



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees

Minutes of the Special Meeting

March 24, 2021 - 5:00 pm

Location of Meeting - Virtual on Zoom Only

Trustees:

Mr. Ron DiNicola
Mr. Justin Gallagher
Ms. Cheryl Rush Dix
Ms. Kathryn Sintal
Ms. Christina Vogel
Dr. Annette Wagner

Absent (at roll call):

Mr. Tom Benson
Mayor Dave Mitchell
Rev. Charles Mock

Additional attendees via Zoom:

Dr. Judith Gay, Interim President; Mrs. Jackie Fink, Assistant to the President;
Ms. Carolyn Burroughs, Director of Human Resources/Compliance Director of Title IX
Dr. Narcisa Polonio, Consultant; Dr. Roy Church, Administrator;
Mr. Tim Wachter, Legal Counsel

From the Public:

Sarah Speir

Call to Order

Presiding Officer, Chairman Ron DiNicola, called the meeting to order at 5:00 PM on Wednesday, March 24th, 2021.

Roll Call

Six members present; one member joined meeting after roll called.

ACTION ITEMS:

Approval of Special Meeting Minutes of March 10th, 2021

Secretary Sintal reviewed the minutes and moved to accept the minutes of the Special Meeting held Wednesday, March 10, 2021 as written. Trustee Justin Gallagher seconded. Motion unanimously passed.

Approval of Erie County Community College Mission Statement

Trustee Dix moved to approve the initial mission statement for use and for inclusion in the 120-Day Plan. Trustee Wagner seconded. Motion unanimously passed.

Approval of the Erie County Community College Logo

Trustee Sintal moved to accept the initial ECCC Logo as designed by GoDaddy and paid for by the College. Trustee Gallagher seconded. Motion unanimously passed.

Approval of Policies presented by Interim President

Trustee Wagner moved to approve the 18 policies present by the Interim President. Trustee Dix seconded. Motion unanimously passed. The following policies were presented:

Policy I.A.1: Duties of the Board of Trustees
Policy I.A.2: Policy Development and Review
Policy I.A.3: Academic and Fiscal Years Defined

Policy II.B.3: Affirmative Action
Policy II.B.4: Copyright Compliance

Policy IV.A.1: Assessment of Student Learning Outcomes
Policy IV.A.2: Assignment and Use of Grades

Policy IV.B.1: Advisory Committees
Policy IV.B.2: Course/Curriculum Development and Approval
Policy IV.B.5: Course and Program Review and Evaluation

Policy IV.C.4: Requirements and Eligibility for Graduation

Policy IV.D.1: Professional Ethics Code
Policy IV.D.2: Academic Freedom
Policy IV.D.3: Intellectual Property

Policy VI.A.4: Purchases and Contracts Requiring Board Authorization
Policy VI.A.5: Expenditure Approval Requirements

Policy VII.A.3: Acceptable Behavior

Policy VII.B.1: Smoke-free Environment

Approval of Board Calendar

Trustee Dix moved to accept and approve the Board Calendar with the exception of moving the March 31st, 2021 meeting from Monthly Regular Board Meetings to Special Meetings. Trustee Sintal seconded. Motion unanimously passed.

Delivery of Proposed By-laws

Trustee Sintal moved to accept delivery of the Proposed By-laws and to have these By-laws included into discussion at the next meeting for resolution to be passed at that meeting. Trustee Gallagher seconded. Motion unanimously passed.

Approval of Extension of Consultant Contracts

Trustee Gallagher moved to extend the contracts of three contracted individuals as follows. Trustee Dix seconded. Motion unanimously passed.

- a. Dr. Roy Church, Administrator, set contract for April 1, 2021 through June 30, 2021 with a new scope of duties beginning April 1, 2021. Maximum number of hours for April at 70, May at 60, and June at 60 at the rate of \$200.00 per hour with additional hours requiring preapproval from the Interim President.
- b. Dr. Narcisa Polonio, Consultant, set contract for April 1, 2021 through June 30, 2021 with new scope of duties beginning April 1, 2021 with maximum number of hours for April at 70, for May at 60, and for June at 60 at the rate of \$200.00 per hour. Additional hours require preapproval from Interim President.
- c. Mr. Joseph Maloney, CPA, extend contract until June 30, 2021 at \$200.00 per hour with maximum number of hours at 20 per month unless preapproved by the Interim President.

BUSINESS BEFORE THE BOARD:

Announcements from the College

Interim President, Dr. Judith Gay, announced and introduced Ms. Carolyn Burroughs as the temporary Director of Human Resources and Compliance Director for Title IX for Erie County Community College.

Executive Session

Board adjourned into Executive Session for purposes of contract, personnel, and real estate with notice to return to this open session. Adjourned at 5:30 PM. Reconvened at 6:55 PM.

Other Business

Trustee Benson urged the Board members to review and respond to evaluations for candidates for President of ECCCPA through R. H. Perry Search Firm. Review deadline is April 8, 2021.

Motion to Adjourn

Trustee Gallagher moved to adjourn the meeting. Motion approved. Meeting adjourned at 7:07 PM.

Erie County Community College Mission Statement:

The mission of the Erie County Community College is to provide increased access to higher education for the people of Erie County, Pennsylvania, to assist them in achieving their educational goals, to provide a competent workforce for area employers, and to increase both the baccalaureate and associate degree holders in Erie County.

