

~~than 30 hours per week.~~

~~Full-time Hourly Support Staff – Employees of the College whose duties and responsibilities are college supportive, non-teaching, and non-managerial in nature. These employees work by the hour.~~

~~Part-time Hourly Support Staff – Employees of the College whose duties and responsibilities are college supportive, non-teaching, and non-managerial in nature. These employees work by the hour and must work for less than 30 hours per week.~~

~~Temporary Hourly Support Staff – An employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee has duties and responsibilities which are College supportive, non-teaching, and non-managerial in nature. These employees work by the hour.~~

~~Hourly Support Staff must work less than 30 hours per week.~~

~~**Policy approved by Erie County Community College Board of Trustees: **April 21, 2021***~~

~~**Review Deadline: **April 21, 2026***~~

Regular Full-time (Exempt and Non-Exempt) - A full-time employee of the College who is regularly scheduled to work 40 hours per week for a non-specified period. These include employees in Executive, Administration, Professional and Staff/Specialist positions. Regular, full-time employees are eligible to participate in all benefit plans the company offers once eligibility requirements have been met.

Regular Part-time (Non-Exempt) – A part-time employee of the College who is regularly scheduled for less than 30 hours per week. These include employees in Executive, Administration, Professional and Staff/Specialist positions.

Faculty (Full-time and Part-time) – Faculty hired to teach at the College. Includes full-time and part-time faculty.

Full-time faculty are hired to teach a full-time load (10 courses) during the academic year. Faculty may be reassigned to doadministrative work at the discretion of the President.

Part-time Faculty – Faculty hired to teach less than a full load (3 courses per semester). Part-time faculty may be reassigned to doadministrative work at the discretion of the President.

Contract and Temporary (Fee-for-Service and Non-Exempt) – A contractor or temporary employee is one who is hired for a defined period of time. The position may be renewed for a defined period of time as needed.

**Policy approved by Erie County Community College Board of Trustees:*

April 21, 2021

February 23, 2022

Review Deadline: **February 23, 2027*

Approval to Amend Vacation Days for Senior Leadership

Information

The Personnel Committee requests the Board of Trustees to amend Senior Leadership's vacation time from the current eligibility prorated based on hire date of 1-2 years; 10 days to eligibility prorated based on hire date of 1-2 years; 15 days. Senior Level Leadership includes executive and administration positions.

Recommendation

The Personnel Committee recommends the Board of Trustees approves the motion amend vacation pay for Senior Leadership from eligibility prorated based on hire date of 1-2 years; 10 days to eligibility prorated based on hire date of 1-2 years; 15 days.

Approval to Carry-Over of Unused Vacation Time Added to the Employee Benefits

Information

Currently there is nothing in the Employee Benefits regarding carry-over of unused Vacation time, whereas carry-over and/or payout is mentioned for other accrued time such as Sick and Personal Days. For consistency purposes, a carry-over policy for Vacation time should be in place. Additionally, consistent with other area employers, employees should be able to carry-over unused accrued vacation time, in lieu of losing the time.

The Personnel Committee recommends to the Board of Trustees the following addition to the Employee Benefits:

- Employees can carry over up to 5 days (40 hours) max of unused vacation time, not to exceed 15 days (120 hours)

Recommendation

The Personnel Committee recommends that the Board of Trustees approves the changes to carry-over of unused Vacation time as listed above.

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 51, as of 2/12/22

Terminations, Resignations, or Promotions

- There were no terminations, resignations, or promotions in January 2022.

New Hires (through February 12, 2022)

- New Hires:

Position	Status	Name	Start Date
Marketing Coordinator	Full-time	Erica Nowak	Feb. 7, 2022
Adjunct Faculty	Part-time	Charles Nelson	Jan. 6, 2022

Open Positions

- Adjunct Faculty-Math, CIS

Information Report: Diversity, Equity, and Inclusion

Information

Attached for review is the Diversity, Equity, and Inclusion Strategic Plan and the Calendar of Observations and Celebrations for the Erie County Community College of PA.



ERIE COUNTY
COMMUNITY COLLEGE OF PA

Board Report #22-17

**Erie County Community College of
PA
(EC3PA)**

**Diversity, Equity, and Inclusion
Strategic Action Plan**

2022



EXECUTIVE SUMMARY

Diversity, Equity, and Inclusion (DEI) at Erie County Community College of PA

While our nation and world have recently embraced a renewed emphasis on diversity, equity, and inclusion and its importance to our global society, at Erie County Community College (EC3PA), we desire to embrace the principles of DEI in our Vision, Culture, Mission and Core Values.

EC3PA is a college fiercely committed to addressing issues of diversity, equity, and inclusion. As a “college of the community,” we are uniquely positioned to do this work. It is not something we do on the side; it is core to our mission and values. Simply put, it is an educational imperative.

We are a college that aspires to provide an environment where all our students, faculty, and staff can be honored and celebrated for being their authentic selves with all the richness that diversity brings. Yet, we know we still have work to do.

