

Minutes for February 23, 2022, Regular Board Meeting Packet

02/23/2022 | 05:00 PM - 12:00 AM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

Trustee Attendees (7)

Tom Benson; David Mitchell; Vice Chairperson Cheryl Rush Dix; Kathryn Sintal; Secretary Christina Vogel; Dr. Annette Wagner; Chairperson Ron DiNicola

EC3PA Attendees (10)

President Dr. Chris Gray; Assistant to the President & Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President Bill Jeffress; Treasurer/ Controller Heidi Sheehan; Dean Rebecca Walker; Dean Keri Bowman; HR Director Luisa Heifner; IT Director Guy White; Marketing Coordinator Erica Nowak

Other Attendees (2)

Solicitor Tim Wachter; Consultant Narcisa Polonio

Call to Order

Time: 5:00. It was confirmed that there was a quorum present and that the meeting could proceed.

Roll Call

| Trustee | Roll Call |
|----------------------------------|-------------------|
| Tom Benson | Y |
| Justin Gallagher | N |
| Dave Mitchell | Y via Zoom 5:08pm |
| Rev. Dr. Charles Mock | N |
| Vice Chairperson Cheryl Rush Dix | Y |
| Kay Sintal | Y via Zoom |
| Secretary Christina Vogel | Y |
| Dr. Annette Wagner | Y 5:15pm |
| Chairperson Ron DiNicola | Y |

Approval of Regular Meeting Minutes, January 26, 2022 (pg. 4-11)

| Trustee | Motion 1 | Vote |
|-----------|----------|------|
| Benson | 1 | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | 2 | Y |
| Sintal | | Y |
| Vogel | | Y |
| Wagner | | Y |
| DiNicola | | Y |

Public Participation

None

Communication

A. County Council Liaison-No report. None appointed.

B. President's Report-Dr. Gray introduced Erica Nowak, the College's new Marketing Coordinator.

MSCHE has assigned a team of peer evaluators to begin reviewing our pre-candidacy application.

Dr. Gray announced that the College continues to work on developing their Mission, Vision, and Values with Dr. Angela Long consulting. He presented the proposed Mission, Vision, Values from the Board Development Sessions and shared that the College is gaining more input from College stakeholders during an event February 24th and with the faculty and staff on February 25th.

Academic Calendars for Summer 2022 and Full year 2022/2023 were within the report. Vice President of Academic and Student Affairs, Guy Goodman highlighted key dates. Spring semester starts February 6, 2023, which is later than normal. This was done purposely to closely align with the Erie City School District's and the Erie County School District's calendars for spring break. The College will use it as the cutoff point between the two 8-week sessions. There were two important dates for EC3PA on the calendars, one being April 1, 2023, which is the last day to apply for spring graduation!! And June 7, 2023, which is EC3PA's first graduating class!! Trustees, faculty, and staff are asked to mark your calendars for this historic event.

Mr. Goodman indicated that there is a 12-week session in the Fall 2022 so that EC3PA can pick up students who may have enrolled at another institution for Fall 2022 but found that it was not the right fit for them. But there is not a 12-week session in the spring because of the late start, but there will be a 3 1/2-week Mini Term in January 2023. Mr. Goodman noted there is always a place for students here at EC3PA no matter where they are in life. Dr. Gray commended the hard work Mr. Goodman has done with the Academic Calendar to meet the needs of potential Erie City and County students.

Trustee Sintal asked if there would be more self-paced online courses. Dr. Gray responded that this required a different type of accreditation and that EC3PA faculty is required to have frequent and subsequent interaction with students. This could be a possibility in the distant future if the need is there. The College would have to develop a completely new type of class with different faculty contracts and a separate accreditation process.

Dr. Gray reiterated the hope is to have accreditation by 2025, and that the College will keep working to move forward to that goal. The credit students receive now is real as EC3PA has legal authority to grant credit. The College currently has an articulation agreement with Edinboro University with more in the works.

C. Academic Committee-The committee met on February 12, 2022. Foundational documents such as the 120 Day Plan and the Bylaws were reviewed. It was specified in the Bylaws that the committee is also responsible for workforce and admission initiatives. The committee will continue to work on building the academic programs as well as the other initiatives outlined in the Bylaws.

