



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees

Minutes of the Special Meeting

April 28, 2021 - 5:00 pm

Location of Meeting - Virtual on Zoom Only

Trustees:

Mr. Tom Benson
Mr. Ron DiNicola
Mr. Justin Gallagher
Ms. Cheryl Rush Dix
Mayor Dave Mitchell
Ms. Christina Vogel
Dr. Annette Wagner

Absent:

Pastor Charles Mock
Ms. Kathryn Sintal

Additional attendees via Zoom:

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;
Ms. Carolyn Burroughs, Director of Human Resources/Compliance Director of Title IX;
Ms. Heidi Sheehan, Controller, Dr. Narcisa Polonio, Consultant; Dr. Roy Church,
Administrator, Mr. Jim Spiewak, Consultant; Mr. Tom Tupitza, Legal Counsel; Mr. Bill
Helbling, Legal Counsel; Mr. Charles Graham, IT Consultant; Mr. Carl Anderson, Erie
County Council

From the Public:

Alison Stinely, Seeragie Dexter, R.Walker

Call to Order

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM
on Wednesday, April 28th, 2021.

Roll Call

At Roll Call seven (7) trustees were present. Two (2) trustees were absent; both joined the meeting following roll call.

ACTION ITEMS:

Approval of Special Meeting Minutes of April 17th, April 20th, April 21st, 2021

Trustee Benson moved to accept the minutes of the Special Meetings held Saturday, April 17th, 2021, Tuesday, April 20th, 2021 and Wednesday, April 21st, 2021, as written. Trustee Wagner seconded. Motion unanimously passed.

Approval of the Submission of the 120-Day Plan to the Pennsylvania Department of Education

Trustee Dix moved to approve submission of the 120-Day Plan to the Pennsylvania Department of Education. Trustee Gallagher seconded.

Discussion:

- a. It was stated the final copy was third document received this week and received with no change bars indicating the last-minute changes. Board Member Sintal stated time was needed to review this last copy so that the Board could be knowledgeable of content and changes.
 - a. Consultant responded that late changes offered and proposed were to introduction and section 1 and did not change the document. The changes improved wording, flow, and presentation of the sections.
 - b. Board member Sintal stated, that change bars was still needed to review properly and asked for 24 hours to Review and could not approve without the proper review time.
- b. Question was raised if there would be additional corrections in the future from a grammatical perspective.
 - a. Chairman indicated that Board would have ability to amend the document and that the changes were not to material within the document.
- c. Consultant shared that this process is not completed with the submission. There is the expectation of sharing back and forth from Pennsylvania Department of Education and the Board of Trustees for additions, deletions, clarifications, etc. The goal is to achieve degree granting authority and the presentation of a committed board.

Trusted Mitchell moved to Call the Question, ending discussion. Trustee Wagner seconded. Motion to Call the Question passed 8-1.

Mr. Tom Benson – Yes

Mayor Dave Mitchell – Yes

Ms. Cheryl Rush Dix – Yes

Ms. Christina Vogel – Yes

Mr. Ron DiNicola - Yes

Mr. Justin Gallagher – Yes

Pastor Charles Mock – Yes

Ms. Kathryn Sintal – No :

Need to Review today's
changes was not granted

Dr. Annette Wagner – Yes

Chairman DiNicola called for the vote on original motion. Motion passed 8-1.

Mr. Tom Benson – Yes

Mayor Dave Mitchell – Yes

Ms. Cheryl Rush Dix – Yes

Ms. Christina Vogel – Yes

Mr. Ron DiNicola - Yes

Mr. Justin Gallagher – Yes

Pastor Charles Mock – Yes

Ms. Kathryn Sintal – No

Dr. Annette Wagner – Yes

Approval of IT Contracts

Trustee Dix moved to accept the contracts presented for approval. Trustee Benson Seconded. Motion passed 7-2.

Mr. Tom Benson – Yes

Mayor Dave Mitchell – Yes

Ms. Cheryl Rush Dix – Yes

Ms. Christina Vogel – Yes

Mr. Ron DiNicola - Yes

Mr. Justin Gallagher – No

Pastor Charles Mock – Yes

Ms. Kathryn Sintal – No

Dr. Annette Wagner – Yes

Discussion:

- a. Trustee Sintal expressed disappointment with no Erie business being contracted or involved for any IT professional services. We are a community college and all this work proposed is from outside Erie Business Community. Contracts were more expensive due to time constraints but there is no penalty for not completing the work in 3 months as contracted knowing that it typically takes 18 months. There should be penalty.
- b. Trustee inquired into the positions not needed in the IT department with these services if contracted, including salary savings of these positions. Questioned if this is best use of money and time for the college startup.
- c. IT Consultant – Professional Services hired just two days before indicated approximately all back-office IT, information security, network administration, information administration, would be supplied for 3 years. Salary savings would be approximately \$1.5-\$2 million just in salary.
Yes, services provided are the best recommendation during this startup process.