Erie County Community College Logo:



ERIE COUNTY
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College Policies (18) Submitted:

Policy I.A.1: Duties of the Board of Trustees
Policy I.A.2: Policy Development and Review
Policy I.A.3: Academic and Fiscal Years Defined

Policy II.B.3: Affirmative Action
Policy II.B.4: Copyright Compliance

Policy IV.A.1: Assessment of Student Learning Outcomes
Policy IV.A.2: Assignment and Use of Grades

Policy IV.B.1: Advisory Committees
Policy IV.B.2: Course/Curriculum Development and Approval
Policy IV.B.5: Course and Program Review and Evaluation

Policy IV.C.4: Requirements and Eligibility for Graduation

Policy IV.D.1: Professional Ethics Code
Policy IV.D.2: Academic Freedom
Policy IV.D.3: Intellectual Property

Policy VI.A.4: Purchases and Contracts Requiring Board Authorization
Policy VI.A.5: Expenditure Approval Requirements

Policy VII.A.3: Acceptable Behavior

Policy VII.B.1: Smoke-free Environment

Policy I.A.1: Duties of the Board of Trustees

The duties of the Erie County Community College Board of Trustees include the following:

- Advance the College's mission, values and reputation.
- Ensure education is the primary purpose of the College.
- Ensure appropriate autonomy of the College.
- Ensure that the College serves the public interest.
- Recruit, appoint, compensate, and evaluate the President;
- Exercise oversight of the College including policy development, budget planning, and strategic planning;
- Act upon the recommendations of the President on all matters pertaining to the welfare or operation of the College.
- Review and approve the College budget;
- Review and approve tuition and fees;
- Approve, holding, leasing, renting, selling, purchasing and development of property;
- Monitor College progress on goals;
- Review and adopt Board policies;
- Approve contracts except as such authority may be delegated to the President;
- Accept and receive gifts and grants;
- Conduct periodic evaluation of the Board's performance
- Exercise such other powers and duties as may be required by law and are not delegated to the President.
- Avoid or disclose conflicts of interest and uphold ethical standards.
- Maintain the confidentiality of board matters.

Policy I.A.2: Policy Development and Review

The policies of Erie County Community College will reflect the College's mission and values, identify the expectations of individuals and academic and administrative units, mitigate risk, enhance efficiency, and support compliance with laws and regulations.

Policies that pertain to Rules and Regulations of the Board and Compliance Policies must be approved by the Board of Trustees. College-wide policies must be approved by the President.

Erie County Community College policies should be reviewed by the College's legal counsel to ensure compliance with laws and regulations.

Policies must be reviewed within a five-year period and either reaffirmed, revised or eliminated. Policies must be made available to the College community in a timely manner.

Policy I.A.3: Academic and Fiscal Years Defined

An academic year is defined as 24 credits per year and 32 weeks of instructional time. An academic year consists of a fall semester and spring semester. Fall and spring semesters may contain late start classes and sessions of less than 16 weeks. Summer sessions may be available and will be considered an extension to a semester.

Specific dates of the semester and any summer sessions will be defined on at least an annual basis on an academic calendar.

The fiscal year is defined as July 1 of one year through June 30th of the following year.

Policy II.B.3 Affirmative Action

It is the policy of Erie County Community College to take affirmative action to recruit and to employ members of protected groups. Under Federal Executive Order 11246 as amended, protected minority groups are defined as African Americans, Asian Americans, Hispanic Americans, and Native Americans. All women are designated a protected group. The protected groups are those groups of persons who have historically been most disadvantaged by discriminatory practices, including practices formerly sanctioned by law.

Policy II.B.4 Copyright Compliance

Erie County Community College requires all students and employees to comply with applicable federal, state, and local laws governing copyrighted materials, which grant authors, publishers, and creators control over the copying, distribution, transmission and performance of their original works. The College acknowledges the Fair Use doctrine (section 107 of the U.S. Code Title 17 on Copyright) and the responsibility of the College to provide information and guidance to students and employees. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Students or employees who willfully disregard the copyright policy are in violation and do so at their own risk and assume all liability. If the reproduction of the copyrighted material does not meet the fair-use guidelines, written authorization must be obtained.

The Four Factors that Govern Fair Use:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and sustainability of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work

The College will:

- Inform students and employees about the application of the four factors governing fair use.
- Provide notice to students that materials used in connection with courses may be subject to copyright protection.
- Assist employees, if requested, in obtaining permission to use copyrighted materials.

TEACH Act

The Technology, Education and Copyright Harmonization (TEACH) Act amends Sections 110(2) and 112 of the Copyright Act of 1976 to give instructors at accredited nonprofit educational institutions greater flexibility to use third party copyrighted works in online course delivery.

The Act permits the display and performance of virtually all types of works during online instruction without the consent of the copyright owner, provided that:

- The online instruction at an eligible institution is mediated by an instructor
- The transmission of material is intended only for receipt by the students enrolled in the course, regardless of where the students are physically located

- The institution employs measures to prevent “retention of the work in accessible form by recipients of the transmission for longer than the class session”
- The institution employs measures that limit the transmission of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution “to the extent technologically feasible”
- Use of the material is clearly for educational, not entertainment purposes

PROCEDURES

Every attempt will be made to assist students and employees who need information so that they can remain in good standing with copyright law.

GUIDELINES

Erie County Community College students or employees using copy machines or other devices for reproduction of any material are responsible for familiarizing themselves with provisions of the copyright law and fair-use guidelines before copying or reproducing any material. To this end, copies of the law and guidelines will be prominently displayed near copying or other reproduction devices wherever they are permanently installed.

Policy IV.A. 1. Assessment of Student Learning Outcomes

The College is committed to maintaining standards of excellence, providing students the opportunity to learn what the College and disciplinary fields expect. Student Learning Outcomes will be developed at the course, program and institutional level, to include General Education. These learning goals, objectives and outcomes shall include what students are expected to know, understand and/or be able to do after completion of courses and programs. These outcomes must be observable, measurable and able to be demonstrated. The documentation of Student Learning Outcomes provides focus and direction for curriculum design and student learning outcomes assessment.

