



Board of Trustees Meeting Minutes

Regular Monthly Meeting

July 23, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder's Rm 307A

Zoom Meeting ID: 864 7949 2792

Zoom Passcode: 113651

1. Call to Order-Time 5:02pm

2. Roll Call

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

With a quorum confirmed, the Trustees proceeded with the agenda.

College Employees/Other Attendees (6)

Founding President Chris Gray Ph.D. via Zoom; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman; CFO Frank Moore via Zoom; Executive Director of External Relations & Strategy Shawn Waskiewicz; and Solicitor Tim Wachter.

3. Approval of May 28, 2025, Regular Meeting Minutes (pg. 56-76)

Motion 1	Resolution to Approve the May 28, 2025, Regular Meeting Minutes
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There was no discussion.

***Continued**

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

Resolution to approve the May 28, 2025 regular meeting minutes was approved unanimously via voice vote.

4. Public Participation-None

5. Reports

A. President's Report

Chris Gray, Ph.D.

Chairperson Dr. Victor reviewed the President's report with the Trustees. Dr. Gray noted that EC3 hosted the C.L.A.S.S. Act Scholarship banquet this year as one of the program's sponsors. He also thanked the Trustees for recommending his attendance at the AACC President's Academy Summer Institute. Finally, he highlighted the Student Affairs division report with emphasis on the Federal Financial Aid timeline and enrollment are both on track.

B. Ad Hoc Committees and Advisory Groups

1. Foundation-President's Advisory Group

Trustee Ejay Fyke, Board Representative

a. Report

Trustee Fyke reported that the Foundation Board hadn't met since the last Board meeting and that the next Foundation Board meeting is August 19th. He highlighted two events; first, was Erie Gives Day on August 12th and he provided the Trustees with a Peer-to-Peer fundraising sheet from the Erie Community Foundation. Second, was EC3's Scholarship Golf Classic on September 26th with a goal to raise \$30,000. Trustee Fyke said there were other events on the horizon including a fall scholarship campaign and champaign tasting event. Chairperson Dr. Victor noted that the Foundation could also request a pledge as long as the advancement and finance divisions were aware how to handle them.

C. Chairperson of the Board

Chairperson Michael Victor, J.D., LL.D.

Chairperson Dr. Victor thanked Trustee Merrill for developing the Presidential Evaluation

***Continued**

timeline and keeping the process on track with the entire process completed by July. The Chairperson also noted EC3's sponsorship of the Seawolves game on August 22nd and that tickets were available. He pointed out the construction happening throughout the building as part of the Board approved Allied Health renovation contracts. His final comment concerned the Board retreat key takeaways provided by ACCT consultant Dr. Dukes. Each Trustee present received a copy of the takeaways.

- D. **Other**-There were no other comments or reports.

6. **Presentation-KPI's & Financial Aid Updates and Timeline (Exhibit A)**

Executive Vice President, Guy Goodman

EVP Goodman presented a PowerPoint review of the College's Spring 2025 key performance indicators. He focused on enrollment, student success, retention and completion and will provide an update in September covering transfer and job placement. Enrollment continues to grow, and the top five academic programs are the College's original programs. Course success has grown to 85% in Spring 2025 in comparison to 70-80% at established institutions. First year retention rates for a full-time student are 76.5% for Fall 2024, well above the comparison school data. Students who start with us, stay with us-even if they are transferring. The College will see some normalization of those numbers over time. Students are provided with an exit survey which will provide information behind the data. The College completion rates for Fall 2022 were 47.2% completed within the federal government's 150% timeline (3 years to complete a 2-year degree). The national average is 35.2%. EC3 has strong comparative data in the region, state, and national levels. The College is doing exactly what we set out to do and will continue to monitor the indicators. It is a testament to the impact we are making in Erie County.

The Board thanked EVP Goodman for a job well done. Trustee Hersch noted that the data is not just good or ok, but fantastic. He recommended that we share the information with the public in a simple marketing campaign showing EC3's numbers vs the average, possibly even using students. It was also recommended that the numbers are shared with the county, at the Quarterly Breakfast and on a President speaking tour. The Trustees also noticed and commended the new billboard campaign around town. Shawn Waskiewicz, Executive Director of External Relations & Strategy, noted the Trustees' suggestions.

EVP Goodman also shared the Federal Financial Aid timeline with the Trustees. The timelines may change due to changes within the Department of Education, but the College will work with local representatives to help expedite the process.

7. **Standing Committee Reports and New Business**

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. Report-Chair Rush Dix was not present, so EVP Goodman reported that the following is a list of policies that were reviewed as part of the five-year annual cycle. There are several policies because this is their first review since adoption. They are being updated to reflect our titles, processes, and workflows. The academic calendar will be presented every July so there are always two calendars reviewed and approved.

2. New Business

Motion 2	<p>Resolution to Reaffirm, Amend, and/or Withdraw Academic Related Board Policies to Reflect Current Practice [Board Report #25-34] (pg. 5-24)</p> <ul style="list-style-type: none">• Policy IV.A.1: Assessment of Student Learning Outcomes• Policy IV.B.3: Course Syllabus Adoption and Use• Policy IV.B.4: Textbook and Course Materials Adoption• Policy IV.B.5: Course and Program Review and Evaluation• Policy IV.B.6: Course Section and Class Cancellation• Policy IV.B.7: Academic Program Discontinuation• Policy IV.C.1: Academic Code of Conduct for Students• Policy IV.C.2: Student Academic Leaves and Administrative Withdrawals• Policy IV.C.3: Student Academic Appeals• Policy IV.D.1: Professional Ethics Code• Policy IV.D.2: Academic Freedom• Policy IV.D.3: Intellectual Property• Policy V.A.2: Academic Standing• Policy V.A.4: Student Records• Policy V.A.5: Registration and Enrollment• Policy V.A.6: Transfer of Credits• Policy V.C.2: Transfer to Other Colleges and Universities• Policy V.C.4: Access to Health Services• Policy V.C.5: Library, Learning Resources and Technology Support• Policy V.D.1: Sex Offender Notifications• Policy V.D.2: Student Rights and Responsibilities/Code of Conduct• Policy V.D.3: Complaints, Problems, Grievances and Appeals by Students
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There was no discussion.

***Continued**

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

Resolution to reaffirm, amend, and/or withdraw academic related board policies to reflect current practice was approved unanimously via voice vote.

Motion 3	Resolution to Approve the 2026-2027 Academic Calendar as Presented [Board Report #25-36] (pg. 25-26)
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There was no discussion.

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

Resolution to approve the 2026-2027 academic calendar as presented was approved unanimously via voice vote.

B. Personnel Committee

Trustee Robert Merrill

1. Report-Chair Merrill reported there was no meeting in July.
2. New Business-No action items.

C. Finance Committee Report

Trustee Kurt Hersch

1. Report-Trustee Hersch reported that he was not present at the meeting and asked CFO Moore to report. CFO Moore reviewed the financials and reported that the audit process has begun. He also reported that the final budget will be adjusted and brought back to the Trustees for approval once the state budget is passed. He also said there is no concern because the College has the reserves and additional sources of funding such as the line of credit that the Board approved last month.
 - a. YTD Budget Summary 2025-2026 (pg. 27)
 - b. June 2025 Bank Reconciliation (pg. 28)
2. New Business

Motion 4	Resolution to Approve Service Master by Advance in the Amount of \$45,120 for Current Building Configuration and \$48,450 for Post Renovation Building Configuration to Provide Professional Janitorial Cleaning Services for the EC3 Erie West Campus [Board Report #25-37] (pg. 29)
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It was confirmed the contractor is local and that they won the award through a sealed bidding process.

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

Resolution to approve Service Master by Advance in the amount of \$45,120 for current building configuration and \$48,450 for post renovation building configuration to provide professional janitorial cleaning services for the EC3 Erie West Campus was approved unanimously via voice vote.

D. **Other**

1. New Business

Motion 5	Resolution to Amend and/or Implement Board Policy to Reflect Current Practice [Board Report #25-38] (pg. 30-35) <ul style="list-style-type: none">• Policy I.A.6: Disclosure of Personal or Private Interest• Policy I.A.7: Trustee Requests Requiring Board Authorization (New Policy)• Policy I.A.8: Trustee Voting (New Policy)• Policy VII.C.2: Freedom of Expression and Demonstration• Policy VII.C.3: Use of College Facilities for Elected Officials and Political Activity (New Policy)
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There was no discussion.

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

Resolution to amend and/or implement board policy to reflect current practice was approved unanimously via voice vote.

Motion 6	Second Reading of Proposed Amended EC3 Bylaws and Resolution to Adopt the EC3 Bylaws as Presented [Board Report #25-39] (pg. 36-54)
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There was no discussion.

