



Minutes for Meeting Book - September 25, 2024 Board of Trustees Regular Meeting

09/25/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College Employees/Other Attendees (7)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman; CFO Frank Moore via Zoom; Assistant Vice President Dr. Keri Bowman; Dean of Academics Stewart Blacklaw; and Solicitor Timothy S. Wachter, Esq.

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
EJay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	N
Rev. Dr. Charles Mock	Y
Msg. Dr. David Rubino	Y
Vice Chairperson Dr. Michael Victor	Y
Christina Vogel	Y
Chairperson Cheryl Rush Dix	Y via Zoom

Approval of July 24, 2024 Regular Meeting Minutes (pg. 21-28)

Trustee	Motion 1	Vote
EJay Fyke		Y
Geoffrey Groce	2	Y
Kurt Hersch	1	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the July 24, 2024 Regular Meeting minutes was approved unanimously via voice vote.

Public Participation

None

Prior to the committee reports, Vice Chairperson Dr. Victor introduced the two new board members: Geoffrey A. Groce, MS, CRC representing District 5 and EJay Fyke representing District 2.

Communication

A. President's Report-Dr. Gray reminded Trustees that October 2nd is the Founders' Room Dedication. Founding Trustees will be recognized as well as the county executive and the county council members who were seated at the time of the vote to sponsor the Community College. He also highlighted the Mission Moment where a recent graduate gave \$250 through the Erie Gives campaign. Dr. Gray continued to say that this was impactful given that this graduate was promoted to an IT position because of the degree they obtained at EC3; they have a young family, yet this student believes in giving back to the College and supporting other students within the institution. Dr. Gray thanked the staff and board members who donated to Erie Gives in which the College received \$11,675 in donations.

*Continued

Dr. Gray provided updated enrollment numbers stating that there are over 700 students enrolled in EC3 for fall. He continued to report that the College has met its enrollment goals for the year. He said the CFO will readjust Plan Let's Go since the credit hours will generate additional revenue and present it to the Finance Committee. He said the College will be soliciting sealed bids for Financial Aid Application and Implementation Services that will come forward at the November full Board meeting. The consultant will help the College transition into using Title IV funding. Dr. Gray also reported that a dashboard will be available in January that will report growth.

B. Academic Committee-Trustee Msgr. Rubino asked Vice President Guy Goodman to give the report as he was out of town for the September 17th meeting. Vice President Goodman referred Trustees to the new program being brought forth for approval at tonight's meeting. He also reported that the committee discussed is a certified nurse's aide training program plan. This program accompanies the existing PCT certificate program. Although it does not require board approval, VP Goodman wanted to recognize that the committee is working on developing non-credit programs. Vice President Goodman also announced the new Associate Dean of Academics, Jennifer Kline, she brings expertise in the area of Allied Health. He continued that the committee also discussed the ramifications of financial aid being available to students.

C. Personnel Committee-Trustee Merrill was not present, and the committee did not meet.

D. Finance Committee-Trustee Hersch reported that the committee met on September 16th. He noted that the College is early in the financial cycle, but there is a positive variance because of increased enrollment.

E. Chairperson of the Board-Chairperson Rush Dix noted the events she attended since the last board meeting. Dr. Victor provided a special thank you to Chairperson Rush Dix for service in her role over the last two years.

Presentation-EC3 Foundation Updates

The resolution to ratify new EC3 Foundation members was tabled at the July 24, 2024 regular Board of Trustees meeting due to lack of information regarding the candidates. Vice Chairperson and Board representative to the EC3 Foundation, Dr. Victor, provided the information as requested. He shared that Carl Anderson, Judi Roth, and Tim McNair all were with Empower Erie and have a long history of investment into the development of the College. Kevin Arrington already works with many of the College's community partners.

Vice Chairperson Dr. Victor reported that the EC3 Foundation Board would eventually like representatives from human services, health care, business, corporate, manufacturing, and construction sectors. Vice Chairperson Dr. Victor said the Foundation isn't recruiting members from a specific sector but asked the Board to think about who they know, that would be a good fit. Eventually, once the EC3 Foundation Board is larger, they will target members from specific sectors. Dr. Gray reminded the Board that the EC3 Foundation is a Presidential advisory committee with no authority.

New Business-Resolution to Ratify EC3 Foundation Board Members [Board Report #24-34] (pg. 6)

See the presentation above for discussion points. The following members are up for ratification: Carl J. Anderson, III, Kevin Arrington, Timothy D. McNair, Judith Roth and will join current members: Ron DiNicola-Chair, Erin Kerner, and Karen Thomas.

Trustee	Motion 2	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino	2	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the ratification of the EC3 Foundation Board members was approved unanimously via voice vote.

*Continued

New Business-Resolution to Approve Associate of Applied Science in Behavioral Health Program [Board Report #24-35] (pg. 7-16)

See Academic Committee report.

