



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Erie County Community College Board of Trustees

Minutes of the Meeting

June 30, 2021 - 5:00 pm

**Location of Meeting: Virtual on Zoom and at
Raymond M. Blasko, MD Memorial Library**

Admiral Room, First Floor

160 East Front Street, Erie, PA 16507

Trustees:

Mr. Tom Benson
Ronald DiNicola
Ms. Cheryl Rush Dix
Mr. Justin Gallagher
Mayor David Mitchell
Pastor Charles Mock
Ms. Kay Sintal
Ms. Christina Vogel
Dr. Annette Wagner

Additional College attendees:

Dr. Judith Gay, Interim President; Ms. Heidi Sheehan, Controller; Dr. Roy Church, Lead Administrator; Mr. Blane Dessy, Acting Director of Operations; Dr. Narcisa Polonio, Consultant; Mr. Jim Spiewak, Consultant; Mr. Joseph Maloney, Consultant Mr. Tim Wachter, Legal Counsel.

CALL TO ORDER

Presiding Officer, Chair Ronald DiNicola, called the meeting to order on Wednesday, June 30, 2021.

ROLL CALL

At Roll Call nine (9) trustees were present, none (0) were absent.

ACTION ITEMS:

Approval of the Special Meeting Minutes of May 26, 2021.

The motion to accept the minutes was made and seconded. The minutes were unanimously approved (9-0).

ANNOUNCEMENTS FROM THE COLLEGE

Dr. Gay announced that Acting Deputy Secretary and Commissioner for Postsecondary and Higher Education, Dr. Tanya Garcia, informed the College that it is authorized to offer degree programs. Dr. Gay read from the letter from Dr. Garcia:

Pursuant to 22 Pa. Code §35.22, ECCC is authorized to offer diploma, certificate, and associate degree programs in the arts, sciences, technologies, or general education as may be approved and authorized by the ECCC's board of trustees.

ANNOUNCEMENTS FROM THE BOARD

Schedule of Board Meetings for July to December 2021

Chair Ronald DiNicola read the list of Regular Board Meeting dates:

- i. Regular Board Meeting on July 28, 2021 at 5 PM*
- ii. Regular Board Meeting on August 25, 2021 at 5 PM*
- iii. Regular Board Meeting on September 22, 2021 at 5 PM*
- iv. Regular Board Meeting on October 27, 2021 at 5 PM*
- v. Regular Board Meeting on November 24, 2021 at 5 PM*
- vi. Regular Board Meeting on December 22, 2021 at 5 PM*

STANDING COMMITTEE REPORTS

a. Academic Committee

Vice Chair Cheryl Rush Dix reported that the Committee met on June 26th. The committee took a moment to celebrate the award of degree granting status as a major milestone. The Committee will be discussing the Middle States standards, with a focus on Standards 3, 4, and 5. The Standards are included with the Committee materials. The next meeting is July 10th. The Committee will meet the second Saturdays in the month at 10:30 am. Attendees at the last meeting

commended the College for focusing on Middle States early on to meet the next milestone, accreditation.

b. Personnel Committee

Trustee Tom Benson reported that the Committee has not met since the last Board meeting. Chair DiNicola thanked the Committee and Committee Chair Tom Benson for their work.

c. Report of the Finance Committee

Trustee Justin Gallagher reported that the focus for the Committee has been on the FY 2021-2022 budget, to be presented later in the meeting.

AD HOC COMMITTEE REPORTS

a. Sites and Facilities

Trustee Charles Mock reported that the Committee has not met since May. They will next meet July 27th and will begin looking at long term facilities with the help of the president and consultants. He thanked the Committee for completing the first phase of their work. He thanked the interim president and colleagues from the Board for their help. Chair Ronald DiNicola thanked the Committee for their work.

b. Community Advisors

Ms.Vogel reported that the Committee discussed marketing. The next meeting will be face to face at the Chamber.

REPORT OF THE CHAIR

Chair Ronald DiNicola thanked the Academic Committee and members of the team for their work on the 120 Day Plan, including Dr. Church, Dr. Polonio and staff. Chair Ronald DiNicola thanked the Governor for making good on his promises for funding the College.

INTERIM PRESIDENT

Updates:

Dr. Gay mentioned the staff is working on the ERP with the launch occurring in a couple of weeks.

Dr. Gay stated that interviews are ongoing in the evening for hiring staff. Once staff and faculty start they will be announced at the Board meeting. There are still many positions to fill.

Dr. Gay said she increased compensation for Heidi Sheehan in response to a change in title and duties approved by the Board in May. Dr. Gay stated that Heidi Sheehan will also get a stipend based on her assumption of the role of interim treasurer. A formula was used for this calculation.

Dr. Gay announced that she extended consultant contracts that do not need Board approval. The extensions are for Jim Spiewak for July and August; Chuck Graham for July and August; Dr. Sharon Thompson for July and August. All of the contracts are at the current rates and with limits on hours of work

Dr. Gay mentioned that there will be a soft launch of student registration the week of July 12th. There will be priority registration for veterans as required and for active military.

Dr. Gay announced that an RFP is going out for services for student recruitment and materials. After the soft launch there should be a blitz of advertising.

Dr. Gay announced that the College is working on a contract with the Erie County Technical School as a site for the 7-week accelerated semester. The contract is under legal review.

Dr. Gay announced that there will be a summer program for faculty professional development.

Dr. Gay announced the signing of the articulation agreement with Edinboro University and thanked the trustees who were able to attend the signing ceremony.

Dr. Gay said the College will increase focus on dual enrollment.

Dr. Gay said the College has become a member of NROC. This is part of the College's strategy to use multiple measures for placement. The College will use NROC's EdReady for diagnosis and work to improve skills for English and Math.

