



Minutes for * 12/15/21 Board Packet

12/15/2021 | 05:00 PM (GMT-05:00) Eastern Time (US & Canada)

300 State St . Suite 300, Erie, PA 16501

College/Other Attendees (9)

President Chris Gray PhD; VP Guy Goodman; Dean Keri Bowman; Dean Rebecca Walker; Treasurer Heidi Sheehan; Interim Director of Administration Blane Dessy; IT Director Guy White; HR Director Luisa Heifner; Assistant Renee Triana **Other:** Solicitor Tim Wachter; County Council Liaison Carl Anderson; Consultant Dr. Narcisa Poloino.

Call to Order

Time: 5:01

Roll Call

Trustee	Roll Call
Trustee Tom Benson	Y
Trustee Justin Gallagher	Y via Zoom
Trustee Dave Mitchell	Y via Zoom
Trustee Rev Dr. Charles Mock	Y via Zoom
Vice Chairperson Cheryl Rush Dix	Y
Trustee Kathryn Sintal	Y
Secretary Christina Vogel	Y via Zoom
Trustee Dr Annette Wagner	Y via Zoom
Chairperson Ron DiNicola	Y

Approval of Meeting Minutes (Motion 1)

Approved with minor corrections for grammar and clarification.

Trustee	Motion 1	Vote
Trustee Tom Benson	1	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Public Participation

None

Communication

A. Carl Anderson

Mr. Anderson expressed holiday greetings from the County Council and noted this is his last meeting as the liaison from council. He provided the exciting news that the County Council passed the 2022 budget with the College funding as requested, including an additional \$1.5 million in student scholarships. Mr. Anderson will continue supporting the College's efforts in every way possible and help the College to move forward in strength. He stated, "There are exciting things on the horizon for the community with the College's presence. Impact Corry's projects, working with County Council, were equally funded." Mr. Anderson continued, "The County Council is putting money where their mouth is. This effort has been a long, hard-fought struggle. We need to remain vigilant as we move forward. As followers, we need to stay strong finding the College a permanent home, continue change lives and growing." Mr. Anderson acknowledged that the County Council will be changing in the new year; and that council is losing three of its strongest and most vocal supporters of the college. He pointed out the potential for

divisiveness, with attempts to undermine what the supporters have worked hard to build, so there is a need to stay vigilant. Mr. Anderson noted that supporters may have a difference in opinion at times and with the ways they achieve goals, but that supporters work best in collaboration, and there is strength in that. Mr. Anderson continued, "This is a positive message to trustees but need to remain vigilant. I thank the chairman for friendship, the journey we've been on, and the people we've worked with. We've made things happen that we didn't believe possible. I believe it will continue. It's been an honor and pleasure as serving as liaison."

Chairperson Ron DiNicola expressed gratitude for the work that County Council has done. Chairperson DiNicola thanked Mr. Anderson wished him the best and good fortune for the continued work that he does.

B. President's Report

Dr. Gray thanked Mr. Anderson for giving the largest contribution to date to the College's foundation (not yet in existence). Mr. Anderson explained that during the CCAP Fall Conference for County Commissioners there was a broad band service provider vendor with a portion of Erie County giving away \$1,000 student scholarship and awarded it to Mr. Anderson for his work at the Community College. The vendor's Regional President increased amount to \$2,500 after hearing about Erie's new Community College. The vendor is currently discussing making larger commitment to the College and possibly having tie-in programing. A lot of this is tied into Impact Corry who is creating training for the broadband utility service industry. Dr. Gray thanked Mr. Anderson on behalf of the students as well.

Dr. Gray introduced the new Vice President of Administrative and Student Affairs, Guy Goodman.

Dr. Gray and Dean Bowman just finished a two-day MSCHE Annual Virtual Conference and on December 1, 2021 submitted the pre-candidate application form for accreditation. Spring schedules were listed within the President's Report with an emphasis on supporting students with onboarding in the right way.

Dr. Gray announced the creation of the Regroup Alert System that will allow the College to communicate with students, staff, and the Board concerning inclement weather or emergencies. There was a test run during the meeting.

Finally, Dr. Gray highlighted the end of semester celebrations for students and staff and invited the Board to attend.

C. Academic Committee

Vice Chairperson Rush Dix expressed what a pleasure it is to welcome VP Guy Goodman to the College and she is looking forward to connecting with him to continue the work of the Committee. The Committee is not meeting in December but creating resource materials for review through the holidays as to begin work at the beginning of the year.

