



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Meeting Minutes of the Erie County Community College

Board of Trustees

Minutes of the Special Meeting – March 10, 2021

Meeting 5:00 pm

Location of Meeting - Virtual on Zoom Only

Trustees:

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 attendees via Zoom:

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;
Dr. Narcisa Polonio, Consultant; Dr. Roy Church, Administrator; Mr. Tom Tupitza, Legal
Counsel; Mr. Carl Anderson III, County Council Representative
From the Public: Alison Stinely, Carmine Camillo, Ben Wilson, 1 unidentified

1. Call to Order

- a. Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM on Wednesday, March 10th, 2021.

2. Roll Call

- a. Seven members present; two members joined meeting after roll called.

3. Pledge of Allegiance

- a. Trustee Mayor Dave Mitchell led Pledge of Allegiance.

4. Approval of Special Meeting Minutes of February 10, 2021

- b. Trustee Gallagher moved to accept the minutes of the Special Meeting held Wednesday, February 10, 2021 as written. Trustee Benson seconded the motion. Roll Called. 8 yeases with friendly amendment for typo in 12-E.

5. Hearing of the Public

- a. No comments from the public.

6. Remarks of County Council Liaison

- a. Chairman DiNicola welcomed Mr. Carl Anderson III. Mr. Anderson expressed continued appreciation for the dedication and diligent work from the Board, the Interim President, and all others involved. Anderson further expressed the continued support from and a committed resource with Erie County Council.

7. Report of Academic Committee

- a. Trustee Cheryl Rush Dix, reports that two meetings were held, February 13th and 27th. Next meeting is Saturday, March 13th at 10:30 AM via Zoom. A handout of the Committee Report is available on the website.
- b. Trustee Rush Dix reports highlights from the February 13th meeting as current focus on academic policy will have three policy drafts at next meeting for review; drafts of majority of courses for the Associate of Arts degree are being assembled and will be up for review soon; an omnibus advertisement of academic positions was place in local paper and on the website with responses coming in; meeting was forthcoming with Erie County Library System for partnership considerations; Dr. Gay shared information and knowledge at the meeting regarding “smart classrooms” aspects for facilities consideration, a link to Dr. Gay’s authored article accessible via link within handout; a community update session was held with AACC leading to follow-up meeting with local manufacturing leaders; the Academic Charter will be amended to name Dr. Gay as program manager and adding appendices to the Deliverables section.
- c. Trustee Rush Dix continued with highlights from the February 27th meeting where Drs. Gay, Church and Polonio provided program updates on recent PDE session that reconciled the 120-Day Plan format and details; the PDE meeting confirmed focus on Associates Arts, enrollment projection

approach, Form #3004 faculty and curriculum sequencing, interim review and approval timelines [ECCC is one of eight programs under consideration]and a semester format with flexibility for innovative “packaging”; curriculum development is on pace; committee review of curricular documents scheduled for March 13th meeting; Course information for 27 Associate Arts degree preliminary draft will be shared with PDE the week of March 15th; over 80 policies are in draft stage for high-level feedback by appropriate individuals/committees during March; Advisory Committee member R. Heibel shared numerous certificate program options for development to be shared with President Gay.

- d. Trustee Rush Dix provided a brief summary of the Community Debrief from African American Concerned Clergy held Feb18th. Presenters included: Dr. Gay, Mr. Ron DiNicola, and Dr. Church; survey responses acknowledged the value of the session in building community trust and transparency.

8. Report of the Personnel Committee

- a. Trustee Benson reports details of an email from R.H. Perry, firm hired for Presidential Candidate search. As of this date, the firm has received 22 completed applications. Of those 22, four are sitting or past presidents of a 4-year or community college; six are senior level college administrators; three are employed in other leadership roles. One half of the pool has ties to Pennsylvania either now or have been. R.H. Perry further indicated that a significant number of new applications will come in prior to the March 26th deadline. Customarily, more than one half of the applications are received in the last two weeks of the timeline.
- b. Trustee Benson inquired if the Personnel Committee, consisting of T. Benson, J. Gallagher, K. Sintal, and 2 community advisors, was to complete the initial rating or if a different group of people should be included.
 - i. Discussion included concerns and questions from the majority of the members present. Discussion included clarification of process provisions through R.H. Perry contract; timing of process dates in contract; time and energy for board members to review large number of applicants;
 - ii. Trustee Dix moved for personnel committee be empowered to direct R.H.Perry to develop an evaluation process to included membership across the board with regards to the rating process. Trustee Mock seconded. Roll called. 8 yeses, 1 with reservation.