Trustee	Motion 3	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino	2	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the Associate of Applied Science in Behavioral Health Program was approved unanimously via voice vote.

New Business-Resolution to Approve the Contract with WM.T. Spaeder in the Amount of \$79,400 For Lighting Upgrade Services for the E3 Erie West Campus [Board Report #24-38] (pg. 17)

Half of this contract amount will be reimbursed from PDE.

Trustee	Motion 4	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock	2	Y
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the contract with WM.T. Spaeder in the amount of \$79,400 for lighting upgrade services for the E3 Erie West Campus was approved unanimously via voice vote.

New Business-Resolution to Extend the MOU Between Erie School District and the Erie County Community College (EC3) from August 1, 2024-December 31, 2024 [Board Report #24-36] (pg. 18)

Vice President Guy Goodman reported that this continued the lease between the College and Erie High for spaces we are currently using. This was an interim location until the College had its own space up and running. The College’s location at North Coast Plaza is ready for students, but current students are finishing out the semester where they began at Erie High.

Trustee	Motion 5	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock	2	Y
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to extend the MOU between Erie School District and the Erie County Community College (EC3) from August 1, 2024-December 31, 2024 was approved unanimously via voice vote.

*Continued

New Business-Resolution to Adopt Board of Trustee Regular and Annual Meeting Dates and Committee Meeting Dates From January through December 2025 [Board Report #24-37] (pg. 19-20)

Discussion ensued around keeping the committee meeting dates and times more standardized, similar to the full board meetings, to improve operations. The following meeting dates have been updated due to Scribner errors in the original report as they are not the 4th Wednesday of every other month: March 10, 2025 to March 26, 2025 regular meeting, and September 22, 2025 to September 24, 2025 for both the regular and annual meetings.

Trustee	Motion 6	Vote
EJay Fyke	2	Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino	1	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to adopt Board of Trustee Regular and Annual Meeting Dates and Committee Meeting Dates From January through December 2025 passed unanimously via voice vote.

Future Agenda Items/Summary Comments by Board Members

Trustee Rev. Mock requested an update on enrollment and the collaboration with the YLI location. Dr. Gray reported that the student energy is there and that there are opportunities to partner and contribute to the betterment of the organization. Open dialogue will continue with viable east side locations, but currently the YLI building will suffice for the College's enrollment needs.

Executive Session Took Place on August 15, 2024 at 1pm for the Purposes of Personnel

Motion to Adjourn into Executive Session for the Purposes of Personnel

The trustees entered into Executive Session for the purposes of personnel at 5:37pm. They did not return to regular session since no action items were taken.

*Continued

Time: 5:37pm

Trustee	Motion 7	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	2	Y
Robert Merrill		Not Present
Rev. Dr. Charles Mock	1	Y
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Chairperson Cheryl Rush Dix		Y

The motion to adjourn into Executive Session was approved unanimously via voice vote.

The Annual Meeting will begin directly after this meeting. The next Regular Meeting November 20, 2024 at 5:00pm.



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting

September 25, 2024

EC3 Erie West

2403 West 8th Street

Founders' Room 307A

Erie, PA, 16505

Meeting ID: 864 7949 2792, Passcode: 113651



COMMUNITY
COLLEGE

Meeting Book - September 25, 2024 Board of Trustees Regular Meeting

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1. Call to Order

 2. Roll Call

 3. Approval of July 24, 2024 Regular Meeting Minutes (pg. 21-28)

 4. Public Participation

 5. Communication
 - A. President's Report
Chris Gray, PhD
 - B. Academic Committee
Trustee Msg. David Rubino, Ph.D Ph.D.
 - C. Personnel Committee
Trustee Robert Merrill
 - D. Finance Committee
 1. YTD Budget Summary 2024-2025 (pg. 4)
 2. August 2024 Bank Reconciliation (pg. 5)
 - E. Chairperson of the Board
Chairperson Cheryl Rush Dix
 - F. Other

 6. Presentation-EC3 Foundation Updates
Vice Chairperson Dr. Michael Victor

 7. New Business-Resolution to Ratify EC3 Foundation Board Members
[Board Report #24-34] (pg. 6)

 8. New Business-Resolution to Approve Associate of Applied Science
in Behavioral Health Program [Board Report #24-35] (pg. 7-16)

 9. New Business-Resolution to Approve the Contract with WM.T.
Spaeder in the Amount of \$79,400 For Lighting Upgrade Services for
the E3 Erie West Campus [Board Report #24-38] (pg. 17)

 10. New Business-Resolution to Extend the MOU Between Erie
School District and the Erie County Community College (EC3) from
August 1, 2024-December 31, 2024 [Board Report #24-36] (pg. 18)
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11. New Business-Resolution to Adopt Board of Trustee Regular and Annual Meeting Dates and Committee Meeting Dates From January through December 2025 [Board Report #24-37] (pg. 19-20)