- d. Trustee Sintal expressed concern these contracts eliminate computer science internships within the college. This also excludes IT graduates from other local Universities obtaining positions at our college. We will be teaching skills for this type of help desk positions including IT Certificates. It was stated that the need is immediate and does not preclude future relationships from other colleges and for our students.

BUSINESS BEFORE THE BOARD:

Remarks of the County Council Liaison

Mr. Carl Anderson, Chairman of Erie County Council, welcomed Dr. Judith Gay, Interim President, to Erie County and to the City of Erie for the week. He continued with appreciation for the tireless work and commitment from the board and the college administrators. He expressed his continued anticipation for a fall start.

Announcements from the Board

Chairman DiNicola announced the schedule of Board meetings for the month of May 2021. At this time there are two meetings set, a special Board of Trustees Meeting on May 12th, 2021 at 5 PM via Zoom and a regular Board of Trustees Meeting on May 26th, 2021 at 5 PM via Zoom. Additional meetings may be called.

Standing Committee Reports

Report of the Academic Committee

Trustee Dix reported on the April meeting with Team Consortium conducting a presentation to the committee that explained a multitude of resources at their disposal, especially with the workforce. This partnership with Team Consortium, and Trustee Mitchell's shared perspective, is a great first step in confirming the workforce aspect is in the minds and hearts of the board and will be of first rate.

Report of the Personnel Committee

Trustee Benson reported that the search for the inaugural President has been transferred to the full board. Search firm, RH Perry, has shared several aspirant profiles from the 70 applicants. Eleven candidates have been selected for consideration. Semi-final interviews will be conducted next week to narrow the group down to three (3) finalists. The search remains on track to select the President on or before May 17th, 2021.

Report of the Finance Committee

Trustee Gallagher reports that the committee and supporting staff will begin working on the budget for next year and will bring forth at end of May. The committee and the administration are reviewing bank usage, seeking to diversify banks and services. This process is on-going, with nothing finalized as of this meeting. The payment process is also being reviewed since hiring of a Controller for the college. Currently two (2) trustees' signatures are required on all checks. A new payment process, with checks and balances, should be in place soon.

Ad Hoc Committee Reports

Report on the Ad Hoc Committee on Sites and Facilities

Trustee Mock reports the committee has a number of good sites for consideration. He expressed his appreciation for Dr. Gay's deep engagement with prioritizing the sites. The college will pursue a multi-site approach with sites being considered in Millcreek, Corry and Erie proper. Trustee Mock continued by expressing his appreciation to members, Cheryl Dix and Kay Sintal, for organizing the tours of the facilities up for consideration. He stated that the committee should be ready with an action item to bring before the board by the 1st or 2nd week of May.

Report on the Ad Hoc Committee on Community Advisors

Trustee Vogel reported the committee is a capable group of people that seem to be running in place. She expressed the need to engage and harness these and other community members who are or wish to be involved with the college as it develops. Not wanting to overstep any release of information, there may be a need for guidance from the board and administration to get this eager group out of limbo.

Report of the Chairman

Chairman DiNicola reported that a communication came forth regarding the potential availability of the current 26th & State Street location of Collegiate Academy by virtue of declining enrollment. He indicated that upon further review, the site is now operating at full capacity with additional programming and has been removed from availability. Chairman continued with an invitation from Erie School Superintendent, Mr. Brian Pullito, for senior administrators to visit the district for collaboration on academic programs that may be offered. Chairman DiNicola also expressed his appreciation for the extraordinary work from the President and the Consultants.

