

## REGULAR & ANNUAL MEETING MINUTES

---

### ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, September 22, 2021 at 5:00 p.m.

1128th State Street, Suite 300

Join Zoom Meeting

<https://us02web.zoom.us/j/86006545761?pwd=b1lwYjNtNHBPt2xLbWJjSEUjNjE0aDZkdz09>

Meeting ID: 860 0654 5761

---

#### TRUSTEES PRESENT

Tom Benson  
Treasurer Justin Gallagher-arrived 5:04  
Mayor David Mitchell  
Reverend Charles Mock  
Vice Chairperson, Cheryl Rush Dix  
Secretary, Kathryn Sintal (via Zoom)  
Christina Vogel  
Dr. Annette Wagner (via Zoom)  
Chairperson, Ronald DiNicola

#### ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President  
Carl Anderson, County Liaison  
Rebecca Walker, Dean of Applied Programs and Student Success  
Keri Bowman, Dean of Student Support and Student Success  
Heidi Sheehan, Controller  
Blane Dessy, Acting Director of Operations  
Tim Wachter, Solicitor  
Guy White, Director of IT

#### CALL TO ORDER

Presiding officer, Chairperson Ronald DiNicola, called the meeting to order on Wednesday, September 22nd, 2021, at 5:00 p.m.

#### ROLL CALL

At roll call, eight (8) Trustees were present. Trustee Justin Gallagher, entered the room at 5:04 p.m. after roll call.

## ACCEPTANCE OF THE AGENDA

Per solicitor, Tim Wachter, this can be removed from the agenda due to the College meeting the requirements of the The Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716,

## APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Mayor Dave Mitchell and seconded by Trustee Justin Gallagher to approve the Meeting Minutes for the Regular Meeting of August 25th, 2021. The minutes were unanimously approved.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

- a. **President:** Dr. Gray highlighted social media analytics showing the investment paid off in enrollment. Discussion ensued on future marketing campaigns and staff coming on to produce in house messaging. Additional 8 & 12 Week Course Offerings are available September 29<sup>th</sup> & October 21<sup>st</sup>. A goal to create a College Dash Board by the end of the term to inform the public of our enrollment statistics. Dr. Gray pointed to his Blog posts on the EC3PA website as talking points for all Board of Trustees and Staff of the College. Discussion on enrollment projections and Trustee Rush Dix stated importance of dual enrollment programs.
- b. **Academic Committee:** Vice Chairperson Cheryl Rush Dix reported that the committee did not meet formally, but had been doing the background work. She was excited for the College to be identified as a potential NWP TEAM (Tri-State Energy and Advanced Manufacturing) Consortium partner. Stakeholders that contributed to bringing the College to Erie are invited to a virtual event September 30<sup>th</sup>, 2021, that will cover partnership activities for the next three years. The College wrote a letter of endorsement for this organization to obtain a grant.
- c. **Finance Committee:** Trustee Justin Gallagher presented a YTD budget report for fiscal year 21-22 and a report on Funding Sources & Application of Funds for the fiscal year 21-22. College President, Dr. Gray, thanked the Finance Committee for all their work and transparency. He said to expect a full Board Report on the Check Registry in future meetings.
  - a. Treasurer, Heidi Sheehan, explained the College is 2 months into the fiscal year and is at 17% of budget. She met with PA Department of Education (PDE) to submit reimbursement for start up costs.
  - b. Discussion between Trustee Mock, Gallagher, and Treasurer Sheehan as to whether the budget is meeting expectations. Treasurer Sheehan indicated that there are contingencies built into the budget since the College has no reserve. But that the budget is driven by enrollment and that the College is already at 49% with one offering that doesn't include the newly developed 8 week & 12 week offerings. The projections for hiring are also under budget.
  - c. The committee approved an audit firm as noted in *Board Report #21-11*. It was confirmed that a 3 year audit was in best practice because of it cost saving due

to field work invested by auditor for a new entity. Treasurer Sheehan noted the first year's cost was truncated.

- d. **Ad Hoc Site Committee:** Meeting September 9<sup>th</sup> with the President who has a solid vision for the College. The location needs to be flexible based on short and long term needs. The need is for 40,000 sq ft site. The President is committed to an inner city presence. Currently an RFP out for a Commercial General Contractor vs an architect who can predict costs to renovate any space that may be in consideration.
- e. **County Representative:** Carl Anderson thanked the Board of Trustees, President, and Staff of the College for their efforts. He mentioned the previous night's event to honor Empower Erie for their work in bringing the College to fruition, as their work now ends. Mr. Anderson anticipates the County Council's budget to continue the tuition waiver from last year, but the measure has not been formally voted upon. The consensus is that County Council is strongly behind the College's efforts and sees positive signs of goals being achieved. Negotiations do not include additional funding for reduction in barriers. The County Council's preliminary budget is due October 1<sup>st</sup> and it must pass no later than December 1<sup>st</sup>. The College will be invited to come before the council to present our budget for the year and defend the request for the state gaming revenue. Both the Board of Trustees & the President expressed immense gratitude County Council for their continued efforts to support the College.
- f. **Chairperson of the Board:** Chairperson DiNicola pointed to the Board Development Plan and Timeline within their packets. Chairperson noted to direct questions to Dr. Polonio before their first meeting which is via Zoom with future meeting locations TBA.