12. Future Agenda Items/Summary Comments by Board Members

13. Executive Session Took Place on August 15, 2024 at 1pm for the Purposes of Personnel

14. Motion to Adjourn

15. Next Regular Meeting November 20, 2024 at 5:00pm

<i>Erie County Community College</i>						
YEAR-TO-DATE OPERATING & CAPITAL BUDGET REPORT						
<i>Fiscal Year 2024-25 as of August 31, 2024</i>						
	YTD	YTD	Actual vs.	%		
	Actual	Budget	Budget	Variance	Anticipated	Comments
OPERATING & CAPITAL REVENUES						
Student Tuition & Fees	\$ 207,108	\$ 100,844	\$ 106,264	105.4%		
Tuition from Noncredit Programs	-	-	-	0.0%		
County of Erie - Operating	697,612	697,612	-	0.0%		
Commonwealth of PA - Operating	816,800	816,910	(111)	0.0%		
Commonwealth of PA - SS Reimbursement	34,691	34,691	-	0.0%		
Grants	53,090	51,655	1,435	2.8%		
Investment Income	41,273	30,000	11,273	37.6%		
Donation Passthrough	1,155	4,000	(2,845)	-71.1%		
Miscellaneous Income	2,818	3,000	(182)	-6.1%		
Total Operating & Capital Revenues	\$ 1,854,546	\$ 1,738,712	\$ 115,834	6.7%		
APPLICATION OF FUNDS						
Salaries	\$ 673,545	\$ 696,741	\$ 23,196	3.3%		
Staff Benefits	159,240	148,191	(11,049)	-7.5%		
Other Expenses	116,351	117,784	1,433	1.2%		
Contracted	44,550	49,000	4,450	9.1%		
Insurance	31,389	31,159	(230)	-0.7%		
Travel	5,122	6,883	1,762	25.6%		
Maintenance & Repairs	8,249	10,000	1,751	17.5%		
Marketing	100,886	87,309	(13,577)	-15.6%		
Contingency	-	8,333	8,333	100.0%		
Non-Lease Equipment & Non-Leased Software	103,107	99,618	(3,489)	-3.5%		
Facility Operations	31,477	28,597	(2,880)	-10.1%		
TOTAL EXPENSES	\$ 1,273,917	\$ 1,283,616	\$ 9,699	0.8%		
Surplus/(Deficit)	\$ 580,629	\$ 455,096	\$ 125,534	27.6%		

Erie County Community College		
Confirmation of Bank Statement Reconciliations		
	Community College of Erie County	
Currency	USD	
All EC3 Statements - Beginning Date	8/1/2024	
All EC3 Statement - End Date	8/31/2024	
Bank Statements Status - Reviewed & Reconciled	Reconciled	
Operating Account Balances		
FNB	August 2024 Current Balances	
Operating	\$ 109,982.99	
Investment Account	\$ 2,953,777.28	
Total Operating Account Balances	\$ 3,063,760.27	
Designated Purpose Account Balances		
FNB		
Designated Purpose Account	\$ 1,573,652.68	
Advancement Fund Account	\$ 16,747.28	
Board Designated Reserves	\$ 1,250,000.00	
Total Designated Account Balances	\$ 2,840,399.96	
Total Operating and Designated Account Balances	\$ 5,904,160.23	
Other Designated Purpose Account Balances		
Foundation Agency Fund <i>(not included in College account balances)</i>	\$ 1,686,696.49	as of 6/30/2024
Receivable - Funds State and County		
Erie County - Quarterly Funding	\$ -	
State PDE - Operating & Capital	\$ -	
	\$ -	



Resolution to Ratify EC3 Foundation Board Nominees

Information

The EC3 Foundation has approved the following nominees for ratification by the EC3 Board of Trustees.

Carl J. Anderson, III
Kevin Arrington
Timothy D. McNair
Judith Roth

The current members include:

Ron DiNicola-Chair
Erin Kerner
Karen Thomas
Trustee Dr. Michael Victor-EC3 Board of Trustee Representative

Recommendation

It is the recommendation of the EC3 Foundation that the Board of Trustees moves to approve the ratification of the nominees of the EC3 Foundaton Board members as presented.



Resolution to Approve Associate of Applied Science in Behavioral Health Program

Information

The Academic Committee is submitting a Program Development Plan to add the Behavioral Health Services Associate of Applied Science Degree to the College's available offerings starting Spring 2025.

The Behavioral Health Services Associate of Applied Science Degree develops practical and professional skills so that graduates can assist clients who are dealing with mental instability, substance abuse, life stressors or crises, or other stress-related physical symptoms or health behaviors.

The degree prepares students to immediately enter the workforce in clinical or hospital settings or credits can be transferred to a college or university allowing students to pursue a bachelor's degree in various social science areas including social work or psychology.

