



Erie County Community College

Board of Trustees

September 30th, 2020 Meeting Minutes

1. Called to Order by Chairman DiNicola at 5:15pm
 - a. Board Present: Ronald DiNicola, Annette Wagner, Cheryl Rush Dix, Rev. Charles Mock, Justin Gallagher, David Mitchell, Tom Benson, Kathryn Sintal, Christina Vogel
 - b. Additional: Attorney Tom Talarico, CPA Joe Maloney, Executive Secretary Nicole Inan, Dr. Roy Church (via Zoom), Emily Finke; open to public

2. Pledge of Allegiance

3. Hearing of the Public
 - a. Elizabeth Bolden: President/CEO PA Commission on Community Colleges
 - i. Ms. Bolden states that we are now part of an exciting and transformative sector of higher education in America. There are more than 1000 community colleges across the nation and 14 in Pennsylvania.
 - ii. Ms. Bolden took her first class at a community college in 1993. In 2003 she taught her first class at a community college. She has been president of the commission since 2014. She explains that it has been a privilege to work with the college and its students.
 - iii. Ms. Bolden wants to encourage and emphasize that everything you do will move your community closer to the life changing power of community college programming. She states that they are ready to assist us in any way.
 - iv. The Commission for Community Colleges is a 501 C3 membership organization, representing the collective interests of Pennsylvania's community colleges.

- v. Members of the commission enroll nearly 300,000 students in credit and non-credit programs in 100 campuses and educational sites in every county of Pennsylvania. The majority of students enroll on a part-time basis. 65% of students come from households earning below the median income in Pennsylvania.
- vi. Commission operates on a budget of less than one million dollars annually.
- vii. They coordinate transfer agreements with 4-year baccalaureate degree institutions. They provide technical support for colleges, serve as a repository for data, and lead the collaboration in Pennsylvania with Phi Theta Kappa, the National Community College Honors Society.
 - 1 Phi Theta Kappa Completion Week; October 19-23, 2020. Here students participate in campus activities that encourage them to complete their post-secondary studies. Offering a \$1,000 scholarship this year.
 - 2 All Pennsylvania Academic Team- each spring. Recognize outstanding community college students from across commonwealth. They bring students and their families to Harrisburg for a celebration, followed by ceremony at night which awards scholarships to these students.
- viii. Chairman DiNicola asks about the challenges to secondary school systems currently. (1) Providing dual-enrollment, where students are able to get secondary and post-secondary credit. (2) Career and technical education. Students not able to complete requirements of secondary CTE program could come to a community college. Pledged to bring students up to speed and that the work they had completed would not be lost.
- ix. Ms. Rush Dix asks what membership holds out for new endeavors. Ms. Bolden explains that they hope to offer membership to BOT of our community college before the end of this year. It would be full membership in the commission. We would have a seat on the board of directors. All presidents have a seat at the council of presidents. We would have access to all of the joint agreements.
- x. Ms. Vogel questions information available in data repository. Information from colleges on student persistent, retention, number of employees, programs offered, degrees awarded, etc.

They have a data collection calendar that is updated annually. They do not release college identifiable information. It is released as statewide data.

- xi. Ms. Sintal gives thanks to the commissions communication person and explains she has been great and looks forward to their relationship in the future.

b. Carl Anderson III, Erie County Council, District 4

- i. Erie Community College effort was undertaken with the leadership of Chairman Horton. Empower Erie was created. Mr. Anderson ran in the election cycle of 2017 and became a member of Erie County Council. During this time, Mr. Anderson, Kathy Fatica, Andre Horton, and the county executive all ran on the issue of supporting the community college.
- ii. The application was submitted to county council and then passed to the administration. Mr. Anderson was sworn into office the beginning of 2018 and the effort for the community college was left at the hands of administration rather than Empower Erie. The administration worked with the department of education in Harrisburg.
- iii. There was talk of potential collaboration/partnership of the community college effort and the NPRC. After 6 months of looking this over the committee which focused on this came to council and asked for support on this effort. They reviewed the MOA put together and thought it lacked detail.
- iv. Council then created a task force. This task force rebutted Empower Erie which had been moved to the sidelines at the time. Mr. DiNicola stepped forward to be the representative of Empower Erie on the task force. Mr. Anderson was chosen to represent county council.
- v. Council in a 7-0 vote chose to table the effort. Became apparent that missions of Erie County and NPRC were different. NPRC said they could not match the scale of issues that were happening in Erie County. They chose to back out of potential partnership.
- vi. Council created resolution 30, which created the community college committee. Andre Horton and Carl Anderson represented council. There was representation from administration and Empower Erie.

- vii. This effort was pushed forward by African American ministers. They took the role in pushing the community effort. Ron DiNicola was a main thrust behind this. There was pressure put on the governor because we needed public commitment.
 - viii. We were finally able to get on the agenda for the board of education and speak in front of them. We worked with a lobbyist and public relations person at the time. We were able to get a hearing set for March 2020. There are still forces from within Harrisburg and the state who would've liked to see us fail. We will still be fighting for funding from the state.
 - ix. The location and funding for a location is critical for the school. The board will decide this and bring to county council. County council appoints a liason.
 - x. Carl announces he is fully involved in this effort and will make himself available.
 - xi. Attorney Talarico adds that after the board of education issued its decision; 10-5 in favor of Erie County, Senator Scarnatti filed an appeal. The appeal is currently pending. Erie County's lawyers filed a motion to quash, which is based upon the fact that at the agency level was an intervener, and that he did not have standing to file an appeal. The commonwealth court issued an order yesterday that the argument on the motion to quash be considered along with Scarnatti's appeal, so that an argument will be available within the next month.
4. Approval of Special Meeting Minutes of September 23, 2020
- a. Motioned by Mayor Mitchell, seconded by Mr. Gallagher. All in favor.
5. Reports of Committee Chairpersons
- a. Mr. Benson was appointed chairman on the HR Committee a week ago.
 - i. Mr. Benson hopes to pick up a few more people to help them with what they need to do initially. (1) Need to find a full-time board secretary. Doug Smith supplied Mr. Benson with two job descriptions similar to what they are looking for. The committee will look at these and create a hybrid version. They would like to look for candidates through the Erie Times, an online presence, and post it on the county website. Salary and benefits have been verified with treasurer. Mr. Gallagher and Mr. Benson plan to meet within the next few days to get things moving. (2) They need to find a president. They will report back to the board once conversations have been held on the president position.

