

SPECIAL MEETING

ERIE COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, January 20, 2021

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

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Notice of Executive Session. The Board of Trustees met in Executive Sessions on December 21, 2021, at 2:30 p.m., and December 23, 2021, at 8:00 a.m., to discuss matters of personnel. The Executive Committee of the Board of Trustees met in Executive Session on December 28, 2021, at 12:00 noon to discuss matters of personnel.
5. Chairman Welcome to the County Council Liaison
6. Hearing of the Public
7. Approval of Special Meeting Minutes of December 16, 2020

Standing Committee Reports

8. Report of the Academic Committee
9. Report of the Personnel Committee
10. Report of the Treasurer / 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 Chief Information Officer

13. Report of the Chief Information Officer

Consultant Reports

14. Report of Administrator Dr. Roy Church
15. Report of Consultant Dr. Narcisa Polonio
16. Report of the Solicitor of the Board of Trustees

Report of the Chairman

17. Report of the Chairman of the Board

New Business:

18. Motion of the Chair of the Personnel Committee to approve the retention of Scott Westcott as the Editorial Writer of the 120 Day Plan
19. Motion of the Chair of the Personnel Committee to engage a "Temp Agency" to satisfy our immediate work needs and identify qualified candidates for hire
20. Motion of the Vice-Chair to authorize the Chairman to:
 - (a) Engage a part-time, community college policy assistant to assemble a pilot set of draft policies, as identified in the Academic Programs Committee meeting Saturday, January 9, 2021. The pilot will include approximately 14 proposed policies relating to Student Services, not to exceed \$2,000

- (b) Engage a part-time data entry assistant to enter approved course documentation related to the 120-Day Plan not to exceed \$2,000
- 21. Motion of the Treasurer to Approve payment of bills as recommended
- 22. Motion of the Treasurer to Approve the extension of the engagement of Joseph Maloney on the same terms to March 31, 2021
- 23. Motion of the Treasurer to Approve the adoption of the regulations pertaining to purchasing and contracting as proposed by the Erie County Community College Solicitor
- 24. Motion of the Treasurer to approve the purchase of a \$250,000 Treasurers Bond
- 25. Motion of the Vice-Chair to approve the Erie County Community College becoming a member of the Pennsylvania Commission for Community Colleges and to approve the payment of the prevailing costs and fees associated with membership

NOTICE OF COMMENCEMENT OF EXECUTIVE SESSION [for purposes of Personnel] AND NOTICE TO RETURN TO OPEN SESSION IN APPROXIMATELY 40 MINUTES.

- 26. Any Other Business to Come Before the Board
- 27. Motion to Adjourn

Subject: Agenda and Attachments - ECCC Board of Trustees Meeting, January 20, 2021

Notice of Confidentiality: Please note that matters related to the private information, including identity, of any candidate for the office of Interim President or President of the Erie County Community College is privileged and confidential until and unless the Board of Trustees by official action acts on such matter in open session.

ANNOUNCED IN PUBLIC SESSION – CONFIDENTIAL STATUS REVOKED

To the Members of the Erie County Community College Board of Trustees

Re: January 20, 2021 Board Meeting, 5 p.m.

This upcoming meeting of the Board of Trustees promises to be among our most consequential thus far. This email is intended to provide you information and materials pertinent to the matters to be taken up at the meeting and for future reference. The Agenda contains Attachments 1 – 9. We do not expect you to read everything in advance of the meeting, but the Attachments referenced will allow you to follow the speakers who may reference specific attachments.

Open Session

We will commence and continue in open session from 5 p.m. to approximately 7 p.m., following the attached Agenda. Upon completion of identified new business tasks of the Agenda, we will notify the public of our intention to proceed to Executive Session for approximately thirty minutes.

All Committee Chairs or their designees will be able to report during the open session, though I would ask everyone to be as succinct as possible and limit their remarks to five minutes or less.

During this period you will be briefed on the Calendar of Critical Launch Activities, prepared by the Administrator of the 120-Day Plan, Dr. Church, with the input of the candidate for Interim President and Dr. Polonio. See, Attachment 1.

You will also be briefed on the Temporary Administrative Hiring Procedures Checklist, and the Temporary Procedures for Consultant Services, prepared by the Consultant to the 120-Day Plan, Dr. Polonio, with the input of the candidate for Interim President and Dr. Church See, Attachment 2 and 3.

The policies and procedures set forth in the Attachments are based on the diligent work of our professional team and the input of the candidate for Interim President. The Board Committees have been an integral part of this effort by providing oversight. Vice Chair / Academic Chair Cheryl Rush Dix and Personnel Chair Tom Benson will each be making motions to advance this process.

Executive Session and Return to Open Session

In Executive Session we will follow upon the work of the Board and take up matters related to the terms of the proposed agreement with the candidate for Interim President. We will thereafter return to open session to consider action on the matter.

In closing, I would note that the dedication of each of you to this effort brings us to an important milestone. The measures we have pursued and are now addressing signal the required placement of operational authority into the hands of a strong Interim President. Our unlikely success at meeting this goal in January preserves a key benchmark in our effort to seat the inaugural class in September 2021. Moreover, these steps allow us to aggregate the significant resources that have been placed at our disposal so that we might broaden our team of skilled community college advocates for Erie County.

Ronald A. DiNicola
Chairman

Erie County Community College Board of Trustees