- HSC 101 Introduction to Allied Health
- PCT 111 Patient Care Technician Skills I
- HSC 110 Medical Terminology and Body Systems
- BHE 100 Introduction to Behavioral Health Services
- BHE 200 Behavioral Health Functional Analysis
- BHE 298 Behavioral Health Externship I
- BHE 299 Behavioral Health Externship II
- General Education Core (15 hours)
- Program Electives (15 hours)
- General Electives (9 hours)

Total Credit Hours for Degree: 60

Recommendation

The Academic Committee recommends the Board of Trustees moves to approve the Behavioral Health Services Associate of Applied Science Degree Program as part of the Erie County Community College's course curriculum beginning Spring 2025.

EC3 New Program Development Plan

Program Name:

Associate of Applied Science in Behavioral Health Services

Department:

Applied

Arts & Sciences

Program Description:

According to the Agency for Healthcare Research and Quality, behavioral health is the study of “mental health and substance abuse, life stressors and crises, stress related physical symptoms and health behaviors.” It is a dynamic and growing field that focuses on promoting positive health behaviors while reducing or eliminating health risk behaviors.

Obtaining an Associate of Applied Sciences in Behavioral Health Services degree is a crucial step towards becoming a well-trained technician in the growing field of behavioral health. By focusing on the importance of early intervention and treatment, individuals with this degree can significantly improve client outcomes. Additionally, obtaining a registered behavior technician certification can further enhance one’s skills and knowledge in this field. Furthermore, transferring to a 4-year institution can open up more opportunities for career advancement and specialized training. Overall, pursuing this degree demonstrates a commitment to professionalism and excellence in the field of behavioral health.

Industry Outlook:

Behavioral Health Technician- inpatient
Behavior Health Counselor
Residential Behavioral Health Assistant
PRTF Behavioral Health Technician
Community Health Worker
Direct Support Professional
Program Specialist-Residential
Psychiatric Rehabilitation Worker
Home Leader
Behavioral Health-Observation Technician

*Transfer to Bachelor of Arts or Sciences in Behavioral Health, Social Work, or psychology.

Labor Market Need - Local

(Employment Projections from BLS, the High Priority Occupation (HPO) list for the Northwest Workforce Development Area in PA or other external sources).

New Program Development Plan: Associate of Applied Sciences in Behavioral Health Services

According to the Bureau of Labor Statistics, overall employment of psychiatric technicians and aides is projected to grow 9 percent from 2022 to 2032, much faster than the average for all occupations.

Reported from Millcreek Community Hospital, one of the largest employers of this type of position reported 16-25 openings annually. Safe Harbor (UPMC) currently has 10 openings which does not include the waiting list of new clients. Sarah Reed Children's Center hires around 75 new direct care staff each year as well.

Allegheny Health Network has a need for 5 Mental Health Technicians annually. Post-Covid, L'Arche has seen an increase in need from 29 to 45 Direct Support Professionals a year. This data shows there is a community need for behavioral health professionals that is only getting larger. The need for these well-trained behavioral health staff is increasing with the need for behavioral health services.

SOC* code: 29-2053 & 31-1133

CIP code:** 51.000

CIP/SOC Correlation Crosswalk:

CIP Code	CIP Title	SOC Code	SOC Title
51.000	Health Services/Allied Health/Health Sciences, General	29-2053	Psychiatric Technicians
51.000	Health Services/Allied Health/Health Sciences, General	31-1133	Psychiatric Aides

*Standard Occupational Classification (SOC) system is used by federal agencies to classify workers into occupational categories (source: U.S. Bureau of Labor Statistics: [Standard Occupational Classification \(SOC\) System \(bls.gov\)](https://www.bls.gov/occupational-classification/))

**The Classification of Instructional Programs (CIP) was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020, (source: [CIP user site \(ed.gov\)](https://nces.ed.gov/ipeds/data/cip/))

Job growth:

Employment			
Estimated 2022	Projected 2032	Percent Change	Annual Demand
---	---	9%	15,200

Wages for Erie County, PA Area:

Wages (2024)		
Entry Level	Annual Average	Exper. Level
32,000	35,000	38,000

Top Skills & Qualifications (listed in job postings):

- Provides assistance in meeting the daily living needs of patients within the therapeutic setting.
- Directs patient activities designed to improve biopsychosocial functioning.
- Implements identified patient care activities to assigned patients under the direction of nursing staff.
- Documents patient behaviors and deviations on checklist and in narrative on the medical record.
- Demonstrates professional behavior and interactions at all times with patients, family members, other professionals and staff.
- Participates in staff training programs designed to improve professional knowledge and skills that will enhance clinical expertise and patient care.