6. Procurement of Directors' and Officers' Insurance
 - a. Ron suggests tabling this since it was talked about in the caucus.
 - i. Mayor Mitchell moves to table this effort. Mr. Gallagher seconds. All in favor.
7. Discussion/Approval of ECCC 2021 Budget (Jan 1 – December 31, 2021)
 - a. Mr. Maloney and Mr. Gallagher discuss budget.
 - i. Mr. Gallagher explains that last week the “A budget” was approved which was the remainder of the 2020 budget. Tonight, they will discuss the 2021 budget.
 - ii. Recommends to adopt this budget as a preliminary budget. At the next meeting in a few weeks they will look to pass a final budget.
 - iii. Mr. Maloney updates on the budget submitted to county. He met with administration and they forwarded the budget to county council. It is on the finance committee’s agenda for their meeting tomorrow.
 - iv. They have put together a calendar year budget ranging from Jan. 1 – Dec. 31, 2021. The first set of courses will begin Sept. 1, 2021. There are no funds in the budget until July 1, 2021. The only income being received is for the students starting in September. They are anticipating to get \$2200 per full-time equivalent student.
 - v. They are anticipating to engage 6 faculty starting January 1, 2021. As of September 1, another 3 full time faculty will join. Wages have been increased by 5% throughout this budget.
 - vi. Marketing is set for \$300,000 for the first semester.
 - vii. It is anticipated by January 1, 2021 to have an office space of approximately 5,000 sq. ft. August 1, area of 42,500 sq. ft. for the students and classes.
 - viii. First page of budget is a summary page.
 - ix. Second page is tuition. They are anticipating that tuition will be \$135/ credit.
 - x. Third page is instruction. They are anticipating that there will be 5,490 credits issued in the year. There will be an average of 20 students per class. This makes it so there would need to be 90 sections of classes. Full time staff would cover 7.5 sections each during the first semester. Adjunct faculty will cover the remaining 22 sections. Annual salary for full time professors will be approximately \$66,716.

- xi. Academic support is the next section. These staff are coming August 1, 2021. Mr. Gallagher says that these numbers might change between the preliminary and final budget.
 - xii. Student services section. These staff will come August 1, 2021. The salaries in the budget are just averages and they will be adjusted as more research is done. Mr. Gallagher says there is work to be done on these numbers over the next few weeks before the completion of the final budget.
 - xiii. Last page is the operation and facilities section. Included are security, repairs and maintenance, liability insurance, and equipment contract contracts.
 - xiv. RCAP update by Mayor Mitchell. Mayor Schember, the county executive, and the Erie County delegation had a phone meeting on RCAPS. RCAPs are basically controlled by the governor. It can be a community project and is based on looking at needs and legislative districts and finding money in Harrisburg to fill those needs.
 - 1 Mrs. Dahlkemper was first and she presented the 10 million-dollar RCAP.
 - 2 Representative Sonney had a couple points. (1) There are limited funds this year in the RCAPs. Erie has 4, Corry has 2, and several others are being requested. (2) It was asked to be put together for next year as the bottom line.
 - 3 Chairman Sonney said that the money for this specific RCAP should come out of the department of education.
 - xv. Mr. Gallagher makes a motion to adopt the preliminary budget as presented. Ms. Rush Dix seconds this motion. All in favor.
 - xvi. Dr. Church wants to make sure since we have gotten approval, that there can be a course schedule put together that is robust enough to meet the enrollment projections and to support the fields of studies anticipated. He is concerned about the 6 faculty members that need to be hired at the beginning of the calendar year because they will be the ones getting us started. They are going to help drive the curriculum decisions.
8. Discussion/ Approval of the Erie County Community College Bylaws
- a. Articles from the document were drafted from the Allegheny Community College.
 - b. Chairman DiNicola, Ms. Rush Dix, Mr. Gallagher, and Ms. Sintal worked on each item by researching other schools and making sure we

were in compliance with the other 14 community colleges in Pennsylvania.

- c. This will be reviewed again to make further changes.
 - d. Bylaws help define work. The processes will be governed.
 - e. Mr. Gallagher made a motion to table this topic until Oct. 14, seconded by Ms. Rush Dix. All in favor.
9. Announcement of Committees and Committee Appointments
- a. Chair of curriculum committee; Cheryl Rush Dix
 - b. Addition to HR Personnel Committee; Justin Gallagher
 - c. Special Conference Committee to sit down with Empower Erie and discuss the future role of Empower Erie; Chair Mayor Mitchell, assisted by Pastor Mock and Dr. Wagner
 - d. Finance Committee addition; Christina Vogel
10. Scheduling of Committee Meetings
- a. HR Committee Meeting – Oct. 7; 5:00pm
 - b. Board Meeting – Oct. 14
 - c. Conference Committee Meeting – Oct. 3; 9:00am; Library- Admiral Room

Adjournment – Mr. Gallagher moved to adjourned at 7:19pm, seconded by Mayor Mitchell.