We understand that we must not become complacent. Yes, we have made positive progress, but we must not rest on our laurels. We must honestly assess our strengths and weaknesses, while committing to making progress in areas critical to our future that will enable our students to prosper in our ever-changing world. That is why we exist as a college. Our students’ success is at the forefront of all we do.

Creation of this strategic plan is an important focal point for moving ahead. It provides a road map for how we will structure our work in DEI and how we will measure our progress during the next several years and beyond. The goals contained here have been developed under the careful direction of the DEI Director and President’s Cabinet and reflect numerous discussions, conversations, and modifications to ensure they address key areas essential to furthering our work around DEI.

EC3PA’s commitment to diversity, equity, and inclusion extends across all areas of the college community and is not bound by any single school, location, or group. It must permeate every corner of the college.

We look forward to partnering with colleagues across the college to attain our overarching goal of creating a more inclusive, diverse, and equitable community at EC3PA as we together continue to build EC3PA’s reputation as a caring, welcoming college where students from all faiths, beliefs, backgrounds, ethnicities, abilities, orientations, and nationalities thrive academically and personally.



Goals and Strategies

GOAL #1

Improve the diversity, equity, and inclusion climate of the college.

Strategy #1 Ensure that the campus commitment to diversity and inclusion is clear and transparent at the highest levels. Add specific language communicating the College's commitment to diversity and inclusion in future revisions/updates to the College Mission Statement.

- **Tactic #1** Update Vision, Mission, and Values statement to incorporate DEI.

Strategy #2 Engage with existing college assessment instruments to identify areas of improvement and opportunity for collective institutional action.

- **Tactic #1** Develop and conduct an on-going diversity and inclusion climate survey within two months of the creation of this plan. (How we are doing with diversity on our campus.).
- **Tactic #2** Create a dashboard that demonstrates progress around established metrics.

Strategy #3 Continue to assess each campus location for physical environment needs and visual representations with respect to diversity and inclusion. Address such items accordingly on a regular basis. Communicate the areas that were remediated to the College community.

- **Tactic #1** Complete an assessment.
- **Tactic #2** Develop a remediation plan.
- **Tactic #3** Communicate results to campus community.



GOAL #1 Continued

Improve the diversity, equity, and inclusion climate of the college.

Strategy #4 Review and modify the academic curricula and educational experience to create a more inclusive experience for students and educators.

- **Tactic #1** Devise a DEI action plan for Academic & Student Services.
- **Tactic #2** Fully implement the plan.
- **Tactic #3** Identify and articulate to the campus community diversity metrics.
- **Tactic #4** DEI statement to be included in all course syllabi.

Strategy #5 Develop a clear and visible process that allows community college members to report anonymously any diversity related suggestions, concerns, and recommendations for improvement including Title VI* related discrimination concerns.

- **Tactic #1** Create a policy and procedures manual based on best practices.
- **Tactic #2** Present policies and procedures to the EC3PA community annually.

*Title VI of the Higher Education Act prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.



GOAL # 2

Increase and enhance underrepresented student recruitment and retention.

Strategy #1 Expand early outreach initiatives with local school districts to increase awareness of collegiate opportunities and expand enrollment for all students with a focus on underrepresented communities.

- **Tactic #1** Translate important recruitment pieces into targeted language(s) in at least two formats (i.e., online and print).
- **Tactic #2** Model outreach work in middle schools that can be scaled to districts.
- **Tactic #3** Add two meaningful partnerships each year with community-based organizations that serve the Erie City School District.

Strategy #2 Create a college-wide student recruitment & enrollment plan with a focus on expanding outreach to underrepresented student populations. Create strategies that target enrolling students into historically underrepresented career fields (e.g., STEM for students of color).

- **Tactic #1** Increase virtual recruitment events to target geographic areas expand reach to underrepresented groups by 10%; assess participation annually.
- **Tactic #2** Expand outreach to school districts

Strategy #3 Create and enhance cultural support resources for underrepresented student populations.

- **Tactic #1** Implement a student mentoring network for peer- to-peer support.
- **Tactic #2** Assess programs and their effectiveness to address key needs.
- **Tactic #3** Conduct a student services staffing utilization analysis to gain insight into staffing needs required to address new programs/office in this area.



GOAL #3

Increase and enhance underrepresented employee recruitment and retention.

Strategy #1 Create and implement a college-wide Affirmative Action plan to address the need to diversify our College workforce.

- **Tactic #1** Affirmative Action Plan is complete & approved by the board.

GOAL #4:

Expand faculty and staff diversity and promote professional development.

Strategy #1 Provide ongoing diversity, equity, and inclusion professional development, such as an Equity Certificate Series, to improve and expand competence within our employee population.

- **Tactic #1** Explore different approaches in the online teaching environment.
- **Tactic #2** 20% of all EC3 professional staff participate in Diversity, Equity and Inclusion Certificate Series.
- **Tactic #3** Increase number of professional development sessions by 10% using virtual and in person delivery modes.

Strategy #2 Integrate DEI competencies and expectations in all position descriptions and assess in annual performance evaluations.