Local Employers & Advisory Committee Recommendations:

AHN- Behavioral Health Unit
Millcreek Community Hospital
Sarah Reed Children's Center
Barber National Institute
Lakeshore Community Services
Harborcreek Youth Services
Perseus House
Snug Harbor
Edmund L Detention Center
Safe Harbor
Achievement Center
Sevita
Stairways
Family Services
L'Arche Erie
Gaudenzia
Regional Behavior Consultants
Bethesda Lutheran Services
Edinboro Counseling and Psychological Services
Multicultural Resource Center
Erie County Government-Office of Children and Youth
Pathways Health and Community Support

Secondary Partnerships

Students with an associate degree in behavioral health services can transfer to a four-year college or university and complete studies within social work, psychology, or behavioral health.

Similar Programs at Other Colleges and Universities

Pennsylvania Institute of Technology-Online Psychology and Behavioral Health Degree
<https://www.pit.edu/programs/associate/psychology-and-behavioral-health/>

Community College of Philadelphia- Behavioral Health/Human Services
[Behavioral Health/Human Services | Community College of Philadelphia \(ccp.edu\)](https://www.ccp.edu/behavioral-health/human-services/)

Baltimore City Community College – Allied Human Services AAS
[Program: Allied Human Services, AAS - Baltimore City Community College - Modern Campus Catalog™ \(bccc.edu\)](https://www.bccc.edu/catalog/allied-human-services-aas-modern-campus)

Program Learning Outcomes

Upon completion of this program, a student will be able to:

- Provide basic care to clients of all age groups in a variety of behavioral health settings.
- Demonstrate an understanding of key concepts in behavioral health promotion including: the determinants of mental health; stress; coping; anxiety, mood and personality disorders; substance abuse; and treatment.
- Identify and model examples of ethical and professional behavior.
- Demonstrate an understanding of group processes and behaviors including identity, formation, structure, power, influence, leadership, and performance.
- Demonstrate effective verbal and written communication skills.
- Use critical thinking skills to solve problems relevant to the practice of behavioral health.

Credential Earned

Associate of Applied Science Degree in Behavioral Health Management

Curriculum:

Course Number	Title	Units
HSC 101	Introduction to Allied Health	3
PCT 111	Patient Care Technician Skills	3

New Program Development Plan: Associate of Applied Sciences in Behavioral Health Services

HSC 110	Medical Terminology and Body Systems	3
BHE 100	Introduction to Behavioral Health Services	3
BHE 200	Behavioral Health Functional Analysis	3
BHE 298	Behavioral Health Externship I	3
BHE 299	Behavioral Health Externship II	2
	General Education Core	15
	General Electives	15
	Program Electives	9
Total		60

Program Sequencing

1st Year: Early Fall

HSC 101	Introduction to Allied Health	3
	General Education - Writing	3
	General Education – Social/Behavioral Sciences	3

Mid-Fall

	General Elective	3
	General Education - Math	3

Early Spring

HSC 110	Medical Terminology and Body Systems	4
	General Elective	3

New Program Development Plan: Associate of Applied Sciences in Behavioral Health Services

BHE 100	Introduction to Behavioral Health Services	3
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Mid-Spring

HSC 110	Medical Terminology and Body Systems	0
	General Education - Communication	3
	Program Elective	3

2nd Year: Early Fall

PCT 111	Patient Care Technician Skills	3
	General Elective	3
	General Education – Philosophy/Artistic Exp	3

Mid-Fall

BHE 200	Behavioral Health Functional Analysis	3
	Program Elective	3

Early Spring

BHE 298	Behavioral Health Externship I	3
	Program Elective	3
	General Elective	3

Mid Spring

BHE 299	Behavioral Health Externship II	2
	General Elective	3

Description of Anticipated Resources

The first year, the student will take a variety of pre-existing courses that pertain to the basic physical care of patients and understanding of psychological issues. The second year will be focused on special behavioral health classes that apply to the direct care of behavioral health clients. The student will learn and take the Registered Behavior Technician certification after 40 hours of training from a Board Certified Behavior Analyst (BCBA) certified instructor. The last two semesters will include an externship at a local behavioral health facility. Each externship class will be 2-3 credits or 80-120 hours at the extern site.

Fiscal Support Summary

	Year 1	Year 2	Year 3
Faculty, FT & Adjunct	3,000	8,500	\$8,500
Faculty Training	\$500	\$500	\$500
Consulting Services	7,000	0	0
TOTAL:	\$10,500	\$9,000	\$9,000

Additional Cost/Notes:

(E.G. Space requirements beyond that which the college currently owns or leases)

Enrollment & Tuition Projections

	Year 1	Year 2	Year 3
Fall Enrollment	12 students (180 credits)	24 students (360 credits)	24 students (360 credits)
Spring Enrollment	12 students (192 credits)	24 students (360 credits)	24 students (360 credits)
Total Unduplicated Headcount	12 students	24 students	24 students
Total Credits Projected	372 credits	720 credits	24 credits
Tuition Generated (\$160/credit)	\$59,520	\$115,200	\$115,200

*Tuition based on in-county residence rate of \$160 per credit.

