



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Meeting Minutes of the Erie County Community College

Board of Trustees

Minutes of the Special Meeting – December 16th, 2020

Meeting 5:00 pm

Location of Meeting - Virtual on Zoom Only

Mr. Tom Benson

Mr. Ron DiNicola

Mr. Justin Gallagher

Mayor Dave Mitchell

Rev. Charles Mock

Ms. Cheryl Rush Dix

Ms. Kathryn Sintal

Ms. Christina Vogel

Dr. Annette Wagner

Additional people joined on Zoom

Dr Narcisa Polonio, Dr Roy Church, County Council Person: Carl Anderson III

Legal Council: Tom Tupitza

The Special Meeting of the Board of Trustees of Erie Community College was called to order at 5:00 pm on December 16 2020 Chairman Mr. Ron DiNicola Presiding.

- I. Call to Order: Chairman DiNicola welcomes our new legal counsel: Tom Tupitza.
- II. Roll Call – All members Attending (See Roll Call Sheet)
- III. Pledge of Allegiance

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

V. Approval of Special Meeting Minutes of Dec 4th, 2020

Motion1: Motion approve December 4th 2020 Meeting Minutes.
Motion has been approved: Vote is recorded on register sheets

VI. Report of the Chief Information Officer

A. Reminder an enablement of the new emails with ecccpa.org along with two supplemental emails: Search-HR@ecccpa.org, & Administrator@ecccpa.org.

B. We have a logo from the GoDaddy.com that represents Erie (The Bi-Centennial Tower) County. Many others have used this but this has not been copy-righted thus we can use this. We are still hopeful that the Website will be live on Jan 1, 2021 but we have hit several snags in timing, more news to follow next meeting.

VII. Report of the Academic Committee

A. We have met twice since our last special meeting. Everyone should have received a note from Dr. Church, please respond to that email. We will not be meeting the Saturdays during the holidays, so our next meeting will be Jan 9th.

VIII. Report of the Personnel Committee

- A. Motion to extend an employment offer to Kelly Bennet for the position of Administration Assistant to the Board by Justin Gallagher. Motion was Approved
- B. We are still in the process of getting a benefit package solidified for Kelly, thus we need the CPA to help so we are within the guidelines for the college.

IX. Report from the Finance Committee

- A. Our State (21-22) budget that will be going to the state has been handed out, hopefully everyone has had a chance to review this before the meeting. We will be hearing from our CPA and hopefully pass that motion tonight.
- B. Question: Have we incorporated the addition of programs in the budget as we expand. Justin said he thinks that was a contingency added.
- C. We will be working the benefit packages that we can offer to people we hire.
- D. We will also need to understand the process of ordering equipment through the bidding process; thus, we will meet with the solicitor for advisement.

X. Ad-Hoc Committee on the BOT Office.

- A. We will sign a lease for the administrative site, the office is at 1128 State Street and shared with the Erie Chamber of Commerce. Our offices will be available for our use by Jan 1, 2021. There was a question of signage for the office and since there should be a bidding process, we need to be rolling.
- B. The campus site is starting to be looked. We need to establish the criteria on which we will be making decisions. Do we need to have a site that is temporary for lease for the beginnings of the college classes or will it be the site for the college to grow into? Not only do we need the board to look at all the criteria like square footage, budget, and location but we need to engage others in the community to help with this activity.
- C. The application process for the college has many of these criteria outlined. It is good place to start but most likely needs updates. We should have an education session to support this conversation. It would sever to bring out many of the controversial items and steps that the application process went through ... no reinventing the wheel.
- D. We must remember that this is a county wide community college, thus the townships and boroughs within the county must also be included.
- E. This will be the most popular item that we will deal with as a board. Being in line with everyone will not be achievable. There are strong feelings in many different directions. We will be judged very hardly on this item from many different points of view.

- XI. Amend the agenda to take up the Item XI in an executive session immediately following this special meeting. Motion was called to change this agenda item by Dave Mitchell, Motion passed.
- XII. Report from our legal counsel: Tom Tapitza

- A. Our work with the board will be a team effort with Tim as the principle for the Board. He has the experience in working with public bodies whereas I tend to work more with nonprofit organizations which are not subject to quite the same level of scrutiny as public bodies. We also have lawyers that will work with you on employment issues, others on intellectual property and also Real Estate. If you need help, reach out to your chairman or Tim to head you in the right direction.
- B. Tim has had a very satisfactory meeting with Mr. Talarico who was very cooperative in bringing us up to speed with the college & board documents. Tim has been working with Tom Benson on matters relative to contract for your search firm and the various aspects of that hiring personnel.
- C. There have been discussions about work on bylaws and I know that there has been considerable work done thus far in this area.
- D. Is there any update on how the college is classified in the eyes of the state? Currently a non-profit, but there was some discussion that we should be classified as a public entity by statute. Tim has received from Tom Talarico the documents that were filed. I really haven't had a chance to discuss this with the chairman, but I certainly want to review the documents that were filed if there would be the possibility of using that entity for another purpose, for example a foundation, this all needs to be worked out in a timely fashion. There are several options to look at.

E. Conducting certain activity, if we did get to that point, where we wanted to dissolve would bring us to the Attorney General's office. We would need to answer all kinds of questions about how this was done. Are there any employees and so forth and so on? If there's a mind to get to you don't simply not use that vehicle for any other purpose or we don't think it's necessary at this point there's a strong argument for simply dissolving at this point. If you wanted to protect the name because you didn't want somebody else taking a name that you thought you would use for foundation there's another filing that we could do to protect a potential name but it doesn't involve the existence of an entity that we would that have to worry about dissolving or somebody drawing into some lawsuit or something in the meantime so I know that was sort of a convoluted answer but we are certainly very much aware of the issue I think they'll need to be a little bit more discussion about that but you know the overall answer your question is that you know this Community College will not be a nonprofit Corporation.

XIII. Report from the Chairman

A. There are many people who want to be in a position of being on this team and I think we recognize that there is a value in support of advisory groups and others who can be either officially or in some other way associated with our efforts either by a foundation or whether it's acting as an additional member of the other committees. Three people on our on our Board of Trustees have been particularly insistent about it and vocal about it and so I am taking the step of forming an ad hoc committee on the advisory support. This committee will be developing a process for making sure that we are taking advantage of the interest the community has in helping us with this Community College effort. Chairing the committee will be Christina Vogel with Cheryl Rush-Dix and Paster Mock as members.

XIV. New Business

- A. Motion to approve the Erie County Community College Budget proposal to the Governor for the 2021-2022 fiscal year.
- B. Our CPA, Joe explained the creation of this budget. Everybody received copies of the two budgets, one is the operating budget and one is the capital budget. There are ten months of regular activity expense and two months of startup expense. This brings into the budgets two different ways that this is funded. Joe also talked about the cost and expense per student along with the staff required and the number of classes/sections required.
- C. Questions: Can we have expectations increased budgets with the growth in the type of courses offered in the future. Labs, Machinery, much more expensive types of education classes. Workforce growth areas. The original capital costs of the application have a baseline that was aligned with programmatic development. We aligned those with the capital cost associated with that expansion. We think that this will have to be readdressed through leasing first which will reduce capital, then the facilities over time will be addressed later.

XV. Motion to adjourn, Motion Carried