D. Personnel Committee-No report

E. Finance Committee

Trustee Gallagher referred the Trustees to the Check Registrar and Budget Summary within the Board Packet. The Finance Committee met December 9, 2021 to discuss one additional item. It will be brought to the Board at the January meeting.

F. Ad Hoc-

1. Site Committee: Trustee Sintal stated the committee went to three sites on Monday, December 13, 2021. She updated the Board that the Committee is currently in Phase 2 of the 3 Phase plan. Phase 1 was finding locations to get the College up and running. Phase 2 is leasing locations for the College. Phase 3 involves finding a permanent site that accommodates the operational needs of the College, everyone agrees on the location, and the location addresses the needs of all the counties. Other factors to consider are whether the property is leased or owned, the pricing, and type of funding the College can receive or use for each potential location.
2. Community Advisors: No report

G. Chairperson Ron DiNicola

The Chairperson noted that the Board has been proactively engaged in Board Development in compliance of MSCHE accreditation requirements. The Board met on the following dates and covered the following topics:

- September 29, 2021, Board Structure & Operations
- October 19, 2021, Accreditation & Strategic Planning
- October 28, 2021 Board Self-Assessment Distributed, due November 5, 2021
- November 10, 2021, Review of Board Assessment & Defining Board Priorities
- December 8, 2021, Completed Review of the Board Self Assessment/Legal Requirements & Procurement

The Board will proceed with their development on January 22, 2022 with a daylong Board Retreat to assure the College is meeting the requirements for accreditation. Thanks was given to consultant, Dr. Narcisa Polonio, who is making sure the Board is taking the appropriate steps.

Consultant, Dr. Narcisa Polonio, indicated she will be using the DiSC Leadership/Personality assessment tool during the Board Retreat that will focus on building relationships within the Board and learning more about each other. This will be administered during the Board Retreat and used as a team building exercise.

Dr. Polonio submitted a report of the Board's Self-Assessment Survey. She highlighted the summary of findings on page 3 that had 18 performance indicators. There were six areas the trustees rated themselves high and four areas which needed more attention. Dr. Polonio plans to focus on these items during the Board Retreat. There was 100% attendance to the Board Development meetings up to the last one in December. Page 4 of the report listed nine major achievements that the board identified. Congratulations to the Board.

Chairperson DiNicola thanked Trustee Benson for his suggestions during this evaluation and lending his strength from his professional work outside the Board. Chairperson DiNicola also handed out the final Standing and Ad Hoc Committee appointments.

H. Other-No Report

Presentation by Blane Dessy, Interim Director of Administration, Clery Act Policy Revisions

Dr. Gray introduced Blane Dessy, Interim Director of Administration, who gave a high-level report on the Clery Act and explained that the college will need to be in compliance of this act to receive federal funding. There is no material to vote on tonight, but this is to inform the Board of the work that will be taking place in the near future.

Mr. Dessy noted that College compliance is important because without it the College cannot receive funding under HEA Title IV. It's critical to work on compliance now so the College can submit its first Annual Security Report (ASR) at the beginning of the Federal Fiscal year, October 1, 2022. What this means for the Board and Staff is policy and procedure revisions. Some current policies need to be reviewed or new ones may need to be developed by the Board. Staff will need to produce procedures, programs/staff training, and an organizational chart among other things to dictate how program is managed in the future. This will be a process of Board policy review, development, and approval. Some policies that address the Clery Act are already in place but may need rewritten for clearer language and procedures will need to be put in place by Staff accordingly. Mr. Dessy suggests the newly formed Ad

Hoc Policy Committee start with Clery Act policy revisions. Dr. Gray clarified that the student facing part of the Clery Act will fall under the Academic Committee.

New Business

Dr. Gray explained that the Corry Lease expires at the end of December 2021, and the presented Lease extends this until the end of 2022. He expressed his appreciation and commitment to the relationship with the Corry Higher Education Council. Dr. Gray gave mention that the College is working with all their current locations to extend leases and this information will be presented in future Board Meetings.

Corry Lease Agreement Board Report #21-26 (Motion 2):

Trustee	Motion 2	Vote
Trustee Tom Benson	2	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix		Y
Trustee Kathryn Sintal	1	Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Future Agenda Items/Summary Comments by Board Members

None

For Information

Dr. Gray noted the informational reports within the Board Packet for the Trustees to review for the sake of transparency. The Trustees had no questions concerning the reports.

A. HR Informational Report #21-27

B. Board Emails & My EC3PA Login In Informational Report #21-28

C. Board Effect Software Update #21-29

Executive Session

None

Motion to Adjourn (Motion 3)

Time 5:41

Trustee	Motion 3	Vote
Trustee Tom Benson	2	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y