

REGULAR MEETING

ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, July 28th, 2021

1128th State Street, Suite 300, 3rd Floor, Large Conference Room

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

<https://us02web.zoom.us/j/86854805316?pwd=TDhNdXpOdzdoZm04cmtlK2RBbm95UT09>

Meeting ID: 868 5480 5316

Trustees present:

Mr. Tom Benson
Ronald DiNicola
Ms. Cheryl Rush Dix
Mr. Justin Gallagher
Mayor David Mitchell
Pastor Charles Mock
Ms. Kathryn Sintal
Ms. Christina Vogel
Dr. Annette Wagner

Additional College attendees:

Dr. Christopher Gray, Founding President; Carl Anderson, County Liaison; Rebecca Walker, Dean of Applied Programs and Student Success; K. Bowman, Dean of Student Support and Student Success; Elisa Michaux, Director of Enrollment; Ms. Heidi Sheehan, Controller; Dr. Judith Gay, Former Interim President and Consultant; Dr. Roy Church, Lead Administrator; Mr. Blane Dessy, Acting Director of Operations; Dr. Narcisa Polonio, Consultant to the Board of Trustees; and, Mr. Tim Wachter, Legal Counsel.

CALL TO ORDER

Presiding officer, Chair Ronald DiNicola, called the meeting to order on Wednesday, July 28, 2021 at 5:10 p.m.

ROLL CALL

At roll call, six (6) Trustees were present. Board Secretary Sintal, Trustee Wagner and Trustee Mock entered the room after roll call was taken and the approval of the minutes.

APPROVAL OF THE MINUTES:

Motion was made by Trustee Justin Gallagher and seconded by Trustee David Mitchell to approve the Meeting minutes for the Regular Meeting of June 30, 2021 and the Special Meeting of July 8, 2021. The minutes were unanimously approved.

HEARING FROM THE PUBLIC

The Chair called for comments from the public. No comments were provided.

REMARKS FROM COUNTY LIAISON

County Liaison Carl Anderson welcomed Dr. Christopher Gray to Erie County and indicated that all stand ready to be of support. He informed the Board of the County Executive's and County Council's commitment to provide \$1.5 million for student tuition waivers. The County Council approved the first reading of the ordinance to provide these funds to support students. The second reading of the ordinance is scheduled for August 5, 2021.

ANNOUNCEMENTS FROM THE BOARD

Chair DiNicola, on behalf of of the members of the Board of Trustees, welcomed Dr. Christopher Gray as the Founding President of Erie County Community College.

Standing Committee Reports

Report of the Academic Committee -Vice Chair Cheryl Rush-Dix reported on the Academic Committee's work on Standards 3 and 7 of the Middle States Accreditation process and the important focus on student placement, review of general education requirements, mission, vision, and values.

Report of the Personnel Committee – Trustee Tom Benson indicated there had been no need for the personnel committee to meet.

Report of the Finance Committee – Trustee Justin Gallagher indicated there had been no meeting of the finance committee. He made note of the procedural nature of the two financial items included in the agenda for consideration by the Board.

Ad Hoc Committee Report – Ad Hoc Committee on Community Advisors

Trustee Christina Vogel reported on the meeting, attended by Dr. Gray, of the Ad Hoc Committee. The members look forward to their continued engagement and support of the College.

Report of the Chairman

Report of the Chairman of the Board – Chairman DiNicola acknowledged and welcomed Dr. Christopher Gray as the founding president to the College and Eric County. He briefly reviewed the two items included in the agenda for Board action regarding board procedures and operations which included the annual 2021-2022 academic calendar of Board meetings and the Board Development Plan.

Report of the President -

NEW BUSINESS ACTION ITEMS:

1. The Motion to approve the Board of Trustees schedule of regular board meetings for fiscal year 2021-2022.

Motion was presented by Trustee Justin Gallagher, seconded by Trustee Annette Wagner and approved unanimously by the Board of Trustees to follow the schedule of regular Board meetings for fiscal year 2021 – 2022 to be held at 1128 State Street, Suite 300, 3rd Floor, Large Conference Room at 5:00 p.m. – **VIRTUAL** Via ZOOM available on the Website