Report of the Interim President

Interim President, Dr. Judith Gay, highlighted the following items during her report:

- a. The Memorandum of Understanding Signing with the Erie Public Library was postponed to a date to be determined. This partnership will be an economical way of operating, leveraging assets to keep tuition low and provide asset to enhance the education of students. The MOU was impacted by two policies, did not involve a monetary expense, and was reviewed by the attorney. Nothing required Board approval, and only the signature of the President.
- b. There will be a need for hiring additional consultants for extra help as the operation of the college develops. The administration will be coming to the board once the consultants are selected.
- c. The 2021-2022 budget is still coming together. A number of conversations will need to occur with the board to determine various requirements to finalize the budget, such as tuition and fees. A final proposed budget should be ready for presentation at the May 26th meeting.
- d. Chairman DiNicola posed the question if the postponement of the MOU signing is significant to the building of the college infrastructure. Interim President Gay indicated that the Department of Education no longer requires a space with books; e-Libraries, databases, and student resources are very acceptable means for education. Trustee Mitchell indicated the continuity between all county library locations will be of great value to all students. President Gay shared the seamless access that will be available to ECCCPA students through Penn State Behrend Campus and Edinboro University as well.
- e. Interim President shared her list of selected activities for the past week that will be included with the minutes.
- f. Report from the Consultant Dr. Roy Church
 - a. Dr. Roy Church discussed the updated 120-Day Plan that was distributed to members earlier in the day. He indicated this plan is one of the Pennsylvania Department of Education's provisions for confidence of a development plan for a community college and must be submitted 120 days prior to opening.
 - b. He further indicated the plan is a comprehensive review and a strategic document to be used. This document is not considered a final document, there will be feedback from the PDE for corrections and adjustments, clarity, and deletions. The plan does mark the milestone for beginning operation in September 2021.
 - c. Dr. Church expressed his thanks to all involved with this undertaking. The 36 page document with about 240 pages of appendices provides a deeper understanding of college operations, the 3 curricula to begin operation which draft into beginnings of a catalog, policy development that draft into a policy manual, personnel requirements that draft into

- budgetary needs, and more. The PDE will concentrate on the Associate of Arts degree as the program for degree granting authority.
- d. Trustee questioned what is next. Is there a timeline? Will the Board receive a letter stating degree granting status?
 - i. Dr. Church indicated PDE is experiencing a staffing challenge due to COVID hindering a rapid process; process should be 1-2 months with clear understanding of time needed to recruit and admit student in June and register the students in July. The well-executed document should help facilitate the time frame.
 - e. Trustee inquired if IT service contracts are necessary for inclusion in the Plan.
 - i. Dr. Church indicated this information was part of section 8 and the PDE will ask for submissions once determined and put into place.
 - f. Trustee inquired if review is conducted by an individual or a team
 - i. Dr. Church stated there would be a team with primary leads.
 - g. Report from Consultant Dr. Narcisa Polonio
 - a. Emphasized the fact that the 120-Day Plan guides the movement forward and confirms plans toward development.
 - b. New website is being addressed and planned.
 - c. Deans and faculty are being recruited and interviewed.
 - d. Development plans are being created with Knox Law Firm to assist with understanding and advancement of the Board.
 - h. Report from the Solicitor for the Board of Trustees
 - a. Indicated he and others are working with everyone to advance the college development.
 - b. Mr. Bill Helbling, completed the legal review of the IT contracts.

IT Contract Presentation

Dr. Roy Church, consultant; Mr. Jim Spiewak, consultant; and Mr. Chuck Graham, IT Consultant, shared a power point presentation highlighting the information technology systems and contract information to meet the immediate technology/software needs for college operations. Contracts with Workday for 5 years, Alchemy through July 2021 and Logicalis for 3 years for software, implementation, and communication services were presented. Cost of contracts for product and services outlined within invoices is approximately \$4.5 million for 3-5 years of contracted services.

Other Business to Come Before the Board

There was no other business to come before the Board.

Executive Session

Board recessed into Executive Session at 6:17 PM for purposes of contracts, personnel, and real estate discussion with notice of returning to open session. Board reconvened into open session at 7:51 PM.

Motion to Adjourn

Trustee Benson moved to adjourn the meeting. Trustee Sintal seconded. Motion unanimously passed. Meeting adjourned at 8:11 PM.

REGULAR MEETING

ERIE COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, APRIL 28, 2021

5:00 p.m. – **VIRTUAL** (Via ZOOM) Board Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Special Meeting Minutes of:
 - (a) April 17th, 2021
 - (b) April 20th, 2021
 - (c) April 21st, 2021
5. Hearing of the Public
6. Remarks of County Council Liaison
7. Announcements from the Board

- (a) Schedule of Board Meetings for May 2021
 - i. Special Meeting of the Board on May 12, 2021 at 5 PM
 - ii. Regular Board Meeting on May 26, 2021 at 5 PM

Standing Committee Reports

- 8. Report of the Academic Committee
- 9. Report of the Personnel Committee
- 10. Report of the Finance Committee

Ad Hoc Committee Reports

- 11. Report of the Ad Hoc Committee on Sites and Facilities
- 12. Report of Ad Hoc Committee on Community Advisors

