

Erie County Community College

Board of Trustees

Minutes of the Special Meeting – November 18th, 2020

Meeting 5:00 pm

Location of Meeting

Bayfront Convention Center, East Ballroom

1 Sassafras Street

Erie, Pa 16507

Or Using Zoom (Specific information on the County Website)

Present at Meeting

Mr. Tom Benson

Mr. Ron DiNicola

Mr. Justin Gallagher

Mayor Dave Mitchell

Rev. Charles Mock

Ms. Cheryl Rush Dix

Ms. Kathryn Sintal - Zoom

Ms. Christina Vogel - Zoom

Dr. Annette Wagner

12 additional people joined on Zoom

Mary Rennie, Dr Narcisa Polonio, Albert, Christina Vogel, Ryan Podufa, Robert Hieble, Dr Roy Church, Lisa Miller, 1(630)247-2666, 843923758 .

The Special Meeting of the Board of Trustees of Erie Community College was called to order at 5:00 pm on November 18th 2020. Chairman Mr. Ron DiNicola Presiding.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Hearing of the Public - No one requests to speak.

V. Approval of Special Meeting Minutes of Oct 28th 2020 and Nov 4th, 2020:

Motion1: Mayor Dave/Seconded -Content: to accept the meeting minutes for only Oct 28th and Table Meeting Minutes for the Nov 4th until the secretary has received notes from the Board Members on the missing meeting due to the conference center temp turning off the recording. Vote is recorded on register sheets

VI. Report of the Chairman of the Board

A. 8Th Meeting of the Board with many more Committee Meetings and Phone calls

B. County Budget Passed with 3.4 Million in the ECCCPa Budget.

C. Search Firms for President. Personnel Committee

D. 120 Day Plan, with Committee Meetings with their experts.

E. So excited to have those conversations with Empower Erie and the Conference Committee

F. Mayors Office to gain our participation in the Erie Promise PGM, within the Education phase of that program. Erie County Chamber and Growth Partnership with BOT a meeting with the delegation. Please let the Chairman know if any Board member want to participate.

VII. Report of the Personnel Committee

A. Presidential Search.

- a) We have all four Search Committees that responded to our RFP scheduled for Zoom Meetings this next week.
- b) We have a meeting to Thursday to go over the criteria the committee has built and each firm will be evaluated those requirements in mind. Soon bringing one firm forward to start the search.
- c) We know some our biggest hurdles are the time of year, holidays, plus the added Covid-19 restrictions.
- d) Once the candidates start to roll in, we will start the Screening/Vetting, thus clarifying our positions.

B. Legal Counsel RFP

- a) We sent out a statement to the local Bar Association
- b) Now have Four Firms that responded to our RFP, some did not make deadline but may be considered, two firms that did will interview this next week.

C. Administration Assistant

- a) We have 4 candidates that we will interviewing using Zoom with a preset list of questions derived by the committee.

D. Request for Spreadsheet and Zoom on interviews for Board to view will be available. Personnel Committee has not a problem with this.

E. Look at History of Placement

- Discussion: Both Mercyhurst, NPRC will also be looking for a president.

F. Discussion from the Board

- a) On the Presidential Search: If we have multiple prospects, how do we disseminate information?
- b) Information is available from our Spreadsheets and reports. Just ask for that planning document to keep informed if that is what you require.
- c) We plan on sending the information to the executive committee for feedback and closer evaluations.
- d) Have you looked into the Diversity angle from the Search firms? Yes, that is on our criteria list and you can view the search firms' numbers and criteria on their webpages. The URL of all search firms are in the Oct 28th Meeting minutes.

- e) Search Committee selection vs Interviews. After the search committee interviews the entire list of candidates, based on our Boards criteria, they will pass down to us a small number of candidates to be interviewed. At that time, the personnel committee and others (Advisory people from the community, other board members etc.) can also be a part of the interviewing process.
- f) Since all Personnel Meetings are recorded in Zoom, if any Board member needs to view the interviews at a different time , just notify the Personnel committee.

