



ERIE COUNTY

COMMUNITY COLLEGE OF PA

Minutes for January 26, 2022 Board Meeting Packet

01/26/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

College/Other Attendees

President Dr. Chris Gray; Assistant to the President Renee Triana; Treasurer Heidi Sheehan; Vice President Guy Goodman; Vice President William Jeffress; Assistant to the Vice President's Michelle Jaggi; Dean Bowman; Dean Walker; Director of IT Guy White; Director of HR Luisa Heifner **Other:** Solicitor Tim Wachter; Consultant Dr. Polonio

Call to Order

Meeting Called to Order at 5:02 p.m.

Roll Call

Trustee	Roll Call
Trustee Tom Benson	Y via Zoom
Trustee Justin Gallagher	Y via Zoom
Trustee Dave Mitchell	Y via Zoom
Trustee Rev Dr. Charles Mock	Y via Zoom
Vice Chairperson Cheryl Rush Dix	Y
Trustee Kathryn Sintal	Y via Zoom
Secretary Christina Vogel	Y
Trustee Dr Annette Wagner	Y via Zoom
Chairperson Ron DiNicola	Y

Approval of Meeting Minutes (pg. 4-18)

Trustee	Motion 1	Vote
Trustee Tom Benson		Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Public Participation

None

Communication

A. County Council Liaison-None Appointed Yet

B. President's Report-Dr. Gray introduced the newly hired Vice President William Jeffress. He also thanked interim Director, Blane Dessy who retired January 14, 2022, for all his hard work prior to bringing Mr. Jeffress on board.

Dr. Gray noted the "EC3PA Policy Accountabilities" hand out within the Board Packet. He explained that the existing Board Policy Manual was broken down and assigned to an Administrative Officer of the College and a Board Oversight Committee. Any Board Policy not assigned a committee will be reviewed by the Ad Hoc Board Policy committee. This chart provides a mechanism to review and/or update the policies every five years and aligns them with standing committees. The standing committees will also start meeting on a regular basis with their Administrative Officer/College liaison. There will be proposed policy language changes for next month's Board of Trustee meeting, with a redline version of the policy submitted to the Board for clarity of those changes.

C. Academic Committee-Vice Chairperson Rush Dix met with Vice President Guy Goodman to set a regular schedule of meeting dates on the second Saturday of the month. Dr. Gray confirmed that all committees open to the public unless in Executive Session. Trustees should contact their College Liaison if they think the Ad Hoc meeting should be in Executive Session so the College can consult the solicitor.

D. Finance Committee-Trustee Gallagher referred to the Budget Summary and the Check Register in the Board Packet for review. The committee met January 20, 2022, and the only action item from the Committee is to add Vice President of Administration, William Jeffress, as a signatory to all college accounts. This will provide ease of doing business in case one of the signers is out of town etc. for the dual signature requirement on checks. Trustee Mock wanted it noted that he does not support the College doing business with Marquette Savings Bank in any way due to their reputation of not supporting black minority business. Trustee Gallagher pointed out that the College keeps its money in multiple banks in Erie, but that this can be a topic of discussion for the next Finance Committee meeting.

E. 1. Ad Hoc Site Committee-Committee Chair Trustee Sintal requested a doodle poll to find time for a committee meeting next week. Per the agenda an Executive Session took place for the purposes of Real Estate. The solicitor confirmed the College is only required to note on the agenda that an Ad Hoc Executive Session took place. Dr. Gray indicated that there would be an Executive Session held during the Regular February Board of Trustees Meeting to discuss real estate.

E. 2. Ad Hoc Community Advisors-Secretary Vogel informed the Board that there was an Ad Hoc Committee Meeting on Monday the 24, 2022. She stated that the Committee is going back to regular communications with the Erie Regional Chamber and Growth Partnership. The Committee is looking for advisors for specific programs and experts in the community that can be an asset to the College. The Committee also discussed future goals. Chairperson DiNicola approved of the work the Committee was doing in continuing to build relationships with community leaders.

E. 3. Ad Hoc Policy Review Committee-In addition to the information provided in the President's Report it was confirmed that it is the Policy Review Committee will work with administration to maintain a spreadsheet of policies and when policies are changed per Trustee vote so all policies in 5-year update for accreditation.

F. Chairperson-Chairperson DiNicola shared an open letter to mark the Board's participation in the Board Retreat over the weekend (Exhibit A). He expressed that it was energetic and informative. Mr. DiNicola wanted to thank the people who made it possible, Consultant Dr. Polonia, Trustee Tom Benson, President Dr. Gray, and Consultant Dr. Angela Long.

G. Other-None

Presentation Enrollment & Student Demographics

Guy Goodman, Vice President of Academic and Student Affairs, gave an update on enrollment and student demographics. Vice President Goodman stating that EC3PA's role is crucial to career development and advancing the economic condition of Erie County. The following represents data of who the College's students were for the first fall semester.

Students of color represented 33.5% of total enrollment. The lower East side is well presented with 45.7% of students living in zip codes immediately surrounding the St. Benedict Education Center. With the average student age at 38 and 64.3% of students in an age range connotating workforce training or retraining, the College's enrollment is supportive of the identified career focused goals as highlighted previously.

EC3PA serves the community through four locations with the major of classes offered at St. Benedict Education Center. Challenges remain with how to reach all areas of the county, but programmatic efforts are being developed to address these needs.

Almost 85% of enrolled students successfully completed courses during the fall term with a course success rate of 64%. The college retained almost 60% of the students from the fall semester and added 69 new students at the beginning of the spring semester.

Vice Chairperson Rush Dix and Trustee Mock provided questions about the impact of transportation and retention and Trustee Sintal commented about the impact of high school programs on current and future enrollments being a good area of focus.

Consent Agenda

7. A. St Benedict's Education Center Lease **Board Report #22-01**

7. B. Erie County Technical School Skills Center Lease Amendment **Board Report #22-02**

7. C. Authorized Signer Approval of EC3PA Bank Accounts **Board Report #22-03**

Trustee	Motion 2	Vote
Trustee Tom Benson		Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business

8.A. Regional Science Consortium Fees through June 2022 **Board Report #22-04**

Trustee	Motion 3	Vote
Trustee Tom Benson		Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel	1	Y

Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

8. B. Resolution to Transfer Technical Support Internally Board Report #22-05

Trustee	Motion 4	Vote
Trustee Tom Benson		Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel	1	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Trustee Sintal inquired about the College’s CIS students becoming engaged in a work study program. IT Director Guy White responded that a process is being put in place for work studies. The Board commended excellent job by Mr. White in doing the research for this change of services.

Future Agenda Items/Summary Comments by Board Members

None

For Information

10. A. Human Resource Board Report #22-06-Vice Chairperson Rush Dix requested the areas of need for adjunct faculty at the College. Dean Walker responded that the College is in need CIS Adjunct with a specialty in Python and Math Adjunct. Dr. Gray stipulated that to be accredited the College requires that faculty have a Master’s Degree AND 18 graduate hours in the pure discipline they are teaching for transfer level courses.

10. B. Diversity, Equity, and Inclusion Board Report #22-07-Vice Chairperson Rush Dix asked that this report be included in the next Board Development Session.

10. C. COVID-19 Protocols Update Board Report #22-08-There was a correction to the agenda as the Board Report is #22-08 and not #21-08.

Executive Session

None

Motion to Adjourn 6:04 p.m.

Trustee	Motion 5	Vote
Trustee Tom Benson		Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Next Regular Meeting, February 23, 2022 at 5pm