***Continued**

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

Resolution to adopt the EC3 Bylaws as presented was approved unanimously via voice vote.

Motion 7	Resolution to Approve a Merit-Based Adjustment for the President as Presented [Board Report #25-40] (pg. 55)
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Personnel Chair Merrill reported that the Executive Committee is recommending a 3.5% raise to the President's salary/base and another 2.5% bonus-1.25% now and 1.25% in March when accreditation activity is completed.

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

Resolution to approve a merit-based adjustment for the president as presented was approved unanimously via voice vote.

9. Executive Session (if needed)-No executive session was necessary.

10. Motion to Adjourn-Time 5:45pm

***Continued**

Trustee	Motion 8	Vote
Ejay Fyke		Y
Geoffrey Groce		Not Present
Kurt Hersch	1	Y
Robert Merrill	2	Y
Msg. David Rubino		Not Present
Vice Chairperson Cheryl Rush Dix		Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to adjourn was approved unanimously via voice vote.

Next Regular and Annual Meeting September 24, 2025 at 5:00PM

EC3 KEY PERFORMANCE INDICATORS

SPRING 2025



ERIE COUNTY
COMMUNITY COLLEGE



Key Performance Indicators

- Enrollment
- Student Success
- Retention
- Completion
- Transfer and Job Placement



ERIE COUNTY
COMMUNITY COLLEGE

ENROLLMENT



Spring Enrollment by Headcounts

2023: **337** (FT-98: PT-239)

2024: **550** (FT-171: PT-379)

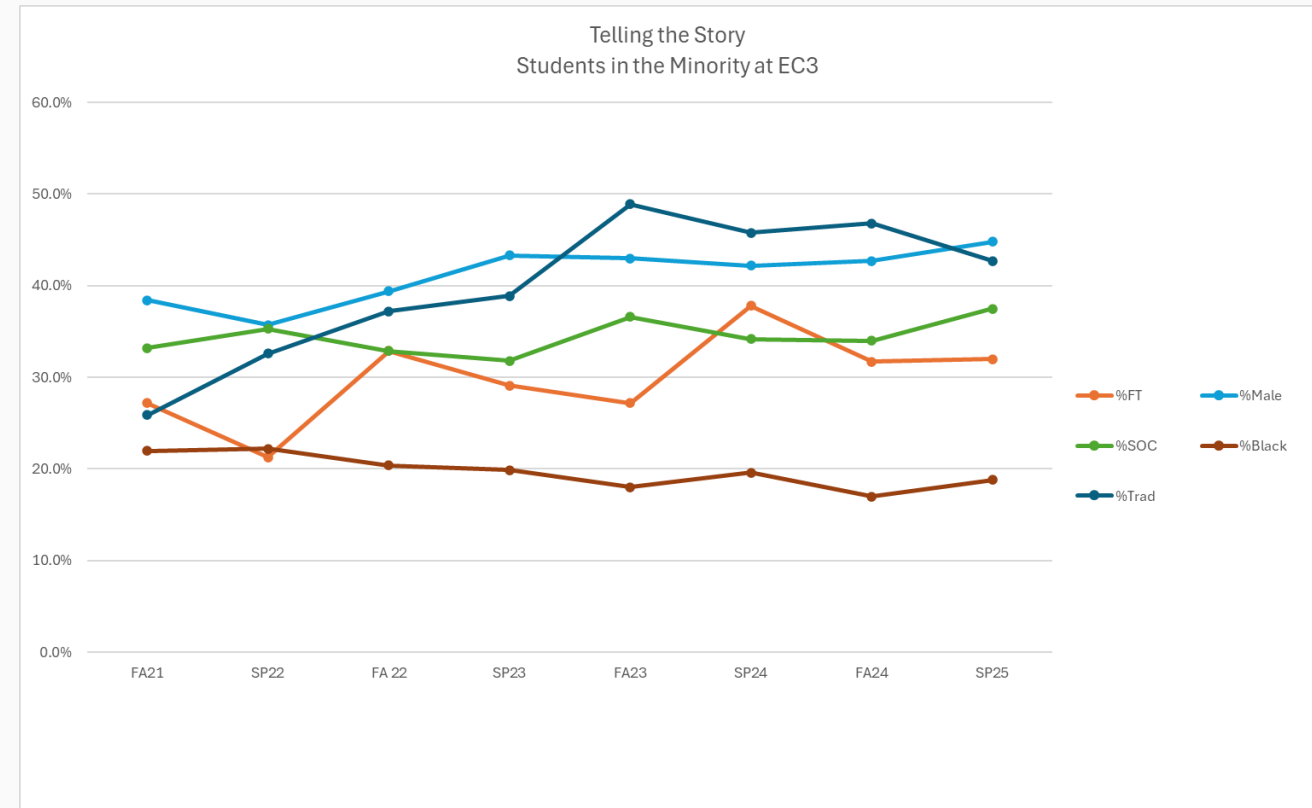
2025: **785** (FT-251: PT-534)

Spring Enrollment by Credit Hours

2023: **2,689** (FT-1,309: PT-1,380)

2024: **4,511** (FT-2,257: PT-2,254)

2025: **6,715** (FT-3,490: PT-3,225)



Black/African American student enrollment growth (red line) is not keeping pace compared to other demographic minority categories.

Spring Enrollment Totals



ERIE COUNTY
COMMUNITY COLLEGE

Top 5 Academic Programs

(Based on Program Enrollment)

#1: Associate of Arts (General Studies): 21.6%

#2: Management and Entrepreneurial Thinking (AAB): 15.9%

#3: IT/Network Systems (AAS): 7.0%

#4: IT/Programming (AAS): 5.2%

#5: Criminal Justice (AAS): 4.6%



STUDENT SUCCESS



Course Success on the Upswing

Term	Percent of Course Success
Spring 2022	69.6%
Spring 2023	82.6%
Spring 2024	83.9%
Spring 2025	85.0%

Available information for comparison from established institutions indicates a regular course success rate between 70-80% by term.



RETENTION



ERIE COUNTY
COMMUNITY COLLEGE

First-Year Retention Rates (First Semester Fall, Degree/Certificate Seeking Students)

Fall 2022	FT	74.5%
	PT	36.6%
Fall 2023	FT	83.0%
	PT	22.6%
Fall 2024	FT	76.5%
	PT	36.2%

Comparison School Data (FT students only)	
Penn Highlands Comm College	55%
Butler County Comm College	65%
Comm College of Beaver County	59%
Comm College of Allegheny County	62%
Comm College of Philadelphia	58%
Harrisburg Area Comm College	56%

Source: U.S. DoE College Scorecard Comparison Data for Fall 2022 cohort

A lower retention rate for part-time students is indicative of the competing priorities that exist within a student's personal situation and how education may be the first interest to be set aside when others need additional focus.

Retention

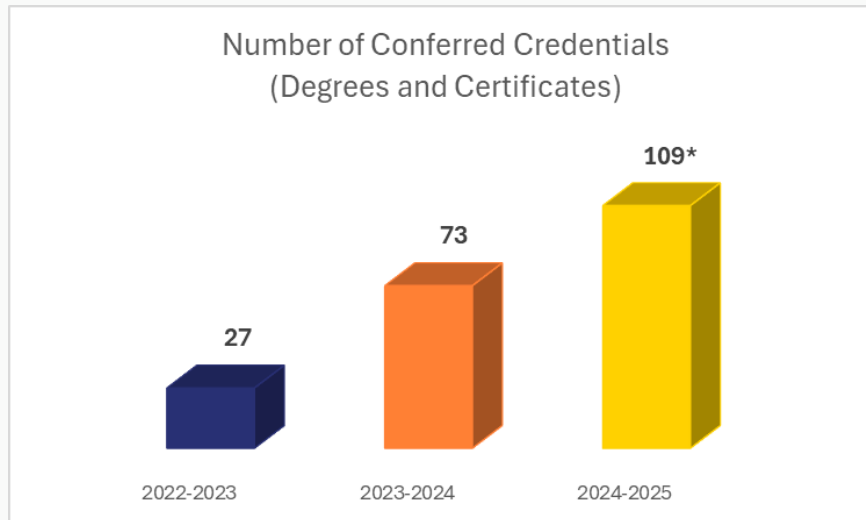


ERIE COUNTY
COMMUNITY COLLEGE



COMPLETION

Students Leaving with a Credential



*does not include students conferred in Summer 2025

Cohort Graduation Rates (Full Time Students Only)			
	Academic Year 2023	Academic Year 2024	Academic Year 2025
Fall 2021	25.5%	39.2%	47.1%
Fall 2022	N/A	28.3%	47.2%
Fall 2023	N/A	2.0%	29.4%
Fall 2024	N/A	N/A	10.8%

Cohort: First-time/Full-time at EC3

Using the 150% rule set by the federal government (3 years to complete 2-year degree), **39.2%** of the Fall 2021 cohort completed their credential.

