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ERIE COMMUNITY COLLEGE

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ERIE COUNTY LEGISLATURE

OFFICE OF THE  
PRESIDENT

1999 JAN 32 JANUARY 19,  
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December Meeting of the Board of Trustees  
Wednesday, December 16, 1998  
5 00 p.m.  
President's Board and Conference Room/City Campus

MINUTES

I Roll Call

PRESENT

Marybeth Cullinan, Chairman  
Raymond F. Gallagher  
Patricia A. Krzesinski  
Adam W. Perry  
Dr. Richard T. Quinn  
Janet L. Vogtli  
Sharon M. West  
David P. Masse, Student Trustee

EXCUSED

Joseph D. DiVincenzo,  
Vice Chairman  
Thomas H. Burton,  
Secretary

OTHERS PRESENT

William J. Mariani, Interim President  
Thomas Quatroche, Assistant to the President  
Marie Bartolotta, Vice President for Administration  
Daniel Penfold, Acting Vice President Student Affairs  
Carrie Kahn, Acting Ex. Dean of Workforce Development  
Booker Edgerson, College Affirmative Action Director  
Darley Willis, Director of Human Resources  
Lance Konkle, Director of Public Relations  
Salvatore Manuele, Academic Dean/Allied Health & Tech.  
Jeannette Molina, Academic Dean/Liberal Arts  
Beverly Slichta, Academic Dean/Business & Public Service  
Kenneth Barnes, Asst. Academic Dean/Business & Public Service  
Dennis DiGiacomo, Dean of Students/City Campus  
B. Paul Hodan, Acting Dean of Students/North Campus  
Jerry Voskerichian, Executive Director/ASC  
Ralph Galanti, Athletic Director  
Linda Kochanoff, Principal Security Officer/City Campus  
Joan Eustace-Reeverts, Grievance Chairperson, AAEECC

3D-8

Diane Zych, President/FFECC  
Frank Jordan, Vice President/FFECC/South Campus  
Joseph Bauth, Head Baseball Coach/Recipient of Award  
Dr. Maxwell Primack, SGA Parliamentarian Advisor  
Matthew Deyermond, Student Assembly, Executive Co./Community College Representative  
Scott Nitterauer, SGA President/South Campus  
Richard Roseboro, SGA President/North Campus  
Michael Washington, SGA President/City Campus  
Erika Melson, SGA Treasurer/City Campus  
Jill Powell, Editor, Northstar  
Sara Ruggles, Editor, Downtown Student Press  
Cathie Campbell, Student/Editor, Landmark/City Campus  
Candace Perry, Student/City Campus  
Lorraine Yagger, Student/City Campus  
Susan Griskonis, President, Honors Program/City Campus  
Karen Mathews, Assistant County Attorney  
Karen Brady, Buffalo News

## II Call to Order

Chairman Cullinan convened the Meeting at 5.07 p.m. A quorum was declared present.

## III Approval of November 18, 1998 Minutes Meeting of the Board of Trustees

Chairman Cullinan recommended the approval of the November 18, 1998 Minutes.

Upon a motion duly made by Trustee Krzesinski, seconded by Trustee Perry and carried, the Board of Trustees approved the November 18, 1998 Minutes

## IV Report of the Chairman

Chairman Cullinan reported that the Presidential Search Committee have held two meetings. Applications will be reviewed at the next meeting on January 7. Trustee Cullinan informed the Board that Ebony & Ivory has been scheduled for Saturday, February 6, at the Statler Golden Ballroom. President Mariani announced that Trustee Cullinan and Trustee West have solicited sponsors for this event.

