



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Meeting Minutes of the Erie County Community College

Board of Trustees

Minutes of the Special Meeting – December 4th, 2020

Meeting 5:00 pm

Location of Meeting - Virtual on Zoom Only

Mr. Tom Benson

Mr. Ron DiNicola

Mr. Justin Gallagher

Mayor Dave Mitchell

Rev. Charles Mock

Ms. Cheryl Rush Dix

Ms. Kathryn Sintal - Zoom

Ms. Christina Vogel - Zoom

Dr. Annette Wagner

Additional people joined on Zoom

Dr Narcisa Polonio, Dr Roy Church,

The Special Meeting of the Board of Trustees of Erie Community College was called to order at 5:00 pm on December 4th 2020 Chairman Mr. Ron DiNicola Presiding.

- I. Call to Order
- II. Roll Call – All members Attending (See Roll Call Sheet)
- III. Pledge of Allegiance
- IV. Hearing of the Public - No one requests to speak.

V. Approval of Special Meeting Minutes of Nov 4th, 2020 and
November 18th 2020

Motion1: Motion Amended to approve November 18th only since No responses but one for the Nov 4th given to secretary from the Board Members on the missing Video and She will have an agenda, plus motion statement on the meeting minutes that are missing; Motion to accept the Nov 18th has been approved: Vote is recorded on register sheets

VI. Report of the Chief Information Officer on the issue of indefinite, future virtual meetings, the schedule thereof, and related matters.

A. HO – From the CIO 12-04-2020 included with minutes

B. Summarization of Board Meeting Standardizations

- a) All meetings virtual until at least April 1st
- b) Special Meetings will be 1st and 3rd Wednesdays of each month at 5:00 pm.
- c) Executive Committee will meet every Friday at 11:00 am before the Special Meetings on Wednesday. Please let them know if you want to add to the agenda at that time so we can schedule the topic into the agenda.
- d) If you have Handouts for the meeting please give to the Admin or Secretary before the meeting to put on the website (Jan – on)
- e) All Committee meetings will be taped and recorded on Zoom unless otherwise specified. This is so other Board members can have this information in order to associate work items and knowledge. If there is a reason that you do not want your meetings taped please let the admin know before the committee meets.
- f) Any member that want to hear a committee meeting , just ask.

C. Summarization of Handout on New Website

- g) Emails Distributed before next meeting:
Name@ECCCPA.ORG
- h) Website www.ecccpa.org First Peek
- i) Photo and BIO from each Board Member Requested.
- j) Handouts will be standard on the website from each meeting when our site goes live

VII. Report of the Academic Committee – Cheryl Rush Dix – Chairman, Board Members.

- A. HO – From Cheryl Rush Dix – Academic Report 12-4-2020 included with minutes
- B. HO From Academic Committee - Requesting Input
- C. 120 Day plan is being worked on with Meetings every Saturday except for the holiday weekends. The schedule is in the Handout.
- D. The latest Document on Course descriptions and offerings has been sent out for Board review and this document will also be sent out again with the meeting minutes. Please send back any comments, issues or addition information to the document that will help move us forward.
- E. As you can see in the document, we have introduced reporting tools with timelines, responsible person, budget references, objectives and deliverables. We are also using a project-based Gantt Chart that will help us track critical items that would keep us off track.
- F. Questions:
 - a) Ron asked about a Handout from Dr Church, but that handout was for the Saturday Meeting
 - b) Do we wait for our President before we have people who want to teach at the college give us resumes? The answer is Yes. The college administrative staff will work with the Personnel Committee to hire the administrative staff. Then once the college has the courses to teach, they will set out to hire the Full Professors, then see what course are left to teach and hire the adjunct professors. The time frame would be late spring. The adjunct faculty consultants are different. They will be defining the class schedules and syllabus for the courses.

- c) Will be teaching cutting edge courses? Example health courses that may be COVID-19 Related or Handling diversity and racism in society 2020. The academic committee welcomes suggestions. We have a degree of flexibility to be in-line with the students interests of today but contemporary enough to be in line with the Dept of Education.