For the fall 2022 cohort, **47.2%** completed within the 150% timeline.

National CC Average: 35.2%



ERIE COUNTY
COMMUNITY COLLEGE

FINANCIAL AID AT EC3



Financial Aid Update

EC3 has completed the first step toward participating in the Title IV federal student aid program and the Commonwealth of PA's Higher Education Assistance Agency's (PHEAA) student aid program.

June 17, 2025: EC3 submitted the eApplication to participate in Title IV program

June 29, 2025: EC3 received acknowledgement that the application was successfully submitted

June 30, 2025: US Dept of Education assigned an analyst to the application

Upcoming or Ongoing EC3 Tasks

- Identify the internal process for administering student aid to students
- Determine requisite and appropriate staffing levels for the Financial Aid functions
- Prepare current and prospective students for the financial aid process
- Prepare select staff for support of the financial aid process



THANK YOU

Guy Goodman, Executive VP

ggoodman@ec3pa.org

814-413-7003



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting Book

July 23, 2025

EC3 Erie West

2403 West 8th Street

Founders' Room 307A

Erie, Pennsylvania 16505

Meeting ID: 864 7949 2792 | Passcode: 113651



Board of Trustees Meeting Agenda

Regular Monthly Meeting

July 23, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder's Rm 307A

Zoom Meeting ID: 864 7949 2792

Zoom Passcode: 113651

1. Call to Order
2. Roll Call
3. Approval of May 28, 2025, Regular Meeting Minutes (pg. 56-76)

Motion 1	Resolution to Approve the May 28, 2025, Regular Meeting Minutes
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4. Public Participation

5. Reports

A. **President's Report**

Chris Gray, Ph.D.

B. **Ad Hoc Committees and Advisory Groups**

1. Foundation-President's Advisory Group

Trustee Ejay Fyke, Board Representative

a. Report

C. **Chairperson of the Board**

Chairperson Michael Victor, J.D., LL.D.

D. **Other**

6. Presentation-KPI's & Financial Aid Updates and Timeline

Executive Vice President, Guy Goodman

7. Standing Committee Reports and New Business

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. Report

2. New Business

Motion 2	<p>Resolution to Reaffirm, Amend, and/or Withdraw Academic Related Board Policies to Reflect Current Practice [Board Report #25-34] (pg. 5-24)</p> <ul style="list-style-type: none">• Policy IV.A.1: Assessment of Student Learning Outcomes• Policy IV.B.3: Course Syllabus Adoption and Use• Policy IV.B.4: Textbook and Course Materials Adoption• Policy IV.B.5: Course and Program Review and Evaluation <p style="text-align: right;">*Continued</p>
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	<ul style="list-style-type: none"> • Policy IV.B.6: Course Section and Class Cancellation • Policy IV.B.7: Academic Program Discontinuation • Policy IV.C.1: Academic Code of Conduct for Students • Policy IV.C.2: Student Academic Leaves and Administrative Withdrawals • Policy IV.C.3: Student Academic Appeals • Policy IV.D.1: Professional Ethics Code • Policy IV.D.2: Academic Freedom • Policy IV.D.3: Intellectual Property • Policy V.A.2: Academic Standing • Policy V.A.4: Student Records • Policy V.A.5: Registration and Enrollment • Policy V.A.6: Transfer of Credits • Policy V.C.2: Transfer to Other Colleges and Universities • Policy V.C.4: Access to Health Services • Policy V.C.5: Library, Learning Resources and Technology Support • Policy V.D.1: Sex Offender Notifications • Policy V.D.2: Student Rights and Responsibilities/Code of Conduct • Policy V.D.3: Complaints, Problems, Grievances and Appeals by Students
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Motion 3	Resolution to Approve the 2026-2027 Academic Calendar as Presented [Board Report #25-36] (pg. 25-26)
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B. Personnel Committee

Trustee Robert Merrill

1. Report
2. New Business-No action items.

C. Finance Committee Report

Trustee Kurt Hersch

1. Report
 - a. YTD Budget Summary 2025-2026 (pg. 27)
 - b. June 2025 Bank Reconciliation (pg. 28)
2. New Business

Motion 4	Resolution to Approve Service Master by Advance in the Amount of \$45,120 for Current Building Configuration and \$48,450 for Post Renovation Building Configuration to Provide Professional Janitorial Cleaning Services for the EC3 Erie West Campus [Board Report #25-37] (pg. 29)
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D. **Other**

1. New Business

Motion 5	Resolution to Amend and/or Implement Board Policy to Reflect Current Practice [Board Report #25-38] (pg. 30-35) <ul style="list-style-type: none">• Policy I.A.6: Disclosure of Personal or Private Interest• Policy I.A.7: Trustee Requests Requiring Board Authorization (New Policy)• Policy I.A.8: Trustee Voting (New Policy)• Policy VII.C.2: Freedom of Expression and Demonstration• Policy VII.C.3: Use of College Facilities for Elected Officials and Political Activity (New Policy)
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Motion 6	Second Reading of Proposed Amended EC3 Bylaws and Resolution to Adopt the EC3 Bylaws as Presented [Board Report #25-39] (pg. 36-54)
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Motion 7	Resolution to Approve a Merit-Based Adjustment for the President as Presented [Board Report #25-40] (pg. 55)
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8. Executive Session if Needed

9. Motion to Adjourn

Division and Department Information (pg. i1-i10)

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|---------------------------------|---|
| A. Academic Affairs (pg. i1-i2) | D. Finance and Operations/Human Resources (pg. i7-i8) |
| B. Student Affairs (pg. i3) | E. Marketing (pg. i9) |
| C. Enrollment (pg. i4-i6) | F. EC3 Foundation (pg. i10) |

Next Regular and Annual Meeting September 24, 2025 at 5:00PM



Resolution to Reaffirm, Amend, and/or Withdraw
Academic Related Board Policies to Reflect Current Practice

Information

In accordance with the requirement that board policies be reviewed every five years, key reaffirmations, amendments and withdrawals of policies are being proposed. The revised language reinforces the distinction between board-level policies and administrative-level procedures and practices and aligns references to the current EC3 organizational structure and updating language for consistent terminology within the College's practices.

The following is a series of Board Policies we are asking the board to consider:

Reaffirmed

Policy IV.B.5: Course and Program Review and Evaluation

Policy IV. B.6: Course Section and Class Cancellation

Policy IV.B.7: Academic Program Discontinuation

Policy IV.D.1: Professional Ethics Code

Policy IV.D.2: Academic Freedom

Policy IV.D.3: Intellectual Property

Amended

Policy IV.A.1: Assessment of Student Learning Outcomes

Policy IV.B.3: Course Syllabus Adoption and Use

Policy IV.B.4: Textbook and Course Materials Adoption

Policy IV.C.3: Student Academic Appeals

Policy V.A.4: Student Records

Policy V.A.5: Registration and Enrollment

Policy V.D.2: Student Rights and Responsibilities/Code of Conduct

- The policies above are amendments to remove procedures from board policy.

Policy IV.C.2: Student Academic Leaves and Administrative Withdrawals

- Amendments to clarify language relevant to obtaining Title IV funds.

Policy V.A.2: Academic Standing

Policy V.C.4: Access to Health Services

Policy V.C.5: Library, Learning Resources and Technology Support

- The policies above are amendments to reflect terminology consistent with the College's practices.

***Continued**



Amended Continued

Policy V.A.6: Transfer of Credits

Policy V.C.2: Transfer to Other Colleges and Universities

- The policies above are amendments to remove unnecessary language.

Policy V.D.1: Sex Offender Notifications

- Amendments to indicate the College's responsibility for campus notification by federal law.

Policy IV.C.4: Requirements and Eligibility for Graduation

- Policy will be renumbered to IV.C.3 due to policy IV.C.1 being withdrawn.

Withdrawn

Policy IV.C.1: Academic Code of Conduct for Students

Policy V.D.3: Complaints, Problems, Grievances and Appeals by Students

- The policies above are withdrawn as redundant; addressed under other policies and procedures.

Recommendation

The Academic Committee recommends that the Board of Trustees moves to amend the Board Policies as presented.



Redline

Policy IV.A.1: Assessment of Student Learning Outcomes

The College is committed to maintaining standards of excellence ~~by~~ providing students ~~with~~ the opportunity to learn what the College and disciplinary fields expect. Student Learning Outcomes will be developed at the course, program and institutional level, to include General Education. These learning goals, objectives and outcomes shall include what students are expected to know, understand and/or be able to do after completion of courses and programs. These outcomes must be observable, measurable and able to be demonstrated. The documentation of Student Learning Outcomes provides focus and direction for curriculum design and student learning outcomes assessment.

