



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Meeting Minutes of the Erie County Community College

Board of Trustees

Minutes of the Special Meeting – February 10, 2021

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

Ms. Christina Vogel

Dr. Annette Wagner

Additional people joined on Zoom

Dr Narcisa Polonio, Dr Roy Church, County Council Person: Carl Anderson III

Legal Council: Tim Wachter, Public: Dr. Robert Heibel

The Special Meeting of the Board of Trustees of Erie Community College was called to order at 5:00 pm on Wednesday, February 10th, 2021 Chairman Mr. Ron DiNicola Presiding.

- I. Call to Order: Chairman DiNicola called the meeting to order at 5 PM on Wednesday, February 10th, 2021
- II. Roll Call – All members in attendance (See Roll Call Sheet)
- III. Pledge of Allegiance

- IV. Hearing from the Public – no comments
- V. Remarks of County Council Liaison – Chairman DiNicola welcomed Mr. Carl Anderson III. Comments: Mr. Anderson expressed excitement regarding news from Harrisburg regarding inclusion of ECCCPA in Governor Wolf’s proposed budget and appreciation for every constituent that has been instrumental in seeking/obtaining funding, including the RCAP funding. Additional great news with the withdrawal of objection to the community college and appreciation to Senator Pro Tem, Jake Corman for his efforts and support. He further indicated he had the privilege of meeting Dr. Gay and commends the Board on the fantastic selection. Expressed continued support and a committed resource from County Council.
- VI. Chairman Introduction of Interim President- Chairman DiNicola provided brief introduction to Dr. Judith Gay, Interim President. He expressed Dr. Gay’s commitment to the college community movement and her commitment to come to Erie to help with this historical effort for Pennsylvania and the nation. Her experience and commitment can achieve innovative results that will be special and meet the needs of our corner of the Commonwealth.
- VII. Remarks of the Interim President- Dr. Gay expressed her gratitude for the honor of serving as Interim President and for the extremely positive welcome she has received from

not only the Board, but also from a vast number of community members.

VIII. Approval of Special Meeting Minutes of January 20, 2021

Motion1: Motion to approve January 20th, 2021 Meeting Minutes. Motion has been approved: Vote is recorded on register sheets

IX. Report of the Academic Committee- Chair of the Academic Committee provided a document presentation highlighting the three meetings held since last Board Meeting and notes of consideration from those meetings. The report/presentation will be posted along with other meeting materials.

A. Three meetings were held, 1/23, 1/30, and 2/6.

B. On January 23rd, the public was present for the first time at a committee meeting. Drs. Church and Polonio provided a work product for the 120 Day Plan with respect to policies, proposed curriculum, program information, site considerations, and staffing. It was noted that the Library System will be a resource outreach and will be included in the 120 Day Plan.

C. On January 30th, the meeting concentrated on program updates from the consultants and the consideration of all the positive feedback and suggestions from the community and the Board

D. On February 6th, the meeting discussed the progress with the 120 Day Plan. Reminder came up to submit all prospects and interested parties to the search-hr.org link now available on the website. Dr. Gay shared a great

research article regarding knowing our prospective learners. Article link will be included in posted materials. Requests for full program debriefs and focus questions regarding site was also discussed.

E. Dr. Church's continually updated progress report on programs will also be posted with materials.

XX. Report of the Personnel Committee- Chair of the Personnel Committee indicated there has not been a meeting since early January. Conversations continue with Adecco Temporary Agency for an admin role for the Board. There is a legal hold up with documents due to establishing credit with them of which the College has none as a brand new entity. More information to follow once all paperwork has been completed.

A. R. H. Perry has asked for marketing information from background information for Erie County for inclusion in a sales piece for potential candidates for the permanent President position. Suggestions and recommendations for changes have been submitted to R.H. Perry and their information will be going out this week.

B. Chair Mr. Ron DiNicola asked if R.H. Perry timeline is on target and reasonable and if committee is comfortable with the timeline. Mr. Benson responded that information is out there and in the next few weeks we "should see results to the fruits of our labors."

XI. Report of the Treasurer/Finance Committee- Chair of the Finance Committee reports that he submitted three motions for approval: 1) payment of bills, 2) disposition of

meeting recordings, 3) credit card policy, a card for administrators and the policy that governs it, and a card for the execution of college business. Motions will come up later in the meeting.

A. Committee will begin to meet on a regular schedule as needs are arising and Interim President will be included.

XII. Report from the Ad-Hoc Committee on Sites and Facilities- Chair of Ad-Hoc Committee on Sites and Facilities reports that three meetings have occurred resulting in the compilation of a matrix of a number of sites and locations submitted from interested parties. This non-professional matrix serves as an assessment of the sites based on the state's criteria per the application. Several of the locations were toured and interviews conducted with the owners and information is shared within the matrix to assist the professionals with the decision making process. Matrix is up and available on the website.