**V. Report of the President****Special Announcements**

President Mariani presented a certificate to Joe Bauth, Head Baseball Coach for being selected as the American Baseball Coaches Association (ABCA)/Diamond Sports Company NJCAA Division III Regional Coach of the Year and also for the 1998 Louisville slugger Award for Excellence in Coaching. Mr. Mariani acknowledged George Wagner, the Custodian of Buildings & Grounds at the South Campus, who with his staff, had a total of \$194,531 in utility bill savings. He then informed the Board that he received a thank you letter from the Buffalo Federation of Women's Clubs who awarded twice as many scholarships this year, and recognized Beverly Coleman, Mary Miller Wood and Joseph Sorrentino for their tremendous help. President Mariani noted that ECC members of the Erie County Association of Educational Office Professional (ECAEOP) hosted the Associations's annual holiday meeting. He complimented Dr. Gena Proulx and the following staff for their participation: Barbara Bakowski, Ann Blamowski, Joann Barris, Deena Carpenter, Joan Castro, Sue Colligan, Gale Frazer, Shirley Federico, Susan Gandolph, Rosemarie Greggorio, Joyce Hoch, Rita Inda, Alyce Kaznica, Sally Nero, Shirley Park, Sandra Shafer and Carol Turner. President Mariani then announced that the Statler Foundation awarded the College a grant for \$25,000 to renovate the Statler Dining Room at the City Campus.

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

Trustee Krzesinski recommended the approval of the four items as listed in the agenda including a Buffalo Municipal Housing Authority Grant for CAST.

Upon a motion duly made by Trustee Quinn, seconded by Trustee Vogtli and carried, the Board of Trustees approved the items listed in the agenda and BMHA Grant. Yes - 7. Abstention - 1.

Trustee Krzesinski reported that she attended a Middle States Meeting and that a time line and tasks have been initiated. Ms. Krzesinski commended President Mariani for allowing the students to give their presentation at the Academic & Student Affairs Committee Meeting. She was very impressed with the lengthy discussion that she had with the students. Trustee Krzesinski stated that at the conclusion of the meeting the students had a list of 22 concerns that they wanted addressed, and invited the students to the next Academic & Student Affairs Committee Meeting. She was very proud of the appropriateness of how the students handled themselves and would like to bring closure to their concerns.

Academic & Student Affairs Committee Report/President

Student Trustee Report

No report.

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

Chairman Cullinan recommended the approval of the six items listed in the agenda.

Upon a motion duly made by Trustee Gallagher, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the six budgetary items.

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

Trustee Perry recommended the approval of the BOCES Erie 2 - Agreement to Rent and Occupy

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

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

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

Trustee Vogtli then made a motion, seconded by Trustee Gallagher, that due to the recent violation of Executive Sessions by the Student Trustee, I recommend his absence in Executive Session.

Upon a motion duly made, seconded and carried, the Board of Trustees approved the exclusion of the Student Trustee in Executive Session Yes - 6. No -2.

Upon a motion duly made by Trustee Perry, seconded by Trustee Krzesinski and carried, the Board of Trustees approved the Executive Session. Session began: 5:20 p.m. Session ended: 6:50 p.m.

Chairman Cullinan recommended the approval of the personnel agenda and addendum. She also stated that the new appointment of the Chief Administrative and Financial Officer be granted a variable minimum. This request will be forwarded to the Erie County Legislature for approval.

Upon a motion duly made by Trustee Gallagher, seconded by Trustee Perry and carried, the Board of Trustees approved the personnel agenda, addendum and variable minimum. Yes - 6. No-1.

#### VII New Business

Trustee Perry made a motion, seconded by Trustee Krzesinski, that the minimum requirements for a student to run in the election of the Student Trustee, he/she must carry 11 credit hours.

Upon a motion duly made, seconded and carried, the Board of Trustees approved the motion. Yes - 6 No - 1

#### VIII Other Items

#### IX Schedule of Next Month's Committee Meetings

The Committee Meetings for the month of January are scheduled as follows:

Budget & Finance Committee Meeting -	Tuesday, January 19, 1999 8 00 a m./City Campus
Personnel Committee Meeting -	Tuesday, January 19, 1999 9 00 a m./City Campus
Buildings & Grounds Committee Meeting -	Tuesday, January 19, 1999 12 noon/City Campus
Academic & Student Affairs Co Meeting -	Tuesday, January 19, 1999 4 00 p m /City Campus

X. Adjournment

There being no further business to come before this Honorable Body, upon a motion duly made by Trustee Perry, seconded by Trustee Krzesinski and carried, the Board of Trustees adjourned at 7:05 p.m.