~~The faculty shall utilize data regarding student learning to support the quality, effectiveness and continuous improvement of academic courses and programs. This data shall ensure that students are learning what we want them to learn, and will provide the basis for making programmatic improvements based on assessments.~~

Development of plans for assessment of Student Learning Outcomes in courses, degree and certificate programs and at the institutional level shall involve faculty ~~, academic departments, and other Academic units as appropriate,~~ and academic leadership as appropriate. Assessment plans shall include a periodic review process. ~~The process shall provide evidence of student learning, highlight steps where improvement is needed and demonstrate where learning has improved.~~ Assessment shall be an ongoing effort for continuous improvement of student learning. In addition, results shall be used to review the assessment process itself.

~~The College will post the Student Learning Outcomes for all programs as appropriate.~~

Final

Policy IV.A.1: Assessment of Student Learning Outcomes

The College is committed to maintaining standards of excellence by providing students with the opportunity to learn what the College and disciplinary fields expect. Student Learning Outcomes will be developed at the course, program and institutional level, to include General Education. These learning goals, objectives and outcomes shall include what students are expected to know, understand and/or be able to do after completion of courses and programs. These outcomes must be observable, measurable and able to be demonstrated. The documentation of Student Learning Outcomes provides focus and direction for curriculum design and student learning outcomes assessment.

Development of plans for assessment of Student Learning Outcomes in courses, degree and certificate programs and at the institutional level shall involve faculty and academic leadership as appropriate. Assessment plans shall include a periodic review process. Assessment shall be an ongoing effort for continuous improvement of student learning. In addition, results shall be used to review the assessment process itself.

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Redline

Policy IV.B.3: Course Syllabus Adoption and Use

Instructors shall provide a course syllabus to each student at the first meeting of the course. Syllabi shall also be made available electronically. The syllabus becomes the contract between the instructor and student for student learning outcomes, assignments, methods of assessment, ~~and~~ attendance policies, ~~and other information related to the course.~~ ~~The course syllabus must clearly communicate and include the approved course title and description, credit hours awarded, faculty name and contact information, required course materials, measurable course level student learning outcomes, course objectives, major assignments, grading policies that include assessment methods and grading scale, attendance policies, course schedule, and an overview of College policies and services to include information on the Student Academic Code of Conduct and accessibility accommodations.~~

~~If there is a standard syllabus approved for a course, faculty shall be required to use the approved syllabus. Individual syllabi must be turned in to and approved by the academic unit prior to the start of each semester the course is offered and faculty shall teach according to the syllabus.~~

Syllabi should be reviewed annually by those faculty members teaching that course and appropriate changes made ~~to reflect changes to include textbook selection, catalog changes or to add information~~ to ensure the syllabus is current. ~~If a standard syllabus is developed, it~~ All standard syllabi shall be approved during the semester prior to the course being taught for the first time.



Final

Policy IV.B.3: Course Syllabus Adoption and Use

Instructors shall provide a course syllabus to each student at the first meeting of the course. Syllabi shall also be made available electronically. The syllabus becomes the contract between the instructor and student for student learning outcomes, assignments, methods of assessment, attendance policies, and other information related to the course.

Syllabi should be reviewed annually by those faculty members teaching that course and appropriate changes made to ensure the syllabus is current. All standard syllabi shall be approved during the semester prior to the course being taught for the first time.

###

Redline

Policy IV.B.4: Textbook and Course Materials Adoption

Appropriate course learning materials to include textbooks in digital or print formats, are essential to ensuring students have full access to the instructional process. Depending on the nature of the course, such appropriate materials may vary. Further, the College recognizes that the cost of textbooks and course materials may create a significant barrier to student learning, retention and success. This Policy creates a college-wide framework for ensuring timely, cost-effective and high-quality textbook and course material adoption. ~~Academic units are encouraged to consider OER, Open Educational Resources whenever appropriate.~~ The Higher Education Opportunity Act (HEOA) of 2008 and amended in 2010, includes provisions whose primary objectives are to increase transparency in textbook pricing, to provide more time to comparison shop for classroom resources, and to contribute to lower-priced textbooks for students. In the spirit of HEOA, academic units are encouraged to adopt their textbooks and materials for at least two academic years based on the "ideal textbook life cycle"; ~~the more times a textbook can be sold as used, the greater the cost savings for students.~~

~~Academic units are encouraged to consider OER, Open Educational Resources whenever appropriate.~~ To standardize the textbook adoption procedure each academic unit shall establish common textbook requirements for each course. It is preferred that all delivery methods use the same text, but in some cases such as online learning, alternative digital material may be preferable.

Individual faculty members may require supplemental texts ~~and~~ or material for their course(s) with the approval of the Dean.

~~Deans will be responsible for ensuring that all pertinent courses under their authority have adoptions submitted by required deadlines. If an adoption is not received by the deadline, materials previously used for the course will be authorized.~~

~~Textbooks or course materials should be selected for adoption for a course based on consensus of the faculty whenever possible.~~

~~If a consensus cannot be reached, the Dean will be responsible for making the selection. If only one instructor exists for a course, they may select the textbook or course material to be adopted.~~

Final

Policy IV.B.4: Textbook and Course Materials Adoption

Appropriate course learning materials to include textbooks in digital or print formats are essential to ensuring students have full access to the instructional process. Depending on the nature of the course, such appropriate materials may vary. Further, the College recognizes that the cost of textbooks and course materials may create a significant barrier to student learning, retention and success. This Policy creates a college-wide framework for ensuring timely, cost-effective and high-quality textbook and course material adoption. Academic units are encouraged to consider OER, Open Educational Resources whenever appropriate. The Higher Education Opportunity Act (HEOA) of 2008 and amended in 2010, includes provisions whose primary objectives are to increase transparency in textbook pricing, to provide more time to comparison shop for classroom resources, and to contribute to lower-priced textbooks for students. In the spirit of HEOA, academic units are encouraged to adopt their textbooks and materials for at least two academic years based on the ideal textbook life cycle.

To standardize the textbook adoption procedure each academic unit shall establish common textbook requirements for each course. It is preferred that all delivery methods use the same text, but in some cases such as online learning, alternative digital material may be preferable.

Individual faculty members may require supplemental texts or material for their course(s) with the approval of the Dean.

###



Reaffirmed

Policy IV.B.5: Course and Program Review and Evaluation

This policy sets the minimum requirements to modify or delete an existing credit course or program in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997) as well as the Middle States Commission on Higher Education accreditation standards and quality measures.

Periodic assessment of the effectiveness of programs providing student learning opportunities is essential to ensuring and maintaining a quality learning experience for students.

Faculty shall bear responsibility for revising courses and programs and all proposed additions, modifications and deletions shall be reviewed and approved by appropriate administrative channels. Final approval shall reside with the College President. Provisions must be made to ensure enrolled students in a program of study are not prevented from completing the program of study as a direct result of the requirements implemented with a program addition, modification or deletion.

All courses and programs shall be reviewed and assessed on an approved periodic basis. Such review shall be clearly defined, organized and systematic, conducted by faculty and/or appropriate professionals, evaluating the extent of student achievement of course and curricular goals. Assessment results shall be used for the improvement of educational effectiveness.

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

March 24, 2021

July 23, 2025

**Review Deadline: ~~March 24, 2026~~ July 23, 2030*

###

Reaffirmed

Policy IV.B.6: Course Section and Class Cancellation

Formation and continuation of course sections and classes are subject to factors to include adequate enrollment. The administration reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section, or to combine two or more sections as circumstances may require.

When a course section is withdrawn from the schedule, a student actively enrolled in that course at the time of withdrawal will be given full refund of tuition and the fees associated with the course. Students will be notified when such cancellations occur and are encouraged to speak to an advisor to discuss alternative course selections.

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

March 31, 2021

July 23, 2025

**Review Deadline: ~~March 31, 2026~~ July 23, 2030*

###

Reaffirmed

Policy IV.B.7: Academic Program Discontinuation

The College recognizes that its academic programs must be responsive to the needs of the students and the community it serves in support of its mission. To that end, the College periodically reviews its academic programs to ensure quality and/or viability. Such reviews may result in the recommendation to discontinue a particular academic program. The final authority to discontinue an academic program rests with the College President and/or his or her designee.

Provisions shall be made to ensure that students enrolled in an academic program being discontinued are not prevented from completing that program in a reasonable amount of time, and a smooth transition for students is identified. Students shall be encouraged to consult with College faculty and/or advisors to design an educational plan in order to complete coursework prior to the program's discontinuation.