9. Report of the Treasurer/Finance Committee

- a. Trustee Gallagher reports the following from the committee:
 - i. Mr. Jim Spiewak has temporarily joined the team to assist with budgets and business services.
 - ii. Committee is working on process for how bills are paid; process document forthcoming.
 - iii. Committee is seeking to fill controller position with individual experience with account payable/budgets/etc.
 - iv. Committee will be requesting draw of funds to meet operational needs.
 - v. Email was forwarded today regarding bills requiring payment.

10. Report of the Ad Hoc Committee on Sites and Facilities

- a. Trustee Mock reports the following from the committee:
 - i. Committee has met twice, February 9th, 2021 and March 9th, 2021.
 - ii. Committee continues search for potential sites and facilities and has requested inquiries to come to committee and President Gay for review.
 - iii. One additional site has been recently added to list for vetting.
 - iv. Committee continues to provide opportunities for Dr. Gay to interact with interfaith communities to provide a broad spectrum for site/location.
 - v. Committee receives information from consultants to review on most viable sites to recommend. Committee's responsibility is to provide three sites from vetting process and provide one recommendation to the board.
 - vi. Discussion from the board included questions regarding providing top three sites to board not just one; use of Vo-Tech school; biggest conversation from all four corners of the county will be site location(s)

11. Report of the Ad Hoc Committee on Community Advisors

- a. Trustee Vogel reports that the committee has met and continues to focus on three areas:
 - i. Establishing and sustaining relationships and generating buy-in.
 - ii. Communicating with citizens at large.
 - iii. Providing research including unique classes/courses/programs to run in tandem with those already being considered.
- b. Trustee Vogel continued with two items to be considered:
 - i. Marketing and communication.
 - ii. The foundation.

12. Report of the Chief Information Officer

- a. Trustee Sintal reports that her duties have been reduced with the hiring of an Administrative Assistant whom she continues to provide training on policies and procedures. She will continue to update and post to website until further notice.
- b. Trustee Sintal reports of a universal hack of computers affecting emails; ECCCPA emails are safe.

13. Report of the Chairman of the Board

- a. Due to oversight on original agenda Item #13 changed to Report of the Solicitor via motion from Trustee Dix, Trustee Gallagher seconded. 8 yeases. Motion passed.
- c. Solicitor Tom Tupitza reports on two items
 - i. Policies presented for consideration have gone through a high-level overview by the legal team and no issues were found. A policy on policies which will allow for review of policies will be forthcoming.
 - ii. An Executive Session is being added at the end of each Board of Trustees' meeting to enable college business to move forward as quickly as necessary.
 - iii. Question was asked regarding cyber security policies and Solicitor indicated he would be happy to entertain a review of any established policy out there.

14. Report of the Chairman of the Board

- a. Chairman DiNicola reports on a powerful meeting with the local manufacturing sector with Trustee Dix and Dr. Gay. Very valuable information was shared and received during this meeting with community these community leaders.
- b. President Gay was very successful in the resolution of the RACP matters naming ECCCPA as sub-grantee on the grant.

15. Report of the Interim President

- a. Interim President Dr. Gay reports the following:
 - i. Dr. Gay has submitted a report of some her activities within the community.
 - ii. Mentioned the hiring of a full-time temporary H.R. Director, Ms. Cheryl Burrows will begin on March 22nd. Her position will also include Diversity Officer and Right to Know Officer.

