concerned with lack of participation, effort and the constant lying we have had to deal with in regards to our Student Trustee, David Masse. We are formally requesting the procedure to have our Student Trustee replaced as soon as possible so that the position is filled by someone who will do the job and represent the student body of Erie Community College.

Some of the problems have been lack of attendance to campus SGA functions and meetings. Due to the lack of participation on his behalf the Board of Trustees has not received the information we would have hoped. David has also outright lied to the campus SGA's in regards to how he was planning to vote on certain issues that have affected the SGA's.

Your time and immediate attention to this will be appreciated.

1998  
F/STUDENT AFF.

Student Government Association



*Daniel Penfold*  
*Acting Vice President for Student Affairs*

TO: Richard Roseboro, SGA President/North  
Michael Washington, SGA President/City  
Scott Nitterauer, SGA President/South

FROM: Daniel Penfold, Acting Vice President for Student Affairs

DATE: December 1, 1998

SUBJ: MEETING WITH STUDENT TRUSTEE

I am in receipt of your memorandum dated November 20, 1998. I have been in contact with Mr. Masse regarding your concerns. I would like to schedule a meeting where the four of you could get together to discuss the issues and come to some resolution. I will be in contact with you regarding possible meeting dates.

Thank you.

DP/mah

c Paul Hodan, Interim Dean of Students/North (w/att.)  
Dennis DiGiacomo, Interim Dean of Students/City (w/att.)  
Marcia Tresmond, Dean of Students/South (w/att.)



*Daniel Penfold*  
*Acting Vice President for Student Affairs*

Mr. David Masse  
53 Progressive Avenue  
Buffalo, New York 14207

Dear David:

Pursuant to our conversation, I received the attached letter. Please let me know when you are available to meet with the three SGA Presidents.

I would like to mediate this as soon as possible.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Penfold".

Daniel Penfold  
Acting Vice President for Student Affairs

mah  
attachment



trustees are local officers for purposes of the Public Officers Law (1982 OpAG (Inf) 107). The opinion excepted student trustees who at the time of the opinion lacked the right to vote and were considered then not to exercise any governmental power. When in 1985 legislation was enacted to give student trustees the right to vote, and in a response to an inquiry by University Counsel, the Attorney General opined that student trustees, like other trustees, were local officers, but with different qualifications for office than the other local officer trustees (see OpAG No P85-14, copy attached). The Attorney General opined that the residency requirements applicable to other trustees did not apply to the student members who, by specific direction of the Legislature set forth in statute, are selected by and representatives of the student body and not the local sponsor. At any rate, the Public Officers Law contains no provisions of general applicability with respect to the removal of local public officers. (see, however, POL§33(1), which would apply to the removal of community college trustees appointed by the Governor, and POL §36 applicable to certain local public officers not relevant here).

If by chance the rules and regulations of the representative campus student association of Erie Community College does not contain provisions for the removal of the student trustee, one option is to advise the association to promulgate such provisions. At a minimum, such provisions would require that the student trustee receive written charges and an opportunity to rebut.

cc R. Brown

(7) assure the preparation of documents needed for orientation and guidance of students attending the college.

*Historical Note*

Sec. filed Dec. 13, 1968, and filed Aug. 4, 1977 eff. Aug. 4, 1977.

**§ 604.4 Student members of boards of trustees.**

(a) *General procedures.* The following guidelines shall govern the rules and regulations to be promulgated regarding the election of the student members of boards of trustees:

(1) The *representative campus student association*, hereinafter referred to as the *association*, shall mean the campus duly recognized representative student governance organization. Where more than one representative student governance organization has been recognized at any campus, representatives of each shall advise, consult and share responsibility for the preparation and promulgation of rules and regulations in such manner as may be mutually agreed upon.

(2) The association, or such organization as may be mutually agreed upon pursuant to this subdivision in the case of multiple student governance organizations prior to October 1, 1975, or as soon thereafter as may be practicable, shall conduct an election and certify a successful candidate to the chairman of the board of trustees. Such member-elect shall hold office from October 1, 1975. In each succeeding year, the election shall be conducted prior to July 1 and each elected member shall serve for one calendar year.

(b) *Guidelines.* The rules and regulations to be promulgated by the association, or in such manner as may be mutually agreed upon pursuant to paragraph (1) of subdivision (a) of this section in the case of multiple student governance organizations, shall fix and define the following:

- (1) the time and place of such election;
- (2) the eligibility of electors, except that eligibility shall not be limited to undergraduate students or full-time students only;
- (3) the manner of qualifying as a candidate for election, except that in the event that a student member ceases to be a student at the institution, he shall be required to resign;
- (4) the form and content of notification to the electors of the time and place of the election and the duties of the office;
- (5) the form of ballots, the location of polling places, the time such polls shall be open, the manner of casting ballots, the procedures for tallying and reporting the completed vote;
- (6) the manner in which election irregularities, if any, may be expeditiously resolved; and
- (7) the manner in which an elected student member may be removed.

*Historical Note*

Sec. filed Dec. 13, 1968, and filed Aug. 4, 1977, Oct. 25, 1985 eff. Oct. 25, 1985.  
Amended in:

**§ 604.5-604.6**

*Historical Note*

Secs. filed Dec. 13, 1968, repealed filed Aug. 4, 1977 eff. Aug. 4, 1977.

**§ 604.7**

*Historical Note*

Sec. filed Dec. 13, 1968, and filed July 21, 1972, Dec. 29, 1975, repealed, filed Aug. 4, 1977 eff. Aug. 4, 1977.

6. Number of students. A grantee has no control over the number of its students who may attend a community college as nonresident students at some expense to the grantee. 11 Op-State Comp. 607, 1968.

§ 6306. Administration of community colleges—boards of trustees

1. Each community college, except in the city of New York, shall be administered by a board of trustees of ten members, nine of whom shall be appointed for terms of nine years in annual rotation, and one member elected as herein provided, except that initial appointments shall be made for terms of one to nine years respectively. Five members shall be appointed by the local legislative body or board, or other appropriate governing agency, one of whom may be a member of such local legislative body or board, or other appropriate governing agency, four, from among persons residing in the sponsoring community, by the governor and one member elected by and from among the students of the college who shall serve as a non-voting member of the board for a one-year term, provided, however, that the term of the student member first elected shall be nine months commencing October first, nineteen hundred seventy-five. Except as to the authority to cast votes such non-voting member shall be afforded the same parliamentary privileges as are conferred upon voting members, including but not limited to the right to make and second motions and to place items on the agenda. Such non-voting member shall be subject to every provision of any general, special or local law, ordinance, charter, code, rule or regulation applying to the voting members of such board with respect to the discharge of their duties including, but not limited to, those provisions setting forth codes of ethics, disclosure requirements and prohibiting business and professional activities. The election of the student member shall be conducted in accordance with rules and regulations promulgated by the governing authority of the sponsoring student association in accordance with guidelines established by the state university trustees. In the event that the student member, pursuant to the provisions of this section, shall be required to resign, the governor's initial appointments shall be for terms of two, four, six and eight years respectively and those by local authorities for terms of one, three, five, seven and nine years respectively. Vacancies shall be filled for unexpired terms in the same manner as original selections by the authority responsible for the original selection. The board shall select its own chairman from among its voting membership. Where two or more local sponsors join in the establishment of a community college, the apportionment of the appointments among them shall be made by the state university trustees. Trustees shall receive no

compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred by them in the performance of their duties under this article. Members initially appointed or elected under this subdivision to the board of trustees of any community college hereafter established shall take office immediately upon their selection and qualification, but for purposes of determining the expiration of their respective terms and the commencement of the terms of their successors, the term of office of each such initial member shall be deemed to have commenced on the first day of July of the year in which such college was established. The terms of office of all members of the boards of trustees of community colleges heretofore established, appointed or elected as provided in this subdivision, shall terminate on the thirtieth day of June of the calendar year within which such terms expire under the provisions of this subdivision as hereby amended. For the purpose of determining such year all initial terms of office of appointed members of the boards of trustees of community colleges heretofore established shall be deemed to have commenced on the first day of July of the year in which such colleges were established and the terms of their successors for full terms, if any, shall be deemed to have commenced upon the expiration of the number of years from such date for which such initial appointments were made.

The one member elected by and from among the students of the college may be removed by such students in accordance with rules and regulations promulgated by the respective representative campus student association in accordance with guidelines promulgated by the state university trustees.

In the case of community colleges in the city of New York the year in which any such college was established for the purposes of this subdivision shall mean the year in which it was or may be determined that its board of trustees be appointed and serve in the manner provided by this subdivision.

The provisions of this subdivision shall not apply to community college regional boards of trustees.

2. The board of trustees of each community college shall appoint a president for the college, subject to approval by the state university trustees, and it shall appoint or delegate to the president the appointment of other members of the staff. The staff of a community college shall consist of the professional service and the non-professional service. The professional service shall include positions requiring the performance of educational functions in agriculture, home economics, liberal and applied arts and sciences, engineering, technical skills, crafts, business education, medicine,

Law Offices of  
**THOMAS H. BURTON**

716 BRISBANE BUILDING  
BUFFALO, NEW YORK 14203-2194  
716-853-2888

January 19, 1999

VIA FACSIMILE

Patricia A. Krzesinski, Trustee  
Erie Community College  
121 Ellicott Street  
Buffalo, New York 14203

**RE: Student Trustee Limitations on Communication/Removal**

Dear Ms. Krzesinski:

I recently reviewed a January 8, 1999 ECC administrative memorandum to the SGA presidents which addresses, among other things, grounds for removal of the student trustee. This proposal, as originally written, would put severe limitations on the right of the student trustee to voice his opinion as a Board member.

Additionally, the proposal, at paragraph "1", would change the statutory scheme regarding whom the student trustee represents by creating an obligation that the student trustee represent the student governments, as opposed to the student body as a whole.