VIII. Report of the Personnel Committee – Tom Benson
Chairman, Board Members Justin Gallagher & Kathryn Sintal

- A. Our committee has been able to secure the Search Firm for the College President, helping to get the Interim President on board, Securing the Law Firm, and are still working to get the Board’s Admin Person. We are revisiting that this week. We are very appreciative to our advisors, Bob Merrill & Jay DiFrank.

IX. Report of the Treasurer and Finance Committee-
Chairman Justin Gallagher, Board Member – Christina Vogel.

- A. The college has received its first disbursement from the county to pay the outstanding bills/invoices for the last few months.

X. Report of the Ad Hoc Committee on BOT Facility –
Chairman - Annette Wagner, Board Members – Tom Benson, Christina Vogel

- A. News: We have secured the office space at 1128 State Street (former 1st Citizens Bank Building) which also houses the Erie Chamber of Commerce and the Dept of Labor.
- B. Our space will have 2 offices and 1 cubical. It is newly refurbished and includes Utilities, Phone and Internet with access to a conference room. Also included is a receptionist, off-street parking, kitchen, and shared common areas.
- C. This move will also align us with the Chamber of Commerce who has been very pro-college in the time leading up to the college being adopted. This does not include long-distance calls, copying, or postage. The amount of the lease will be 2,000 dollars a month and this will run as long as the BOT needs the space, not a definite lease time-frame.
- D. Questions from the Board:
- a) How does this space compare to others you have looked at? The other space on West 22nd was more private but had no furniture or updated technology.
 - b) Is the parking for us designated, since in normal times the Chamber has many people that are usually there? That is one thing we will ask
- E. Motion: Ms. Sintal: Acceptance of the Board for the Facility at 1128 State Street with definition of the facilities brough forward, and give Dr Wagner the Authority to bring the contracts to be viewed by out Legal Authority. The legal authority will then bring this back to the Board for final approval. Motion was seconded and Approved by a roll call vote.

- XI. Report of the Chairman of the Board – Ron DiNicola
A. Appointment of Dr Annette Wagner as Chairman of the New Adhoc-Committee for Campus location Section. Pastor Charles Mock as member of the committee.

OLD BUSINESS

- XII. Report of Solicitor Tom Talarico on matters related to the transition of Board Solicitor
A. Tom was not at this meeting, Closed Issue.

NEW BUSINESS

- XIII. From the Chair of the Personnel Committee:
- A. Motion to approve the retention of the RH Perry firm selected by the Personnel Committee to lead the search for a Community College President. Motion Seconded and Approved
- a) Questions: Did this firm perform searches in our Region before and for what position? Yes, they performed the search for the NPRC President.
 - b) Reasons for choosing RH Perry? The firm showed very methodical reporting and informative practices not shown by the other firms. The video of the interview can be seen by any Board member.
 - c) Did you ask them about their misstep from NPRC and have they been engaged to help NPRC look for another President? We did ask them about this and they said they presented several candidates but they have not been re-engaged for another search.

B. Motion to approve a search for an Interim Community College President, with candidates to be identified and proposed by Dr. Narcisa Polonio and Dr. Roy Church. Motion Seconded and Approved.

- a) Discussion: Dr Polonio stated that an Interim President will give the Board a way of legally having an authorized person that can speak, sign and represent the College to external authorities, for example in presenting the” 120 day plan” to the Dept of Education. Fulfills the needs the Board alone can not fill. This person would be able to take our college to the level needed in a timely fashion due to the experience levels they bring as retired College Presidents, plus not here for the long run. This gives our search firm the ability to find the right person and timing will not be a hinderance.
- b) The only difference in the Job description between the permanent president and the interior president will be the temporary nature of the position. The action is becoming a standard today in higher educational institutions, a bridge od competence for the board.

C. Motion to approve the retention of The Knox Law Firm selected by the Personnel Committee to act as legal counsel to the Board of Trustees. Motion Seconded and approved.

- a) Personnel Committee had 3 Law firms that submitted proposals to the board for the legal counsel position. From the 3 the personnel committee chose the Knox Firm to submit to the Board approval

XIV. Motion of the Treasurer to Approve payment of bills/invoices of the BOT as recommended. Motion Seconded and Approved.

XV. Any Other Business to Come Before the Board

XVI. Motion to Adjourn – Seconded and Approved