- **Tactic #1** Explore how to include DEI competencies in all Performance Evaluations.
- **Tactic #2** Develop Professional Development form for faculty performance reviews to include their work in DEI as part of their annual review.



GOAL #5:

Enhance collaborations with diverse community organizations for programming and engagement.

Strategy #1 Continue to expand partnerships with community authorities, organizations, and support groups and move from transactional to collaborative engagements for students, faculty, staff and the community.

- **Tactic #1** Create data base of community partners and create criteria to assess success of partnerships.
- **Tactic #2** Create “Partnership Committee” with responsibility to monitor and support partnership development including policies and procedures.

Strategy #2 Create pathways for community members and organizations to engage with diverse programs/events held at the college.

- **Tactic#1** Create an inventory of EC3PA DEI-themed events appropriate for community participation.
- **Tactic #2** Develop outreach plan for engaging community members with events to increase community participation in events by 10%.
- **Tactic #3** Explore creation of Advisory Committee to guide efforts.

Strategy #3 Increase the diversity of college leadership including the Board of Trustees and senior leadership roles.

- **Tactic #1** Assess current efforts and develop new strategies to increase diversity among the President’s Cabinet and senior leadership, aspiring to achieve 10-25% representation from diverse populations.
- **Tactic #2** Develop pipeline programs (both faculty and administrator) to develop diverse leadership.



Diversity, Equity, and Inclusion Calendar 2022

January

Day (s)	Group, Culture, or Cause Observed
	Poverty in America Awareness Month (Observed)
17	Martin Luther King, Jr. Day (Observed)
27	International Holocaust Remembrance Day (Observed)

February

Day (s)	Group, Culture, or Cause Observed
	Black History Month (Celebrated)
20	World Day of Social Justice (Observed)

March

Day (s)	Group, Culture, or Cause Observed
	Irish-American Heritage Month (Celebrated)
	National Women’s History Month (Celebrated)
11	World Day of Muslim Culture, Peace, Dialogue (Observed)
17	St. Patrick’s Day (Celebrated)
21	International Day for the Elimination of Racial Discrimination (Celebrated)

April

Day (s)	Group, Culture, or Cause Observed
	Arab-American Heritage Month (Celebrated)
	Celebrate Diversity Month (Observed)
1	Ramadan Begins (Observed)
15	Homelessness Matters Day (Observed)
28	Holocaust Remembrance Day (Celebrated)



Diversity, Equity, and Inclusion Calendar 2022

May

Day (s)	Group, Culture, or Cause Observed
	Asian-American and Pacific Islander Heritage Month (Celebrated)
5	Cinco de Mayo (Celebrated)
5	National Day of Prayer (Observed)

June

Day (s)	Group, Culture, or Cause Observed
	LGBTQ+ Pride Month (Celebrated)
8	Race Unity Day (Observed)
19	Juneteenth (Observed)
20	World Refugee Day (Observed)

July

Day (s)	Group, Culture, or Cause Observed
4	Independence Day (Celebrated)
26	Anniversary of the Signing of the Americans with Disabilities Act (Observed)

August

Day (s)	Group, Culture, or Cause Observed
	Black Business Month (Observed)

September

Day (s)	Group, Culture, or Cause Observed
	Hispanic Heritage Month (Celebrated)
2	National Food Bank Day (Observed)



Diversity, Equity, and Inclusion Calendar 2022

October

Day (s)	Group, Culture, or Cause Observed
	Italian-American Heritage Month (Celebrated)
10	World Homeless Day (Observed)

November

Day (s)	Group, Culture, or Cause Observed
	National Native American Heritage Month (Celebrated)
20	Transgender Day of Remembrance (Observed)

December

Day (s)	Group, Culture, or Cause Observed
	Learn a Foreign Language Month (Observed)
1	World AIDS Day (Celebrated)

***Observed**-Recognized on social media, email blasts, print materials etc.

***Celebrated**-College Activity in Place

Information Report: Workforce Development

Information

Workforce Coordinator Doug Massey and Dean Rebecca Walker have been active in compiling a comprehensive list of businesses from various industries throughout the Erie County region that are partners with an interest in collaborating with EC3PA. The companies listed here have received initial contacts with in-person or virtual meetings either completed or on the books for the coming weeks. Thanks to the work of the Board and President Gray in opening the door for these conversations.

Manufacturing

- Custom Engineering
- Erie Center for Arts and Technology
- Impact Corry/Corry Hi-Ed
- Machining Concepts
- PA Talent Pipeline Development
- Penelec/First Energy
- William T Spaeder Company

Business

- Manufacturer and Business Association (MBA)
- National Association of Insurance Professionals (NAIP)

Transportation

- Team Hardinger
- Transportation Solutions

Healthcare

- EmeryCare

Hospitality/Tourism

- VisitErie

Education

- A-Plus Business Solutions
- Barber National Institute
- Community Country Day School
- Corry Higher Ed Council
- Erie Center for Arts and Technology (ECAT)
- Erie County CareerLink