

## REGULAR MEETING MINUTES

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

Wednesday, August 25th, 2021 at 5:00 p.m.

1128th State Street, Suite 300

Join Zoom Meeting

<https://us02web.zoom.us/j/84390878996>

Meeting ID: 843 9087 8996

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#### TRUSTEES PRESENT

Tom Benson  
Treasurer Justin Gallagher (via Zoom)  
Mayor David Mitchell-arrived 5:05 p.m.  
Vice Chairperson, Cheryl Rush Dix  
Secretary, Kathryn Sintal  
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  
Keri Bowman, Dean of Student Support and Student Success  
Heidi Sheehan, Controller  
Blane Dessy, Acting Director of Operations  
Tim Wachter, Solicitor (via Zoom)  
Guy White, Director of IT

#### CALL TO ORDER

Presiding officer, Chairperson Ronald DiNicola, called the meeting to order on Wednesday, August 25, 2021, at 5:00 p.m.

#### ROLL CALL

At roll call, six (6) Trustees were present. Trustee Mayor Dave Mitchel, entered the room at 5:05 p.m. after roll call, and approval of the agenda and meeting minutes.

## SPECIAL RECOGNITION

On behalf of the Board of Trustees, Chairperson Ron DiNicola, thanked Trustee Kay Sintal for all her work in helping the Board through these initial months, as Secretary to the Board. An introduction was made the newly hired Assistant to the President and Secretary to the Board, Renée Triana.

## ACCEPTANCE OF THE AGENDA

Agenda presented was altered to reflect the change in *Board Report # 21-07*. Architectural fees were changed from \$9,936.21 to \$4,936.21. This is due to the original Board Approved \$5,000 resolution has not been billed. Motion was made by Trustee Tom Benson and seconded by Vice Chairperson Cheryl Rush Dix to approve the amended agenda. The amended agenda was unanimously approved. A note was made by Dr. Gray explaining the new agenda in packet form.

## APPROVAL OF THE MEETING MINUTES

Motion was made by Secretary Kathryn Sintal and seconded by Trustee Dr. Annette Wagner to approve the Meeting Minutes for the Regular Meeting of July 28th, 2021. The minutes were unanimously approved.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

- a. **Academic Committee:** Vice Chairperson Cheryl Rush Dix reported that the committee did not meet in August and continues to assist the college staff in program development, workforce and admission initiatives under the policies of the college. She looks forward to accreditation with the support of the Board and local professionals. The committee will meet again in September or October.
- b. **Finance Committee:** Treasurer Justin Gallagher presented a two year budget report comparing fiscal year 21-22 and fiscal year 22-23. He confirmed that the fiscal year runs from July-June. Treasurer Gallagher indicated:
  - a. Auditor proposals have been received and an auditor should be approved by September per the college's bylaws and codes.
  - b. The college is close to the original budget projections. Accuracy dependent on actual enrollment numbers which to date are coming in on track. There is an assumption that enrollment will increase for the fiscal year 22-23 by 40%.
  - c. Fiscal year 22-23 will have a shift in capital. For 21-22, a significant portion (\$2.5M) was for the start up, but we are only requesting \$500K for next year. This is to be expected as many of the expenses were truly start up.
  - d. We anticipate 8 new FT positions in Fiscal year's 22-23 budget that include 4 faculty and 4 staff/administration.
  - e. There is a chance we'll end with a higher surplus in Fiscal year 21-22 given that many positions have yet to be filled.

- c. **County Representative:** Carl Anderson stated that we are in exciting times as the college draws closer to the September 1<sup>st</sup> date and the enrollment numbers. He appreciates the work that Dr. Gray is doing with community outreach. He hopes the commitment of the ARPA funds will get Erie back on track by providing educational, employment, and training opportunities for the residents of Erie County. Empower Erie is working to finalize the funds through the Erie Community Foundation. It was a large effort to get this off the ground and the county appreciates the college's efforts for showing respect and reaching out to them.
- d. **President:** Dr. Gray noted that there are 79 registered students with 60 of them being full time. His focus is to keep the Board in the loop and on being transparent. The internet is working at St Benedict's Education center and the key staff will be moving in on Monday. The college is continuing to work on the articulation agreements including a 2+2+1 program with a local university. Dr. Gray also highlighted that the student ID's are going to be app based, but may be printed for student's without access to technology.
- e. **Chairperson of the Board:** Chairperson DiNicola thanked the staff of the college for their hard work under the leadership of Dr. Gray. Many people are seeing Dr. Gray in the community and feel the impact of having a community college. The chairperson explained to the Board how the Consent Agenda works.