- iii. Shared that ECCCPA has successfully been listed as the sub-grantee on the RACP Grant.
- iv. Sites are still being received and shared as they come in. A space estimation was completed and 21,000 square feet in necessary. Furnishings are key to effective learning and should be addressed sooner than later. Concentration is on site for September, with continued conversations regarding permanent location occurring.
- v. Working on the IT infrastructure. Held learning development last week. All types of software for college operations are being reviewed.
- vi. Conversations regarding library services from local and university library being address. All look promising.
- vii. Policy will be forthcoming for review of policies every five year. System is in place for vetting prior to presenting to the Board.
- viii. Inquiry regarding when and who will bring forth certificates to be supported. Responded with need to hire personnel to research certificates in manufacturing and short term training and move forward with these opportunities the college desires to offer. State considers some certificates to be high priority and we will pay attention to that rating along with what manufactures are needing as well.
- ix. Inquiry regarding ground work for separate DEI person. Responded with recommends keeping under one position at this time and allow the new president to appoint own team. Time and growth will allow development of new and separate positions.

b. Report of the Administrator, Dr. Roy Church

- i. Feverishly busy on 120 Day Plan first draft on introduction of chapters 1, 2, 4, 5 provided to board today. Review and respond with information and comments. All areas of interest, concerns, and observations will be addressed with you. Full board must approve full 120 day plan prior to submission to PDE.
- ii. Chapter 6 focuses on academic programming and continues to be worked on. Associate of Arts degree will be judged for degree granting authority from PDE.
- iii. Hope to begin feeding pieces of drafted plan next week for initial review with colleagues at PDE. Goal is by April 15th to have plan very close to ready for approval and delivery to PDE.

c. Report of the Consultant, Dr. Narcisa Polonio

- i. Reports she has been working on the 120 Day Plan in regards to mission, philosophy, values, bylaws and core values of the institution,

- ii. A series of 20-30 minute webinars are being created for the Board with assistance from Knox Law Firm. Each will be able to be reviewed at your leisure and numerous times as needed.
- iii. On March 18th there will be a Board Development Training for one hour. Topic is more information regarding IT needs.
- iv. Conducting research with regards to the Foundation and a structure recommendation that will best serve the Board
- v. Working with Trustee Gallagher and other regarding the need to hire a Controller.
- vi. Working to providing a good launching and set-up for first three years of operation.

16. Approval of Policies presented by the Interim President

- a. Chairman DiNicola read the titles of the 32 policies presented via email earlier today by the Interim President for approval to be included in the 120 Day Plan for the Department of Education. Policies pertaining to sections IA, IIA, IIB, IIIB, IIID, IIIE, VA, VB, VC, VD, and VIIB.
- b. Policy titles included: Alcohol Use/Alcoholic Beverage Policy, Equal Employment Opportunity Policy, Inclusion of Diverse Suppliers and Erie County Based Businesses in College Purchasing Activities, Religious Accommodations, Disability Accommodations, Disabled Vietnam-era and Other Eligible Vets, Whistleblower Policy, Right to Know Policy, Use and Duplication of Software, Acceptable Use Policy for Interactive Systems, Policy for Responsible Computing, Recruitment, Search and Selection of Personnel, Compensation Ranges, Military Leave, Conflicts of interest, Admissions, Academic Standing, Assessment and Testing, Student Records, Registration and Enrollment, Transfer of Credits, Catalog Standing and Student Handbook, Payment and Refunds of Tuition and Fees, Financial Aid, Advisement and Career Support Services, Transfer to Other Colleges or Universities, Experiential Education Assessment Services, Access to Health Services, Library, Learning Resources and Technology Support, Student Rights and Responsibilities/Code of Conduct, Complaints, Problems, Grievances and Appeals by Students, and Drug Free Workplace
- c. Chairman DiNicola called for a motion to approve the policies placed before the Board. Trustee Gallagher moved the motion, Trustee Bensen seconded. Roll called. 7 yeses, 1 yes with reservation. 1 Trustee had exited the meeting.

17. Any other Business to Come Before the Board

- a. Trustee Gallagher moved to pay the bills due as presented in email. Trustee Dix seconded. Roll called. 7 yes, 1 no, 1 Trustee had exited the meeting.

18. Motion to Adjourn

- a. Trustee Rush Dix moved to adjourn the meeting. All in favor. Meeting adjourned at 7:00 PM,