Respectfully submitted,

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Thomas H. Burton, Secretary

**TIME & PLACE OF NEXT MONTHLY MEETING**

WEDNESDAY, JANUARY 27, 1999

5 00 P M /**SOUTH CAMPUS**

BLUE BOARD ROOM/ADMINISTRATION BUILDING

## **FINANCIAL REPORT**

Period ending 11/30/98

Attached are Erie Community College's fiscal reports of revenues and expenditures for the period ending November 30, 1998. At the time of these reports three months of the fiscal year (25 %) have been completed with nine months or 75% of the year remaining.

### **REVENUES**

Tuition revenues are at 47% of the total anticipated for the year. This shortfall may be covered by Winter, Spring, and Summer Enrollments. Projections will be more accurate when the college begins to receive Spring enrollment data.

Out of County Charges are billed to other students' counties of residence and are accrued when they are received. Only 16% of these revenues have been received but are expected to reach budgeted levels.

The second quarter payment for State Aid has not yet been received. We have been informed by SUNY that it has been authorized.

Non Credit Fees are fees charged for non credit courses such as driver programs, corporate training, and community education. These fees were included in the operating budget for the first time in 1997-98. They lag the budget with only 12.5% of the budgeted revenue received. These revenues consistently lagged budget last year but ended the year with only a small negative variance.

The Erie County Contribution is received as an offset to payroll beginning in January each year. Therefore, no funds have been received to date.

Other revenues are ahead of budget at this time with 32.6% already received.

### **EXPENSES**

Personal Services accounts are estimated. Salaries paid to part time employees lag those paid to full time employees by one week. Therefore, information on part time payments is complete only to 11/27/98. For purposes of this report, part time salaries for the remainder of the month have been projected. The personal services expenditures are slightly less than the 25% of budget that would be expected. This is the result of maintaining a number of unfilled vacancies at the College.

More than 36% of equipment funds have been expended. Equipment purchases take place at the beginning of each semester for academic departments which accounts for the expenditures being greater than 25% of budget.

Supplies and Expenses are at 17.7% of the budget. These are expected to increase as requisitions

are processed for the Spring semester.

Fringe Benefits are currently at 18.5% of budget. Though payments lag budget, they are a function of personnel expenditures and are expected to reflect that same percentage at year end.

Pay as You Go Funds have begun to be expended for the most critical projects. Approximately 25.6% of these funds have been allocated. Over \$400,000 is being held until information is available on Spring enrollments. Savings here may be used to offset a shortfall in tuition revenue if necessary.

**ERIE COMMUNITY COLLEGE  
1998-1999 REVENUES  
PERIOD ENDING NOVEMBER 30, 1998**

<b>COLLEGE OPERATING REVENUES</b>	<b>1998-99 BUDGET</b>	<b>REVENUE 11/30/98</b>	<b>BALANCE</b>	<b>% BALANCE</b>
STUDENT TUITION	23,228,121	10,911,205	12,316,916	53.0%
OUT OF COUNTY CHARGES	923,000	147,756	775,245	84.0%
STATE AID	19,895,559	5,020,857	14,874,702	74.8%
NON CREDIT FEES	1,501,420	187,528	1,313,892	87.5%
ERIE COUNTY CONTRIBUTION	11,620,77	N/A	11,620,777	100.0%
OTHER REVNUUE	2,945,000	958,788	1,986,212	67.4%
FUND BALANCE USED	700,000	N/A	700,000	100.0%
<b>TOTAL OPERATING REVENUES</b>	<b>60,813,877</b>	<b>17,226,134</b>	<b>43,587,743</b>	<b>71.7%</b>

25% of the year completed; 75% of the year remaining.