#### APPROVAL OF CONSENT AGENDA

There are no agenda items to be removed. Motion was made by Vice Chairperson Cheryl Rush Dix and seconded by Trustee Benson to approve the consent agenda as presented. The Consent Agenda was unanimously approved.

#### For Approval

- a. Policy II.A.1: Policy Against Title IX Sexual Harassment and/or Sexual Misconduct *Board Report #21-01*
- b. Extension of Consultant Contract: Gay Extension *Board Report #21-03*
- c. Extension of Consultant Contract: Maloney Extension *Board Report #21-04*
- d. Extension of Consultant Contract: Spiewak Extension (\$125) per hour *Board Report #21-05*

#### ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

There were no action items removed from the consent agenda. But Secretary Kay Sintal asked for a statement of work for each consultant for review. Dr. Gray informed the board that the contracts would decrease in the number of hours billed and that he is notified weekly via email what each contractor is specifically working on that week.

#### NEW BUSINESS

- a. Resolution to create ad hoc committee to review and recommend changes on Board Policy *Board Report #21-06*

Trustee Dr. Annette Wagner asked for discussion as to why this committee needs to be created. Chairperson DiNicola clarified that the committee will update, monitor, and reformulate board policies. Vice Chairperson Cheryl Rush Dix asked for confirmation that the college bylaws stipulate policy development comes under the Academic Committee. Dr. Gray clarified the difference between college policies and college procedures. The Academic Committee is responsible for policies outlined in the Board Bylaws per Article V.A. (2) a-c.

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

- b. Approval of Architectural Fees for Dale Roth, Architect in the amount \$9,936.21  
*Board Report #21-07*

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

- c. Approval of contract with VNET for additional \$397,600 *Board Report #21-08*

Secretary Kay Sintal asked for discussion and clarification of the specific purchases. Dr. Gray quantified that \$423 for student loaner computers; \$100K for portable projectors in the classroom that can be taken to any location; \$37K for the computer lab; \$72K for faculty and staff equipment; and \$90K for installation. Secretary Kay Sintal asked how the procedure for determining which students receive a loaner computer and how are students going to be restricted from accessing inappropriate material on them. Guy White, the college's IT Director, said VNET is currently working on this configuration. Dr. Gray confirmed that there is currently no process or procedure to determine which students receive a loaner computer, but that the Vice Presidents and Directors will build this. Vice Chairperson Cheryl Rush Dix questioned if this addition to the figures presented at the July Board meeting. Dr. Gray shared that these are the same and this action is to ensure we have full board approval on record by recommendation of the solicitor.

Motion was presented by Trustee Dr. Annette Wagner, seconded by Trustee Tom Benson and approved unanimously by the Board of Trustees.

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

- Secretary Kay Sintal reminded the Board of Trustees that Officer Elections will take place at the September meeting
- Trustee Dave Mitchel identified Mike Ferritto as the new Northwest Regional Director for Governor Wolf. He comes from Wabtec/UE Local 506 as their Business Agent.
- Vice Chairperson Cheryl Rush Dix recommended that Narcisa Polonio, Ed.D.'s report on the Proposed Board Development Plan could be sent electronically for review.

FOR INFORMATION

Dr. Gray referred to informational reports as presented to the Board in the name of transparency and communication.

- a. Personnel Report *Board Report #21-09*
- b. Information Report: EMTA Transportation *Board Report #21-02*

EXECUTIVE SESSION

There was no Executive Session

MOTION TO ADJOURN

Motion to adjourn was made by Vice Chairperson Cheryl Rush Dix and seconded by Secretary Kathryn Sintal at 5:43pm and was unanimously approved.