The faculty shall utilize data regarding student learning to support the quality, effectiveness and continuous improvement of academic courses and programs. This data shall ensure that students are learning what we want them to learn, and will provide the basis for making programmatic improvements based on assessments.

Development of plans for assessment of Student Learning Outcomes in courses, degree and certificate programs and at the institutional level shall involve faculty, academic departments, and other Academic units as appropriate. Assessment plans shall include a periodic review process. The process shall provide evidence of student learning, highlight steps where improvement is needed and demonstrate where learning has improved.

Assessment shall be an ongoing effort for continuous improvement of student learning. In addition, results shall be used to review the assessment process itself.

The College will post the Student Learning Outcomes for all programs as appropriate.

Policy IV.A. 2: Assignment and Use of Grades

Students officially enrolled in a class by the end of the semester must be assigned a final grade for the class by the course instructor. The primary purpose of a grading system is to document evaluation of student learning and inform the student of his or her academic progress.

The following represents grading standards at the College.

A = Academic achievement of superior quality 4.0

B= Academic achievement of high quality 3.0

C =Academic achievement of satisfactory quality 2.0

D =Academic achievement of minimal quality required for course credit 1.0

F =Academic achievement below the minimum required for course credit. 0.0

W =Official Withdrawal. No course credit. 0.0

I =Incomplete. See below for Incomplete Grade policy.

AU= Audit. No course credit. 0.0

Grades may be withheld if all financial commitments to the College have not been met. A student who earns a grade of D or F in a course may repeat the course one time; the approval of an Academic Dean is required for the student to repeat the course more than once. A student who earns a grade of B or C in a course may repeat the course but only with an Academic Dean's approval. The original final grade earned in a repeated course will appear on the transcript but only the most recent grade, also transcribed, will count toward the G.P.A. (grade point average).

Students may access semester grades and transcripts and shall be notified of the grading system and requirements for academic credit courses by publication in the course outline, course catalogs and student handbooks and/or other means of communication approved by the administration. Students will be responsible for being cognizant of grading policies and requirements, and changes or revisions made to such requirements, in the instructional program or programs in which they are enrolled.

Incomplete Grade

After 75% of the course time has been completed and prior to the last class meeting, students with satisfactory academic standing who are unable to complete their coursework due to valid, unforeseen circumstances can seek an incomplete grade of I with the permission of the instructor. If the request is approved, the instructor shall provide an agreement of the work to be completed and the student must complete the appropriate institutional form. The deadline for completing the course requirements shall be no more than 90 days after the final day of the semester in which the Incomplete grade was issued. An I grade shall be changed to an F grade when the agreement of work is not satisfied or when more than 90 days from the final day of the semester have elapsed.

Policy IV.B.1: Advisory Committees

To ensure quality and relevant programs and curricula, with strong connections to the broader community, each certificate and degree program shall establish a local advisory committee. The main purpose of these committees shall be to help ensure that knowledge and skills students receive in the program are current with what is needed in the workforce or area of study.

Advisory Committee members shall be comprised of experts in the respective discipline(s). These non-governing bodies provide counsel/advice to the faculty and administration without legislative authority or compensation.

Committee recommendations may include but are not limited to curriculum development and review, assessment of community needs, projected industry standards and employment competencies, emerging trends in the field of study, student placement opportunities, student research opportunities and or internships, experiential learning

opportunities, assistance in identifying facilities and obtaining equipment, student recruitment and legislative or financial support.

Each Committee will meet, at minimum, once per academic year. Based on the needs of the program area, additional meetings may be scheduled as needed.

Guidelines for selection of the Committee chair and terms of appointment shall be developed by appropriate College officers.

Policy IV.B. 2: Course/Curriculum Development and Approval

The Middle States Commission on Higher Education sets standards for design and delivery of the student learning experience: An institution shall provide students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting shall be consistent with higher education expectations.

This policy sets the minimum requirements to approve a new credit course or program in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997) as well as Middle States Commission on Higher Education accreditation standards and quality measures.

All credit courses and programs must reside in an academic unit. Faculty shall bear responsibility for developing courses and programs, followed by administrative review and approval. Final approval shall reside with the College President.

All courses and curricula shall include clearly defined student learning outcomes and plans for evaluation of these outcomes. These outcomes will in turn generate activities and assignments for the course and/or program being developed. Associate degree programs shall be designed to ensure that students have received a broad educational experience through the development and implementation of general education requirements and competencies that support the College's mission and goals. All certificate and degree programs shall be designed to foster a coherent student learning experience and to promote synthesis of learning. Courses and curricula shall be designed to create a vibrant intellectual experience, expand awareness, and prepare students to make well-reasoned judgments outside as well as within the curricular area. Curricula shall further be developed to ensure that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy.

Policy IV.B. 5. Course and Program Review and Evaluation

This policy sets the minimum requirements to modify or delete an existing credit course or program in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997) as well as Middle States Commission on Higher Education accreditation standards and quality measures. Periodic assessment of the effectiveness of programs providing student learning opportunities is essential to ensuring and maintaining a quality learning experience for students.

Faculty shall bear responsibility for revising courses and programs and all proposed additions, modifications and deletions shall be reviewed and approved by appropriate administrative channels. Final approval shall reside with the College President. Provisions must be made to ensure enrolled students in a program of study are not prevented from completing the program of study as a direct result of the requirements implemented with a program addition, modification or deletion.

All courses and programs shall be reviewed and assessed on an approved periodic basis. Such review shall be clearly defined, organized and systematic, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of course and curricular goals. Assessment results shall be used for the improvement of educational effectiveness.

Policy IV.C. 4. Requirements and Eligibility for Graduation

Graduation and Commencement

The College will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours in residence for an academic certificate. Credits awarded for experiential learning can be counted towards the residency requirement. In order to qualify for a degree or certificate a student must attain a minimum G.P.A. of 2.0 and satisfy all requirements of his/her program of study.