The offending language in this document (especially at paragraph "7") is, in my view, completely inconsistent with a notion of intellectual and academic freedom one supposes should be the cornerstone of how we run the College.

I have discussed these concerns with Dan Penfield and it is my understanding he will be re-evaluating the draft document in light of our conversation.

At the outset, please have your Committee consider the following:

1. What is the authority from the SUNY Board of Trustees for the proposed language? Is there any statutory or regulatory authority for what was sought by the student government presidents?

Patricia A. Krzesinski, Trustee  
Erie Community College  
January 19, 1999  
Page 2

2. The student trustee is, as I understand it, a position created by state legislative action. I have grave concerns about a local, college-generated, administrative fiat unwinding rights which may exist through a state legislative enactment.

3. Binding a student trustee at a Board meeting in speech and opinion to that which is only consistent with the opinions of the three SGAs is a per se violation of the First Amendment. This is especially true given the fact that the student trustee is elected college-wide, and not campus-wide, as the SGA presidents are.

Additionally, it should be noted that our Board of Trustees is already a defendant in a civil rights action alleging First Amendment violations made under "color of law" when the Board took the action it did against our current student trustee. As I understand it, that claim involves 42 U.S.C. 1983 and could conceivably result in an award of counsel fees against the College should the plaintiff prevail.

By even hinting that the student trustee's ability to engage fully in free speech at a Board meeting can be limited by administrative whim creates a *pattern* of First Amendment violations which will simply make plaintiff's civil rights counsel salivate. Advancing limitations on someone's right to voice an opinion while sitting on a public board could not be calculated to provide better ammunition against us in the civil rights claim than already exist.

Finally, I am troubled by the draft language which talked about "automatic" removal of the student trustee if he missed two Board meetings without excuse. What are the terms for excuse? Are they the same as the other nine year Board appointees? Who sets the criteria?, etc.

In sum, I am bothered by a number of issues here that seem to stem from an attempt to punish the current student trustee for perceived transgressions in the past. We should be mindful that we have an obligation to recognize the student trustee on the Board, whether past or in the future, has all the rights and privileges of the rest of us. Proceeding in a fashion which may be objectively viewed as punitive is not only bad policy but may be also good evidence against BCC if the civil rights claim pending against the College goes to trial.

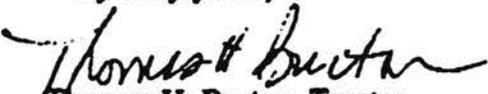
We also should recognize that a college setting should encourage free discourse, open opinions, and most importantly, free speech. The draft language which was in the January 8, 1999 memorandum certainly needs to be re-evaluated in light of these concerns. Please

Patricia A. Krzesinski, Trustee  
Eric Community College  
January 19, 1999  
Page 3

make sure your Committee has an opportunity to review this letter. The fact that Bill Mariani and Dan Penfield were willing to listen to these suggestions is noted and appreciated.

Thank you.

Very truly yours,

  
Thomas H. Burton, Trustee

THB:jw

cc: William Mariani, Acting President

**"BETTER BEGINNING" PILOT PROGRAM**  
**On Campus Provision for GED/High School Diploma Program:**

Pilot Collaboration between ECC, South Campus and Erie 2 BOCES  
January 1999 through May 1999

**ECC Responsibilities**

**A. New Applicants**

1. Identify applicants who have completed placement testing, have scored below the federal "ability to benefit" level and have no high school diploma.
2. Invite these applicants to participate in an on campus program designed to assist them in achieving their GED or high school diploma.
3. Identify ECC counselor who will link interested applicants(defined above) with BOCES Manager of Adult & Continuing Educational Division.
4. Provide space within the Audrey Bard Skills Center for interviews and meetings of applicants with BOCES assessors.
5. Coordinate with assessors any appropriate activities that ECC can provide, e.g., career planning and educational planning.

**B. Dismissed non high school graduate students**

1. Identify those dismissed "240" students whom the ECC Academic Review Committee deem suitable for inclusion in this pilot program.
2. Invite these students to participate in this pilot program as a pre-requisite to their possible readmission into a certificate or degree program in a future semester.
3. Identify ECC counselor who will link dismissed students (as defined above) with BOCES Manager of Adult & Continuing Educational Division.
4. Provide space within the Audrey Bard Skills Center for interviews and meetings of applicants with BOCES assessors.
5. Coordinate with assessors any appropriate activities that ECC can provide e.g. career planning and educational planning.

**BOCES Responsibilities**

1. Provide assessors for identified clients for the pilot program.
2. Schedule and hold interviews and meetings with these clients in the Audrey Bard Skills Center.
3. Coordinate with assessors any appropriate activities that ECC can provide, e.g., career planning and educational planning.
4. Follow clients through appropriate GED or high school diploma program.
5. Assist in client application/re-application process to ECC when client is assessed as "expected to succeed."

**DRAFT 1/13/99**

**STARTING DATE:  
PILOT EVALUATION RENEWAL**

**January 20, 1999  
May 15, 1999**

**Primary Contacts**

**Pilot Program Coordinators**

**Phone**

**Marcia Tresmond, Dean of Students - ECC/South**

**851-1620**

**Beverly A. Slichta, Academic Dean, ECC/South**

**851-1611**

**Suzanne Yale, Manager, Adult & Continuing Education Division**

**1-800-228-1184**

**DRAFT 1/13/99**

**PARTNERSHIP AGREEMENT FOR THE ESTABLISHMENT OF ARMY  
RESERVE OFFICERS' TRAINING CORPS INSTRUCTION AT  
ERIE COMMUNITY COLLEGE**

1. Under the provisions of Public Law 88-647, and Section 2101, Title 10, United States Code, a Senior ROTC unit was established at Canisius College effective 11 March 1965. This ROTC unit was established pursuant to an agreement between the governing authorities of Canisius College, signed by Philip E. Dobson, S.J., President, on 13 July 1953, and approved for the Secretary of the Army by Andrew J. Napolitano, MAJ, AGC. Copies of the agreement are on file at Canisius College and at the Department of the Army.

2. This PARTNERSHIP AGREEMENT between Canisius College and Erie Community College is entered into pursuant to the above authorities, and Army Regulation 145-1 which authorize the cross-enrollment of students between host ROTC and non-ROTC institutions.

3. Contingent upon the acceptance of this AGREEMENT by both parties, Canisius College agrees to the following:

a. To provide Senior Division Academic Instruction of the Army Reserve Officers' Training Corps on the campus of Erie Community College if minimum enrollment figures of ten (10) are achieved. Such instruction will be available to all qualified students.

b. To provide such military personnel as may be required for the necessary and proper conduct of Army Reserve Officers' Training Corps instruction at Erie Community College subject to the availability of military personnel from US Army resources.

c. To provide for use in the Army Reserve Officers' Training Corps instructional program at Erie Community College such available US Government property as may be authorized by law and applicable tables of allowances.

d. To issue, at the expense of the US Government, textbooks for students enrolled in the ROTC program for courses taught by military instructors. Title to these books remains with the US Government. NOTE: All textbooks issued to students will be collected prior to issuance of final examinations.

e. To provide academic grade reports to the Erie Community College Registrar for each student enrolled in courses taught by military instructors, in accordance with the procedure and timing desired by Erie Community College.

4. Contingent upon the acceptance of the above provisions, Erie Community College agrees to the following:

a. To adopt as a part of its curriculum, a course of Senior Division Reserve Officers' Training Corps instruction. This curriculum will be developed in coordination with the Professor of Military Science at Canisius College in accordance with current Army Regulations and directives.

b. To recognize the senior military officer assigned to Canisius College as Professor of Military Science and all ROTC personnel giving instruction at Erie Community College as visiting faculty members.

c. To arrange for the scheduling of military classes at times agreeable to PMS, Canisius College, and to include a representative of the Department of Military Science of Canisius College designated by the PMS of Canisius College on Erie Community College committees whose recommendations would directly affect the conduct of this program.

d. To enroll all Erie Community College students in ROTC who meet the eligibility requirements for ROTC enrollment as set forth in Army Regulation 145-1, full-time student status IAW Western New York Consortium, and upon whose enrollment the Professor of Military Science concurs.

e. To grant academic credit applicable towards graduation for successful completion of courses offered by the Department of Military Science as elective only.

f. To provide student classroom rosters and all midterm and final grades of students enrolled in Military Science courses to the Military Science Department, Canisius College, on the same basis as provided other departments at Erie Community College.

g. To make available at Erie Community College, without charge to Canisius College or the United States Army, the necessary classrooms, storage space, government vehicle parking space, staff parking space, and other required facilities in the same manner and at the same level as is provided to other departments within the institution.

h. To provide adequate janitorial and communication services; building maintenance, utilities and grounds upkeep at no expense to Canisius College or the United States Army.

i. To provide for the protection of all public property used in support of the ROTC program and to take all reasonable measures within the power of Erie Community College to recover US Government property which is improperly in the hands of students or former students, which may include withholding transcripts of grades or certificates of graduation upon request of the Professor of Military Science.

j. To place five students into the MS III program hosted by Canisius College at any Western New York school within 2 years after activation of this AGREEMENT. Failure to achieve these minimums shall result in a notice of program termination.

5. It is mutually understood and agreed as follows:

a. The Professor of Military Science will issue at the expense of the US Government, when authorized by Cadet Command Headquarters, to all students enrolled in ROTC, uniforms, textbooks, and other equipment as necessary for the conduct of ROTC instruction. Title to issued property remains with the US Government. Students are required to return issued property in clean and serviceable condition upon completion of the course of instruction. A \$25 deposit made with the Bursar, Erie Community College, will be required of each student enrolled in ROTC. The deposit, less appropriate deductions for loss or damage, will be returned to the student at the end of the course. It will ensure the US Government is reimbursed.

b. If in any semester, minimum enrollment of qualified MS III students from Erie Community College is not achieved, the program at Erie Community College may be discontinued. However, those students who have signed contracts will be given the opportunity to complete the ROTC program.

c. This AGREEMENT shall become effective when approved and signed by the appropriate authorities at each institution and HQ, First Region (ROTC), Cadet Command, ATTN: ATOA-RM, Fort Bragg, NC 28307-5000.