VIII. Report of the Treasurer and Finance Committee

Chairman Justin Gallagher, Board Members Christina Vogel

- A. Budget was approved for 2021 by City Council, 3.4 Million for the community college.
- B. Our bank account now active with Marquette Saving Bank, we will bring a disbursement from County Funds by week end, we then will be able to start our paying the outstanding bills.
- C. Finance committee has met and reviewed the 120-day plan and is recommending passage of this budget.

IX. Report of the Academic and Student Affairs Committee

Chairman” Cheryl Rush Dix

- A. Handout – Academic Committee Report. It was handed out at the meeting and a copy is attached to this document as requested by Zoom participants.
 - B. Summary of our Saturday meeting. Recap of work with the PDE by Dr Church.
 - C. Accreditations works from Dr Polonia plus an overview of Domains between our two consultants to acknowledge the norms on Committee-based work.
 - D. We have established standing Saturday 10:30 am meetings on Zoom.
 - E. Our to-do lists including reporting tools a way of continuous updating all aspects most likely using project management tool list, perhaps even a dashboard.
 - F. Christina Vogel’s’ work with the PA Commission on Community Colleges Presidents has been instrumental in helping us add to and prioritize work (Attachment included)
 - G. Board Request: Our team needs to know what the committee schedules will be so we can coordinate workloads.
- X. Report from the Administrator of the 120 Day Plan. Including a draft timeline, the plan, the proposed interim budget, and staffing.

- A. Handout: Initial “120 Day Plan” Development
Proposals submitted by Dr Roy A Church. Included as an attachment to this meeting minutes email.
- B. Goal is keeping the whole board informed of the advancements to the plan. There are 8 Chapters to build.
- C. M. Dotts of the PA Dept of education is working with us and the Academic Committee to outline those chapters in detail but there are no real plans that we look at specifics, since this has not been done in a very long time. His suggestion was to look at the Cambria/Highland Community College plan from 1993/94 and the NPRC plan. The NPRC plan is not exact since it does not follow the exact planning for community colleges, but we can learn from it. We have asked the legal source to ask for a “Right to Know” request to view the NPRC plan.
- D. MS Lynette Koon will be evaluating the input to degree granting process, since one degree must be approved. This will include a comprehensive course outline with criteria. Eventually it will lead to the Middle States Accreditation Authority. Our 120 Day plans will start that process as well getting the college ready for expansion with the president in the future.

- E. Dr Polonia talked with Dianna Bonner to understand the standards of the 120 Day Plan association to the Midstate Accreditation guidelines. The key message here is the accreditation is completely dependent on the “Mission” of the college. Our hired president must have accreditation experience to go through this process for ECCC.
- F. Our timeline is 5-6 months working with many different committees. The Academic committee includes two of the eight chapters. We will also work with the finance and personnel committees for our staffing requirements. We will start handing off this process to your president and the CC Staff in January. Then we will be ready for the PA Dept of Education in Mid-April to get the Degree Granting Authority need to start classes in 2021.
- G. Once through this process the College Staff will build the rest of the course with schedules for the Fall, hopefully to engage 2565 full time students to keep our budgets strong.
- H. Staff Hiring will include an editor that will piece together the 8 chapters into a common look and feel document that is ready to be viewed and examined.
- I. Questions from the Board:
- a) Your pricing for staff is higher than our market requires. A Marketing/Presentation editor if normally 50-90 dollars and even our Board Secretary is starting at 15-20 dollars an hour. A part time person should be less than our full-time administrator. – NO ANSWER

- b) What Committee should these people report to as employees?
The Chairman thought they would report to the Administrator who only reports to him. Comment was made that then we are paying someone then paying his staff, not the boards employees
This could be a labor problem and we should seek legal advise before advancing to this hiring practice.
- c) Question: Could the COVID 19 help with the 120 days timeline.
The answer was that is we miss the 120 days , then we can still proceed but not for the Fall of 2021.
- d) Question: 750 Dollars for Adjunct Professors is because it is a recognition of the expertise they bring to the table. They pull together four things: 1) Course Descriptions, 2) Expected learning outcomes, 3) Measurement Criteria, and 4) Performance expectations. They must also ensure that the work enables the transfer expectation of the PA four-year colleges.
- e) Statement by Academic Chairman Cheryl Rush Dix: Our Project Management recording of tasks orientation will enable us to work on many pieces of the workload simultaneously thus creating a faster time table.

