

## REGULAR MEETING MINUTES

---

### **ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**

Wednesday, October 27th, 2021 at 5:00 p.m.

900 State St. Suite #308, Erie, PA 16501

Join Zoom Meeting

<https://us02web.zoom.us/j/86006545761?pwd=b1lwYjNtNHBPt2xLbWJjSFNjekxRQT09>

Meeting ID: 860 0654 5761

Passcode: 720222

---

#### TRUSTEES PRESENT

Tom Benson  
Trustee Justin Gallagher  
Mayor David Mitchell  
Reverend Dr. Charles (arrived at 5:05pm)  
Vice Chairperson, Cheryl Rush Dix (via Zoom/5:40pm entered the room in person)  
Secretary Christina Vogel  
Dr. Annette Wagner  
Chairperson, Ronald DiNicola

#### ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President  
Carl Anderson, County Liaison  
Rebecca Walker, Dean of Applied Programs and Student Success  
Dr. Keri Bowman, Dean of Student Support and Student Success  
Heidi Sheehan, Treasurer  
Tim Wachter, Solicitor  
Guy White, Director of IT  
Luisa Heifner, Director of HR

#### FACILITIES NOTE

The Board meeting was held in the same building as advertised, but in a different room due to technology issues. There were signs placed throughout the interior and exterior of the building directing meeting attendees to the room. Staff was placed at the public entrance to direct meeting attendees as well.

#### CALL TO ORDER

Presiding officer, Chairperson Ronald DiNicola, called the meeting to order on Wednesday, October 27th, 2021, at 5:00 p.m.

## ROLL CALL

At roll call, seven (7) Trustees were present. Trustee Dr. Mock entered the room at 5:05 p.m. after roll call.

## APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Gallagher and seconded by Trustee Dr. Wagner to approve the Meeting Minutes for the Regular Meeting of September 22nd, 2021. The minutes were unanimously approved.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

- a. **County Representative:** Carl Anderson thanked the President Gray and Treasurer Sheehan for attending the County Council's Budget meeting the previous night to discuss the College's 2022 plan for county allocated funds. Mr. Anderson thanked them for presenting the budget, the work they are doing, representing the College's mission, and for the providing stories about their interaction with the student body. Mr. Anderson said the meeting went well and that the College would know the results by the time the County passes the budget. Mr. Anderson said the County Council passed two initiatives, the Rail Commission and Impact Corry, that he thought would benefit the college moving forward in the area of workforce development. Trustee Benson voiced concern that members of the county council were going to the press with issues prior to addressing them with the Board of the College. Trustee Benson asked for professional courtesy in discussing College matters that concern county council internally prior to going to the media.
- b. **President:** Dr. Gray introduced Luisa Heifner, Director of Human Resources to the Board. Ms. Heifner covered the DEI demographics of the full and part time staff at the College and noted that the College is meeting or exceeding their diversity goals. The categories of employees were defined by EEO standards. Trustee Dr. Mock asked for the employee demographics to be broken down further among executive, mid-level, administrative staff, part and full time staff. The College's spring schedule of classes was provided. Dr. Gray also noted that the College is starting the accreditation process and that the College has received bids from two general contractors. Once selected and approved, site visits would take place with the Site Committee. Dr. Gray noted an invitation to the first of many informal Meet & Greets with himself under the College's DEI initiative slated for November 4<sup>th</sup>.
- c. **Academic Committee:** Vice Chairperson Rush Dix reported that the committee participated in the NWPA TEAM (Tri-State Energy and Advanced Manufacturing) Consortium and expects fruitful results. She also asked when a Board Portal may be available for Board use and gave examples of other organizations that use such software. Dr. Gray responded that the College has been researching Board Software and to expect a proposal on the agenda at the next Board meeting.

- d. **Finance Committee:** Trustee Gallagher highlighted the budget summary and the check register within the Board packet to increase transparency and visibility. There will be discussion during the next meeting to address Trustee Sintal's desire to have increased detail in the check register. Dr. Gray reminded the Trustees that they can call the office with any questions concerning our financials.
- e. **Ad Hoc Site Committee:** Chairperson DiNicola asked if any ad hoc committees had a report as it was left off the agenda. There were no reports presented.
- f. **Chairperson of the Board:** Chairperson DiNicola indicated that the new committee assignments have recalibrated the Board and initiated a new level of excitement and interest. He was also appreciative of the updated nature of the College's presentation of information to the Board. There was a question from Trustee Dr. Mock concerning how the Meeting Minutes were presented, what was public knowledge vs what is confidential. Trustee Mitchell noted that the Meeting Minutes should reflect the flavor of the debate, if any, in order to be transparent. Solicitor Wachter clarified that the meeting was public and does not afford any confidentiality unless the Board is in Executive Session. He continued to clarify what is required per the law and what is expected in "best practice". Solicitor Wachter said the Board needs to decide what they consider "best practice". Chairperson DiNicola said that the topic could be brought up and discussed in a future Board Development meeting.

#### PRESENTATION BY DEAN DR. KERI BOWMAN, STUDENT SUCCESS INITIATIVES

Dean Dr. Bowman presented the key premises of connection and early intervention as well as the initiatives "Cuppa", course embedded success coaches, and early alert. Chairperson DiNicola thanked Dean Walker for infusing her presentation with passion and building excitement for student success. Trustee Dr. Wagner asked if there is a different attrition rate for students in person vs. online. Dean Dr. Bowman responded that currently there is no difference and commented that the online classes are filling right away. Trustee Dr. Mock noted that every student should have an assessment to identify their potential needs other than academic and that the students should know what help is available to them. Dean Dr. Bowman replied that there was not an assessment at this time, but that the Coordinator of Student Success is working on those initiatives.

#### NO ITEMS WERE ON THE CONSENT AGENDA

#### NEW BUSINESS

- a. Approval of Emergency/Mass Notification Platform *Board Report #21-17*

Dr. Gray pointed out that this system has a sign up option and will be used to communicate delays, COVID-19 issues, campus safety, and any other important communication that needs to be relayed. The system has the ability to communicate via call, text, and/or network computer. Motion was presented by Trustee Gallagher, seconded by Trustee Benson, and approved unanimously by the Board of Trustees.

NO FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

FOR INFORMATION

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

- a. Check Register *Board Report #21-18*
- b. Human Resource Report *Board Report #21-19*
- c. July-September 2021 (Q1) Marketing Report *Board Report #21-20*
- d. Facilities Report *Board Report #21-21*

NO EXECUTIVE SESSION TOOK PLACE

MOTION TO ADJOURN

Motion to adjourn was made by Trustee Gallagher and seconded by Trustee Benson at 5:56pm and was unanimously approved.