Economic Impact in Erie County

	Year 1	Year 2	Year 3
# of completers	12	24	48

New Program Development Plan: Associate of Applied Sciences in Behavioral Health Services

Median Wage*	\$37,330	\$37,330	\$37,330
Earning Potential Generated	\$447,960	\$895,920	\$1,791,840
Cumulative Earning Potential Generated in Erie County	\$447,960	\$1,343,880	\$3,583,680

*Median Wage and Earning Potential Generated are based on the 2022 median compensation for (Health Services/Allied Health/Health Sciences, General] in Erie, PA, which is: \$37,330 (Source: (e.g. Bureau of Labor Statistics.))

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**Credits are based on course sequencing plan

Economic Impact in Erie County

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Projected Implementation Timeline

Program Development Planning	May 2024
Program Advisory Committee Review/Input	May 2024
Curriculum Committee Approval	August 2024
President’s Cabinet Review	September 2024
Executive Vice President Approval	September 2024
Board of Trustees Approval	September 2024
Effective Date	Spring 2025

Future Development

Behavioral Health Services Technician – Certificate

Course Descriptions and Learning Outcomes:

Introduction to Behavioral Health Services (3 credits):

The "Introduction to Behavioral Health" class serves as a gateway for students to explore the multifaceted nature of human behavior, mental health, and the complexities of promoting well-being in individuals and communities. Through theoretical learning, practical application, and critical reflection, students will develop a deeper appreciation for the importance of behavioral health in fostering a healthier and more resilient society.

Behavioral Health Functional Analysis (3 Credits):

The course provides students with essential knowledge and skills to effectively respond to crises, support individuals experiencing mental health challenges, and promote trauma-informed approaches to care. Through a combination of theoretical learning, practical exercises, and case studies, students will develop competencies in crisis prevention, de-escalation techniques, trauma-informed interventions, functional analysis and group facilitation.

Behavioral Health Externship I (3 Credits):

This course is a credit worthy clinical experience that will provide the students with the ability to transfer knowledge and skill sets from the classroom to the clinical setting through direct patient care in various behavioral health care settings. Students will be supervised by a qualified preceptor who will evaluate their progress.

Behavioral Health Externship II (2 Credits):

This course is a credit worthy clinical experience that will provide the students with the ability to transfer knowledge and skill sets from the classroom to the clinical setting through direct patient care in various behavioral health care settings. Students will be supervised by a qualified preceptor who will evaluate their progress.



Resolution to Approve the Contract with WM.T. Spaeder in the Amount of \$79,400
For Lighting Upgrade Services for the E3 Erie West Campus

Information

The College publicly requested sealed bids for lighting upgrade services at the EC3 Erie West Campus. There was an open site visit on September 16, 2024. The bids were received until September 23, 2024, at which time they were opened. WM.T. Spaeder was the lowest responsible and responsive bid or quote received at \$79,400.

Recommendation

It is recommended that the Board of Trustees moves to approve the contract with WM.T. Spaeder in the amount of \$79,400 for lighting upgrade services for the EC3 Erie West campus.



Resolution to Extend the MOU Between Erie School District and the Erie County Community College
from August 1, 2024-December 31, 2024

Information

This extension of the Memorandum of Understanding (MOU) is being submitted on behalf of Erie School District for use of the CNC machining lab from August 1, 2024 through December 31, 2024. This is an extension of the original MOU approved at the August 24, 2022 Board Meeting [Board Report #22-67].

Recommendation

It is recommended that the Board of Trustees moves to approve the Memorandum of Understanding between Erie School District and Erie County Community College for use of the CNC machining labs from August 1, 2024 through December 31, 2024.



Resolution to Adopt Board of Trustee Regular and Annual Meeting Dates and Committee Meeting Dates
From January through December 2025

Information

Current EC3 Bylaws require the Board of Trustees to have six regular meetings a year and one annual meeting in September. Meetings are held on the fourth Wednesday of the month at 5:00pm except for November where the meetings are held on the third Wednesday of the month due to the holiday.

It is recommended that the following standing committees; Finance, Academic, and Personnel; meet as needed in the off months keeping with the fourth Wednesday of the month at 5:00pm and 6:00pm respectively except for December where the meetings are held on the third Wednesday of the month due to the holiday.

The Executive Committee meeting schedule will be determined by the new Chairperson voted in at the September 25, 2024, annual meeting.

Attached are the proposed meeting dates based on the above recommendations.

Recommendation

It is recommended that the Board of Trustees moves to approve the Board of Trustee Regular and Annual meeting and Committee Meeting dates from January through December 2025 as submitted.