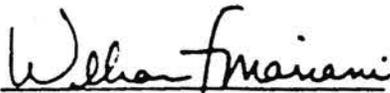
d. During School Year (SY) 1998-1999, only the second semester of Military Science Basic Course will be offered at Erie Community College. Remainder of Basic Course in Military Science will be added in SY 1999-2000.

e. Erie Community College waives tuition fees for ROTC courses for which academic credit is awarded (whether by the term or by the credit hour).

f. Erie Community College ROTC students will have equal opportunity with Canisius College students to compete for 2- and 3-year ROTC scholarships.

g. This AGREEMENT may be terminated upon giving written notice of such intent by either party concerned, one academic year prior to the actual termination.

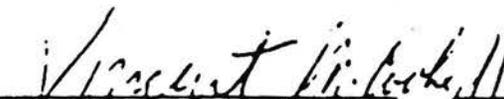
FOR THE PARTNERSHIP INSTITUTION

  
WILLIAM J. MARIANI  
Interim President, ECC

\_\_\_\_\_  
Signature

1/13/99  
Date

FOR THE ROTC HOST INSTITUTION

  
REV. VINCENT M. COOKE, S.J.  
President, Canisius College

\_\_\_\_\_  
Signature

1/12/99  
Date

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 13,  
1 9 9 9

BUDGET & FINANCE COMMITTEE MEETING  
Tuesday, January 19, 1999  
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: 9/01/98-12/31/98.  
(Page 53) - Paul Danieu.
2. Vendor Analysis of All Purchase Orders:  
9/01/98-12/31/98. (Page 54) -  
Paul Danieu.
3. Petty Cash Expenditures:    December 1998  
                                                  North Maintenance - \$44.07  
                                                  North Campus - \$87.30  
                                                  South Campus - \$89.99
4. Uncollectible Student Accounts Receivable -  
January 1999. ( Page 55) -  
Paul Danieu.
5. Resolution:    Disposal of Material - January 1999.  
( Page 56 ) - William Reuter.

Approved   Denied   Tabled

**For the Board's information:**

1.     Cash Available Statement - January 7, 1999.  
      ( Page 63) - Paul Danieu.
2.     Payroll Funds Transfer PP  
      ( Page 64)- Paul Danieu.
3.     Budget Update - William Reuter.
4.     Year-to-date Financial Report- William Reuter.  
      (Materials will be distributed at meeting).
5.     Pay-as-you-go funds - William Reuter.
6.     Board of Trustees Datatel Presentation -  
      Release 17 Implementation (Will be presented  
      at January 27 Board of Trustees Meeting).
7.     TAP Audit Status - Dan Penfold.
8.     Enrollment Spring 1999 Semester Status - Dan Penfold.
9.     Request by Trustee Gallager: Report on the number of  
      full-time employees in grants that have seniority rights -  
      Darley Willis.

**Follow-up Action Items:**

Approved   Denied   Tabled

1      Direct Mail - Dan Penfold.

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

2      Department Budget Models - William Reuter.

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

3      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

WJM/jk

**BUDGET & FINANCE COMMITTEE RESOLUTION**

**Subject: Check Reports of All Payments**

**Period December 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 - 12/31/98 has been received and filed in the amount of \$4,387,277.16.

---

**MARYBETH CULLINAN, Chairman**  
**Budget & Finance Committee**

**BUDGET & FINANCE COMMITTEE RESOLUTION**

Subject: Vendor Analysis of All Purchase Orders

Period December 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 - 12/31/98 has been received and filed in the amount of \$ 11,519,206.92.

---

MARYBETH CULLINAN, Chairman  
Budget & Finance Committee

**BUDGET & FINANCE COMMITTEE RESOLUTION**

Subject: Board of Trustees Write-offs

**UNCOLLECTIBLE STUDENT ACCOUNT RECEIVABLES**

**Period January 1999**

---

**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 \$ 70,545.75 for the current month and for the total amount of \$ 70,545.75 to be written off.

---

**MARYBETH CULLINAN, Chairman**  
**Budget & Finance Committee**

ERIE COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 1999

RESOLUTION

Disposal of Material

WHEREAS, The items on:

Material Disposition List #129A  
North Campus (3 items)  
South Campus (7 items)

and

Material Disposition List #129B  
City Campus (4 items)  
South Campus (212 items)

have been deemed surplus and of no further use to Erie  
Community College.

And,

WHEREAS, Erie Community College has requested that their material  
be disposed of through County procedures,

NOW, THEREFORE BE IT

RESOLVED, the Erie Community College Board of Trustees approves the  
disposal of the material on:

Material Disposition List #129A  
and  
Material Disposition List #129B

and that said material be turned over to the Erie County  
Division of Purchasing for disposal and that the proceeds  
be returned to the college, in accordance with the New York  
State guidelines, and be it further

RESOLVED, that a copy of this resolution be forwarded to the Erie  
County Division of Purchasing.

\_\_\_\_\_  
Signature

Marybeth Cullinan, Chairman  
ECC Board of Trustees

Date: \_\_\_\_\_

January 1999

MATERIAL LIST #129A

<u>Asset #</u>	<u>Description &amp; Mfgr.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
<b>SOUTH CAMPUS</b>				
S10610	Mimeograph Machine; Stndrd	2220	009455	\$ 491.00
S2769	Printer, HY Type II Xerox	"	100313	408.00
S2772	Word Terminal, WT/78; Digital	"	WF05375	399.00
N/A	" " " "	"	WF04999	N/A
S2770	Table; Word Processor	"	WS36271	150.00
N/A	Hard Drive, RX78-PA	"	WF02908	N/A
N/A	Plastic Cover for PC; Viking	"	none	N/A
<b>NORTH CAMPUS</b>				
N103308	Power Drive, Persnl Sym; IBM	S218	23-U010357	1,461.00
N/A	Computer " " " LbyBsmt		23-B6679	N/A
N/A	Surge Surpressor; Intermatic	S218	154EG10083	N/A

January 1999

MATERIAL LIST #129B

<u>Asset #</u>	<u>Description &amp; Mfg.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
CITY CAMPUS				
C71452	Printer, Pro III; IBM	G01C	1-87X9653	417.00
C35210	Typewriter, Sel II; "	"	266795824	1,050.00
C35026	" " II; "	"	266927748	1,120.00
61124	Mat Cutter, C-52; 3M	G10	122631	N/A
SOUTH CAMPUS				
S26250	Copier, 2803ZMR; Royal	1203	9917427	1,000.00
S61435	Projector, 16mm-parts; B&H	5201	2123049	671.00
S61423	" " " "	"	2043067	691.00
S67268	" " " "	"	6260001	649.50
S12392	" , ovrhd; Thermofax	"	420J421063	337.25
100247	Computer, PS2-55sx; IBM	T. Fose	23-PNHR	N/A
100255	" " " "	"	23-PNKAL	"
N/A	" " " "	"	23-PNKWB	"
100259	" " " "	"	23-PNKWR	"
100251	" " " "	"	23-PNKRY	"
N/A	" " " "	"	23-PNHXK	"
N/A	" " " "	"	23-ACNCC	"
100311	" " " "	"	23-PNKWZ	"
N/A	" " " "	"	23-PNHKD	"
N/A	" " " "	"	23-DDZAK	"
N/A	" " " "	"	23-1016544	"
100309	" " " "	"	23-PNHVB	"
N/A	" " " "	"	23-PMCZR	"
S102013	" " " "	"	23-PHBNW	1,199.00
26713	" " " "	"	23-PHHCY	N/A
N/A	" " " "	"	23-NAVPM	"
S3591	" " " "	"	23-NARWG	2,699.00
3579	" " " "	"	23-NATBH	N/A
N/A	" " " "	"	23-1168537	N/A
100263	" " " "	"	23-PNKAC	N/A
S3585	" " " "	"	23-NARLP	2,699.00
S26482	" " " "	"	23-0100389	2,202.00
S26466	" " " "	"	23-0100435	2,287.00
S1200	" " " "	"	23-968779	1,717.00
S26721	" " " "	"	23-PHRBC	2,549.00
N/A	" " " "	"	78-RVH61	N/A
S3642	" " " "	"	23-NCZPH	2,349.00
S26468	" " " "	"	23-0100360	2,287.00
S3949	" " " "	"	23-PMNTT	2,684.00
S26471	" " " "	"	23-0100569	2,436.00
S26473	" " " "	"	23-0100528	2,202.00
S26463	" " " "	"	23-0100263	2,202.00
S26476	" " " "	"	23-0100621	3,031.00
S3583	" " " "	"	23-NAZHZ	2,699.00
N/A	Computer, PS2-56sx; IBM	"	23-GMPVB	N/A
N/A	" " " "	"	23-CNRLM	N/A
N/A	" " " "	"	23-CNBZH	N/A
N/A	" " " "	"	23-CMPWD	N/A
N/A	" " " "	"	23-CNNMV	N/A
N/A	" " " "	"	23-CMHCV	N/A