XIII. Report of the Ad-Hoc Committee on Community Advisors- Chair of the Ad-Hoc Committee on Community Advisors reports the committee consists of three different groups: 1) research, 2) development of relations in the community, 3) communication outreach for community groups. Committee member is compiling a list of community groups that would like an update or speaker series for future review.

XIV. Report from the CIO/Secretary- Trustee Sintal reports that everyone has an ECCCPA.ORG email now, four Trustees

still need to initialize their emails for use. Website has been changed so blog can be seen by more than one at a time. Meeting notes and handouts will all be on the website tomorrow.

A. Chair DiNicola questioned if calendar for the entire week will continue and when it is posted. Kay indicated that it is done on over the weekend after receiving information on Fridays and will remain all inclusive.

B. Website has been changed to be able to see blog.

XV. Consultant Report – Dr. Roy Church provided three brief points.

A. Temporary staffing will be engaged to plan, design, assemble, draft, and edit the 120 Day Plan. The Plan will be a storyboarding process to define the culture of this college. The themes will be woven through the entire report.

B. Curriculum assembly of basic course information for 45-50 courses with 90 course sections for fall semester in three academic programs, Associate of Arts, Associate of Applied Science in Information Technology, and Associate of Applied Business in Business & Entrepreneurship.

C. A policy development piece is being assembled. This is the largest and most complex piece as it drives the operation of the institution in all fundamental aspects. There are 60-75 policies and all must be integrated together in an effective manner for complete operation.

Dr. Gay needs to lead the decision making around these proposals that will come back to the Board.

D. Chairman DiNicola inquired if there is an interim reporting requirement to measure the target of this report. Dr. Church indicated there is not, however, the staff at the Pennsylvania Department of Education has volunteered to review and provide feedback.

There should be no surprises with the April submittal.

E. Trustee Gallagher inquired if a formal organization that can provide support for policies exists. He also inquired to as to what level Knox Law plays in the development of policy. Dr. Church indicated that no specific organization exists to provide support; however, the Commission of Community Colleges provides support to glean from other colleges' policies. All will be reviewed by Board once refined. Specific legal assistance will come from Knox Law as needed during refinement.

F. Vice Chair Rush Dix indicated there were some March dates for checkpoints/milestones in program management tracking piece with respect to PDE and the Board.

XVI. Consultant Report Dr. Narcisa Polonio

A. Been working with Personnel, Facilities, and Academic Committee.

B. With attorney, we are developing Board training series for the next several months.

- C. Working on transferring of responsibilities for onboarding for Interim President.
- D. Working on bylaws with attorneys
- E. Providing information and support to all Trustees.

XVII. Report from Solicitor: Mr. Tom Tupitza presented.

- A. Credit card policy considered, needed set immediately for taking care of immediate needs of the operation of the college.
- B. Working on a process with fictitious names to protect any names we may want to utilize such as Erie Community College, Erie County Community College, etc.
- C. Working on a \$250,000 treasurer's bond.
- D. Agreements to be distributed soon
- E. Tim Wachter resigned position as Trustee with Edinboro, resolving any conflict of interest.
- F. Bylaws in review using best models available in cooperation with Drs. Gay and Polonio. Making very good progress.
- G. Pastor Mock inquired regarding the approval of Bylaws and the methodology that will be followed. Solicitor indicated this would be a task of the entire board to be determined by the executive committee and the President.
- H. Trustee Vogel inquired if there was a reschedule of the education sessions. Chairman DiNicola indicated these sessions will be postponed for the need to entertain a delegation from the County and the Redevelopment Authority to present proposal for handling of the RACP grant. Packet of grant

information will be forthcoming for your review. There is a continuing plan for education plans.

XVIII. Report of the Chairman of the Board- Chairman DiNicola provided a thorough response to Trustee Vogel's question regarding educational sessions which contained much information from his report. He indicated much of his obligations are addressed through committees and the President.

XIX. Report of the Interim President- Dr. Judith Gay provided the Board a list of activities she has been engaged with for the last 10 days. She spoke of her engagement with other community colleges and colleagues and the non-competitive nature between the multiple institutions and how helpful they have been.

A. She spoke of her participation in the American Association of Community Colleges and the Association of Community College Trustees Summit this past week. Dr. Jill Biden presented and it is stated that she gave a shout out to ECCCPA. These are two very robust organizations that Trustees will want to be members. There is a national agenda that both organizations focus on including PELL, free tuition, basic needs supports, etc. A unified front to be recognized at a national level.

