

## REGULAR MEETING MINUTES

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

Wednesday, November 17th, 2021 at 5:00 p.m.

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

Join Zoom Meeting

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

Meeting ID: 860 0654 5761

Passcode: 720222

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#### TRUSTEES PRESENT

Tom Benson (Zoom)  
Justin Gallagher (Zoom)  
Mayor David Mitchell (Zoom)  
Reverend Dr. Charles Mock  
Vice Chairperson, Cheryl Rush Dix  
Kay Sintal  
Secretary Christina Vogel (Zoom)  
Dr. Annette Wagner (Zoom)  
Chairperson, Ronald DiNicola (Zoom 5:02pm-5:42pm)

#### ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President  
Dr. Keri Bowman, Dean of Student Support and Student Success  
Rebecca Walker, Dean of Applied Programs and Student Success  
Heidi Sheehan, Treasurer  
Tom Tupitza, Solicitor  
Guy White, Director of IT  
Luisa Heifner, Director of HR  
LaMont Higginbottom, DEI Officer  
Renee Triana, Assistant to the President

#### CALL TO ORDER

Presiding officer, Vice Chairperson Cheryl Rush Dix, called the meeting to order on Wednesday, November 17th, 2021, at 5:00 p.m.

## ROLL CALL

At roll call, nine (9) Trustees were present. Chairperson DiNicola entered the meeting via Zoom at 5:02 p.m. after roll call.

## APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Benson and seconded by Trustee Mock to approve the Meeting Minutes for the Regular Meeting of October 27th, 2021. The minutes were unanimously approved via Roll Call.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

1. **County Council Liaison:** Not in attendance
2. **President:** Dr. Gray noted that VP of Academic & Student Affairs, Guy Goodman, would be starting in 10 days and an additional VP of Administration would be announced next month. Press releases will go out as each of the VP's come on board. The President, Deans, Faculty, and Staff have been working on the accreditation pre application with the intent on submitting December 1<sup>st</sup>, 2021. The submission has several attachments and still needs final editing and financials. President Gray also made the Board aware of the Clery Act and the need to create procedures to bring the College into future compliance. This will be necessary once the College is Title IV eligible. Blane Dessy, Interim Director of Administration, will be taking the lead on the project. The Board was also provided the dates of the Spring schedule and Dr. Gray remarked how adjustments have been made for the outdoor labs. Class schedules would also accommodate the partnering with local agencies to provide services to the College's students. The full Spring schedule can be viewed online. Registration opens after Thanksgiving break; classes have 5 different starting points throughout the semester and reflects where the College is headed in terms of supporting student's varied lifestyles. Dr. Gray in collaboration with Dr. Angela Long, Director of Engagement at Tallahassee Community College, will be working on a Strategic Plan for the College that will eventually become the Operational Plan. They will be developing a rough timeline with more details to come at the December Board meeting with hopes to have something for Board Approval in March. This plan will give the College goals, direction, and one voice.
3. **Academic Committee:** No report
4. **Personnel Committee:** Trustee Benson indicated that there are new additions to the standing committee including Trustee Gallagher, Trustee Rev. Dr. Mock, and Trustee Vogel.
5. **Finance Committee:** Trustee Gallagher highlighted the budget summary and the check register within the Board packet to increase transparency and visibility. He also indicated that the committee would be having an introduction with Mahler Duessel and will be gearing up for the audit.
6. **Ad Hoc Site Committee:** No report