One formal commencement ceremony shall take place annually, at the conclusion of the Spring Semester. Students who have completed their requirements at the end of the previous Summer or Fall, in addition to those who have completed their requirements in the Spring semester shall be considered eligible to attend the ceremony.

The College President shall certify the list of candidates who have met requirements for graduation.

Students may pursue as many certificates and/or degrees as their circumstances permit. Students must fulfill all prerequisite, major and related course requirements for the program.

Students who intend to meet the requirements for graduation at the end of any semester or summer session must apply to graduate according to appropriate College procedures.

Graduation Honors

Students shall be awarded Honors who complete their work with outstanding academic records according to the following cumulative grade point averages:

3.2 - With Honor

3.5 - With High Honor

3.8 - With Highest Honor

Policy IV.D.1: Professional Ethics Code

This Code of Ethics is based in part on the standards set forth in a guiding document, Statement of Professional Ethics, as revised in 2009, prepared by the American Association of University Professors.

It clarifies standards of professional conduct derived from general professional consensus about the existence of principles considered basic to acceptable faculty behavior.

Faculty members shall develop and improve their scholarly competence and practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As such, faculty must:

Distinguish clearly between personal views, professional opinions, and those of the College

Observe the stated regulations, general philosophy and objectives of the College

Refrain from knowingly distorting or misrepresenting facts concerning educational or institutional matters

Develop and maintain course quality in the discipline

Present subject matter in such a manner that it is free of deliberate misrepresentation

Adhere to approved course and program level student learning outcomes and makes these outcomes explicit to students

State course outcomes clearly at the beginning of the course and state the criteria and procedures for evaluating student attainment of these objectives

Assess approved student and program learning outcomes as required

Remain up to date in the discipline and issues regarding pedagogy and teaching excellence

Meet all classes as scheduled, maintain office hours and provide reasonable means for student access to course information

Participate in departmental and college-wide activities

Complete approved, periodic self-assessment to be shared with appropriate College personnel

Perform all required and expected obligations with collegiality and respect

Commit to working with and supporting students outside of required classroom hours

Maintain and be available to students during regular office hours

Participate in and attend extracurricular activities

Refrain from using professional relationships with students for private advantage

Contribute to the advancement of the College and the discipline through research, publications, presentations and other venues as appropriate

Conduct all related administrative and non-teaching activities in a timely and effective manner

Consider carefully accepting offered gratuities, gifts or favors that might impair one's professional judgment or discredit the College.

Policy IV.D. 2: Academic Freedom

Erie County Community College fosters an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange in a culture of mutual respect.

Academic freedom is essential to the shared goal of the pursuit of knowledge and is fundamental to the exploration of new ideas. It is defined as the individual's right to engage in intellectual debate, research, speech, or written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. Academic freedom

encompasses both the individual's and College's right to maintain academic standards and ensure intellectual integrity, while ensuring faculty members' rights to freedom of discussion in the classroom, encourage intellectual integrity, sustain pedagogical approaches consistent with the discipline taught, and evaluate student work.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom does not provide protection of faculty who demonstrate professional incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

The College shall adhere to the 1940 AAUP Statement on Principles of Academic Freedom, and subsequently approved Interpretive Comments (1970) which shall serve as a fundamental guide for deliberations and actions pertaining to academic freedom.

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, faculty are encouraged to create an environment of academic excellence and to explore various points of view. Faculty are expected to be accurate, objective, and purposeful. Material presented or discussed should be related to the course's subject matter. Faculty are expected to present and discuss assignments and material relevant to the student learning outcomes presented in the course outline. Faculty are responsible to set reasonable rules for appropriate classroom discourse, including limits to speech that is unrelated to class material or substantially impairs the rights of others.

Individual members of the College may express viewpoints that other individuals may find disagreeable, unwelcome, or objectionable. All individual members of the college community also bear the responsibility to distinguish those behaviors that may violate the College's Student Code of Conduct. Violation of college regulations or policies, and breach of any federal, state, or local criminal law either on campus or at any college-sponsored activity are not protected under the Academic Freedom Policy.

Policy VI.A.4: Purchases and Contracts Requiring Specific Board Authorization

The Board of Trustees assumes the ultimate responsibility for the operation of the College, the prudent use of its resources, and for maintaining productive and supportive relations with regulatory and funding agencies. In exercising its responsibility to the public, the Erie County Community College Board of Trustees approves the annual budget prior to the start of each fiscal year. In addition to approving the aggregate budget plan, the Board will specifically approve certain types of expenditures and contractual relationships. These specific approvals may occur either as a part of the annual budget adoption process or as individual items brought to the Board during the course of the fiscal year.

The following financial transactions require specific Board approval:

- *Development of New or Modified Facilities* - Any program for the development or modification of a college facility and associated equipment with a total project value of fifty thousand dollars (\$50,000) or greater.