## MATERIAL LIST #129B cont.

<u>Asset #</u>	<u>Description &amp; Mfgr.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
S64853	Computer, 5150/5160; IBM	T. Fose	10793985150	1,240.00
S64860	" " " "	"	20021695150	1,240.00
N/A	" " " "	"	50749555160	N/A
S26414	" " " "	"	18934765150	1,250.00
N/A	" " " "	"	1920550160	N/A
S2528	" " " "	"	18352355150	1,059.59
S66560	" " " "	"	19184795150	1,918.00
N/A	" " " "	"	12534345150	N/A
26380	" " " "	"	19471675150	N/A
N/A	" " " "	"	56653845160	N/A
N/A	" " " "	"	1439445150	N/A
9694	" " " "	"	51233625160	N/A
N/A	" " " "	"	62330445160	N/A
N/A	" " " "	"	61920345160	N/A
S64852	" " " "	"	20029135150	1,240.00
S64861	" " " "	"	20021485150	1,240.00
N/A	" " " "	"	16000685150	N/A
S67844	" " " "	"	18998695150	1,200.50
N/A	" " " "	"	14895845150	N/A
N/A	" " " "	"	14185645150	N/A
S67752	" " " "	"	19471475150	1,200.50
S64872	" " " "	"	19822235150	1,240.00
S64859	" " " "	"	20021135150	1,240.00
N/A	" " " "	"	15304015150	N/A
N/A	" " " "	"	51602102014	N/A
S64863	" " " "	"	17999285150	1,240.00
S64849	" " " "	"	14388165150	1,240.00
N/A	" " " "	"	63659155160	N/A
N/A	" " " "	"	11489995150	N/A
N/A	" " " "	"	10371845150	N/A
N/A	" " " "	"	11655625150	N/A
N/A	" " " "	"	11645765150	N/A
N/A	" " " "	"	11315485150	N/A
N/A	" " " "	"	11218085150	N/A
N/A	" " " "	"	17345295150	N/A
N/A	" " " "	"	08092975150	N/A
N/A	" " " "	"	13880915150	N/A
N/A	" " " "	"	1431135150	N/A
N/A	" " " "	"	13119575150	N/A
N/A	" " " "	"	07486915150	N/A
S64867	" " " "	"	20021425150	1,240.00
N/A	" " " "	"	18969325150	N/A
C26781	Computer, PS/2-35sx; IBM	"	23YPCF0	500.00
3974	" " " "	"	23YMMA0	N/A
100791	" " " "	"	23YPCF3	N/A
100801	" " " "	"	23YPVK7	N/A
100788	" " " "	"	23YPDW1	N/A
100786	" " " "	"	23YPDH0	N/A
100799	" " " "	"	23YPLD3	N/A
N/A	" " " "	"	23YPDT8	N/A
S101124	" " " "	"	23ZV431	2,024.00
S100849	" " " "	"	23ZV349	798.00

## MATERIAL LIST #129B cont.

<u>Asset #</u>	<u>Description</u>	<u>#</u>	<u>Mfgr.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
C34594	Computer, PS/30-8530; IBM			T. Fose	72-0067226	1,344.00
C34585	"	"	"	"	72-0069151	1,344.00
C34549	"	"	"	"	72-0057278	1,344.00
C34564	"	"	"	"	72-0057251	1,344.00
N20770	"	"	"	"	23-0296827	987.00
S3946	Computer, PS2-386-70; IBM			T. Fose	23-KLNMW8570	4,468.00
N/A	"	"	"	"	23-LPAMZ8570	N/A
N/A	"	"	"	"	60590298570	N/A
N/A	"	"	"	"	23-LMXKT8570	N/A
N/A	"	"	"	"	72-6510751	N/A
N/A	"	"	"	"	60637488570	N/A
N/A	"	"	"	"	23-LMNFC8570	N/A
N/A	"	"	"	"	23-LMLV78570	N/A
N/A	"	"	"	"	60847438570	N/A
N/A	"	"	"	"	23-LNPTV8570	N/A
N/A	"	"	"	"	5500NZFBW	N/A
N/A	"	"	"	"	23LPGTY	N/A
N/A	"	"	"	"	23HYXMX	N/A
N/A	"	"	"	"	23-7224701	N/A
S26446A	Computer, PS2-386-50; IBM (remaining components)			T. Fose	23-7751949	805.00
S26333	"	"	"	"	23-U006910	2,299.00
N/A	"	"	"	"	72-9023943	N/A
N/A	"	"	"	"	78-4220568	N/A
N/A	"	"	"	"	72-8242480	N/A
N/A	"	"	"	"	23-7749989	N/A
N/A	"	"	"	"	72-8200972	N/A
N/A	"	"	"	"	72-8189380	N/A
N/A	"	"	"	"	72-8063010	N/A
N/A	"	"	"	"	72-8074312	N/A
N/A	"	"	"	"	72-8250066	N/A
N/A	"	"	"	"	78-2075761	N/A
N/A	"	"	"	"	72-8074312	N/A
N/A	"	"	"	"	72-8063010	N/A
N/A	"	"	"	"	72-8189380	N/A
N/A	"	"	"	"	55-6726807	N/A
N/A	"	"	90-95	"	23-PK2309590	N/A
N/A	"	"	AT-5170	"	00337985170	N/A
N/A	"	"	XT286-5162	"	5162-1015946	N/A
S66303	Typewriter, AP810; Canon			T. Fose	12027790	629.00
S66305	"	"	"	"	12029208	629.00
S66306	"	"	"	"	12027775	629.00
S66308	"	"	"	"	12017238	629.00
S66311	"	"	"	"	12027677	629.00
S66314	"	"	"	"	12027788	629.00
S66360	"	"	"	"	12017089	629.00
S66361	"	"	"	"	12018757	629.00
S66362	"	"	"	"	12018714	629.00
S66363	"	"	"	"	12016744	629.00

## MATERIAL LIST #129B cont.

<u>Asset #</u>	<u>Description</u>	<u>Mfr.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
S21298	Monitor,8515	IBM	T. Fose	23-22347	0.00
S3950	" "	"	"	23-HK874	0.00
100310	" "	"	"	23-MZ234	N/A
N/A	" "	"	"	23-MZ451	N/A
100252	" "	"	"	23-MZ281	N/A
100250	" "	"	"	23-MZ210	N/A
N/A	" "	"	"	23-MZ188	N/A
N/A	" "	"	"	23-MZ054	N/A
100248	" "	"	"	23-MZ279	N/A
N/A	" "	"	"	23-MZ474	N/A
100246	" "	"	"	23-MZ453	N/A
100258	" "	"	"	23-MZ498	N/A
S26722	" "	"	"	23-CN030	0.00
S3590	" "	"	"	23-62479	0.00
S3643	" "	"	"	23-R9693	350.00
S26782	Monitor,8511	IBM	T. Fose	23-36998	500.00
S3975	" "	"	"	23-92508	0.00
100800	" "	"	"	23-36655	N/A
N/A	" "	"	"	23-37345	N/A
N/A	" "	"	"	23-37000	N/A
100792	" "	"	"	23-37082	N/A
100802	" "	"	"	23-36088	N/A
S1191	Monitor,8512	IBM	T. Fose	72-0687005	357.00
S1194	" "	"	"	72-0625467	357.00
S1205	" "	"	"	72-0056171	357.00
C34540	" "	"	"	72-0052740	0.00
C34547	" "	"	"	72-0066685	0.00
C34550	" "	"	"	72-0069310	0.00
C34556	" "	"	"	72-0066915	0.00
C34559	" "	"	"	72-0068505	0.00
C34565	" "	"	"	72-0062190	0.00
C34571	" "	"	"	72-0066525	0.00
C34574	" "	"	"	72-0066562	0.00
C72191	" "	"	"	72-0625664	357.00
C26248	" "	"	"	72-0193166	357.00
26558	" "	"	"	72-1322152	N/A
26581	" "	"	"	72-1152503	N/A
1609	" "	"	"	72-0671929	N/A
1631	" "	"	"	72-0666716	N/A
N19308	" "	"	"	72-0063924	357.00
S3726	" "	"	"	72-1313806	0.00
S3720	" "	"	"	72-1313816	0.00
S3719	" "	"	"	72-1313807	0.00
S3718	" "	"	"	72-1315196	0.00
S1179	" "	"	"	72-0686923	357.00
S1185	" "	"	"	72-0625659	357.00
S66231	" "	"	"	72-0068503	328.00
S66234	" "	"	"	72-0083751	328.00
S66258	" "	"	"	72-0078610	328.00
S66260	" "	"	"	72-0029851	328.00
S101219	" "	"	"	72-8945234	0.00
S26288	" "	"	"	72-0387537	357.00

## MATERIAL LIST #129B cont.

<u>Asset #</u>	<u>Description</u>	<u>Mfg.</u>	<u>Location</u>	<u>Serial #</u>	<u>Amount</u>
S3721	Monitor, 8512	IBM	T.Fose	72-1315203	0.00
S3723	" "	"	"	72-1315195	0.00
S3725	" "	"	"	72-1315200	0.00
S3727	" "	"	"	72-1315197	0.00
S3729	" "	"	"	72-1315204	0.00
S3730	" "	"	"	72-1315198	0.00
S3731	" "	"	"	72-1337189	0.00
S1183	" "	"	"	72-0687013	357.00
S3821	" "	"	"	72-4390232	373.00
S1177	" "	"	"	72-0687011	357.00
S66238	" "	"	"	72-0062072	328.00
20329	" "	"	"	72-0625637	N/A
N/A	" "	"	"	72-0380296	N/A
N/A	" "	"	"	72-1043294	N/A
N/A	" "	"	"	72-0074954	N/A



EXHIBIT E  
1/19/99 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: January 7, 1999  
DATE: Cash Available – January 7, 1999

---

Cash Availability on January 7, 1999 amounted to \$14,290,344.09 the balance consisting of the following:

Fleet Operating Account	\$1,390,344.09
CD's and REPO's	\$12,900,000.00
Total	<u>* \$14,290,344.09</u>

Investments

CD's

1,400,000.00 at 4.84%  
1,000,000.00 at 4.82%  
4,600,000.00 at 4.85%  
3,000,000.00 at 4.85%  
1,900,000.00 at 4.85%  
1,000,000.00 at 5.52%

\*Includes cash received in advance.