***Continued**



**Policy approved by Erie County Community College Board of Trustees:
March 31, 2021
July 23, 2025*

Review Deadline: **March 31, 2026 July 23, 2030*

###

Withdrawn

Policy IV.C.1: Academic Code of Conduct for Students

~~Erie County Community College students must maintain honest and ethical standards in all assigned academic work. Academic work submitted or otherwise presented by students shall honestly represent their personal effort. Students who practice academic honesty demonstrate respect for the educational process and support a culture of academic honesty. The Academic Code of Conduct and the Student Code of Conduct create an integrated ethics policy for the College.~~

~~Academic honesty includes, but is not limited to, the following:~~

- ~~▪ Presenting verifiably accurate information and respecting documentation in all work and assignments. Assignments include, but are not limited to, hardcopy or electronic papers, homework, exams, laboratory exercises, projects, clinical experiences, performances, exhibits, and presentations.~~
- ~~▪ Truthfully conveying the results, data, or conclusions for any assignment, without embellishment or misrepresentation.~~
- ~~▪ Avoiding plagiarism in presenting work of one's own. This shall include crediting any and all sources used to create one's work, representing any and all sources used accurately and with the proper citation, accurately and completely reproducing direct quotes from another's work without altering the meaning, always using quotation marks and proper citation, rewording (paraphrasing) ideas and concepts found in other sources with integrity.~~
- ~~▪ Ethically completing one's own exams and assignments.~~
- ~~▪ Only submitting one's own work, never copying answers from another person or submitting another person's work as one's own.~~
- ~~▪ Never using any unauthorized resources during an exam or while completing assignments. Unauthorized resources include, but are not limited to notes, electronic devices, solution manuals, sentence generators/translators, Cliff's Notes, tutorial services or anything not permitted by the instructor or proctor.~~
- ~~▪ Refraining from aiding and abetting the cheating of others. Cheating may include, but is not limited to doing another student's assignment or writing or re-writing a major portion of a student's assignment, giving a student answers to exam questions or to other assignments, taking an exam or a class for a student, nor having another person take an exam or a class for the student.~~

~~Procedures shall be established for violation of the Academic Code of Conduct which shall be clearly communicated to students.~~

~~As stated in the Student Code of Conduct, classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.~~

~~**Policy approved by Erie County Community College Board of Trustees: **March 31, 2021***~~

~~**Review Deadline: **March 31, 2026***~~

###

Redline

Policy IV.C.21: Student Academic Leaves and Administrative Withdrawals

This policy is intended to provide options for students who may have experienced ~~an unexpected event~~ extraordinary circumstances which have (such as significant illness, injury or other extreme situations) interfered with his/her ability to successfully complete required coursework. An academic leave of absence allows the student experiencing extraordinary circumstances to temporarily suspend their academic and any extra-curricular participation at the College without losing any standing they may have at the College. A student may request an academic leave of absence at any

***Continued**



time after the add/drop date has passed for that ~~term~~ session. However, a leave cannot be applied retroactively to previous terms.

An academic leave allows the student experiencing extraordinary circumstances to temporarily suspend their academic and any extra-curricular participation at the College without losing any standing they may have at the College. These circumstances shall include but not be limited to serious illness, injury, or another significant personal situation which prevents a student from continuing their classes.

~~An academic leave may also be granted to students who are severely ill and their presence on campus constitutes a threat to the health and safety of the campus community.~~

~~Students are encouraged to work with an advisor or other appropriate College personnel to understand their options and make an informed decision as to whether an academic leave is in the student's best interest.~~

Students on an approved leave shall be treated as enrolled students for the purposes of financial aid repayment ~~and the use of campus resources but will be enrolled in no credits while on leave.~~ Students on leaves of absence will not receive financial aid, will not be eligible for student employment, or able to participate in extracurricular activities. A student should work with an advisor or other appropriate College personnel to fully understand the consequences of a leave of absence and procedures for obtaining one.

~~For limited entry programs, students may not be able to start the program immediately after returning from leave due to the cohort nature of these programs.~~

~~Students enrolled in programs which have state mandated Leave of Absence procedures will be required to follow the state mandated procedures for requesting an academic leave and for re-enrolling.~~

~~To qualify for an academic leave a student must be in good standing.~~

~~Academic leaves shall be granted for up to 180 days within a 12-month period which starts on the day the leave is approved. Leaves may be extended beyond this timeframe if the circumstances of a student's situation warrant. However, due to Federal Financial Aid regulations leaves of absence greater than 180 days may affect a student's financial aid and loan repayment. A student should work with an advisor or other appropriate College personnel to fully understand the consequences of a leave greater than 180 days.~~

~~Authorization in writing shall be obtained for approved academic leaves. If granted, the withdrawal will be recorded as such on the student's official transcript. Tuition refunds shall be issued to students who officially withdraw during the refund period in accordance with College refund policy. If the student disagrees with the decision made regarding their request, they may appeal the decision to appropriate College personnel following the College procedures.~~

Students who are registered for courses and who have been deployed or reassigned for military service may provide copies of deployment orders and withdraw from a course(s). ~~The student shall provide copies of deployment orders and submit a request for withdrawal. Regardless of whether the request is made during or after the Drop/Add period, no charges shall be assessed for the term. If the student does not have deployment orders, the student must follow standard College withdrawal policy and procedures.~~

A student who is being administratively withdrawn from a course or program by a faculty member shall be notified of the decision, ~~the reasons,~~ and its consequences. A student appealing this decision shall follow the College's approved appeal procedure. Faculty shall not initiate an administrative withdrawal ~~in an arbitrary or capricious manner. Efforts shall be made without evidence of attempt to set~~ reasonable accommodations for the student ~~to be able~~ to remain in the course ~~of program if feasible.~~ Faculty-initiated withdrawals may be submitted, but only after the 20% attendance reporting period, and before the end of the eleventh (11th) week of a 4516-week term, or the equivalent of the eleventh (11th) week of a shorter term. During this time, and only after a student has been absent from class for a number of days equal to two (2) weeks or more of a 4516-week term, or the equivalent of two (2) weeks or more of a shorter term, may the instructor initiate a withdrawal.

A student ~~initiated withdrawal can withdraw~~ from a course or courses without academic penalty ~~can occur~~ up to and including the eleventh (11th) week of a regular term, and up to and including the equivalent of the eleventh (11th) week in a nonstandard term.



Final

Policy IV.C.1: Student Academic Leaves and Administrative Withdrawals

This policy is intended to provide options for students who may have experienced extraordinary circumstances which have (such as significant illness, injury or other extreme situations) interfered with his/her ability to successfully complete required coursework. An academic leave of absence allows the student experiencing extraordinary circumstances to temporarily suspend their academic and any extra-curricular participation at the College without losing any standing they may have at the College. A student may request an academic leave of absence at any time after the add/drop date has passed for that session. However, a leave cannot be applied retroactively to previous terms.

An academic leave allows the student experiencing extraordinary circumstances to temporarily suspend their academic and any extra-curricular participation at the College without losing any standing they may have at the College. These circumstances shall include but not be limited to serious illness, injury, or another significant personal situation which prevents a student from continuing their classes.

Students on an approved leave shall be treated as enrolled students for the purposes of financial aid repayment. Students on leaves of absence will not receive financial aid, will not be eligible for student employment, or able to participate in extracurricular activities. A student should work with an advisor or other appropriate College personnel to fully understand the consequences of a leave of absence and procedures for obtaining one.

Students who are registered for courses and who have been deployed or reassigned for military service may provide copies of deployment orders and withdraw from a course(s). No charges shall be assessed for the term.

A student who is being administratively withdrawn from a course or program by a faculty member shall be notified of the decision, the reasons, and its consequences. A student appealing this decision shall follow the College's approved appeal procedure. Faculty shall not initiate an administrative withdrawal without evidence of attempt to reasonably accommodate the student to remain in the course. Faculty-initiated withdrawals may be submitted, but only after the 20% attendance reporting period, and before the end of the eleventh (11th) week of a 16-week term, or the equivalent of the eleventh (11th) week of a shorter term. During this time, and only after a student has been absent from class for a number of days equal to two (2) weeks or more of a 16-week term, or the equivalent of two (2) weeks or more of a shorter term, may the instructor initiate a withdrawal.

A student initiated withdrawal from a course or courses without academic penalty can occur up to and including the eleventh (11th) week of a regular term, and up to and including the equivalent of the eleventh (11th) week in a nonstandard term.