Dr. Gay mentioned her participation in the Impact Corry brainstorming on the education eco-system in the County.

Dr. Gay mentioned that she met with ValueMomentum to discuss potential opportunities in the technology and management fields for students. There will be a follow up conversation in two weeks.

Dr. Gay mentioned her conversation with the executive director of The March of Dimes for Western Pennsylvania about the potential for a relationship moving forward.

Dr. Gay stated that the College will now be participating in Erie Gives Day on August 10th.

Dr. Gay said she is focused on getting scholarships for students and there may be a possibility at the Erie Community Foundation.

In response to a question, Dr. Gay gave additional information about the membership with NROC as a low stakes approach to placement. The College can use the LMS for EdReady or it can be a standalone plug in. It can also be used as a boot camp for skill development in the future. The College got a discount by having a two-year membership and will benefit from working with NROC on assessing the College's approach.

Chair Ronald DiNicola thanked Dr. Gay for her work.

NEW BUSINESS

- a. A motion was made and seconded to approve a bookstore contract with Barnes & Noble. The College had considered potential contracts with Barnes & Noble and Follett. The Barnes & Noble contract is for one year. Open Educational Resources (OER) content is available. Barnes & Noble is sensitive to Diversity, Equity & Inclusion (DEI) issues. The contract was reviewed by the Solicitor. Dr. Gay thanked the team and particularly Jim Spiewak for work on this contract. There was unanimous approval for the Barnes & Noble contract (9-0).
- b. A motion was made and seconded to approve the proposed 2021-2022 tuition of \$160 per credit for County residents; \$15 general fee per credit; \$10 technology fee per credit; one-time new student fee. The tuition and fees are proposed to be

double for PA/non County residents and triple for out of state students. There is an exception for active military and their family deployed to the County. There is no separate full time rate. The Board viewed a comparison of tuition and fees for other institutions in Pennsylvania. The Board needs to approve tuition and fees annually. The motion was approved unanimously (9-0).

- c. A motion was made and seconded to approve additional employee benefits, including employee paid time-off. The list of benefits was read by Vice Chair Cheryl Rush Dix. The benefits are prorated.
- d. A motion was made and seconded to approve the projected FY 2021-2022 budget. Heidi Sheehan did a presentation on the budget. The budget has an excess of revenue over expenditures of \$258,712 (2%). The budget is based on various assumptions that were explained to the Board. Trustee Justin Gallagher thanked Heidi Sheehan, Joe Maloney, Jim Spiewak and Dr. Gay for the work that was done on the budget. Dr. Gay also thanked Heidi Sheehan, Jim Spiewak and Joe Maloney for their work and thanked Trustees Justin Gallagher and Christina Vogel for their guidance on the budget. The motion passed unanimously (9-0).
- e. Extension of Contracts

Chair Ronald DiNicola read the resolutions on contract extensions.

Resolved that the College extend the contract of Dr. Narcisa Polonio, Consultant, at the current rate, \$200 per hour, for a maximum of 20 hours per week for four months, July, August, September and October 2021, to assist with the transition to new leadership and work with the Board of Trustees. Additional hours must be pre-approved by her supervisor.

Resolved that the College extend the contract of Dr. Roy Church, Lead Administrator, at the current rate, \$200 per hour, for a maximum of 10 hours per week for July 2021 to assist with next steps in implementation of the 120 Day Plan. Any additional hours must be pre-approved by his supervisor.

Resolved that the College extend the contract of Mr. Joe Maloney, CPA, at the current rate of \$200 per hour, with a maximum number of hours of 20 hours per month for two months, July and August 2021, to assist the Controller/Asst. Treasurer.

A motion was made and seconded to accept the contract extensions. All were in favor of the motion (9-0).

- f. A motion was made and seconded to approve two policies presented by the Interim President: Policy V.A.8 Residency and Policy III.D.2 Reimbursement for Authorized Travel and Business Expenses. The motion was passed unanimously (9-0).

THE BOARD WENT INTO EXECUTIVE SESSION FOR PURPOSES OF PERSONNEL AND REAL ESTATE.

EXECUTIVE SESSION

Chair Ronald DiNicola announced an Executive Session held for purposes of personnel and real estate discussions. The Board returned after the Executive Session.

NEW BUSINESS (continued)

- g. A motion was made and seconded to approve multiple sites for Erie County Community College including a lease with the Benedictine Sisters of Erie, Inc. to use space at the St. Benedict Education Center at 330 East 10th Street, Erie, PA and a lease with Corry Higher Education Council to use space at the Corry Hi-Ed Center, 221 N. Center Street, Corry, PA. Trustee Justin Gallagher stated that there are two other sites that are being worked on for the College. The Motion passed unanimously (9-0).

- h. Chair Ronald DiNicola read the resolution:

The College agrees to employ Dr. Gray as President and Dr. Gray hereby accepts employment in the position effective July 14, 2021, pursuant to the provisions set forth herein.

The motion was made and seconded. The motion passed with six (6) yes votes and three (3) no votes.

- i. A motion was made and seconded to extend the contract of Dr. Judith Gay to serve as Interim President through July 13, 2021. The College will contract with Dr. Gay as a consultant (JKG Consulting, LLC) for July 14 through

August 31, 2021 at \$200 per hour to assist with the transition to new leadership. The motion was approved unanimously (9-0).

j. Dr. Polonio read the resolution:

Resolved that the College to contract with Velocity Net through the COSTAR membership for fiber optic connectivity, networking hardware and internet implementation at multiple sites for an amount of not to exceed \$130,000.00.

A motion was made and seconded to approve the contract with Velocity Net. The motion was approved unanimously.

Motion to Adjourn:

The motion to adjourn was unanimously accepted (9-0).