PD eg  
C. W. Reuter, CFO  
K. Maloney, Chief Accountant

**ERIE COMMUNITY COLLEGE**  
STATE UNIVERSITY OF NEW YORK  
SOUTH CAMPUS

S-4041 Southwestern Boulevard • Orchard Park, New York 14127-2199  
Telephone 716-851-1856 • Facsimile 716-851-1629



**PAUL F. DANIEU**  
Business Manager

**EXHIBIT F**  
1/19/99 Meeting of the  
Budget & Finance Committee  
Board of Trustees/ECC

**MEMORANDUM**

**TO:** Charles Buell, Erie County Comptrollers Office  
**FROM:** Paul Danieu, Business Manager *PD*  
**RE:** Payroll - PP 01/99  
**DATE:** January 8, 1999

Please note that the Erie Community College payroll for pay period one (PP-01/99) was as follows:

GROSS	1,759,072.75
FICA 00101	106,131.20
FICA 00150	25,047.34
<hr/>	
TOTAL	\$1,890,251.29

The total payroll of \$ 1,890,251.29 will be deducted from the Erie County subsidy of the 1998-99 budget. This amount deducted from the County subsidy of \$ 11,620,777.00 to ECC leaves a balance due ECC of \$ 9,730,525.71.

PD:eg

cc:

- K. Kruly, Director of Budget & Management
- J. Passafiume, Director of Investments
- W. Mariani, Interim President
- W. Reuter, Chief Financial Officer
- K. Maloney, Chief Accountant
- D. Kokanovich, Sr. Account Clerk
- H. Bialek, Account Clerk
- D. Willis, Director of Human Resources
- A. Weroniski, College Auditor

**ERIE COMMUNITY COLLEGE**  
STATE UNIVERSITY OF NEW YORK  
SOUTH CAMPUS

5-4041 Southwestern Boulevard • Orchard Park, New York 14127-2199  
Telephone: 716-851-1856 • Facsimile: 716-851-1629



Approved   Denied   Tabled

**For the Board's information**

- |   |                                                                                                                                                                                                      |   |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1 | Cash Available Statement - January 7, 1999.                                                                                                                                                          | X |
| 2 | Payroll Funds Transfer PP.                                                                                                                                                                           | X |
| 3 | Year-to-date Financial Report.                                                                                                                                                                       | X |
| 4 | Board of Trustees Datatel Presentation -<br>Release 17 Implementation (Will be presented<br>at January 27 Board of Trustees Meeting).<br>President Mariani asked Dan Penfold to include a time line. |   |
| 5 | TAP Audit Status                                                                                                                                                                                     | X |
| 6 | Request by Trustee Gallagher. Report on the number of<br>full-time employees in grants that have seniority rights -<br>Darley Willis                                                                 | X |

**Follow-up Action Items:**

Approved Denied Tabled

1. Direct Mail.

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

2. Department Budget Models.

President Mariani asked the Vice President of Administration to prepare a Department Budget Model for the Board and also asked for a time line for completion of departmental revenue expense per FTE.

3. Uncollectible Student Accounts Receivable - January 1999.

The Chief Administrative & Financial Officer, William Reuter, will have a more thorough report at the next monthly meeting on the write-offs and how much has been collected.

President Mariani asked for dialogue to be opened with the Foundation Office to see if some of these students would be eligible for awards.

4. Budget Update. ( Page 69)

President Mariani asked William Reuter to set up a meeting with the County Budget Director. Chairman Cullinan and Trustee Gallagher asked to be included.

5. Pay-as-you-go funds. (Page 76)

Bill Reuter will have a more thorough and detailed report at the next meeting.

Trustee Gallagher asked that the Board be informed if Mr. Reuter does not receive the full cooperation of the staff.

Minutes/Budget & Finance Committee Meeting  
Tuesday, January 19, 1999  
Page 4

**Follow-up action items:**

6. Enrollment Spring 1999 Semester Status. ( Page 79)

It was recommended that the Board view the new Child Care Center at the North Campus. Chairman Cullinan stated that next month's meeting should be held at the North Campus.

gf/jk



EXHIBIT A  
1/19/99 Meeting of the  
Budget & Finance Committee  
Board of Trustees/ECC

**WILLIAM REUTER**  
Chief Administrative and Financial Officer

TO: Marybeth Cullinan, Chairperson, Budget & Finance Committee  
FROM: William D. Reuter, <sup>WR</sup> Chief Administrative and Financial Officer  
DATE: January 18, 1999  
RE: Budget Update

---

The following is a partial list of some of the budgetary activities I have been involved in since my appointment at ECC. I will present and discuss a preliminary budget timetable at the February Budget & Finance Committee. At this point in time, very little action has taken place internally to begin the budget process. Most of the ECC personnel that have historically been directly involved in the creation of the budget are no longer working in that capacity.

**County**

- Met with County Budget Director and ECC's assigned budget analysts
- Provided County Budget Office with requested information pertaining to ECC's grants and operating accounts
- County Budget Office provided a budget preparation manual
- Received copy of budget calendar from prior year
- ECC's Director of Human Resources meeting with County Budget Office to begin cleanup of some of the personnel entries in budget document
- Requested County Budget Office to markup prior year's budget with suggestions for improvement

**Internal**

- Attempting to recreate what has transpired in the past in the way of budget development – timelines, targets, historical information, etc.
- President to provide his budget file to provide history of internal process
- Reviewing the current financial information system to determine it's abilities and limitations
- Identified problems associated with the recording of payroll information
- Identified problems associated with the proper accounting of the Pay As You Go Funds

## **Other**

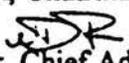
- Contacted SUNY officials regarding funding status of approved capital projects
- Contacted County Comptroller's Office regarding capital projects
- Met with external CPA firm regarding preliminary audit report and any audit issues
- Contacted County's Department of Information and Support Services to discuss payroll and purchasing concerns

In conclusion, ECC's current financial reporting system does not provide nor contain all the necessary information to measure current performance against budgetary objectives. Additionally, the system as currently existing fails to provide management the ability to project future operating results in total or detailed at a function/department/activity level. The ability to generate and perform detailed functional analysis will be an on-going objective of the Finance Department for the remainder of the fiscal year.

I will work diligently to ensure that all applicable timelines are met for both the operating and capital budget not only for external reporting requirements but also internally.



**WILLIAM REUTER**  
Chief Administrative and Financial Officer

TO: Marybeth Cullinan, Chairman, Budget & Finance Committee  
FROM:  William D. Reuter, Chief Administrative and Financial Officer  
DATE: January 15, 1999  
RE: Revenue & Expenditure Report - December 31, 1998

---

Attached are the December 31, 1998 revenue and expenditure reports for Erie Community College. These reports reflect the activity for the first four months of operations for the 1998-99 fiscal year (33 1/3 % of the year completed).

Summary

The 1998-99 budget is structured so that expenditures are expected to exceed revenues by \$700,000. The source of funds to fill this budget gap is the College's unrestricted fund balance.

After the anticipated use of the \$700,000 in fund balance, the remaining "unaudited", unreserved fund balance will be \$2,186,252.

A budgetary goal of the College is to finish the 1998-99 budget year without utilizing the entire \$700,00 fund balance allocation. In order to achieve this goal, a combination of two factors must be controlled: 1) meet or exceed estimated operational revenues of \$60,113,877 or, 2) incur expenses less than the \$60,813,877 budgeted.

The present budgetary system does not provide reasonable assurances that appropriate action will be taken if actual revenues fail to meet estimated revenues and/or to ensure expenses are kept under budget.

As an example, the "unaudited" fiscal year 1997-98 figures indicate that ECC finished the year \$259,324 worse than budgeted, requiring the use of additional fund balance.

Management of ECC will begin to more closely monitor budgetary financial performance to ensure a situation like last year does not reoccur unless the Board of Trustees determines otherwise.

An immediate control being implemented is the holding back of approximately \$400,000 in budgeted "Pay-As-You-Go" funds until a clear financial picture can be projected for the remainder of 1998-99. This in combination with other controls to be implemented will help facilitate fiscal stability.

One final note before discussing some of the key financial areas, changes in format will be instituted as I examine the reporting system. One item added this month is a comparison of actual results as of a comparable time period for the prior year.

#### Actual Revenues compared to Budgeted Revenues

Student revenue, state aid, and the contribution from Erie County account for over 90% of ECC's operating budget (\$54.9 million of \$60.8 million budget).

Student tuition, as of December 31, 1998, stands at \$18.3 million which is 78.9% of the amount budgeted for the entire year. Although tuition is running slightly behind last year (\$54,000), the 1998-99 full year budget was decreased in excess of \$1 million from last year's budget. More definitive tuition amounts should be available in the March financial report.

State Aid is received in quarterly payments based upon the SUNY approved State Aid budget. To date, ECC has received the first two quarterly payments. At December 31, 1997, only one quarterly payment had been received.

The Erie County contribution represents the amount of "subsidy" provided by the County to ECC. ECC receives these funds as a drawdown against personal service expenses beginning in January. (January is the start of the County's fiscal year). As funds are drawdown, revenue will be recorded until the entire amount is drawdown. Although no funds are actually disbursed to ECC, the transaction does provide positive cash flow in that the College can invest the approximately \$3 million needed for monthly payroll.

All other revenue sources are running slightly ahead of last year's collections and in aggregate are at 37 8% of full year budget. The \$700,000 budgeted for fund balance represents the amount appropriated by ECC from fund balance to balance estimated revenues with appropriations for the current budget. As discussed under the summary above, our budgetary goal will be to ensure the final actual amounts recorded for 1998-99 will result in a usage of fund balance less than the \$700,000.

#### Operating Expenses

Personal services and fringe benefits account for over 84% of ECC's operating expense budget (\$51.2 million of \$60.8 million budget). The actual amounts reflected represent the

actual payrolls at December 31, 1998 processed through the County's financial information system. Unfortunately, the County's information system does not interact with the College's financial information system for payroll purposes. As a result, thousands of payroll entries must be reinputted into ECC's system in order to provide accurate and timely information, detailed at a level sufficient for ECC to make informed financial decisions. No payroll information has been input into ECC's financial information system for 1998-99.