January	February
Regular Board of Trustees Meeting Wednesday, January 22, 2025, at 5:00 PM	Finance Committee Meeting Wednesday, February 26, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, February 26, 2025, at 6:00pm
March	April
Regular Board of Trustees Meeting Wednesday, March 19, 2025, at 5:00 PM	Finance Committee Meeting Wednesday, April 23, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, April 23, 2025, at 6:00pm
May	June
Regular Board of Trustees Meeting Wednesday, May 28, 2025, at 5:00 PM	Finance Committee Meeting Wednesday, June 25, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, June 25, 2025, at 6:00pm
July	August
Regular Board of Trustees Meeting Wednesday, July 23, 2025, at 5:00 PM	Finance Committee Meeting Wednesday, August 27, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, August 27, 2025, at 6:00pm
September	October
Annual Board of Trustees Meeting Wednesday, September 22, 2025, at 5:00 PM Regular Board of Trustees Meeting Wednesday, September 22, 2025, <i>immediately following the annual meeting</i>	Finance Committee Meeting Wednesday, October 22, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, October 22, 2025, at 6:00pm
November	December
Regular Board of Trustees Meeting Wednesday, November 19, 2025, at 5:00 PM	Finance Committee Meeting Wednesday, December 17, 2025, at 5:00pm Personnel & Academic Committee Meeting Wednesday, December 17, 2025, at 6:00pm

**Proposed Committee dates and times are as needed*

Minutes for Meeting Book - July 24, 2024 Board of Trustees Regular Meeting

07/24/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (7)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman; CFO Frank Moore via Zoom; Dean of Academics Stewart Blacklaw; Director of Advancement Carolyn Dunn; and Solicitor Timothy S. Wachter, Esq.

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Not Present
Kurt Hersch	Y via Zoom
Robert Merrill	Y
Rev. Dr. Charles Mock	Not Present
Msg. Dr. David Rubino	Y
Vice Chairperson Dr. Michael Victor	Y
Christina Vogel	Y
Annette Wagner, M.D.	Y
Chairperson Cheryl Rush Dix	Y

Approval of May 22, 2024 Regular Meeting Minutes (pg. 22-28)

Trustee	Motion 1	Vote
Justin Gallagher		Not Present
Kurt Hersch		Abstain
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino	1	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel	2	Y
Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the May 22, 2024, Regular Meeting Minutes was passed via voice vote. Secretary Hersch abstained because he was not present at the May 22, 2024, meeting.

Public Participation

None

Communication

A. President's Report-Dr. Gray reported on the College's sponsorship of the C.L.A.S.S Act Emerging Leader Award and his attendance at the final scholarship presentation. Dr. Gray also provided Trustees with an overview of enacted higher education legislation from Dr. Kate Shaw, Deputy Secretary and Commissioner of Higher Education. He then asked Trustee Msg. Rubino to provide information and preparation for the upcoming MSCHE interview so that the Trustees know what to expect.

B. Academic Committee- Executive Vice President Guy Goodman reported that the committee met on July 16th. They reviewed and approved the policies brought forth for approval at today's meeting- Board Policy VII.C.2 Freedom of Expression and Demonstration Board Policy and VI.A.6: Construction Contract Diversity Policy.

C. Personnel Committee-Chair Merrill reported that the committee met on July 8th. The new HR Director, Bridget Daugherty, was introduced. College employee demographics and organizational chart updates were provided. He noted the handbook was in the process of being completed.

D. Finance Committee-Secretary Hersch reported that the committee met on July 15th and reviewed the year end financials in comparison to last year. The committee also reviewed the proposed 24-25 final budget and the five-year capital asset estimate of investments.

E. Chairperson of the Board-Chairperson Rush Dix reported the list of events she attended in June and July Events June/July. The Chairperson will also be a presenter at the White House Commissioner on Equity in Education and the 2024 Erie Economic Conference. She reminded the Trustees about the MSCHE interviews on August 6th and that the September Board meeting will include a regular and annual meeting where new Board officers will be elected.

F. Other-Dr. Gray reported that the Gannon articulation agreement had been signed. He also reported that the Youth Leadership Institute (YLI) is part of the mayor's press conference tomorrow where EC3 at YLI will be announced publicly.

Presentation-EC3 Foundation Overview

Advancement Director, Carolyn Dunn, reported on the tasks that have been accomplished by the Foundation in the last six months including a fundraising plan and donor platform. She reported that the Foundation is now stepping into phase 2 creating bylaws, adding new board members, and creating campaigns. Dr. Gray clarified that while the EC3 Foundation is not a 501c3 it allows for the same tax relief for charitable contributions.

Presentation-KPI End of Semester Update (Exhibit A)

Executive Vice President Guy Goodman reported on the Spring 2024 KPI highlights covering enrollment, course success, retention rates, graduation rates, and transfer and job placement.