- i. Regular Board Meeting on Wednesday, August 25, 2021, at 5:00 PM
- ii. Regular Board Meeting on Wednesday, September 22, 2021, at 5:00 PM
- iii. Regular Board Meeting on Wednesday, October 27, 2021, at 5:00 PM
- iv. Regular Board Meeting on Wednesday, November 17, 2021, at 5:00 PM
- v. Regular Board Meeting on Wednesday, December 15, 2021, at 5:00 PM
- vi. Regular Board Meeting on Wednesday, January 26, 2022, at 5:00 PM
- vii. Regular Board Meeting on Wednesday, February 23, 2022, at 5:00 PM
- viii. Regular Board Meeting on Wednesday, March 23, at 5:00 PM
- ix. Regular Board Meeting on Wednesday, April 27, at 5:00 PM
- x. Regular Board Meeting on Wednesday, May 25, at 5:00 PM
- xi. Regular Board Meeting on Wednesday, June 22, at 5:00 PM

2. The Motion to approve the Board Development Plan for the Erie County Community College Board of Trustees for fiscal year 2021-2022.

The Motion was presented by Vice Chair Cheryl Rush-Dix, seconded by trustee Pastor Charles Mock and approved unanimously by the Board to implement the Board Development Plan for the Erie County Community College Board of Trustees for fiscal year 2021 – 2022 to include:

- i. Administering a Board of Trustees survey to determined topics of interest
- ii. Using the Middles States Accreditation Associations Standards VII on governance as a guide
- iii. Undertaking and setting up a process for annual board self-assessment
- iv. Undertaking and setting up a process that meets national standards to conduct the annual presidential evaluation
- v. Scheduling two annual Board retreats (fall and summer) which will be incorporated into the annual Board Calendar

3. The Motion to approve three Associate Degrees programs including the Associate of Arts in Liberal Studies, Associate of Applied Science in Information Technology Network Systems and Associate of Applied Business in Management and Entrepreneurial Thinking.

The Motion was presented by Trustee Pastor Charles Mock, seconded by Vice Chair Cheryl Rush-Dix. The Board of Trustees approved unanimously the three Associate Degrees programs, including the Associate of Arts in Liberal Studies, Associate of Applied Science in Information Technology Network Systems and Associate of Applied Business in Management and Entrepreneurial Thinking.

Associate of Arts in Liberal Studies

- A. General Education Course Requirements - 10 courses from the following, including the two required courses below:
 1. FYE 101 - First Year Experience (3 cr. hrs.) Required
 2. ENG 101 - English Composition I (3 cr. hrs.) Required
 3. One of the following: ENG 102 - English Composition 2 (3 cr. hrs.) or ENG 110 - Oral Communication (3 cr. hrs.)
 4. Social & Behavioral Sciences - no more than one of the following:
 - a. ECO 101 - Macroeconomics (3 cr. hrs.) or ECO 102 - Microeconomics (3 cr. hrs.)
 - b. PSY 101 - Introduction to Psychology (3 cr. hrs.)
 - c. SOC 101 - Introduction to Sociology (3 cr. hrs.)
 - d. ANT 201 - Survey of Anthropology (3 cr. hrs.)
 - e. POL 203 - Survey of American Politics (3 cr. hrs.)
 5. Artistic Expression - no more than one of the following:
 - a. MUS 101 - Introduction to Music (3 cr. hrs.)

- b. ART 101 - Art Appreciation (3 cr. hrs.)
 - c. ENG 207 – Survey of Literature (3 cr. hrs.)
 - d. ENG 201 - Poetry (3 cr. hrs.)
6. Cultural Awareness - no more than one of the following:
- a. HIS 122 - Modern History (3 cr. hrs.)
 - b. PHL 111 – Religions of the World (3 cr. Hrs.)
 - c. SOC 211 - Racial and Ethnic Minorities (3 cr. hrs.)
 - d. POL 112 - Introduction to International Relations (3 cr. hrs.)
 - e. MUS 114 - World Music (3 cr. hrs.)
7. Mathematics - no more than one of the following:
- a. MAT 102 - Mathematical Concepts (3 cr. hrs.)
 - b. MAT 111 - College Algebra (3 cr. hrs.)
 - c. MAT 202 - Introduction to Statistics (3 cr. hrs.)
8. Natural Science - no more than one of the following:
- a. BIO 101 - General Biology with Lab (4 cr. hrs.)
 - b. GLG 220 - Environmental Geology with Lab (4 cr. hrs.)
9. Technology Skills
- a. CIS 100 - Computer Applications and Concepts (3 cr. hrs.)
10. Ethics
- a. PHL 101 - Introduction to Philosophy (3 cr. hrs.)
- Sub-Total: 10 courses
- B. Elective Requirements—10 courses selected from other General Education courses.
- C. Total Courses Required for the Associate of Arts in Liberal Studies: 20 Courses