XI. Report of the Ad-Hoc Committee on BOT Facility

Chairman: Annette Wagner, Board Members: Tom Benson, Christina Vogel

A. Committee has worked with several Real Estate agencies and various sites. Our first observance was that most of the commercial Real-estate available are not ready for occupancy. Most sites would need a few months of construction. This construction costs creates the lenders to require more than a year rent, thus not good for the Board.

B. We do have two possible site that we will visit this next week. Any Board member wanting to join this committee, can do so this Friday. Contact Dr Wagner.

- a) 2930 West 22nd Street
- b) Renaissance Building

Chairman moved the order of the next two items.

XII. Report of the Conference Committee on RE Empower Erie

Chairman: Dave Mitchell, Annette Wagner, Pastor Mott

- A. Handout the MOU from the Empower Erie Organization, People on Zoom did not get this due to lateness of completion and no hired secretarial support. Dr Wagner had a way of sending it and the Zoom people got it.
- B. Chairman: Dave Mitchell, Annette Wagner, Pastor Mott
- C. Handout the MOU from the Empower Erie Organization, People on Zoom did not get this due to lateness of completion and no hired secretarial support. Dr Wagner had a way of sending it and the Zoom people got it.
- D. Oct 3rd The initial meeting took place between the Board Conference committee and the Empower Erie Organization. The mission defined at the Sept 23rd Board meeting was to understand the transition from EE to the BOT or learn a way that they could work together. Tim McNair of EE drafted a MOU (Memorandum of Understanding) to work with the Board.
- E. Mayor Dave gave the following report on this document and committee activities:
- a) The Chairman Ron and Tim worked to update and improve this document.
 - b) This document is not a binding contract and is built to be flexible and built to have movement plus it can be cancelled in a 30-day time frame by either side.
 - c) The board will not be asked to vote on this document tonight, so Board members can give the conference committee feedback and asked for the feedback before Thanksgiving if possible.

- d) Mayor Dave also talk to the Board about the Right to Know Laws in Email. Told everyone to take caution that every comment could be in the newspaper or transmitted for all to hear, so do not send anything you do not want the public to know even if using your own email
- e) The Board and EE should share in the responsibilities of allocating money because EE has experience and the BOT does not. All funds from the Gaming Commission and the Erie Community Foundation will be shared relative to each organization's needs. The BOT will work with EE to release funds from these sources.
- f) EE has the experience since 2017 and since we are new we do not have a track record doing this. With most of this money earmarked for the community college, until we have a president, working this way with EE will make things go smoother for everyone.
- g) The committee for the execution of this MOU will be 3 members of each organization
- h) The Board is the official authority according to the Pa department of education.
- i) There are many different levels of involvement we as the Board do not know about. EE can be the holder of that monies accountability. Each request for money has specific information before release so we need help asking for it.
- j) Our Board doent even have Bylaws yet how can we be expected to handle this. There is 2.5 million that can be used as a scholarship fund and with EE that can be released.
- k) So, don't you agree this would give us checks and balances, working together for smoothness. It is in everyone best interest then we will have an additional critical eye on things.
- l) Bringing together the BOT with EE will regulate the ECCC with experience of advocacy, Newsletters, and historical data. Advocacy across the finish line

F. Questions/Statements from the Board

- a) Dr Mock: Impressed with his committee's commitment to the College. We need to look at this legally between the two entities and how each would have accountability to the community
- b) Usage of funds: Not sure that the Erie Community Foundation is giving to the college, just board or giving to EE. This should be absolutely clear.

- c) Not sure if this is a compelling proposition for the Board. We need the articulation of why and what value it gives us. It is not clear to go forward without knowing or understanding how the money to be delivered with or without EE.
- d) Board needs to evaluate how the money would be distributed with and without EE to make a decision.