EC3 is truly Erie County's Community College as every school district and over 99% of the communities in Erie County represented in Spring 2024. 84.2% Course Success Rate with 48.9% Passing with a grade of A. Retention from Fall 2023 to Spring 2024 is 67.3% and every race/ethnicity category was above 65%. EVP Goodman credits clearly identifying the student's aptitude coming in and student success coaches who work one on one with them. Graduation rates continue to grow as well as transfer and job placement opportunities. EVP Goodman noted that a graduate survey will be sent out in late October, early November to gather more data.

He also reported that of the first class of Surgical Technology students, a program in conjunction with UPMC, eight of nine finished the course and passed certification exam on first try. They are all employed in that field. There are currently seven students enrolled for the fall semester and there is space for twelve. Dr. Gray informed the Board that each hospital has their own requirements for the position and there are specialized accreditation

standards. He continued that EC3's mission is to focus on workforce development in Erie County and the needs of local industry according to their feedback.

New Business-Resolution to Ratify EC3 Foundation Board Nominees [Board Report #24-32] (pg. 6)

No motion was brought forward concerning this agenda item. There was discussion around the current EC3 Foundation Charter and how the Foundation Board appointments relate back to the duties of the Board of Trustees. The Board of Trustees want to know the larger plan for the EC3 Foundation in terms of organizational structure and recruiting membership. The Board of Trustees felt they did not have enough information about the three members up for ratification to make a decision at this time. Vice Chairperson Dr. Victor, who is Board of Trustee liaison to the EC3 Foundation Board, confirmed that the EC3 Foundation Board had profiles for the new Foundation members and approved the three new members up for ratification because of their knowledge of fundraising, but thought the motion would look different coming forward to the full board.

Dr. Gray reminded the Board of Trustees that they approved the charter for the EC3 Foundation which notes "The Foundation will select their own members, subject to ratification of nominees by the Board. ". He continued that the relationship between the Board of Trustees and the EC3 Foundation needs to be codified through the charter.

Solicitor Wachter informed the Board that they had three options; approve as presented, table the agenda item, or reject the agenda item by vote. There was a motion to table the agenda item until the next meeting by Trustee Annette Wagner, M.D. with the expectation that the current EC3 Foundation Board provides information concerning the characteristics of members intended to make up the EC3 Foundation Board and provide profiles of prospective members and all future nominees.

Continued: New Business-Resolution to Ratify EC3 Foundation Board Nominees [Board Report #24-32] (pg. 6)

Trustee	Motion 2	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel	2	Y
Annette Wagner, M.D.	1	Y
Chairperson Cheryl Rush Dix		Y

The motion to table the ratification of the EC3 Foundation Board members until the September 28, 2024 regular meeting with the expectation that the current EC3 Foundation Board provides information concerning the characteristics of members intended to make up the EC3 Foundation Board and provide profiles of prospective members and all future nominees was passed unanimously.

New Business-Resolution to Approve the 2024-2025 Final Budget [Board Report #24-29] (pg. 7-10)

Trustee	Motion 3	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel	1	Y
Annette Wagner, M.D.	2	Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the 2024-2025 final budget was approved unanimously via roll call vote.

New Business-Resolution to Implement New Board Policy VII.C.2 Freedom of Expression and Demonstration [Board Report #24-30] (pg.11-12)

Trustee	Motion 4	Vote
Justin Gallagher		Not Present
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino	2	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion to implement new Board Policy VII.C.2 Freedom of Expression and Demonstration was approved unanimously via voice vote.

New Business-Resolution to Implement New Board Policy VI.A.6: Construction Contract Diversity Policy [Board Report #24-33] (pg. 13-14)

Chairperson Rush Dix noted that the College needs to continue to focus on diversity in hiring subcontractors and other laborers.

Trustee	Motion 5	Vote
Justin Gallagher		Not Present
Kurt Hersch		Abstained
Robert Merrill	2	Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Annette Wagner, M.D.	1	Y
Chairperson Cheryl Rush Dix		Y

The motion to implement new Board Policy VI.A.6: Construction Contract Diversity Policy was approved via roll call vote. Secretary Hersch abstained.

New Business-Resolution to Amend Board Policy VI.A.1 Purchasing Goods and Services [Board Report #24-31] (pg. 15-21)

Trustee	Motion 6	Vote
Justin Gallagher		Not Present
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel	2	Y
Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion to amend Board Policy VI.A.1 Purchasing Goods and Services passed unanimously via roll call vote.

Future Agenda Items/Summary Comments by Board Members

None

Executive Session

The trustees entered into executive session for the purposes of personnel matters.

Time In: 6:56pm

Time Out: 7:07pm

Motion to Adjourn

Time: 7:08pm

Trustee	Motion 7	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill	1	Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor	2	Y
Christina Vogel		Y
Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

Next Regular and Annual Meeting September 28, 2024 5PM