###

Redline

Policy IV.C.32: Student Academic Appeals

~~The College will maintain a student academic appeals process in which students may appeal academically related issues. The academic leadership is responsible for administering the appeals process as outlined in the student handbook. All appellate decisions made by student may appeal a final grade if he or she believes the grade has been conferred in error or in a prejudiced or capricious manner. The responsibility of the burden of proof rests with the student, including producing any documentation used for calculating the final grade. In situations where the instructor has maintained possession of documentation relating to a final grade, the instructor will be responsible for producing this documentation.~~

~~The student shall first meet with the faculty member to review the criteria applied in assigning that grade. The student must initiate this appeal within thirty (30) calendar days after the student's final grade has been posted.~~

~~A student may also appeal a recommendation by the faculty in a specific curriculum for an administrative withdrawal from a course/curriculum on the basis of a claim that the faculty's withdrawal recommendation was capricious or prejudiced.~~

~~Should the appeal be denied, the student may appeal to appropriate College personnel using College appeals procedures. The decision of the College administration shall be final.~~



Final

Policy IV.C.2: Student Academic Appeals

The College will maintain a student academic appeals process in which students may appeal academically related issues. The academic leadership is responsible for administering the appeals process as outlined in the student handbook. All appellate decisions made by the College administration shall be final.

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Reaffirmed

Policy IV.D.1: Professional Ethics Code

This Code of Ethics is based in part on the standards set forth in a guiding document, Statement of Professional Ethics, as revised in 2009, prepared by the American Association of University Professors.

It clarifies standards of professional conduct derived from general professional consensus about the existence of principles considered basic to acceptable faculty behavior.

Faculty members shall develop and improve their scholarly competence and practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As such, faculty must:

- Distinguish clearly between personal views, professional opinions, and those of the College
- Observe the stated regulations, general philosophy and objectives of the College
- Refrain from knowingly distorting or misrepresenting facts concerning educational or institutional matters
- Develop and maintain course quality in the discipline
Present subject matter in such a manner that it is free of deliberate misrepresentation
Adhere to approved course and program level student learning outcomes and make these outcomes explicit to students
- State course outcomes clearly at the beginning of the course and state the criteria and procedures for evaluating student attainment of these objectives
- Assess approved student and program learning outcomes as required
- Remain up to date in the discipline and issues regarding pedagogy and teaching excellence
- Meet all classes as scheduled, maintain office hours and provide reasonable means for student access to course information
- Participate in departmental and college-wide activities
- Complete approved, periodic self-assessment to be shared with appropriate College personnel
- Perform all required and expected obligations with collegiality and respect
- Commit to working with and supporting students outside of required classroom hours
- Maintain and be available to students during regular office hours
- Participate in and attend extracurricular activities
- Refrain from using professional relationships with students for private advantage
- Contribute to the advancement of the College and the discipline through research, publications, presentations and other venues as appropriate
- Conduct all related administrative and non-teaching activities in a timely and effective manner
- Consider carefully accepting offered gratuities, gifts or favors that might impair one's professional judgment or discredit the College.

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

March 24, 2021

July 23, 2025

**Review Deadline: ~~March 24, 2026~~ July 23, 2030*

###



Reaffirmed

Policy IV.D.2: Academic Freedom

Erie County Community College fosters an environment for excellence in teaching, learning, and inquiry by sustaining freedom of expression, scholarly pursuit of knowledge, spirited and open debate, and intellectual exchange in a culture of mutual respect.

Academic freedom is essential to the shared goal of the pursuit of knowledge and is fundamental to the exploration of new ideas. It is defined as the individual's right to engage in intellectual debate, research, speech, or written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. Academic freedom encompasses both the individual's and College's right to maintain academic standards and ensure intellectual integrity, while ensuring faculty members' rights to freedom of discussion in the classroom, encourage intellectual integrity, sustain pedagogical approaches consistent with the discipline taught, and evaluate student work.

Academic freedom does not involve expression that substantially impairs the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the college community. Academic Freedom does not provide protection of faculty who demonstrate professional incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

The College shall adhere to the 1940 AAUP Statement on Principles of Academic Freedom, and subsequently approved Interpretive Comments (1970) which shall serve as a fundamental guide for deliberations and actions pertaining to academic freedom.

Responsibility must accompany the rights and privileges of academic freedom; throughout the educational process, faculty are encouraged to create an environment of academic excellence and to explore various points of view. Faculty are expected to be accurate, objective, and purposeful. Material presented or discussed should be related to the course's subject matter

Faculty are expected to present and discuss assignments and material relevant to the student learning outcomes presented in the course outline. Faculty are responsible to set reasonable rules for appropriate classroom discourse, including limits to speech that is unrelated to class material or substantially impairs the rights of others.

Individual members of the College may express viewpoints that other individuals may find disagreeable, unwelcome, or objectionable. All individual members of the college community also bear the responsibility to distinguish those behaviors that may violate the College's Student Code of Conduct. Violation of college regulations or policies, and breach of any federal, state, or local criminal law either on campus or at any college-sponsored activity are not protected under the Academic Freedom Policy.

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

March 24, 2021

July 23, 2025

**Review Deadline: ~~March 24, 2026~~ July 23, 2030*

###

Reaffirmed

Policy IV.D.3: Intellectual Property

The College is a learning community which encourages intellectual inquiry among faculty, students and staff which results in the development of creative work, scholarly research, inventions and discoveries, known broadly as intellectual property.

This policy applies to works created by all classifications of faculty, staff and students at the College, and to non-employees such as consultants and independent contractors who create works on behalf of the College, unless a written agreement exists to the contrary.

College employees who create such works on their own time, and without the use of substantial College resources or financial support, own those works as described in detail below. The College shall not claim ownership of intellectual property created by its employees, unless the work involved was created in the course of employment; commissioned by the College; or created, developed, or produced with substantial College resources or financial support. In such instances, the rights of the College employee creators and of the College shall be defined by Agreement prior to the commencement of the project.

***Continued**



Intellectual Property shall consist of the following:

- A. Copyrightable material produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware)
- B. Patentable works such as patents (processes, machines, manufactures, or compositions of matter); devices; and software excluded from copyrighted materials
- C. Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the College to identify itself and to distinguish itself and its sponsorship from others

College personnel who alone or in association with other individuals or entities create or intend to create patentable subject matter with any use of College resources must disclose the matter and obtain prior authorization from appropriate College personnel. Such disclosure shall be made when it can be reasonably concluded that a patentable subject matter has or will be created, and

sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the intellectual property for the creator and the College. Except as set forth below, the creator of patentable intellectual property shall retain his/her rights, and the College shall not assert ownership rights.

The College will assert ownership rights to patentable intellectual property developed under any of the following circumstances:

- A. Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.
- B. Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the patentable subject matter constitutes significant use of College resources.
- C. The creator was assigned, directed, or specifically funded by the College to develop the material.
- D. Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes "work for hire" under U.S. law.

Faculty are not obligated to disclose the creation of original works (other than patentable intellectual property), even when the work might have commercial value, unless it is created under conditions by which the College may assert ownership rights to Intellectual Property as described below, in which case the creator is responsible for timely disclosure.

Except as set forth below, the creator of Intellectual Property (other than patentable intellectual property) shall retain his/her rights, and the College shall not assert ownership rights. However, creators will grant the College use of the Intellectual Property for use in satisfying requests of accreditation agencies for faculty-authorized syllabi and course descriptions and materials.

The College may assert ownership rights to Intellectual Property developed under the following circumstances:

- A. Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.
- B. Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the work constitutes significant use of College resources. Prominent use of the Erie County Community College name or any image, trademark or logo of Erie County Community College also constitutes significant use of College resources.
- C. A faculty member was assigned, directed, or specifically funded by the College to develop the material.
- D. Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes "work for hire" under U.S. law.

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March 24, 2021

July 23, 2025

**Review Deadline: ~~March 24, 2026~~ July 23, 2030*

###



Redline

Policy: V.A.2: Academic Standing

The College is committed to the academic success of its students. This Academic Standing Policy is designed to ensure that students make ~~adequate satisfactory~~ progress toward a degree. ~~Students are expected to be in good academic standing to continue at the College.~~ The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows: A=4, B=3, C=2, D=1, F=0. Developmental, transfer credit and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

Academic Caution:

If, before a total of nine (9) attempted hours, a student's term GPA is below 2.0, the student will be placed on Academic Caution status. This status serves as ~~an alert, or a~~ caution, to ~~ensure that alert~~ the student ~~is aware~~ that their GPA does not meet EC3's minimum requirements. Students on Academic Caution status *are strongly encouraged* to meet with academic advising staff to discuss strategies for improving their GPA.

Academic Warning:

If a student has attended more than one ~~semester term~~ and their cumulative GPA is below a 2.0, they will be placed on Academic Warning Status. Students on Academic Warning Status *are strongly encouraged* to meet with an academic advisor to devise a plan to improve their GPA. To be removed from Academic Warning status, the student must earn a term ~~GPA of 2.0 or higher~~ and a cumulative GPA of 2.0 or higher. If the student earns a term GPA of 2.0 or higher but still has a cumulative GPA of less than 2.0, they will remain on Academic Warning status.