XIII. Report of the CIO/Secretary & Communications Community.

Chairman: Kathryn Sintal, Board Members: Annette Wagner,
Christina Vogel

- A. Chairman makes it clear he has not authorized a Communications Committee. Chairman says that he put that in the Bylaws and never asked Ms Sinal to be the Chairperson of this non-existent committee. The Board Chairman believes that the incoming administration will handle everything and that we do not need this. Gave a handout to the Board saying that Butler county said they didn't need one.
- B. The Communication Committee chairman said that he asked her in Sept. At that time, she asked MS Vogel and Dr Wagner to be on the committee. Why would someone ask for committee members if there wasn't a committee? Another Board member said she remembered the he had asked and wanted the notes to collaborate this.
- C. The Communications Chairman said that when the Board Chairman asked for the Public Relations person (A professional hire), was when this committee was scratched.
- D. The Communication Committee chairperson said the Board Chairman had called this very day (Nov 18th) to ask her to be the Chairman of an Ad-Hoc Communication committee to handle the update of the EE Database for the incoming president. That was declined citing that a professional hire could do that not a board member due to the time it takes for such specific skill base even though she has that skill.

- E. As the Communication Chair she gave a report on the Website development and the Email inclusion for all board members. Asked if they want to include updated picture of themselves for the web site and a three-four lines resume stating their experience and which committees they are on. She said that a draft of the website should be ready to view at the Dec 16th Meeting and that she took classes to ensure changes could be made according to the Board's comments. She also stated that she hopes if all things go well, she will be able to have the BOT information removed from the County website as requested by the County Executive.
- F. The unauthorized Communication Chairmen stated that we can hire a web tech to continually update the web site with every meeting minutes and board agenda as need because she does not want to go against Board Chairman in an unauthorized committee.
- G. Other comments from the CIO/Secretary: Any Board member that has notes from the Nov 4th meeting please send to her since the recording was disconnected at the conference center that evening and she is trying to reconstruct the meeting minutes of that special meeting Only two people have given her information on motions that evening.

XIV. Old Business

A. Retention of D&O Insurance Policy

- a) Solicitor Talarico stated that he received two Quotes. One from Investment Manage Co, and Great Lakes. He stated that both companies have good reputations and have been in business many years (51 & 30).
- b) He said the D&O was not isolated from General Liability, error and omissions, and could work with these companies for worker compensation and Rental Properties Premise and liability insurance.

B. Motion 2: To increase the amount of Insurance Costs from 10,000 to 12,000 and go with the Insurance Management Company Policy.

- c) Discussion: Due to the packaging of the policy the amount increases about \$1600.00
- d) Vice Chairman: The added contingencies should be addressed by our new legal council
- e) When will this legal transfer occur, there are scheduled meetings this week, so in a short time frame?
- f) Mayor Dave: We have been out of this insurance for 63 days and each of us could lose everything, we need this now.
- g) Question: Since we are the only community college in Pa incorporated in the 'non-profit' category and all others are Public Entities, if we change would there be a change in the type of insurance? Solicitor Talarico answered No
- h) Motion Roll Call: Motion Carried

XV. New Business

Motion 3: Vice Chair Cheryl Rush Dix states:
Approval of the Consulting Contract of Dr Narcisa Polonio name to be adjusted to Narcisa, Inc. (Narcisa Palonio)

Discussion: None: Motion Approved

Motion Roll Call: Motion approved

C. Motion 4: of the Treasurer to approve the budget and remaining staffing of the 120-day plan with the Personnel Committee on the RFP process

- i) Discussion: What committees would these people report to
- j) They would report to the Administrator of the 120 day plan, Dr Church.
- k) Is that legal with Common Board policies.
- l) MS Sintal's Amendment to the motion: to have the new-hires to report to a committee from the board, No second
- m) Chairman Ron: The spirit and intension of this hiring would be on the personnel committee but the work would be in the hands of the administrator Dr. Church.
- n) Role Call: 7 yes 2 No, Motion Passed

D. Motion 5 to approve the memorandum of understanding with Empower Erie.

MOTION: TABLED Roll Call all Yes.

XVI. Other Business to come Before the Board

A. Board member think that the agenda and handouts are popping up so fast, as not to have time to read, understand and ask questions about. Everything shifts so fast and one agenda does not follow the next

B. Motion: CIO/Sintal to have all meeting handouts three days before the meeting enabling the comprehension of the material and thus the agenda would be set three days also. Motion was not seconded

C. SCHEDULED SPECIAL MEETINGS FOR
DECEMBER

Dec 2 nd 2020

Dec 16th 2020

Put on your calendars

XVII. Motion to Adjourn