Associate of Applied Science in Information Technology Network Systems:

- B. General Education Course Requirements - 10 courses from the following, including the two required courses below:
- 11. FYE 101 - First Year Experience (3 cr. hrs.) Required
 - 12. ENG 101 - English Composition I (3 cr. hrs.) Required
 - 13. One of the following: ENG 102 - English Composition 2 (3 cr. hrs.) or ENG 110 - Oral Communication (3 cr. hrs.)
 - 14. Social & Behavioral Sciences - no more than one of the following:
 - a. ECO 101 - Macroeconomics (3 cr. hrs.) or ECO 102 - Microeconomics (3 cr. hrs.)
 - b. PSY 101 - Introduction to Psychology (3 cr. hrs.)
 - c. SOC 101 - Introduction to Sociology (3 cr. hrs.)
 - d. ANT 201 - Survey of Anthropology (3 cr. hrs.)
 - e. POL 203 - Survey of American Politics (3 cr. hrs.)
 - 15. Artistic Expression - no more than one of the following:
 - a. MUS 101 - Introduction to Music (3 cr. hrs.)
 - b. ART 101 - Art Appreciation (3 cr. hrs.)

- c. ENG 207 – Survey of Literature (3 cr. hrs.)
 - d. ENG 201 - Poetry (3 cr. hrs.)
16. Cultural Awareness - no more than one of the following:
- a. HIS 122 - Modern History (3 cr. hrs.)
 - b. PHL 111 – Religions of the World (3 cr. Hrs.)
 - c. SOC 211 - Racial and Ethnic Minorities (3 cr. hrs.)
 - d. POL 112 - Introduction to International Relations (3 cr. hrs.)
 - e. MUS 114 - World Music (3 cr. hrs.)
17. Mathematics - no more than one of the following:
- a. MAT 102 - Mathematical Concepts (3 cr. hrs.)
 - b. MAT 111 - College Algebra (3 cr. hrs.)
 - c. MAT 202 - Introduction to Statistics (3 cr. hrs.)
18. Natural Science - no more than one of the following:
- a. BIO 101 - General Biology with Lab (4 cr. hrs.)
 - b. GLG 220 - Environmental Geology with Lab (4 cr. hrs.)
19. Technology Skills
- a. CIS 100 - Computer Applications and Concepts (3 cr. hrs.)
20. Ethics
- a. PHL 101 - Introduction to Philosophy (3 cr. hrs.)
- Sub-Total: 10 courses required
- B. Program Major Requirements – 8 courses from the following courses:
- 1. CIS 113 - IT Hardware Essentials and Support (3 cr. hrs.)
 - 2. CIS 115 - Information Technology Fundamentals (3 cr. hrs.)
 - 3. CIS 117 - Operating Systems Interfaces (3 cr. hrs.)
 - 4. CIS 119 - Introduction to Programming - Python (4 cr. hrs.)
 - 5. CIS 120 - Network Integration and Management (3 cr. hrs.)
 - 6. CIS 185 - Introduction to Network Security (3 cr. hrs.)
 - 7. CIS 215 - Database Design and Application Development (3 cr. hrs.)
 - 8. CIS 220 - Systems Development (3 cr. hrs.)
 - 9. CIS 250 - Internet/Intranet Networking (3 cr. hrs.)
- Sub-Total: 8 courses required
- C. Electives – 2 courses (6 cr. hrs.) from the course schedule, as approved by the program advisor.
- D. Total Courses Required for the Associate of Applied Science in Information Technology Network Systems: 20 Courses

- Associate of Applied Business in Management and Entrepreneurial Thinking**
- C. General Education Course Requirements - 10 courses from the following, including the two required courses below:
- 21. FYE 101 - First Year Experience (3 cr. hrs.) Required
 - 22. ENG 101 - English Composition I (3 cr. hrs.) Required

23. One of the following: ENG 102 - English Composition 2 (3 cr. hrs.) or ENG 110 - Oral Communication (3 cr. hrs.)

24. Social & Behavioral Sciences - no more than one of the following:

- a. ECO 101 - Macroeconomics (3 cr. hrs.) or ECO 102 - Microeconomics (3 cr. hrs.)
- b. PSY 101 - Introduction to Psychology (3 cr. hrs.)
- c. SOC 101 - Introduction to Sociology (3 cr. hrs.)
- d. ANT 201 - Survey of Anthropology (3 cr. hrs.)
- e. POL 203 - Survey of American Politics (3 cr. hrs.)