Report of the Chairman

- 13. Report of the Chairman of the Board
- 14. Report of the Interim President
 - (a) Memorandum of Understanding with Erie Public Library
 - (b) Engagement of Consultants
 - (c) Planning for the 2021-2022 Fiscal Year Budget
 - (d) Report from Consultants
 - i. Administrator – Dr. Roy Church
 - ii. Consultant – Dr. Narcisa Polonio
 - iii. Solicitor for the Board of Trustees – Mr. Tom Tupitza

New Business:

- 15. Approval of the submission of the 120 Day Plan to the Department of Pennsylvania Education

BOARD WILL RECESS INTO EXECUTIVE SESSION FOR PURPOSES OF CONTRACTS, PERSONNEL, AND REAL ESTATE. WILL RETURN TO OPEN SESSION FOLLOWING EXECUTIVE SESSION.

16. Approval of contracts
17. Any Other Business to Come Before the Board
18. Motion to Adjourn



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees

Minutes of the Special Meeting

April 17, 2021 – 10:00 am

Location of Meeting - Virtual on Zoom Only

Trustees:

Mr. Tom Benson
Mr. Ron DiNicola
Mr. Justin Gallagher
Mayor Dave Mitchell

Absent:

Ms. Christina Vogel
Dr. Annette Wagner

Pastor Charles Mock
Ms. Cheryl Rush Dix
Ms. Kathryn Sintal

Additional attendees via Zoom:

Dr. Judith Gay, Interim President; Dr. Narcisa Polonio, Consultant; Dr. Roy Church, Administrator

Call to Order

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 10:00 A.M. on Saturday, April 17th, 2021.

Roll Call

At Roll Call five (5) trustees were present. Two (2) trustees joined following roll call. Two (2) trustees were absent.

ACTION ITEMS:

None

BUSINESS BEFORE THE BOARD:

Study Session

The Board reviewed the 120-Day Plan chapter by chapter. Numerous comments/corrections/suggestions were share by the Board.

Executive Session

Board announced Executive Session following adjournment of this open meeting for purposes of contract, personnel, and real estate information with notice of no further action to be taken and no return to open meeting.

Motion to Adjourn:

Trustee Sintal motioned to adjourn to Executive Session. Trustee Dix seconded. Motion passed. Meeting adjourned at 1:00 P.M.



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees

Minutes of the Special Meeting

April 20, 2021 - 5:00 pm

Location of Meeting - Virtual on Zoom Only

Trustees:

Mr. Tom Benson

Mr. Ron DiNicola

Mr. Justin Gallagher

Absent:

Mayor Dave Mitchell

Ms. Cheryl Rush Dix

Ms. Christina Vogel

Pastor Charles Mock
Ms. Kathryn Sintal
Dr. Annette Wagner

Additional attendees via Zoom:

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;
Ms. Carolyn Burroughs, Director of Human Resources/Compliance Director of Title IX;
Ms. Heidi Sheehan, Controller; Dr. Narcisa Polonio, Consultant; Mr. Tom Tupitza, Legal
Counsel

From the Public:

R. Walker

Call to Order

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM
on Tuesday, April 20th, 2021.

Roll Call

At Roll Call six (6) trustees were present. Three (3) trustees were absent.

ACTION ITEMS:

None

BUSINESS BEFORE THE BOARD:

None

Executive Session

Board announced Executive Session following adjournment of this open meeting
for purposes of contract, personnel, and real estate information with notice of no
further action to be taken and no return to open meeting.

Motion to Adjourn:

Trustee Benson motioned to adjourn to Executive Session. Trustee Gallagher
seconded. Motion passed. Meeting adjourned at 5:12 P.M.



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees
Minutes of the Special Meeting
April 21, 2021 - 5:00 pm
Location of Meeting - Virtual on Zoom Only

Trustees:

Mr. Tom Benson
Mr. Ron DiNicola

Absent:

Mayor Dave Mitchell
Pastor Charles Mock

Mr. Justin Gallagher
Ms. Cheryl Rush Dix
Ms. Kathryn Sintal
Dr. Annette Wagner

Ms. Christina Vogel

Additional attendees via Zoom:

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;
Ms. Carolyn Burroughs, Director of Human Resources/Compliance Director of Title IX;
Ms. Heidi Sheehan, Controller, Dr. Narcisa Polonio, Consultant; Dr. Roy Church,
Administrator, Mr. Tom Tupitza, Legal Counsel; Mr. Carl Anderson, Erie County
Council

Call to Order

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM
on Wednesday, April 21st, 2021.