#### APPROVAL OF CONSENT AGENDA

Motion was made by Trustee Mitchell and seconded by Trustee Benson to approve the consent agenda as presented. The Consent Agenda was unanimously approved.

#### For Approval

- a. Adoption of Policy V.B.3: Waiver of Tuition and Mandatory Fees for Students Who Have Been in Foster Care *Board Report #21-10*
- b. Policy II.B.2: Right to Know Policy *Board Report #21-16*

#### ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

There were no action items removed from the consent agenda.

#### NEW BUSINESS

- a. Approval of Auditor *Board Report #21-11*

Motion was presented by Trustee Gallagher, seconded by Vice Chairperson Cheryl Rush Dix and approved unanimously by the Board of Trustees.

- c. Approval of EC3PA Administrative Office Space *Lease Board Report #21-12*

Motion was presented by Trustee Mock, seconded by Trustee Benson and approved unanimously by the Board of Trustees.

#### FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

- Trustee Rush Dix would like a report on the Board Development Training
- Trustee Mock would like a report next meeting concerning DEI. Lamont Higgenbottom, Special Assistant to the President, Diversity & Inclusion will be starting next week and could prepare report.
- Trustee Mock wanted to know if there was a way for Trustees to recommend candidates for employment positions. Dr. Gray stipulated that any and all candidates should apply through our website to any and all positions listed.

#### FOR INFORMATION

Chairperson Ron DiNicola referred to informational reports as presented to the Board in the name of transparency and communication.

- a. Personnel Report *Board Report #21-13*
- b. Marketing Report *Board Report #21-14*
- c. IT Report *Board Report #21-1*

#### EXECUTIVE SESSION

There was no Executive Session

#### ELECTION OF OFFICERS

- a. Election of Pro Tem
  - i. Motion was presented by Trustee Sintal to nominate Trustee Benson. Trustee Benson denied position.
  - ii. Motion was presented by Trustee Benson to nominate Trustee Mitchell. Trustee Gallagher seconded the motion.
  - iii. Trustee Gallagher motioned to close the nominations, seconded by Vice Chairperson Cheryl Rush Dix. Motion to close the nominations was approved unanimously by the Board of Trustees.
  - iv. Motion for Trustee Mitchell to serve as Pro Tem was approved unanimously by the Board of Trustees.
- b. Board Chairperson
  - i. Motion was presented by Trustee Benson to nominate Chairperson DiNicola. Trustee Mock seconded the motion.
  - ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Wagner. Motion to close the nominations was approved unanimously by the Board of Trustees.
  - iii. Motion for Chairperson DiNicola to serve as Chairperson for another term was approved unanimously by the Board of Trustees.

c. Board Vice Chairperson

- i. Motion was presented by Chairperson DiNicola to nominate Vice Chairperson Rush Dix. Trustee Wagner seconded the motion.
- ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Benson. Motion to close the nominations was approved unanimously by the Board of Trustees.
- iii. Motion for Vice Chairperson Rush Dix to serve as Vice Chairperson for another term was approved unanimously by the Board of Trustees.

d. Board Secretary

- i. Motion was presented by Chairperson DiNicola to nominate Trustee Vogel. Vice Chairperson Rush Dix seconded the motion.
- ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Benson. Motion to close the nominations was approved unanimously by the Board of Trustees.
- iii. Motion for Trustee Vogel to serve as Board Secretary was approved by (8) Board members while Trustee Sintal abstained from the vote.

#### APPOINTMENT OF TREASURER

The College's bylaws state, "The President and Treasurer, who shall not be Trustees, shall serve as officers of the College concurrently with their employment by the College in those positions." The Treasurer is a member of the Executive Committee.

Motion was presented by Trustee Mitchell to appoint Controller Heidi Sheehan as Treasurer. The motion was seconded by Vice Chairperson Rush Dix and approved unanimously by the Board of Trustees.

#### AFFIRMATION/REAPPOINTMENT OF COMMITTEE STRUCTURE

Chairperson DiNicola noted that all the officers of the current committees which per the College's Bylaws include Executive, Academic, Finance, Personnel as well as the Ad Hoc committees will continue with the same Chairs.

#### MOTION TO ADJOURN

Motion to adjourn was made by Trustee Gallagher and seconded by Trustee Mitchell at 6:28pm and was unanimously approved.