B. Drs. Church and Polonio and she have a great working relationship. Each agrees on the focus of excellence, inclusion, equity, student success, student centered support services, and more. Student policies that

maintain high standards and being excellent and how do students get to their goals. Working on 120 Day Plan, including a catalog.

- C. Will become more actively engaged on facility decisions.
- D. Curriculum will be new thinking and goal achieving and meeting Middle States requirement. Working to team with a few local Universities for transferring.
- E. Trustee Mock inquired if any thought to plan that June budget may not pass and college could be financially impacted driven by no June budget. Chair DiNicola indicates that there is sufficient resources because the County has stepped up and should carry the college through the first semester with some gaming revenue. Trustee Gallagher indicated the risk is mild, but should continue to be monitored. Carl Anderson added legislative and county commitment should sustain through 2021 with little risk in this calendar year. The concern is more with commitment for 2022. Diligence should be push to ensure the funding from the legislature.

XX. Motion by Treasurer to approve payment to pay bills.

Chairman DiNicola inquired as to the total for the period. Trustee Gallagher indicated the amount is \$46,683.00 with most in the current status. Roll called. Motion Passed.

XXI. Motion by Treasurer to approve credit card policy. This is for the purpose of the administrators to have a credit card for incidentals. The per-purchase limit is \$5,000 for administrator. Chairman DiNicola inquired if this measure address the needs of moving forward with Dr. Polonio's

incidentals. Dr. Polonio asked that long term needs be taken into consideration and involve Dr. Gay. Dr. Polonio suggest defining incidentals with more flexibility.

A. Trustee Mitchell indicated that a strong check and balance be in place. The accountability places the college under the spotlight. There needs dual accountability; treasurer and legal. Trustee Gallagher indicates this is request is part of fulfilling Dr. Gay's contract. Trustee Sintal indicated the need to advance the Zoom account so others can schedule meetings and administer. Roll Call completed. Motion passed.

XXII. Trustee Gallagher motioned to adopt a resolution of deposition of meeting recordings and audio.

Discussion evolved regarding permanent deletion, retaining for future needs, the reason for storage.

A. Dr. Gay asked if notification of recording should be posted for all to see. Chair DiNicola expressed concern of deleting and the historical prerogative of a multifaceted buildout. Vice Chair Dix inquired about the work product value for the future of storing these recordings. Chair DiNicola indicated the scope is subjective and there is typically a sunset on documentation.

B. Carl Anderson indicated there may be two distinct references, legal minutes for organization and archival preservation for historical needs.

C. Trustee Mitchell indicated this is a key discussion and that archival records are important especially for this first year. Agree to motion, but retain an

archival record for future needs. This development of a community college is historical for local, state and national levels.

- D. Trustee Mock indicated the need to develop a policy for the archival record.
- E. Solicitor Tupitz indicated the need for a clear guideline and thoughts for a timeline.
- F. Chair DiNicola indicated his feel of uncertainty of this issue in the body. He inquired if there should be further review.
- G. Carl Anderson indicated that the County has official minutes that are passed/available, and the actual Zoom meetings are housed in the office.
- H. Dix indicated that a policy is necessary.
- I. Trustee Mitchell indicated there is nothing critical to complete today and motioned to table the conversation for the future. Trustee Bensen seconded. Roll called. Motion passed.

XXIII. Any other business

- A. Trustee Gallagher motioned to empower the treasurer to obtain a credit card to conduct agency business. Trustee Dix moved, Trustee Mock seconded.
- B. Trustee Gallagher indicated this card is to get the ball rolling as to not slow business and a more robust policy for check and balance can be address at the next meeting. Discussion of debit card versus credit card. Credit card has insurance.
- C. Trustee Mitchell suggested Dr. Gay be responsible for cards with Treasurer as check and

- balance. Chair DiNicola suggest empowering Treasurer to address the issue of credit card with President to meet the needs to further the college.
- D. Trustee Gallagher reviewed the current manner in which bills are paid and expenditures met.
- E. Chair DiNicola asked for restatement of the motion. Trustee Gallagher motioned for treasurer to move forward with a credit card to meet the operation needs of the community college while taking in the consideration of checks and balances and a limit in which will be balanced by the Board.
- F. Roll called. Motion passed.

Any Additional Business to come before the Board-

- A. Trustee Mock reports that Dr. Gay is part of a Black History Month presentation with Gannon and the Interchurch Ministries. He will share the information and Trustee Sintal has agreed to post on the website.

Motion to Adjourn

- A. Trustee Benson motioned to adjourn the meeting. Trustee Vogel seconded. Meeting Adjourned.