Academic Probation:

If a student has been on Academic Warning status for at least one ~~semester term~~ (cumulative GPA is less than 2.0) and earns a term GPA of 2.0 or less, they will be placed on Academic Probation status. A student on Academic Probation status has two (2) consecutive enrolled semesters, including summer sessions, to raise their GPA to a level above a 2.0. Students on Probation *are required* to meet with an academic advisor to discuss strategies for improving their GPA and to develop an academic plan that ~~will may~~ include limits on the number of credit hours attempted to offer the best opportunity for success before they can register for the next ~~semester term~~.

Academic Suspension:

A student that fails to meet the cumulative 2.0 GPA minimum after two (2) consecutive ~~enrolled semesters terms~~ will be placed on Academic Suspension from the College for one (1) ~~semester term~~. A student on Academic Suspension may ~~re-enroll~~ after one (1) ~~semester term unrolled~~ but *is required* to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that ~~will may~~ include limits on the number of credit hours attempted to offer the best opportunity for success. A student on Academic Suspension who has been re-admitted to the College must maintain a term GPA at or above 2.0 to be allowed to enroll in each subsequent semester until such time that their cumulative GPA reaches 2.0 or higher.

Students will have the opportunity to appeal for reconsideration of the Academic Suspension requirement to stop out for a semester. If the appeal is granted, the student is still *required* to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success.

NOTE:

- The federal government has established regulations regarding satisfactory academic progress and eligibility for ~~F~~financial ~~A~~aid. These standards are separate from the College's policy on academic standing.

Final

Policy: V.A.2: Academic Standing

The College is committed to the academic success of its students. This Academic Standing Policy is designed to ensure that students make satisfactory progress toward a degree. The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows: A=4, B=3, C=2, D=1, F=0. Developmental, transfer credit and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

Academic Caution:

If, before a total of nine (9) attempted hours, a student's term GPA is below 2.0, the student will be placed on Academic Caution status. This status serves as a caution, to alert the student that their GPA does not meet EC3's minimum requirements. Students on Academic Caution status *are strongly encouraged* to meet with academic advising staff to discuss strategies for improving their GPA.



Academic Warning:

If a student has attended more than one term and their cumulative GPA is below a 2.0, they will be placed on Academic Warning Status. Students on Academic Warning Status *are strongly encouraged* to meet with an academic advisor to devise a plan to improve their GPA. To be removed from Academic Warning status, the student must earn a term and a cumulative GPA of 2.0 or higher. If the student earns a term GPA of 2.0 or higher but still has a cumulative GPA of less than 2.0, they will remain on Academic Warning status.

Academic Probation:

If a student has been on Academic Warning status for at least one term (cumulative GPA is less than 2.0) and earns a term GPA of 2.0 or less, they will be placed on Academic Probation status. A student on Academic Probation status has two (2) consecutive enrolled semesters, including summer sessions, to raise their GPA to a level above a 2.0. Students on Probation *are required* to meet with an academic advisor to discuss strategies for improving their GPA and to develop an academic plan that may include limits on the number of credit hours attempted to offer the best opportunity for success before they can register for the next term.

Academic Suspension:

A student that fails to meet the cumulative 2.0 GPA minimum after two (2) consecutive enrolled terms will be placed on Academic Suspension from the College for one (1) term. A student on Academic Suspension may re-enroll after one (1) term unrolled but *is required* to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that may include limits on the number of credit hours attempted to offer the best opportunity for success. A student on Academic Suspension who has been re-admitted to the College must maintain a term GPA at or above 2.0 to be allowed to enroll in each subsequent semester until such time that their cumulative GPA reaches 2.0 or higher.

Students will have the opportunity to appeal for reconsideration of the Academic Suspension requirement to stop out for a semester. If the appeal is granted, the student is still *required* to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success.

NOTE:

- The federal government has established regulations regarding satisfactory academic progress and eligibility for financial aid. These standards are separate from the College's policy on academic standing.

###

Redline

Policy V.A.4: Student Records

Family Educational Rights and Privacy Act (FERPA)

Erie County Community College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. ~~The College collects, maintains, secures, and destroys student records for the educational welfare and advancement of its students. Access to and dissemination of student educational records shall at all times comply with applicable federal and state laws and regulations.~~ In accordance with FERPA, personally identifiable information contained in student education records shall not be disclosed without a student's prior written consent, except in cases in which FERPA authorizes disclosure without such prior consent. ~~Such cases include disclosures that are made to:~~

- ~~• College officials with a legitimate educational interest in the information;~~
- ~~• Other schools to which a student is transferring or seeks to enroll;~~
- ~~• Specified officials for audit or evaluation purposes;~~
- ~~• Appropriate parties in connection with financial aid to a student;~~
- ~~• Organizations conducting certain studies for or on behalf of the school;~~
- ~~• Accrediting organizations;~~
- ~~• Appropriate officials in cases of health and safety emergencies;~~
- ~~• State and local authorities, within a juvenile justice system, pursuant to state law;~~
- ~~• Victims of violent crimes and certain sex offenses, in accordance with the requirements of Title IX.~~

~~The College may also disclose records to comply with a judicial order and/or a lawfully issued subpoena. The College may further disclose information that has been designated as directory information, in its discretion and without the student's prior consent, unless the student has previously notified the College in writing the student information system that the student does not want his or her directory information to be disclosed. EC3 defines directory information as:~~



- student's name,
- program of study,
- dates of attendance,
- credentials earned,
- enrollment status, and
- previous institutions attended

In accordance with FERPA, ~~the College affords current and former~~ students have the right to access their records. The College shall provide annual notification to students of their rights concerning student records, as required by FERPA, ~~including the following:~~ Any questions about student records or FERPA regulations should be directed to registrar@ec3pa.org.

- ~~1. The right to inspect and review the student's education record within forty-five (45) days of the College's receipt of the request for access;~~
- ~~2. The right to request amendment of the student's education records that the student believes are inaccurate, misleading or otherwise violate the student's privacy rights;~~
- ~~3. The right to a hearing if a request to amend a student's education records is denied;~~
- ~~4. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent;~~
- ~~5. The right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office concerning alleged failures by the College to comply with the requirements of FERPA.~~
 - ~~• Students may not inspect and review the following, as outlined by the Act:~~
 - ~~• Financial information submitted by their parents;~~
 - ~~• Confidential letters and recommendations associated with admissions;~~
 - ~~• Recommendations for employment, job placement, or honors to which they have waived their rights for inspection and review;~~

~~Education records containing information about more than one student, in which case the College will permit access only to that part of the record which pertains to the inquiring student.~~

~~The Administration shall develop and maintain regulations and procedures to implement the requirements of this Policy. Such regulations and procedures shall, at a minimum, describe and/or identify the following:~~

- ~~• the means by which annual FERPA notices shall be provided to students;~~
- ~~• the custodian(s) of and retention periods for student education records; the procedure(s) through which students may request access to and/or challenge information contained in their education records;~~
- ~~• the types of information which the College has designated as directory information, and the process by which students can opt out of disclosures of directory information;~~
- ~~• the types of records and information that are not maintained or required to be maintained as part of the student's education record or to which the student does not otherwise have a right of access under FERPA;~~
- ~~• the circumstances in which personally identifiable information contained in the student's education records may be disclosed without the student's prior consent.~~

Withholding Student Records

~~In cases where a student has an outstanding financial commitment to the College, official transcripts may be withheld until such time as the commitment has been addressed.~~



Final

Policy V.A.4: Student Records

Family Educational Rights and Privacy Act (FERPA)

Erie County Community College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. In accordance with FERPA, personally identifiable information contained in student education records shall not be disclosed without a student's prior written consent, except in cases in which FERPA authorizes disclosure without such prior consent.

The College may disclose information that has been designated as directory information, unless the student has previously notified the College in the student information system that the student does not want his or her directory information to be disclosed. EC3 defines directory information as:

- student's name,
- program of study,
- dates of attendance,
- credentials earned,
- enrollment status, and
- previous institutions attended

In accordance with FERPA, students have the right to access their records. The College shall provide annual notification to students of their rights concerning student records, as required by FERPA. Any questions about student records or FERPA regulations should be directed to registrar@ec3pa.org.

###

Redline

Policy V.A.5: Registration and Enrollment Registration

~~Currently enrolled and previously enrolled s~~Students in good academic standing ~~in credit degree or certificate program,~~ may self-register through the student information system ~~utilize online registration to enroll for courses.~~ Students may ~~also register in person at Enrollment Services~~ request an appointment to get virtual or in person assistance.