- *Construction Change Orders* - Any construction change order with a unit value of fifty thousand dollars (\$50,000) or greater. Normally the construction change order should be approved by the Board before it is authorized by the College administration. If a postponement in approving a change order would seriously delay an essential project or create an exposure to contractor claims for delay of project, and if the change order can be accommodated within available construction dollars, then the President after consulting with and receiving approval from the Chair of the Board, may authorize proceeding with the change order with the understanding that the change order will be presented to the Board at its next scheduled meeting.
- *Capital Purchases or Leases* - Any single item or combination of complementary capital items with an annual cost of fifty thousand dollars (\$50,000). This includes both property leases and capital purchases.
- *Capital Write-Offs* - Disposal of capital equipment and other real property with an original acquisition price of fifty thousand dollars (\$50,000) or greater.
- *Real Estate Acquisition* - All acquisition of real estate including land and buildings. Potential real estate gifts to the College must be formally accepted by the Board before title to the property is transferred.
- *Debt Obligations* - Any agreements to borrow funds on behalf of the College. This includes both long-term debt such as bonds and mortgages as well as short-term borrowing for operating purposes.
- *Accounts Receivable Write-Offs* - Payments from any one source due to the College with a book value of twenty-five thousand dollars (\$10,000) or greater for which staff believe there is no basis to expect payment.
- *Professional and Other Services* - Engagement of professional and any other service, regardless of type, with an expected annual expense or revenue volume of fifty thousand dollars (\$50,000) or greater, requires Board approval. Purchase of other services with an expected value less than \$50,000 whose costs are contained within the approved college budget may be authorized by the President or his or her designee.
- *Renewals, Extensions and Change Orders for Professional and Other Services*
 - Contract renewal options, if presented to the Board at the time of initial award with a stated dollar value, do not require a subsequent Board approval.
 - Contract extensions of a twelve-month duration or less do not require Board approval unless the annualized value of the extension exceeds 110% of the annual value of the expiring contract. No more than two (2) twelve-month extensions are permitted without approval by the Board of Trustees.
 - Change orders to contracts for professional or other services that cause the value of a contract to exceed \$50,000 require that the modified contract be approved by the Board of Trustees. If a postponement in approving a change order would seriously delay an essential project, then the President may authorize proceeding with the change order, after consulting with and receiving approval from the Chair of the Board, with the understanding that the modified contract will be presented to the Board at its next scheduled meeting.

Policy VI.A.5: Expenditure Approval Requirements

The purpose of this policy is to define institutional approval levels which are required for institutional expenditures. Expenditures on behalf of the College fall into six categories:

- I. Petty cash
- II. Operating budget expenditures

- III. Capital budget expenses
- IV. Facilities (project) development
- V. External agreements
- VI. Grant Expenditures

Approval requirements for expenditures in each of these areas are discussed below.

I. Petty Cash Expenditures

Internal financial control procedures, as well as the requirements of outside auditors, specify that College personnel should not approve their own petty cash expenditures. To conform with this principle, the following hierarchy of petty cash expenditure approval is indicated:

- A. Petty cash vouchers must be approved by those responsible for specific organizational units for expenditures incurred within their area of responsibility.
- B. Expenditures must be approved by a supervisor.
- C. The expenditures of Senior Officers must be approved by the President or designee.
- D. In every case possible, proof of expenditure should be provided at the time petty cash accounts are reconciled. For out-of-pocket expenditures greater than fifty dollars (\$50), a check request form must be used. College employees are encouraged to use the check request process as a means of reimbursement for personally incurred expenses incurred on the College's behalf.
- E. The College may deny reimbursement if a petty cash voucher is not submitted within 45 days of the out-of-pocket expenditure date.

II. Operating Budget Expenditures

Trustee approval of the operating budget is approval to effect the programs contained therein. Within the guidelines provided below, the Organizational unit manager is authorized to undertake the expenditures contained within the approved budget plan.

All supplies and other goods or services (except small dollar value equipment repair, memberships, subscriptions, capital items or travel) should be requisitioned using a College approved requisition. Equipment and property leases should be coordinated with the Controller to ensure compliance with Commonwealth regulations. All purchase requisitions must be approved by an Organizational unit Manager, their Supervisor, or the Senior Officer. Under no circumstances should an approved signature or electronic authorization be provided by anyone other than the responsible individual.

Organizational unit Managers are authorized to approve all operating expenditures to a level of \$1,000. A lower approval threshold may be requested by a supervisor.

Deans and Directors are authorized to approve all operating expenditures to a level of \$5,000. A lower approval threshold may be requested by their Senior Officer. Senior Officers are authorized to approval of all operating expenditures to a level of \$10,000.

Change order requests to existing Purchase Orders are to be prepared on a paper Purchase Requisition Form and require the following information:

1. Original Purchase Order Number
2. Description/Reason for the change request

3. Dollar Amount of requested change
4. Dollar Amount of original purchase order
5. Total Amount of Purchase order including the change order amount

Any purchase requisition with a value of \$10,000 or greater must be approved by the President. This includes requests for change orders which, when added to the original purchase order value, will cause the cumulative value of the purchase order to exceed \$10,000.

No commitment may be made involving consulting services where the commitment within any fiscal year will exceed \$10,000 without presidential approval.

III. Capital Expenditures

A Capital Expenditure is defined as an expenditure for the purchase of land, building, equipment, software, machinery, furniture and fixtures where the unit cost of an individual item is \$4,000 or greater and the expected life of the item exceeds one year. Furniture and fixture expenditures related to the outfitting of complete rooms, where the unit cost of individual items are less than \$4,000 may be considered capital expenditures under certain circumstances. The Controller must be contacted for a decision on these situations.

A. Capital budget expenditures of less than ten thousand dollars (\$10,000), which are reflected in approved line item budgets, require approval by the Organizational unit Manager, the unit supervisor (e.g. Dean) and the Senior Officer. Any capital item not included in the approved capital budget and any requisition \$10,000 or greater also require the approval of the President. Requisition for items not included in the approved capital budget must be accompanied by an explanatory memo and budget adjustment form, if needed, showing the source of funding that will be used to pay for the unbudgeted capital item. In situations where the College has deferred approving a capital budget, all requisitions require the approval of the President and must be accompanied by an explanatory memo and a budget adjustment form.

B. Any single capital item or combination of complementary items with a value of fifty thousand dollars (\$50,000) or greater requested for purchase requires the approval of the Board of Trustees. Written justification for such purchases should be presented to the Vice President for Business, Finance and Administration along with the purchase requisition for budgetary review and placement on the agenda of the Board.