25. Artistic Expression - no more than one of the following:

- a. MUS 101 - Introduction to Music (3 cr. hrs.)
- b. ART 101 - Art Appreciation (3 cr. hrs.)
- c. ENG 207 – Survey of Literature (3 cr. hrs.)
- d. ENG 201 - Poetry (3 cr. hrs.)

26. Cultural Awareness - no more than one of the following:

- a. HIS 122 - Modern History (3 cr. hrs.)
- b. PHL 111 – Religions of the World (3 cr. Hrs.)
- c. SOC 211 - Racial and Ethnic Minorities (3 cr. hrs.)
- d. POL 112 - Introduction to International Relations (3 cr. hrs.)
- e. MUS 114 - World Music (3 cr. hrs.)

27. Mathematics - no more than one of the following:

- a. MAT 102 - Mathematical Concepts (3 cr. hrs.)
- b. MAT 111 - College Algebra (3 cr. hrs.)
- c. MAT 202 - Introduction to Statistics (3 cr. hrs.)

28. Natural Science - no more than one of the following:

- a. BIO 101 - General Biology with Lab (4 cr. hrs.)
- b. GLG 220 - Environmental Geology with Lab (4 cr. hrs.)

29. Technology Skills

- a. CIS 100 - Computer Applications and Concepts (3 cr. hrs.)

30. Ethics

- a. PHL 101 - Introduction to Philosophy (3 cr. hrs.)

Sub-Total: 10 courses required

B. Program Major Requirements – 8 courses from the following courses:

- 10. ACC 111 – Business Accounting (3 cr. hrs.)
- 11. ACC 150 – The Legal Environment of Business (3 cr. hrs.)
- 12. BUS 101 – Introduction to Business Administration (3 cr. hrs.)
- 13. BUS 103 – Principles of Management (3 cr. hrs.)
- 14. BUS 130 – Business Communications (3 cr. hrs.)
- 15. ENT 110 - Fundamentals of Entrepreneurship
- 16. ENT 120 – Entrepreneurial Marketing (3 cr. hrs.)
- 17. ENT 130 - Entrepreneurial Finance Intelligence (3 cr. hrs.)
- 18. ENT 140 – Business Plan Development for the Entrepreneur (3 cr. hrs.)

Sub-Total: 8 courses required

C. Electives – 2 courses (6 cr. hrs.) from the course schedule, as approved by the program advisor.

D. Total Courses Required for the Associate of Applied Business in Management and Entrepreneurial Thinking: 20 Courses

4. Motion was presented by Trustee Justin Gallagher, seconded by Board Secretary Kathryn Sintal and approved unanimously by the Board of Trustees to remove Dr. Judith Gay, former Interim President of the Community College of Erie County (the “College”), as signatory on all accounts of the College held at Marquette Savings Bank and First National Bank.
5. The Motion presented by Trustee Justin Gallagher, seconded by Trustee David Mitchell and approved unanimously by the Board of Trustees, added Dr. Christopher Gray, President of the Community College of Erie County (the “College”), as an authorized signatory on all accounts held at Marquette Savings Bank and First National Bank and granted Dr. Gray those powers and authorities in accordance with, and subject to, the limitations of policies previously adopted by the Board of Trustees of the College; he, as such officer, is hereby authorized and directed to execute such additional documents and to take all actions as may be required by the Bank to carry out the purposes of this resolution.
6. The motion was presented by Trustee Justin Gallagher, seconded by Board Secretary Kathryn Sintal and approved unanimously by the Board of Trustees to expand the lease contract with the Erie Regional Chamber & Growth Partnership to include added office space and meeting space as needed.
7. The motion was presented by Board Secretary Kathryn Sintal, seconded by Trustee Justin Gallagher and approved unanimously by the Board of Trustees that the following fee charges to students will be immediately implemented:

- Returned Payment Fee - \$25
- Late Registration Fee - \$15
- ID Replacement Fee - \$5
- Transcript Fee - \$5
- Tuition Payment Plan Fee - \$35
- Tuition Payment Plan Late Fee - \$25

EXECUTIVE SESSION

Chairman DiNicola announced that no Executive Session was needed. .

8. New Business to Come Before the Board

Discussion on the role of the Board Secretary. After a general discussion by the Trustees, the Solicitor to the Board, Timothy Wachter, reminded the Board of the role as included in the Board approved by-Laws. In addition, all other matters discussed fall under the responsibility of the administration and must be addressed by President Gray as part of the administration's role to support the work of the Board.

MOTION TO ADJOURN.

The motion to adjourn was unanimously accepted by acclamation.