This situation represents a critical problem which I will review immediately. I will have a report to the Budget & Finance Committee in March which will detail the problem with a suggested course of action together with a manageable timeframe.

In total, actual personal services and fringe benefits have consumed 30.5% of the full year budget. Fringe benefits are well in excess of December 1997 amounts although the monthly average expense is less than last years (\$706,000 versus \$742,000 last year).

All other expense categories are running slightly ahead of last year's expenses and in aggregate are at 23.4% of the full year budget. Although \$1,636,100 has been specifically budgeted for "Pay-As-You-Go", no amounts have been expensed directly against this appropriation but rather have been expensed throughout the budget. I have attempted to calculate the actual amounts expended to date and have shown this amount on the attached schedule. I will be providing the Budget and Finance Committee a report at the February meeting which will provide accurate balances and status of particular projects as well as a recommended course of action as far as budgetary controls.

If there are any questions following this meeting on the information provided, do not hesitate in contacting me at 851-1700.

WDR/gf  
Attachments

**ERIE COMMUNITY COLLEGE**

**1998 - 1999 Actual Revenue Versus Budget (Estimated Revenue)**

**Period Ending December 31, 1998**

<b>Operating Revenues</b>	<b>1998-99 Budget</b>	<b>Revenue 12/31/98</b>	<b>Revenue 12/31/97</b>	<b>Difference</b>	<b>Remaining Budget</b>	<b>% Budget Remaining</b>
Student Tuition	\$ 23,228,121	\$ 18,328,687	\$ 18,382,712	\$ (54,025)	\$ 4,899,434	21.1%
State Aid	\$ 20,083,428	\$ 10,041,714	\$ 4,886,400	\$ 5,155,314	\$ 10,041,712	50.0%
Erie County Contribution	\$ 11,620,777	\$ -	\$ -	\$ -	\$ 11,620,777	100.0%
<b>Subtotal</b>	<b>\$ 54,932,324</b>	<b>\$ 28,370,401</b>	<b>\$ 23,269,112</b>	<b>\$ 5,101,289</b>	<b>\$ 28,581,923</b>	<b>48.4%</b>
Other Revenues	\$ 2,757,133	\$ 1,372,640	\$ 1,095,148	\$ 277,492	\$ 1,384,493	50.2%
Non Credit Fees	\$ 1,501,420	\$ 228,971	\$ 324,872	\$ (97,901)	\$ 1,274,449	84.9%
Out of County Charges	\$ 923,000	\$ 623,283	\$ 613,232	\$ 10,051	\$ 299,717	32.5%
Fund Balance Used	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	100.0%
<b>Subtotal</b>	<b>\$ 5,881,553</b>	<b>\$ 2,222,894</b>	<b>\$ 2,033,252</b>	<b>\$ 189,642</b>	<b>\$ 3,658,659</b>	<b>62.2%</b>
<b>Total Operating Revenues</b>	<b>\$ 60,813,877</b>	<b>\$ 30,593,295</b>	<b>\$ 25,302,364</b>	<b>\$ 5,290,931</b>	<b>\$ 30,220,582</b>	<b>49.7%</b>

WDR/gf  
1/15/99

**ERIE COMMUNITY COLLEGE**  
**1998 - 1999 Expenses Versus Budget (Appropriations)**  
**Period Ending December 31, 1998**

<b>Operating Expenses</b>	<b>1998-99 Budget</b>	<b>Expenses 12/31/98</b>	<b>Expenses 12/31/97</b>	<b>Difference</b>	<b>Remaining Budget</b>	<b>% Budget Remaining</b>
Personal Services	\$ 41,923,205	\$ 12,806,761	\$ 12,729,441	\$ (77,320)	\$ 29,116,444	69.5%
Fringe Benefits	\$ 9,254,937	\$ 2,825,026	\$ 2,045,305	\$ (779,721)	\$ 6,429,911	69.5%
<b>Subtotal</b>	<b>\$ 51,178,142</b>	<b>\$ 15,631,787</b>	<b>\$ 14,774,746</b>	<b>\$ (857,041)</b>	<b>\$ 35,548,355</b>	<b>69.5%</b>
Other Expenses	\$ 7,236,400	\$ 1,441,409	\$ 1,848,303	\$ 406,894	\$ 5,794,991	80.1%
Pay-As-You-Go	\$ 1,636,100	\$ 506,677	\$ -	\$ (506,677)	\$ 1,129,423	69.0%
Equipment	\$ 763,235	\$ 212,128	\$ 223,788	\$ 11,640	\$ 551,107	72.2%
<b>Subtotal</b>	<b>\$ 9,635,735</b>	<b>\$ 2,160,214</b>	<b>\$ 2,072,071</b>	<b>\$ (88,143)</b>	<b>\$ 7,475,521</b>	<b>77.6%</b>
<b>Total Operating Expenses</b>	<b>\$ 60,813,877</b>	<b>\$ 17,792,001</b>	<b>\$ 16,846,817</b>	<b>\$ (945,184)</b>	<b>\$ 43,021,876</b>	<b>70.7%</b>

WDR/gf  
1/15/99



EXHIBIT B  
1/19/99 Meeting of the  
Budget & Finance Committee  
Board of Trustees/ECC

**WILLIAM REUTER**  
Chief Administrative and Financial Officer

TO: Marybeth Cullinan, Chairman, Budget & Finance Committee  
FROM: <sup>WDR</sup> William D. Reuter, Chief Administrative and Financial Officer  
DATE: January 15, 1999  
RE: Pay-As-You-Go Account Status

---

Attached is a summary, by college area, of the Pay-As-You-Go funds that were appropriated in ECC's 1998-99 budget.

As of this date, no amounts have been specifically expended against this budgetary authorization, although in excess of \$500,000 has been spent.

The College has earmarked certain projects to be placed on hold, or a partial hold, until Spring census figures are available. This will also provide the Finance Department an opportunity to begin work on projecting fiscal results for the remainder of the year.

A more complete report will be provided at the February Budget & Finance Committee meeting detailing the balances and status of particular projects as well as an action plan to be implemented.

WDR/gf

**ERIE COMMUNITY COLLEGE**

**PAY-AS-YOU-GO SUMMARY - DECEMBER 31, 1998**

	<u>Budget</u>	<u>Actual</u>	<u>Remaining Balance</u>
ACADEMICS SUBTOTAL	\$ 869,780	\$ 180,679	\$ 689,101
FACILITIES SUBTOTAL	\$ 294,000	\$ 91,173	\$ 202,827
STUDENT LIFE/MARKETING SUBTOTAL	\$ 181,800	\$ 46,433	\$ 115,167
INFORMATION TECHNOLOGY SUBTOTAL	\$ 367,400	\$ 115,676	\$ 251,724
FINANCIAL SUBTOTAL	\$ 11,000	\$ 4,715	\$ 6,285
PERSONNEL	<u>\$ 132,166</u>	<u>\$ 68,000</u>	<u>\$ 64,166</u>
<b>GRAND TOTAL</b>	<b><u>\$ 1,836,946</u></b>	<b><u>\$ 506,677</u></b>	<b><u>\$ 1,329,269</u></b>

<b><u>FUNDS AVAILABLE:</u></b>	
Pay-As-You-Go Account	\$1,636,100
Technology Capital Project Reimbursement	<u>\$200,000</u>
<b>TOTAL:</b>	<b>\$1,836,100</b>

**ERIE COMMUNITY COLLEGE**

**PAY-AS-YOU-GO ACCOUNTS  
ITEMS HELD OR PARTIAL HOLD UNTIL SPRING CENSUS**

**ACADEMIC**

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

**STUDENT LIFE/MARKETING**

Promotional Videos/CD's (Partial Hold)	\$ 10,000
Noel Levitz/Consultants (Partial Hold)	\$ 13,000
Recruitment Materials, Mailings (Partial Hold)	\$ 12,000
	<u>\$ 35,000</u>

**FACILITIES**

Landscaping (Partial Hold)	\$ 92,000
Refurbishing Rooms	\$ 70,000
	<u>\$ 162,000</u>

<b>TOTAL</b>	<b><u>\$ 402,580</u></b>
--------------	--------------------------

WDR/gf  
1/15/99

ERIE COMMUNITY COLLEGE

EXHIBIT C  
 1/19/99 Meeting of the  
 Budget & Finance Committee  
 Board of Trustees/ECC

ENROLLMENT GOALS 1998-99

SESSION	FTEs	
Fall	4150	3966.54 (95.6%) (-183.47)
Spring	3950	As of 1/5/99 2677.72 (67.3%)
Winter Intersession	15	As of 12/28/98 16.4
Summer Session I	380	
Summer Session II	190	
Non-Credit	515	
<b>TOTAL FTEs</b>	<b>9200</b>	

Data provided by the Office of Institutional Research.

DP/jw  
 1/15/99

**REVISION**

**ERIE COMMUNITY COLLEGE**

**OFFICE OF THE  
PRESIDENT**

**JANUARY 15,  
1999**

**Board of Trustees  
BUILDINGS & GROUNDS COMMITTEE MEETING  
Tuesday, January 19, 1999  
12 noon  
President's Board & Conference Room/City Campus**

**Agenda**

**Approved   Denied   Tabled**

**For the Board's approval:**

Affiliation agreement between Erie County Sheriff's Department and the Boy Scouts Explorer Program for the use of a classroom in a community college facility.

**For the Board's information:**

- 1      Naming of the Child Care Center/North Campus.
- 2      Naming of college rooms

**Follow-up Action Items**

WJM/jk

# ERIE COUNTY DEPARTMENT OF LAW

## MEMORANDUM

**TO:** DR. LOUIS M. RICCI  
President - Erie Community College

**FROM:** DESMOND HUGHES  
Assistant County Attorney

**SUBJECT:** NAMING ECC BUILDINGS

**DATE:** 11/20/91

**FILE NO.**

The Board of Trustees of Erie Community College is authorized under Section 6306(4) of Education Law to acquire real or personal property by deed, gift, devise or bequest. Title to all real property acquired in the above-mentioned manners vests in and is held by the community college's sponsoring county. While a gift of real property must be taken in the name of the county, consent of the county legislature to acceptance of a gift of real or personal property is not required.