C. Normally the budget plan approved by the Board will contain a line-item capital budget. Board adoption of the annual budget constitutes authority to proceed with the purchase of all capital items itemized in the budget. However, since the Commonwealth decisions with respect to the level of capital funds that will be made available are frequently delayed, authorization to Organizational unit managers to begin to purchase capital items in an approved budget may be delayed pending a release of state dollars for capital purchases.

IV. Facilities (Project) Development

Any program for development or modification of College-owned facility and equipment involving the use of bond or loan proceeds or other special capital funding source requires the approval of the Board of Trustees. Written justification for such development along with the purchase requisition and planning documents, approved by the President, must

be presented to the Vice President for Business, Finance and Administration for placement on the agenda of the Board.

All College development projects with a value of fifty thousand dollars (\$50,000) or greater must have prior Board approval.

V. External Agreements

Agreements involving the College in contractual arrangements with other institutions or agencies may not be made without approval of the President or his or her designee.

VI. Grant Expenditures

In addition to the above requirements, approvals for grant expenditures are determined by the Controller in order to comply with the requirements of the grantor. Each grant will be assigned a financial administrator who will adhere to the approval processes determined by the Controller.

VII. Designation of Signature Authority

Occasionally, because of vacations or absences from campus, it will be necessary for someone other than the Organizational unit managers to authorize expenditures. If this occurs, a memo authorizing an alternative signature should be sent to the Controller. No alternative signature for expenditure will be honored unless there is an authorizing memo on file.

Policy VII.A.3: Acceptable Behavior

Erie County Community College seeks to create a caring and inclusive environment which is academically and culturally dynamic and encourages all students to achieve. The College has the authority to maintain good order and discipline in the furtherance of its mission. As such, the College expects all individuals to conduct themselves in an appropriate manner while on College property. Behavior becomes unacceptable when it impinges on the rights of others, or when it could result in damage to College facilities, equipment, or materials. Those behaving in an unacceptable manner will be asked to modify their behavior or to leave the premises. College security staff will be contacted if necessary.

Unacceptable behavior includes, but is not limited to, the following:

- Harassing language or language of a discriminatory nature
- Messages that harass or threaten others
- Excessive or disruptive noise
- Consumption of tobacco, alcohol, or illegal substances inside college buildings or directly outside building entrances
- Disorderly, disruptive, or threatening behavior, such as engaging in unwanted or inappropriate interactions
- Making threats to the personal safety of employees, or committing violent acts
- Engaging in sexual offenses, including indecent exposure, inappropriate sexual advances (physical or verbal), or contributing to a sexually harassing environment
- Violations of local, state, or federal law
- Destroying or damaging College property
- Children under 18 must be supervised by a responsible adult at all times.

- Inappropriate behavior by enrolled students or employees is subject to disciplinary sanctions.

Policy VII.B.1: Smoke-free Environment

Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors of Erie County Community College, all College sites will be smoke-free. Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited at all Erie County Community College sites.

Accountability

All employees of the College are asked to support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.

Applicability

This policy applies to all students, employees, volunteers, independent contractors and visitors to the College.

ERIE COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

CALENDAR OF MEETINGS

THE MONTHLY REGULAR MEETINGS OF THE BOARD OF TRUSTEES WILL BE SCHEDULED EVERY FOURTH WEDNESDAY OF THE MONTH AS FOLLOWS:

March 31, 2021 at 5:00 p.m.

April 28, 2021 at 5:00 p.m.

May 26, 2021 at 5:00 p.m.

June 23, 2021 at 5:00 p.m.

SPECIAL MEETINGS WILL BE SCHEDULED AS FOLLOWING:

March 24, 2021 at 5:00 p.m.

April 7, 2021 at 5:00 p.m.

April 14, 2021 at 5:00 p.m.

The Board will hold Executive Closed Session at every regular and special meetings of the Board of Trustees.

BYLAWS OF THE COMMUNITY COLLEGE OF ERIE COUNTY
d/b/a ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA and
ERIE COUNTY COMMUNITY COLLEGE

OBJECTIVE

The objective of the Community College of Erie County, d/b/a Erie County Community College of Pennsylvania and Erie County Community College (“College”), is to prepare Erie County residents to succeed by providing affordable, high quality degrees, certificates, and transfer opportunities in a diverse, supportive, and innovative learning environment.

BOARD OF TRUSTEES

(a) Authority, Powers, and Governing Law.

- i. The Board of Trustees (“Board” or “Trustees”) shall be the legal governing body of the College. The Board derives its legal authority from the Community College Act of 1963 (24 P.S. §19-1901A, et seq.), as amended, including by Act 31 of 1985 (“Act”); by the Erie County Community College Plan approved by the State Board of Education on July 8, 2020; Resolution No. 38, 2020 of Erie County Council, adopted on August 25, 2020 on behalf of Erie County as the College’s local sponsor (“Sponsor”); and by the policies, standards, rules and regulations adopted from time to time by the State Board of Education. The Board shall have all of the powers and authority described in the foregoing.
- ii. The Board and its activities shall be governed by Act 93 of 1998, P.L.729, commonly known as the “Sunshine Act.”
- iii. The Board will approve policies, provide fiduciary oversight, establish accountability measures, and delegate the administration and day-to-day operations of the College to the President. The Board will conduct an annual evaluation of the President.

(b) Composition.