12/16/98

**ERIE COMMUNITY COLLEGE  
1998 - 1999 APPROPRIATIONS  
PERIOD ENDING NOVEMBER 30, 1998**

<b>COLLEGE OPERATING APPROPRIATIONS</b>	<b>1998-1999 BUDGET</b>	<b>FUNDS USED</b>	<b>BALANCE</b>	<b>% BALANCE</b>
<b>PERSONAL SERVICES</b>	<b>41,923,205</b>	<b>10,091,289</b>	<b>31,831,916</b>	<b>75.9%</b>
<b>EQUIPMENT</b>	<b>763,235</b>	<b>281,198</b>	<b>482,037</b>	<b>63.2%</b>
<b>SUPPLIES &amp; EXPENSES</b>	<b>7,236,400</b>	<b>1,277,155</b>	<b>5,959,245</b>	<b>82.3%</b>
<b>FRINGE BENEFITS</b>	<b>9,254,937</b>	<b>1,710,577</b>	<b>7,544,360</b>	<b>81.5%</b>
<b>PAY-AS-YOU-GO</b>	<b>1,636,100</b>	<b>418,340</b>	<b>1,217,760</b>	<b>74.4%</b>
<b>TOTAL OPERATING APPROPRIATIONS</b>	<b>60,813,877</b>	<b>13,778,559</b>	<b>47,035,318</b>	<b>77.3%</b>

25% of the year completed; 75% of the year remaining.

12/16/98

REVISED 12/09/98

Page 1 of 2

PERSONNEL ITEMS FOR ECC BOARD OF TRUSTEES/AGENDA FOR DECEMBER 16, 1998:Corrections to November 18, 1998 Personnel Agenda:

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

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Re- place	Job Group/ Step	Effective Date
<u>Reappoint/Promote:</u>				
Arcadi, Margaret	Recruiter/FT/Student Serv/North(temp)	A	9-5	09/01/98
Armilotti, James M.	Technical Assistant/FT/Autobody/South(temp)	A	6-1	12/21/98
Barnes, Shirley	Coll Adm Asst/FT/Central Trans/North	R	6-8	11/30/98
Baxter, Albert J. Jr.	Prin Recruiter/FT/Stu Serv/North (temp)	A	11-C	09/01/98
Brunet, Joseph	Asst Dir Corp Trng/FT/Corp Tr (temp)	R	12-3	09/01/98
Horwitz, Sheldon	Maint Worker/FT/Maintenance/North	R	5-C	01/04/99
Paquette, Donna M	Coll Admin Asst/RPT/Info Call Ctr/No	R	6-1	12/07/98
Rovnak, Laurie B.	Sr Recruiter/FT/Stu Serv/North	A	10-6	09/01/98
<u>Leaves Without Pay:</u>				
Barnes, Shirley	Coll Adm Asst/RPT/Info Call Ctr/N		6-8	11/30/98- 05/30/99
Brunet, Joseph	Corp Train Spec/RPT/Corp Train/S		11-3	11/16/98- 11/17/99
Pusani, Julianne	Coll Adm Asst/FT/Central Trans/N		6-8	12/01/98- 05/30/99
Peronne-Kreutzer, Maureen	Receptionist/FT/North		3-D	12/31/98- 01/01/00
Rovnak, Laurie B	Sr Recruiter/FT/Student Serv/W		10-6	09/01/98- 01/16/99
Sullivan, John	Asst Dir Corp Trn/FT/Corp Trng		12-A	11/16/98- 11/16/99
<u>Sick Leave Without Pay(Workers Comp):</u>				
Weiners, Robert T.	Bldg Maint Mech/FT/Maint/City		7-C	11/30/98- 07/01/98
<u>Ext Sick Leave w/mt Workers Comp:</u>				
Coston, Charlotte M.	Coor Financial Aid/FT/Financial Aid/City		12-8	11/07/98- 12/07/98
<u>Resignations:</u>				
Acevedo, Inocencia	Tech Asst/PT/Placement/City		hrly	12/18/98
Boone, Derrick	Bldg Gd/PT/Security/City		4-5	12/20/98
Keefe, Laura	Counselor/PT		hrly	12/07/97
Meehan, Sheila M.	Sr Clk Typ/PT/Coor Adm/South		hrly	11/05/98
<u>Retirements:</u>				
Baxter, Albert	Prin Recruiter/FT/Student Serv/North (ECC)		11-C	12/26/98
Creola, Patricia	Professor/FT/Dental Hygiene/North (NYS)		14-6	12/26/98
Depowski, Louis	Professor/FT/Physics/North (NYS)		14-C	12/23/98
Durski, Arlene	Professor/FT/Nursing/North (NYS)		14-C	12/26/98
Glanowski, Patricia	Sr Clk Typist/FT/Chemistry/City (NYS)		4-D	12/26/98
Green, Myrtle M.	Professor/FT/MLT-MA/North (NYS)		14-B	12/26/98
Hodan, B. Paul	Director Student Serv/FT/North (NYS)		13-A	12/26/98
Howlett, Nancy R.	Professor/FT/English/North (NYS)		14-6	12/26/98
Jehrio, Thomas P.	Professor/FT/Chem Tech/North (NYS)		14-C	12/26/98
Kosciuch, Daniel	Bldg Maint Mech/FT/Maintenance/North (ECC)		7-D	12/26/98
Ludwig, Charlotte	Professor/FT/Nursing/North (NYS)		14-4	12/26/98
Ritter, Charles	Professor/FT/MLT-MA/North (NYS)		14-C	12/26/98
Rolletta, Vince	Professor/PT/Soc Sci/North (NYS)		14-6	12/26/98
Rosinski, Chester E.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Schneggenburger, Mary	Sr Clk Typ/FT/Bus Adm/City (ECC)		4-A	12/26/98
Shuster, Lynne M.	Professor/FT/English/North (NYS)		14-B	12/26/98
Schmid, Nancy J.	Professor/FT/Nursing/North (NYS)		14-6	12/26/98
Tisdale, Celes	Professor/FT/English/City (NYS)		14-B	12/26/98
Zulawski, Suzanne E.	Prin Library Clk/PT/Library/City (NYS)		6-D	12/26/98