7. **Ad Hoc Advisory Committee:** No report

8. **Chairperson of the Board:** Chairperson DiNicola announced the new committee assignments.
  - A. Standing Committees
    - i. The Executive Committee by virtue of the Bylaws consists of Vice Chairperson Rush Dix, Secretary Vogel, Finance Chair Trustee Gallagher, and Chairperson DiNicola.
    - ii. The Academic Committee Chair is Vice Chairperson Rush Dix, Trustee Wagner, and Trustee Benson.
    - iii. The Finance Committee Chair is Trustee Gallagher and Trustee Mock. Trustee Benson declined to be on the Committee.
    - iv. Personnel Committee Chair is Trustee Benson, Trustee Mock, Trustee Gallagher, and Trustee Vogel.
  - B. Ad Hoc Committees
    - i. The Site Committee Chair is Trustee Sintal, Trustee Wagner, and Trustee Mitchell.
    - ii. The Community Advisors Chair is Secretary Vogel, Vice Chairperson Rush Dix, and Trustee Mitchell.
    - iii. The Board Policy Ad Hoc Committee was presented with Trustee Sintal as the "Liaison". After discussion concerning appointments to this committee, it was determined that those appointments would be brought forward at a future meeting.

Vice Chairperson Rush Dix voiced concern for the number of Trustees on Ad Hoc Committees and meeting quorum within the Sunshine Law requirements. Solicitor Tupitza informed the Board that the Bylaws were silent regarding Committee quorum requirements and therefore quorum is majority of the members of the Committee and that includes the Chair of the committee. The Chairperson is the ongoing member of every committee. In the event of a tie, it is up to the Chair of the Committee to rectify. He also clarified that Standing Committee Meetings need to be advertised in the newspaper.

9. **Other:** Trustee Sintal reported that she met with Dr. Gray on November 11, 2021, to get up to speed as the new chair of the Ad Hoc Site Committee. Some locations were removed from the initial list as they were being considered as part of Phase One. The focus now is on Phase Two and Phase Three as the criteria has shifted to long term, permanent space vs leasing.

NO ITEMS WERE ON THE CONSENT AGENDA

NEW BUSINESS

- a. Board Software Report *Board Report #21-22*

Vice Chairperson Rush Dix asked to define a public facing website. Guy White, Director of IT explained that it is giving the general public use of the software capabilities. This is not a necessary feature as the College already uses EPIC Studios for their public facing component. Trustee Sintal said she had researched the software and is looking forward to utilizing it's features.

Motion was presented by Trustee Sintal, seconded by Trustee Wagner, and approved unanimously by the Board of Trustees.

b. Extension of Consultant Contract: Polonio Extension *Board Report #21-23*

Trustee Benson noted that the extension should extend past February since the Board Development Meetings will take place in throughout the new year. Dr. Gray noted that all consultants are on rotating contracts giving the Board the opportunity to revisit the needs of the College and limit the scope of work when necessary. Trustee Rush Dix asked that the language in the report be amended to “Additional hours must be pre-approved by the President and the Board Chair”.

Motion was presented to approve the report with the additional language “Additional hours must be pre-approved by the President and the Board Chair” by Trustee Benson, seconded by Trustee Sintal, and approved unanimously by the Board of Trustees.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Trustee Mitchell mentioned that he has been appointed to the transition team of the new County Executive, Brenton Davis, as a liaison for the Community College. That you would represent the College's interests in the transition to ensure that it goes smoothly. Trustee Mitchell continues to promote workforce, community, and regional development.

FOR INFORMATION

Vice Chairperson Rush Dix referred to informational reports as presented to the Board.

a. Human Resource Report *Board Report #21-14*

Much discussion took place concerning collection of DEI data. Clarification was made that the College follows EEO definitions and standards when collecting data. HR Director, Luisa Heifner, also noted that she has paired with PA CareerLink who helps displaced workers. Dr. Gray ascertained that once operational objectives were in place the College will have the ability to drill down on diversity of students and staff.

b. Commercial GC for use Feasibility Studies *Board Report #21-25*

Dr. Gray clarified that this RFP was well under the \$50,000 threshold of Board approval but was presenting it for transparency.

NO EXECUTIVE SESSION TOOK PLACE

MOTION TO ADJOURN

Motion to adjourn was made by Trustee Benson and seconded by Trustee Sintal at 6:09pm and was unanimously approved.