The ECC Board of Trustees' unrestricted power to accept property gifts under Section 6306(4) is complimented with additional authority, care, custody and control of community college buildings under Subsection 5 of Education Law Section 6306. All lands, grounds and buildings at ECC are under direct care, custody and control of the Board of Trustees. The Board has authority to take necessary steps to improve, preserve and protect college lands, grounds and buildings.

The absence of statutory restraints concerning acceptance of gifts for college facilities allows the ECC Board to establish its own guidelines for the proposed endowment campaign. I have attached SUNY Guidelines on naming of buildings as an example of how another educational institution has approached the issue. Unlike individual SUNY campuses, ECC has the authority to develop its own policy on naming of campus buildings.

DH/lfs  
Attachment

**RECEIVED**

81

NOV 22 1991

ECC  
PRESIDENT

NAMING OF BUILDINGS AND GROUNDS POLICY OF THE  
BOARD OF TRUSTEES OF STATE UNIVERSITY OF NEW YORK

Whereas in accordance with § 356, subdivision 4, paragraph f, of the Education Law, the council or board of each state-operated institution administered by State University of New York, shall make recommendations for the naming of buildings and grounds, in accordance with rules established by the State University Trustees; now, therefore, be it

Resolved that all newly established State-operated institutions of the University shall be named in accordance with standard nomenclature; and, further, that when any State-operated institution of the University desires to name buildings or grounds after a person, such buildings or grounds shall be named after prominent local or State deceased persons; and, further, that local councils shall be requested to make recommendations for the naming of buildings and grounds to the Chancellor of State University for his consideration and for submission to the State University Trustees for appropriate action; and, be it further

Resolved that the Board of Trustees will consider requests for exceptions to this policy in the event that a local council deems it appropriate to honor a living person or organization responsible for a substantial gift made for the benefit of the State University of New York either directly or through a campus-related foundation.

---

The original policy adopted November 2, 1950 by Resolution 50-122, was amended on July 10, 1969 by Resolution 69-222 and further amended on January 23, 1980 by Resolution 80-8.

#### 070. Names of Buildings and Grounds

In accordance with §356, subdivision 4, paragraph f, of the Education Law, the council or board of each State-operated institution administered by State University of New York, shall make recommendations for the naming of buildings and grounds, in accordance with rules established by the State University Trustees.

All newly established State-operated institutions of the University will be named in accordance with standard nomenclature. When any State-operated institution of the University desires to name buildings or grounds after a person, such buildings or grounds shall be named after prominent local or State deceased persons. Local councils are requested to make recommendations for the naming of buildings and grounds to the Chancellor of State University for his consideration and for submission to the State University Trustees for appropriate action.

The Board of Trustees will consider requests for exceptions to this policy in the event that the local council deems it appropriate to honor a living person or organization responsible for a substantial gift made for the benefit of the State University of New York either directly or through a campus-related foundation.

The term "substantial gift" in this context is deliberately not defined by arbitrary standards or a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts.

In determining whether to recommend that a facility be named for a person or organization responsible for a "substantial gift," a president and a local board or council should consider a

070 (page 1 of 3) December 1982

*from SUNY Policy book*

number of factors in addition to an actual dollar amount. These include contributions previously made by the donor, the purpose for which the gift was made, and the proportional relationship of the gift to the project for which it is intended. A donor who has a record of several major gifts to a campus may be considered for an honor even though a particular gift may not be construed as "substantial." Further, a gift that may be considered substantial in the context of one project may not be in terms of a more costly one. "In-kind" contributions or long periods of dedicated service also may be considered in evaluating gifts.

The point to remember is that naming of buildings or grounds is not an automatic quid pro quo for a gift, no matter how substantial. Except in instances such as a major capital fund-raising campaign where theater seats, rooms or equipment may be named as inducements to donors of specific amounts, the naming of a SUNY facility has a permanency to it that must reflect both dignity and significance as well as an honor to the donor. Presidents and/or councils (the Board of Trustees in the case of the College of Environmental Science and Forestry) thus are cautioned to consider each proposal in terms of precedent that might be set and the long-term interests of the institution.

It also must be remembered that recommendations received from campuses will be subject to review and recommendation by the Chancellor's Advisory Committee on Gifts, Bequests and Naming of Buildings and Grounds, and by the Chancellor prior to final action by the Board of Trustees. Therefore, no promise should be made or implied to a prospective donor that a gift will be followed by the naming of a facility. Campus-related foundations, which may be the recipients of gifts, should also be made aware of

070

and guided by these caveats.  
[MP 80-12] TRUS

070 (page 3 of 3) December 1982



**ERIE COMMUNITY COLLEGE**  
North Campus

**DATE:** January 5, 1999

**TO:** Dennis DiGiacomo, Dean of Students, City

**FROM:** Terry Fiorello, Secretary, Chemistry

**SUBJECT:** Thomas P. Jehrio

Prof. Thomas Jehrio has just retired from the Chemistry Department after 35 years of dedicated service. He has also served as Department Chair for the last year and a half.

The Faculty and Staff of the Chemistry Department here at North Campus would like to have Room B-717 (chemistry laboratory) dedicated in his name. He has taught most of his 35 years in this laboratory.

Would you please forward this request to President Mariani and the Board of Trustees for their approval?

Thank you for your consideration.

86

C: Chem Faculty  
P. Savino

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 22,  
1999

Board of Trustees  
BUILDINGS & GROUNDS COMMITTEE MEETING  
Tuesday, January 19, 1999  
12 noon  
President's Board & Conference Room/City Campus

MINUTES

Present Adam W Perry, Chairman; Raymond F. Gallagher, David Masse, Student Trustee; William J Mariani, Interim President, William Reuter, Daniel Penfold, Thomas Quatroche, Donna McCartney-Henry, Anthony Nesci, Jerry Voskerichian, Ralph Galanti, Harry Reeverts, William Kemp and Laura Deyo.

Approved    Denied    Tabled

For the Board's approval

Affiliation agreement between Erie County Sheriff's Department and the Boy Scouts Explorer Program for the use of a classroom in a community college facility.

X

For the Board's information:

Follow-up Action Items

- i     Naming of the Child Care Center/North Campus.

Trustee Perry recommended that dialogue be opened up with the Foundation for naming the Child Care Center at the North Campus. President Mariani stated that he will contact Mr. Dentinger and report back at the next meeting.

President Mariani will submit the Desmond Hughes memo to the County Attorney's office for their review.

**Follow-up action items:**

President Mariani asked Donna McCartney-Henry to prepare a recommendation for a Child Care plaque and determine which names should appear.

2 Naming of college rooms

President Mariani will return the request received for naming room B717 at the North Campus with a statement that all requests for naming of rooms should come from the Unions.

President Mariani asked Donna McCartney-Henry to send a memo to the four Unions asking them for a criteria for naming buildings or classrooms after individuals.

3 Trustee Gallagher asked Tony Nesci to submit information to Chairman Cullinan regarding the status of the energy savings program.

gfjk

ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENT

JANUARY 8,  
1 9 9 9

PERSONNEL COMMITTEE MEETING  
Tuesday, January 19, 1999  
President's Board & Conference Room/City Campus  
9:00 a.m.

AGENDA

Approved   Denied   Tabled

**For the Board's approval:**

1. Review of personnel agenda (Page 91).
2. Appointments to the Citizens Advisory Council -  
Trustee Adam W. Perry.
3. Trustee Emeritus - Bill Mariani.
4. Appointment of Faculty Member to serve as the  
President of the SUNY Faculty Council for  
academic years 1999-2000 and 2000-2001-  
Dr. Gena Proulx.

**For the Board's information:**

ECC Policy Manual - Darley Willis.

**Follow-up Action Items:**

## ERIE COMMUNITY COLLEGE

OFFICE OF THE  
PRESIDENTJANUARY 19,  
1 9 9 9

## PERSONNEL COMMITTEE MEETING

Tuesday, January 19, 1999 - 9:00 a.m.  
President's Board and Conference Room/City CampusAttending:

Raymond Gallagher, Chairman  
 Marybeth Cullinan  
 Janet Vogtli  
 Sharon West  
 William Mariani  
 Dr. Gena Proulx  
 William Reuter  
 Daniel Penfold  
 Darley Willis  
 Carrie Kahn  
 Thomas Quatroche  
 Salvatore Manuele  
 Beverly Slichta  
 Jeannette Molina  
 Richard Washousky  
 Herbert Merrill  
 Douglas Saxton  
 Diane Zych  
 Connie Krueger  
 Bonnie Walczak  
 William Kemp

## AGENDA/MINUTES

	<u>Approved</u>	<u>Denied</u>	<u>Tabled</u>
--	-----------------	---------------	---------------

For the Board's approval:

- |                                                                                                                                                       |   |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| 1. Review of personnel agenda.                                                                                                                        | X |  |  |
| 2. Appointments to Citizens Advisory Council - Trustee Adam Perry                                                                                     | X |  |  |
| 3. Trustee Emeritus                                                                                                                                   | X |  |  |
| 4. Appointment of Faculty Member Dr. Herbert Merrill to serve as the President of the SUNY Faculty Council for academic years 1999-2000 and 2000-2001 | X |  |  |
| 5. Proposed Policy Change to Expedite Cash Flow and Customer Training                                                                                 | X |  |  |

For the Board's information:Follow-up Action Items:

**PERSONNEL ITEMS FOR ECC BOARD OF TRUSTEES/AGENDA FOR JANUARY 27, 1999:**

Corrections to December 16, 1998 BOT Agenda:

Delete Thomas A. McCarthy/Watch Attendant/PT/Security/City - Declined

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Re- place	Job Group/ Step	Effective Date
<b>Reappoint/Promote:</b>				
Adams, Vanessa	Coor of Alumni Affairs/FT/Student Serv	A	9-1	01/28/99
Barnard, Donald	Instructor/PT/CIS/City	R	9-1	01/20/99
Gadikian, Maryangela	Instructor/PT/CIS/South	R	9-1	01/20/99
Gross, Elaine	Coll Adm Asst/FT/business Office/Cent-S	R	6-1	02/01/99
Krakowiak, Mary A.	Payroll Clerk/FT/Payroll/Cent-S	R	5-0	03/01/99
Krasinski, Amy G.	Events Spec/FT/Public Relations/S	A	7-1	01/28/99
Lundin, Joseph	Tech Asst/FT/Comp Info Sys Tech/W	A	6-2	01/04/99
Mazur, Thomas	Asst Academic Dean/FT/City	A	13-8	12/28/98
Mulawka, Bonnie	Sr Acct Clerk/FT/Payroll/Central-S	R	6-B	01/19/99
Robinson, Josephine	Laborer/RPT/Maintenance/City	R	3-2	01/28/99
Scalise, Leslie	Instructor/PT/English-Reading/City	R	9-1	01/20/99
Segarnick, Diana	Instructor/PT/English-Reading/North	R	9-1	01/20/99
Wachowiak, Annette	Laborer/RPT/Maintenance/North	R	3-2	01/28/99
<b>Leave Without Pay:</b>				
Gandolph, Susan J.	Sr Clk Steno/FT/Acad Dean/W		4-5	01/28/99- 07/29/99
Hanavan, Franklin W.	Laborer/RPT/Maintenance/S		3-5	12/19/98- 03/07/99
Kelly, John P.	Laborer/RPT/Maintenance/W		3-A	12/01/98- 05/05/99
Lundin, Joseph	Tech Asst/RPT/Sponsored		6-2	01/04/99- 01/04/00
Mariani, William J.	Ex Dean Work Force Dev/FT/Central		16-A	12/27/98- 12/28/99
Rovnak, Laurie B.	Sr Recruiter/FT/Stu Serv/North		10-6	01/16/99- 08/27/99
Tout, Michelle J.	Sr Counselor/FT/Counseling/S		13-6	11/13/98- 11/27/98
Wetzel, Ted R.	Asst Coord/FT/Stu Serv/North		9-8	12/03/98- 03/04/99
<b>Ext Sick Leave w/out</b>				
Coston, Charlotte M.	Coor Financial Aid/FT/City		12-8	12/07/98- 02/05/99
<b>Return from Leave without Pay:</b>				
Tesmer, Karen	Prin Counselor/FT/Sponsored		14-5	01/06/99
<b>Resignations:</b>				
Adam, Jane A.	Instr Supt Spec/PT/English/City		hrly	01/19/99
Gilani, Sarjay	Instructor/FT/CIS/City		9-1	01/25/99
Peck, Carol	Payroll Clerk/FT/Payroll/Central		5-0	01/29/99
Seiler, Michael A.	Watch Attendant/PT/Security/City		hrly	12/14/98
<b>Terminations:</b>				
Bartolotta, Marie	VP for Administration/FT/Central		17-A	01/12/99
Orlowski, Claire	Administrative Asst/PT/Budget/Central		hrly	01/01/99

**Request to Board Create:**

Nine (9) Instructor FT positions, JG 9-1 - Funding from the deletion of four (4) full-time Professor positions as a result of retirement.

Three (3) Student Services Assistants, PT, JG 11 - Funding from two (2) full-time retirements in Student Services

One (1) Coordinator Community Education, JG 12 - Funding from deletion of Asst. Coordinator Community education and funding from vacant position.

O'Neill, John J. - from Assoc Prof to Professor, J8 14-5

-time Appointments received after December 16, 1999 was typed:

old, Eileen M.	Vocational Instr/Comm Serv	02/11/99
ew, Edward	Watch Attendant/Security/City	01/28/99
ra, Cathleen A.	Asst Prof/Culinary Arts/City	01/26/99
sonst, Carlene N.	Student Asst/Library/North	01/25/99
sinaki, Matthew A.	Asst Prof/Physics/North	01/04/99
ero, Joseph	Laborer/Maintenance/City	01/28/99
is, Claudette	Student Asst/DSS/City	11/30/98
en, Richard	Asst Prof/CIS/North	01/26/99
, Dr. James	Asst Prof/Comm Serv/South	01/25/99
brone, Daniel	Laborer/Maintenance/South	01/28/99
s, Kristin C.	Asst Prof/Culinary Arts/City	01/26/99
ka, David M.	Watch Attendant/Security/City	02/01/99
dy, Michael	Student Asst/Library/City	01/25/99
se, Shannon	Student Asst/DSS/South	11/30/99
tinez, Theresa	Counselor/Counseling/City	01/28/99
rer, Michael J.	Tutor/Bldg Mgt & Maint/City	01/27/99
len, Thomas	Building Guard/Security/City	02/01/99
ry, Edwin	Tech Asst/Computer Lab/City	02/01/99
adeneira, Pedro R.	Voc Instr/Comm Serv/	01/23/99
fino, Donald S.	Watch Attendant/Security/South	01/28/99
sons, Andre	Watch Attendant/Security/City	02/01/99
st, Tamara	Asst Prof/Dental Hygiene/North	01/29/99
siak, Eunice	Sr Acct Clk/Human Resources/Central	01/19/99
liams, Brontie	Mentor/EOP/City	12/21/98

at positions

Appointments to Citizens Advisory Council:

- John B. Hill, 121 Linwood Ave., Buffalo, NY 14209  
Coordinator of Community Outreach, The Center for Hospice & Palliative Care
- John P. van-McCallie, 9 Bennett Village, Buffalo, NY  
Legal Secretary to Judge, Buffalo City Court  
Legal Secretary Instructor, Ken-Ton Schools

Appointments to Computer Science Advisory Council:

- John D. Drinkard
- D. Morgan
- Lawrence Scott
- Aborah Walters

Appointments to Computer Science Advisory Council:

- B. Techamler, Director, Career Development, Computer Task Group Inc.  
Lusk Rd., Eggertsville, NY 14226

Appointments to Building Management & Maintenance/Building Trades Advisory Council:

Hornung

Appointments to Building Management & Maintenance/Building Trades Advisory Council:

- J. Ghosen, Custodian of Buildings & Grounds, ECC North  
Westal Avenue, Buffalo, NY 14220
- McKee, Service Account Engineer.  
Millwood Avenue, North Tonawanda, NY 14120

Appointments to Ophthalmic Dispensing Advisory Council:

- Schrader, Coordinator of Optical Services, Health Care Plan  
Parkwood Drive, Alden, NY 14004
- Wardan, Licensed Optician, Contact Lens Practitioner, Office Manager, Schutz  
L., Inc., 41 Deer Path, West Seneca, NY 14224

Consultant Fees and Appointments Presented for Board Approval on January 27, 1999:

CONSULTANTS:

Sandra Golden & Associates, Inc.  
2490 Buckhurst Drive, Beachwood, Ohio 44122  
Regional consultant to community colleges in the area of marketing.  
Specifically focuses presentation and followup workshops on helping  
faculty and staff focus on programs, what they need to do and change,  
and what they want the marketing to accomplish.  
Keynote Speaker, College Day, March 12, 1999 \$ 3,000.00  
Requested by Dr. Gena Proulx

CHSAPS Corporation, 17900 Dixie Hwy Suite 14, Homewood, Illinois 60430  
Services and Materials for Drug Training Seminar, November 7 & 8, 1998 7,303.50  
Requested by: Richard Washousky

American Precision Industries (API)  
2777 Walden Ave., Buffalo, NY 14225 3,600.00  
Grant reimbursement for training conducted for API Basco by  
Simatak Corp.; 11/19/96-11/21/96, 48 hrs @ \$75/hr  
Requested by Douglas Saxton, Corporate Training

American Precision Industries (API)  
2777 Walden Ave., Buffalo, NY 14225 5,400.00  
Grant reimbursement for training conducted for API Basco by  
Simatak Corp.; 5/11/98-5/15/98, 36 hrs @ \$150/hr  
Requested by Douglas Saxton, Corporate Training

American Precision Industries (API)  
2777 Walden Ave., Buffalo, NY 14225 3,000.00  
Grant reimbursement for training conducted for API Basco by  
JMR Systems, Inc; 4/21/98-5/1/98; 20 hrs @ \$150/hr  
Requested by Douglas Saxton, Corporate Training

Erie Y Bocas 4,200.00  
355 Harlan Drive, West Seneca, NY 14224  
Training Services for Ford Stamping Plant Woodlawn  
1/01/98 - 12/31/98; 60 hrs @ \$70/hr  
Requested by Douglas Saxton, Corporate Training

Center for Integrated Manufacturing Studies, RIT/CIM sprint 4,000.00  
111 Lomb Memorial Drive, Rochester, NY 14623  
Training Services for Flexo-transparent, Buffalo  
prior to 3/31/99; 80 hrs @ \$50/hr  
Requested by Douglas Saxton, Corporate Training

Mentholatum Company, inc, 707 Sterling Drive, Orchard Park, NY 14127  
Reimbursement for services: Manufacturing Resource Planning Training  
9/1/98 - 12/31/98; 92 hrs @ \$150/hr 13,750.00  
Requested by Douglas Saxton, Corporate Training

Hayden Precision Industries, Inc, 3902 California Rd., Orchard Park, NY 14127  
Reimbursement for Services: Team Training and Problem Solving,  
2/16/98 - 6/16/98; 60 hrs @ \$95/hr by Crotty Assoc. 5,700.00  
Requested by Douglas Saxton, Corporate Training

Approved for Payment \_\_\_\_\_

William J. Mariani, Interim President

DISK: BOT  
DOC: BOT-JAN-99