Roll Call

At Roll Call six (6) trustees were present. Three (3) trustees were absent. Two (2)
of the three joined following roll call.

ACTION ITEMS:

Approval of Special Meeting Minutes of April 14th, 2021

Trustee Sintal, having reviewed the minutes, moved to accept the minutes of the
Special Meeting held Wednesday, April 14th, 2021 as written. Trustee Benson
seconded. Motion unanimously passed.

Approval of Policies presented by the Interim President

Trustee Benson moved to approve the two (2) policies present by the Interim
President. Trustee Wagner seconded. The following policies were presented:

- Policy III.A.1: Classification of Employees
- Policy III.C.1: Evaluation of Employees

Discussion: Trustee Dix suggested minor friendly adjustments to what was
presented.

Policy III.A.1: Classification of Employees – under temporary part-time professional description include the hours limited, equivalent to other descriptions, stating 30 hours maximum.

Policy III.C.1: Evaluation of Employees – include option for earlier evaluation than annual. Stating 90-day evaluation for new positions.

Trusted Dix moved to accept her suggestions as friendly amendments and proceed. Trustee Mock seconded. Motion unanimously passed.

BUSINESS BEFORE THE BOARD:

Remarks of the County Council Liaison

Mr. Carl Anderson, Chairman of Erie County Council, expressed continued appreciation for the work and commitment of the board and the college administrators. He expressed his optimism for a fall start.

Announcements from the College

Interim President, Dr. Judith Gay announced the signing of a Memorandum of Understanding (MOU) with the Erie Public Library to be held on Monday, April 26th at 11:00 AM in the Hirt Auditorium of the Blasco Memorial Library. This wonderful partnership will provide great academic opportunities for the students and faculty of ECCCPA.

Report of the Interim President

Interim President, Dr. Judith Gay, shared the attendance of the following key meetings:

- a. Participated in Community College Day on April 15th, along with Trustee Dix, Trustee Mitchell, and Chairman DiNicola. The day was all virtual, but still a great opportunity to meet with government officials.
- b. Continue to meet with and receive great collegial support from Chuck Graham, Information Technology Officer and Phil Mangis, Director of Technical Services of Community College of Allegheny County.
- c. Attended multiple offerings during the annual meeting of the Pennsylvania Commission for Community Colleges on April 19th. Two Board members, Cheryl Rush Dix and Chairman Ron DiNicola, also participated with infinity group offerings including the speaker.

Other Business to Come Before the Board

Trustee Mock inquired as to the legal requirement to share reportable content of an executive session with the public and returning to open session. Solicitor Tupitza stated that during an executive session, no action can be taken, just

deliberation. The nature of the deliberation of items indicated is not for public disclosure. Simply put: no motion, no voting and no actions during an executive session. There is no requirement to return to open session if announced prior to session that no action will follow. If action is to follow, then return to open session is required and open session will be on pause until return.

Executive Session

Board entered Executive Session following adjournment of this open meeting for purposes of contract, personnel, and real estate with notice of no further action and no return.

Motion to Adjourn

Chairman DiNicola announce adjournment into Executive Session at 5:27 P.M.

Erie County Community College

TO: Board of Trustees

FROM: Judith Gay, Interim President

DATE: April 28, 2021

SUBJECT: Board Update

The following is a list of selected activities, April 22 – April 28, 2021:

April 22 – Meeting with Pam Mackowski, Director of CTE, Erie High School

April 22 – Meeting with Deputy Secretary Tanya Garcia

April 23 – Meeting with Brody Howard, Executive Director of Corry Hi Ed

April 25 – Tour of potential sites with Trustee Sintal

April 26 – Visit to Booker T. Washington Center

April 26 – Meeting with Tim McNair, Board Chair of Empower Erie

April 27 – Presentation for New American Council

April 28 – Meeting with Christina Marsh, Chief Community & Economic
Development Officer
And Ann Scott, Community Outreach Manager, Erie Insurance

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Contracts for Consideration and Approval

- I. Alchemy – \$356,000 through July 2021
 - a. Professional Services Agreement
 - b. Statement of Work

- II. Workday – \$3,348,951 - 5 years
 - a. Workday Consulting – Delivery Assurance - \$28,476
 - b. Workday Master Subscription Agreement - Subscription
 - c. Workday Master Subscription Agreement – Training - \$20,475

- III. Logicalis – \$914,553 - 3 years
 - a. Master Solution Agreement
 - b. Production Ready Service Management
 - c. Statement of Work for Managed Services for M365 and Service Desk
 - d. M365 Design and Implementation