- i. Number. Resolution No. 38, 2020 adopted by Erie County Council on behalf of the Sponsor, provided for the creation of a Board consisting of nine (9) persons in accordance with the Erie County Community College Plan. The Board of Trustees shall, pursuant to the Act, consist at all times of not less than seven (7) nor more than fifteen (15) persons.
- ii. Participation of President. The President of the College shall have the right to attend all meetings of the Board and to be heard on all matters before the Board (except portions of executive sessions of the Board during which matters relating to the performance or compensation of the President are discussed), but shall have no right to vote on any matter.
- iii. Student Trustee. The Board may, in its discretion, appoint one (1) student recommended by the President to serve as a non-voting member of the Board, not counting against the

number set forth in subsection B(1), for a one (1)-year term. The student must be registered and remain in good standing throughout the term.

- (c) Terms and Vacancies. Excepting any student trustee described in Section A(3) above and those Trustees who were selected for terms of two (2) and four (4) years at the initial seating of the Board, each person appointed to the Board of Trustees shall serve a term of six (6) years. In the event that a vacancy on the Board of Trustees shall occur by reason of the resignation, death or removal of a Trustee, the Board shall promptly notify the Sponsor. The Sponsor shall thereafter fill the vacancy for the unexpired term in accordance with the Community College Act and Erie County Resolution No. 38, 2020.
- (d) Expenses. Trustees shall serve without compensation, except that they may be reimbursed, in accordance with guidelines and procedures adopted from time to time by the Board, for pre-approved actual and necessary expenses incurred in the performance of their duties.
- (e) No Personal Liability. Trustees shall not be personally liable for monetary damages for any action taken or any failure to take action, except to the extent that such action or failure to take action violates a criminal statute or constitutes self-dealing, willful misconduct, or recklessness. Any repeal or modification of this Section E shall be prospective only, and shall not adversely affect any limitation on the personal liability of a Trustee that exists at the time of such repeal or modification.
- (f) Code of Ethics. The Board will adopt and abide by a code of ethics and conduct.

MEETINGS OF THE BOARD OF TRUSTEES

- (g) Annual Meeting. The annual meeting of the Board shall be held during the month of September in each year, or on such other date as shall be fixed by the Board. At the annual meeting, the Board shall elect its officers and transact such other business as may properly be brought before the meeting.
- (h) Regular Meetings. Regular meetings shall be held at least six (6) times per year, on such dates and at such times and locations as are directed by the Board.
- (i) Special Meetings. Special meetings of the Board may be called by the Chairperson in the Chairperson's discretion. The Chairperson shall also call a special meeting upon the written request of three (3) members of the Board, to be held within ten (10) days of the delivery of the written request to the Chairperson. If the Chairperson fails to call the special meeting within the time prescribed, the same three (3) members of the Board may direct the Secretary to call the special meeting.
- (j) Quorum. A majority of the voting Trustees shall constitute a quorum for the transaction of business, and the acts of a majority of the Trustees present and voting at a meeting at which a quorum is present shall be the acts of the Board of Trustees, except as may be otherwise provided in these Bylaws.
- (k) Participation in Meetings. Trustees and other persons may participate in a meeting of the Board by means of conference telephone, videoconference platform, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section E shall constitute presence in person by a Trustee.
- (l) Procedures at Meetings.

i. General Rules of Procedure. The rules contained in the then-current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings in all cases, except where a rule contained therein is inconsistent with these Bylaws or with any procedural rule adopted by the Board of Trustees for the duration of a particular meeting or otherwise. The Chairperson or other presiding officer shall decide all questions of order, subject to appeal by any member of the Board and the determination of the Board at the meeting.

ii. Voting. The roll of members for voting purposes shall be called alphabetically, except that the Chairperson shall be called last. There shall be no secret balloting on any items.

(m) Public Comment. Individuals or groups may make public comment at board meetings only in accordance with guidelines and procedures adopted from time to time by the Board.

OFFICERS

(n) Officers.

The elected officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be Trustees. 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.

(o) Election of Officers.

i. The Board shall, at its annual meeting, elect the Chairperson, Vice-Chairperson, and Secretary from among the Trustees. In the event of a vacancy in any of the offices named in subsection B(1), the vacancy shall be filled by the Board for the remainder of the term at its next meeting.

ii. Officers of the Board will serve one (1) year terms commencing at the annual meeting and concluding at the next annual meeting, or until their successors are duly elected. All officers are eligible for election for up to two (2) consecutive terms in the same office. Trustees who have previously served in an office is eligible to serve again in the same office provided they have not served in such office for an interval of two (2) consecutive years.

(p) Duties of Officers.

i. The Chairperson of the Board shall:

1. Preside at all meetings of the Board, serve as a member ex-officio of all committees, and be entitled to vote at all meetings of the Board and its committees.
2. Appoint all committees and designate the chairperson(s) of such committees, unless otherwise determined by the Board.

ii. The Vice-Chairperson of the Board shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as the Board may assign from time to time.

iii. The Secretary of the Board shall:

1. Review minutes of Board meetings prepared by the President's designee and present them to the Board for approval.
2. Authenticate and attest official board documents when legally required.
3. Perform other duties as the Board may assign from time to time.

iv. The President of the College shall:

1. Be the chief executive and administrative officer of the College.
2. Execute contracts and other documents on behalf of the College.
3. Perform all other duties which the Board may prescribe.

v. The Treasurer of the College shall:

1. Under the direction of the President, submit annual budgets, subject to approval by the Trustees, for operations and capital expenditures, and develop a long-range financial plan.
2. Be responsible for full and accurate accounts of all receipts and disbursements.
3. In accordance with the Act, give a proper bond in such amount and with such corporate surety as are approved by the Board of Trustees, which shall be filed with the Board.

COMMITTEES

(q) Committees of the Board; General Provisions.

The standing committees identified in this Section A ("Standing Committees") shall be subject to the policies of the Board and these Bylaws. In addition, the Board may create ad hoc committee by resolution. Only the Standing Committees shall constitute committees authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act, unless the resolution establishing an ad hoc committee expressly provides otherwise. The Chairperson of the Board shall appoint the chairperson of each committee, and, unless otherwise determined by the Board, the members of each committee. Committee member eligibility shall be limited to Trustees.

i. Executive Committee.