Request to Board Create:

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

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

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

Appointments to Occupational Therapy Assistant Advisory Council:

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

Appointments to Computer Information Systems Advisory Council:

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

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

Reappointments to VATEA Advisory Council:

Patricia R. Patta

Linda J. Kelleher

Lynda K. Stephens

Reappointments to LRC Advisory Council:

Dr. George Robinski

William Miles

**ADDENDUM TO:**

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

Name	Title/Full-Time or Part-Time/ Department/Campus	Add/ Re- place	Job Group/ Step	Effective Date
<b><u>New Appointments:</u></b>				
Reuter, William	Chief Administrative and Financial Officer/FT/Administration/Central	R	18-1	12/21/98
<b><u>Reappoint/Promote:</u></b>				
Luterek, Christopher	Admin Aide Athletics/FT/Athletics/C	R	6-0	01/04/99
<b><u>Retirement:</u></b>				
Peterson, Wardell	Maintenance Worker/FT/Maintenance/City		5-D	12/26/98

**Part-time Appointments received after December 16, 1998 Agenda was typed:**

Hepp, Kristen C.	Asst Prof/Culinary Arts/City	01/26/98
*Hutchison, Amanda	Tutor/DSS/South	01/26/98
White, Hadeen	Student Asst/Library/City	01/26/98

**Board Create:**

Campus Coordinator for Administration - JG XV (funding from the deletion of the Campus Coordinator for Administration/City Campus)

Assistant Academic Dean - JG XIII (funding from the deletion of the Campus Coordinator for Administration/South Campus)

**Consultant Fees and Appointments Presented for Board Approval on December 16, 1998:**

**COST**

Deaf Adult Services (DAS) - for interpreter services which are mandated under both the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act. Fall 1998 semester. Requested by Kathy Hoffman, Coordinator of Special Services

\$ 6,000.00

Sev/Sherwin Greenberg Productions  
117 West Chippewa Street, Buffalo, NY  
30 second television commercials  
Creative film production, script writing, editing and production  
Requested by Lance Konkle, Public Relations Director

9,850.00

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

William J. Mariani, Interim President