D. Personnel Committee-The committee met on February 8th and will continue to meet on the 2nd Tuesday of the month. Trustee Benson thanked HR Director, Luisa Heifner, for her organizing efforts. The committee reviewed several items that are included for vote within the Board Packet including the classification of employees (Board Report #22-12); an amendment to vacation days for senior leadership (Board Report #22-14); and specifying the procedure for carrying over unused vacation time (Board Report #22-15). The Committee looked at the 22-23 holiday schedule for employees and it will remain the same. There will be a future request to the Board to change Christmas Eve from a half day to a full day off which is in line with other institutions. The DEI Strategic Plan was also presented at the Committee meeting.

E. Finance Committee-Controller, Heidi Sheehan noted the January check register and financial summary within the Board Packet and pointed out the recommendation to increase the dual signature limit requirement on checks. It's in line with other community colleges' procedures and is at the recommendation of the audit firm, MaherDuessel (Board Report #22-11). Controller Sheehan advised there is still an inherent control processes within WorkDay.

F. Ad Hoc

1. **Site Committee**-Trustee Sintal reported that the Committee visited sites and had meetings to review buying, long term leasing, and/or building a permanent location for the College. The Committee will continue to make site visits and as they gather information will bring forward to the Board.
2. **Community Advisors Committee**-Secretary Vogel mentioned that the Community Advisors were invited to the Stakeholder meeting at the Sheraton on February 24th to provide input on the College's Strategic Plan.
3. **Policy Review Committee**-Trustee Sintal is building a schedule to ensure the policy is reviewed every five years.

G. Chairperson of the Board-No report.

H. Other-No report.

Consent Agenda

| Trustee | Motion 2 | Vote |
|-----------|----------|------|
| Benson | 2 | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | | Y |
| Sintal | | Y |
| Vogel | | Y |
| Wagner | 1 | Y |
| DiNicola | | Y |

It was clarified that Dr. Polonio contract has been extended to complete the Board Development process per the projected timeline and Dr. Angela Long is consulting on the Strategic Plan. Both processes are called out separately on the 120 Day Plan and important for accreditation.

**New Business-Approval of Revision to Board Policy III.A.1 Classification of Employees Board
Report #22-12 (pg. 17-19)**

| Trustee | Motion 3*** | Vote |
|-----------|-------------|------|
| Benson | | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | 1 | Y |
| Sintal | | Y |
| Vogel | | Y |
| Wagner | 2 | Y |
| DiNicola | | Y |

***This revised policy was approved with an amendment to strike "(3 courses per semester)" under the Part-time Faculty definition.

**New Business-Approval to Amend Vacation Days for Senior Leadership Board
Report #22-14 (pg. 20)**

| Trustee | Motion 4*** | Vote |
|-----------|-------------|------|
| Benson | | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | 1 | Y |
| Sintal | | Y |
| Vogel | | Y |
| Wagner | 2 | Y |
| DiNicola | | Y |

***This revised benefits for Senior Leadership was approved with an amendment to strike "of 1-2 years".

New Business-Approval to Carry-Over of Unused Vacation Time Added to the Employee Benefits Board Report #22-15 (pg.21)

| Trustee | Motion 5 | Vote |
|-----------|----------|------|
| Benson | | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | 1 | Y |
| Sintal | | Y |
| Vogel | | Y |
| Wagner | 2 | Y |
| DiNicola | | Y |

Future Agenda Items/Summary Comments by Board Members

None. It was noted that there is intent to align the DEI Strategic Plan to the four pillars of the College's proposed Strategic Plan.

For Information

Executive Session

None

Motion to Adjourn

Time 5:54

| Trustee | Motion 6 | Vote |
|-----------|----------|------|
| Benson | 1 | Y |
| Gallagher | | Y |
| Mitchell | | Y |
| Mock | | Y |
| Rush Dix | 2 | Y |
| Sintal | | Y |
| Vogel | | Y |

| | | |
|----------|--|---|
| Wagner | | Y |
| DiNicola | | Y |

Next Regular Meeting, March 23, 2022 at 5:00 p.m.