The Board Executive Committee shall consist of the officers of the Board and the chairperson of the Finance Committee.

All actions by the Executive Committee shall be subject to ratification by the Board and shall be submitted to the Board for such purpose at its next meeting.

The Executive Committee shall:

1. convene at the call of the President or Chairperson of the Board in response to emergency situations which may arise, and make necessary recommendations to the Board at its next meeting; and.
2. carry out any additional responsibilities as are assigned by the Board.

ii. Academic Committee.

Working in cooperation with the President and administrative staff assigned by the President, the Academic Committee shall make recommendations to the Board with respect to policies and general oversight of the College's:

1. student and academic affairs programs;
2. workforce initiatives to enhance the economic progress of the region with responsive, solution-driven programs; and
3. admission initiatives.

iii. Finance Committee.

Working in cooperation with the President and Treasurer and other administrative staff assigned by them, the Finance Committee shall:

1. make recommendations to the Board with respect to policies and general oversight of the financial affairs of the College, including the incurrence of debt and the submission of the annual budgets to be approved by the Board for operations and capital expenditures; and
2. recommend to the Board a certified public accountant to perform the College's annual external audit, monitor the audit process, provide any necessary updates to the Board regarding the progress of the audit, and present the audit to the Board.

iv. Personnel Committee.

Working in cooperation with the President and administrative staff assigned by the President, make recommendations to the Board with respect to policies and general oversight of the College's:

1. compensation and benefit programs;
2. diversity and inclusion initiatives; and
3. recruitment and evaluation procedures for the College.

(r) Advisory Groups.

The Board of Trustees may, in consultation with the President, create advisory groups, which may include non-Trustee members, to serve without compensation to assist the Board and/or

President on focused subjects. Such groups shall not be authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act.

ARTICLE VI. INDEMNIFICATION

A. Actions Involving Trustees, Officers and Employees. The College shall indemnify any person who was or is a party (other than a party plaintiff suing on their own behalf), or who is threatened to be made such a party, to any threatened, pending or completed action, suit or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were a Trustee, officer, or employee of the College, or are or were serving at the request of the College as a director, trustee, officer, or employee of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the Trustee, officer, or employee is insured pursuant to any directors and officers liability insurance policy maintained by the College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

(s) Actions Involving Other Agents. The College may indemnify any other person who was or is a party (other than a party plaintiff suing on their own behalf or in the right of the College), or who is threatened to be made such a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were an agent of the College, or are or were serving at the request of the College as an agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the agent is insured pursuant to any directors and officers liability insurance policy maintained by the College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

(t) Determination of Right to Indemnification in Certain Instances.

i. Any indemnification under Section A of this Article (unless ordered by a court) shall be made by the College unless a determination is reasonably and promptly made that indemnification of the Trustee, officer, or employee is not proper in the circumstances because they have not satisfied the conditions set forth in such Section A. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if a quorum is obtainable, but a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.

ii. Any indemnification under Section B of this Article (unless ordered by a court) shall be made by the College only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because they have met the applicable standard of conduct set forth in such Section B. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, if a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.

- (u) Advanced Payment of Expenses. Expenses incurred by defending a civil action, suit or proceeding may be paid by the College in advance of the final disposition of such action, suit, or proceeding upon receipt of any undertaking by or on behalf of the Trustee, officer, employee, or agent to repay such amount if it shall ultimately be determined that they are not entitled to be indemnified by the College as authorized in this Article.
- (v) Successful Defense. Notwithstanding any other provisions of this Article, to the extent that a Trustee, officer, employee, or agent of the College has been successful on the merits or otherwise (including the dismissal of an action without prejudice or the settlement of an action without admission of liability) in defense of any action, suit, or proceeding referred to in Section A or B of this Article, or in defense of any claim, issue, or matter therein, they shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by them in connection therewith.
- (w) Not Exclusive Right. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any statute, bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office. Without limiting the generality of the foregoing, in the event of a conflict between the provisions of this Article and the provisions of any written agreement between the College on the one hand, and any Trustee, officer, employee, or agent of the College on the other, providing for indemnification, the terms of such written agreement shall prevail. Any indemnification, whether required under this Article or permitted by statute or otherwise, shall continue as to a person who has ceased to be a Trustee, officer, or employee and shall insure to the benefit of the heirs, executors and administrators of such person.
- (x) Insurance. The Board of the College shall have the power to cause the College to purchase and maintain on behalf of any person who is or was a Trustee, officer, employee, or agent of the College, or is or was serving at the request of the College as a director, trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against them and incurred by them in any such capacity, arising out of their status as such, whether or not the College would have the power to indemnify them against such liability under the provisions of this Article. Upon approval by the Board of the College, any Trustee, officer, employee, or agent of the College may be reimbursed for the cost of insurance premiums incurred by such individual to procure insurance coverage of the nature described above on an individual basis.

MISCELLANEOUS

- (y) Fiscal Year. The fiscal year of the College shall commence on July 1 and conclude on June 30.
- (z) Audit. The financial statements of the College shall be audited annually by a certified public accountant approved by the Board of Trustees.

- (aa) Amendments. The Bylaws may be amended by the Board at any regular or special meeting by a two-thirds (2/3) vote of the entire Board; provided, however, that at least ten (10) days' written notice of the proposed amendment is provided to the Board in advance of an initial reading at a regular or special meeting, and a final vote is taken after a second reading of the proposed amendment, which may incorporate modifications to the initial proposal, at a subsequent regular or special meeting of the Board.

I hereby certify that the foregoing Bylaws were duly adopted by the Board of Trustees of the College on _____, 2021.

Secretary