~~Students will be permitted to attend only those sections of courses for which they have officially registered and paid. Students are not permitted to sit in on classes for which they have not registered.~~

It is the students' responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration changes will fulfill the degree requirements ~~and do not affect their financial aid.~~

Veteran ~~and active military~~ students ~~(as defined below)~~ are granted course scheduling preference (in accordance with Pennsylvania legislation ~~—Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46)~~ during a priority registration period. ~~Active military members also receive course scheduling preference during the priority registration period.~~

~~Course scheduling preference means veteran students are able to start registering for courses sooner than students with the same class standing.~~

~~Eligible students must provide documentation confirming their status as an active military member or veteran as defined below. Supporting documentation such as the DD-214 must be received at least 5 business days before the priority registration period.~~

~~A Veteran — Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):~~

- ~~1. Has served in the United States Armed Forces, including a reserve component and National Guard; and~~
- ~~2. Was discharged or released from such service under conditions other than dishonorable.~~
- ~~3. Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition.~~

~~A Veteran Student — Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):~~

- ~~1. Is a veteran.~~
- ~~2. Has been admitted to a public institution of higher education; and~~
- ~~3. Resides in Pennsylvania while enrolled in the public institution of higher education.~~
- ~~4. Veteran students may or may not be using veteran's educational benefits at the institution.~~
- ~~5. Act 46 of 2014 applies to veteran students admitted to all for-credit courses and programs offered at the institution.~~



Withdrawal from courses

A student may withdraw from a course or courses without academic penalty up to ~~and including the eleventh (11th) week of a regular term, and up to and including the equivalent of the eleventh (11th) week in a nonstandard term~~ around 70% of the scheduled time of the course. These dates are identified on the academic calendar.

~~If the official withdrawal is processed with the Office of Student Records & Registration within the established time limit, the student's grade report will show the grade W (withdrawal). If the official withdrawal is not processed within the established time limit, the student's grade report will show F (failure).~~

~~Students who are members of the Pennsylvania National Guard or other reserve component of the armed forces who are called or ordered to active duty, and the student's affected spouse, can request an excused withdrawal, with proper documentation, and receive a leave of absence for military duty. The student and the affected spouse will receive a "W" grade on their transcript.~~

Auditing

~~With permission of the instructor teaching the course, a student may register in a course as an auditor. No credit will be given. Permission to change from study for credit status to auditing (no credit) status must be obtained from the instructor by the end of the equivalent second week of each term.~~

~~Audited courses do not count in determining student eligibility for financial aid. Audit grades will not be used in determining academic load for veteran certification.~~

Student Course Load

A full-time student is one taking 12 or more credit hours in a full 16-week term. ~~Students expecting to graduate within two years must successfully complete 15 to 17 college-level credit hours each semester or complete summer courses. The required number of credit hours depends on the curriculum in which the student is enrolled.~~

Final

Policy V.A.5: Registration and Enrollment Registration

Students in good academic standing, may self-register through the student information system.-Students may request an appointment to get virtual or in person assistance.

It is the students' responsibility, in consultation with appropriate College staff or program faculty, to make certain that any registration changes will fulfill the degree requirements and do not affect their financial aid.

Veteran and active military students are granted course scheduling preference (in accordance with Pennsylvania legislation) during a priority registration period. Active military members also receive course scheduling preference during the priority registration period.

Withdrawal from courses

A student may withdraw from a course or courses without academic penalty up to around 70% of the scheduled time of the course. These dates are identified on the academic calendar.

Student Course Load

A full-time student is one taking 12 or more credit hours in a full 16-week term.

###

Redline

Policy V.A.6: Transfer of Credits

Erie County Community College shall evaluate and accept credits earned at another college or university ~~accredited by an institutional accrediting organization that is recognized by the Council for Higher Education Accreditation (CHEA). Credits earned at institutions that are not accredited may be accepted~~ upon consideration of course equivalencies, including expected learning outcomes of the institution's curricula and standards. Credit may be awarded for courses ~~from an institution,~~ whether or not similar courses are offered at Erie County Community College. ~~These courses must satisfy both general elective and graduation requirements.~~

No more than one-half of the credit requirements for a degree, certificate or diploma shall be completed at another institution. Courses with a grade value of 2.0 (C) or higher will be considered for transfer. Courses with a grade value of "pass" or "satisfactory" will be accepted as transfer credits when the transcript states that a "pass" or "satisfactory" is equivalent to a C or above. Transfer courses will be awarded credit with no grade value (quality points) assigned.



Developmental coursework is not accepted for transfer credit but will be transcribed for prerequisite purposes.

Specific degree programs may establish additional guidelines for ~~acceptance assignment~~ of transfer credits based ~~on~~ ~~time limitations~~. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.

Foreign educational credentials must be ~~translated~~/evaluated initially by a recognized evaluation and/or translation service ~~such as National Association of Credential Evaluation Services (NACES)~~.

Final

Policy V.A.6: Transfer of Credits

Erie County Community College shall evaluate and accept credits earned at another college or university upon consideration of course equivalencies, including expected learning outcomes of the institution's curricula and standards. Credit may be awarded for courses whether or not similar courses are offered at Erie County Community College.

No more than one-half of the credit requirements for a degree, certificate or diploma shall be completed at another institution. Courses with a grade value of 2.0 (C) or higher will be considered for transfer. Courses with a grade value of "pass" or "satisfactory" will be accepted as transfer credits when the transcript states that a "pass" or "satisfactory" is equivalent to a C or above. Transfer courses will be awarded credit with no grade value (quality points) assigned. Developmental coursework is not accepted for transfer credit but will be transcribed for prerequisite purposes.

Specific degree programs may establish additional guidelines for assignment of transfer credits based. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.

Foreign educational credentials must be translated/evaluated initially by a recognized evaluation and/or translation service such as National Association of Credential Evaluation Services (NACES).

###

Redline

Policy V.C.2: Transfer to Other Colleges or Universities

The College shall provide students with advising and other resources with regard to transfer from the College to another college or university.

The College will seek to develop articulation agreements with ~~baccalaureate other academic~~-institutions to formalize the transfer of credits. It is the responsibility of the student to make decisions and take actions necessary in order to complete the transfer process.

Official transcripts of student records will only be forwarded to a person or organization for whom the College has received an official request in writing ~~or electronically~~ from the ~~student/alumnus/alumna~~ ~~current or former student~~ and for which any required fees have been paid. Unofficial student transcript information can be accessed ~~directly~~ by students ~~directly~~.

Final

Policy V.C.2: Transfer to Other Colleges or Universities

The College shall provide students with advising and other resources with regard to transfer from the College to another college or university.

The College will seek to develop articulation agreements with other academic-institutions to formalize the transfer of credits. It is the responsibility of the student to make decisions and take actions necessary in order to complete the transfer process.

Official transcripts of student records will only be forwarded to a person or organization for whom the College has received an official request in writing or electronically from the current or former student and for which any required fees have been paid. Unofficial student transcript information can be accessed directly by students.

###



Redline

Policy V.C.4: Access to Health Services

In the case of an emergency medical incident all faculty, staff, and students are authorized to call 911 immediately. College Safety ~~and Security Team~~ should also be notified in these circumstances.

Final

Policy V.C.4: Access to Health Services

In the case of an emergency medical incident all faculty, staff, and students are authorized to call 911 immediately. College Safety Team should also be notified in these circumstances.

###

Redline

Policy V.C.5: Library, Learning Resources and Technology Support

The College shall create a designated space ~~(s) herein described as called the~~ Learning ~~Commons Center~~, combining ~~Library, multimedia and other~~ technology, tutorial, and learning resources. The ~~Commons Learning Center~~ will be staffed with ~~readily available~~ support services.

Final

Policy V.C.5: Library, Learning Resources and Technology Support

The College shall create a designated space called the Learning Center, combining library, technology, tutorial, and learning resources. The Learning Center will be staffed with support services

###

Redline

Policy V.D.1: Sexual Offender Notifications

Erie County Community College will meet the requirements of The Campus Sex Crimes Prevention Act which provides for the tracking of convicted sex offenders enrolled at, employed by, or carrying on a vocation at institutions of higher education. This fact requires colleges to issue a statement advising the College community where information concerning registered sex offenders may be obtained. Sex offenders are required to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located and, in the jurisdiction, where the college they attend is located. ~~EC3 will notify the campus community of the presence of a registered sex offender, by posting notice within two business days of status notification.~~

In addition, the Commonwealth of Pennsylvania maintains a system for making certain registry information on violent sex offenders publicly available. Pennsylvania's Megan's Law, 42 PaC.S 9799.1, requires the state police to create and maintain a registry of persons who have either been convicted of or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law. The Pennsylvania State Police is required to make certain information on registered sex offenders available to the public.

Final

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Erie County Community College will meet the requirements of The Campus Sex Crimes Prevention Act which provides for the tracking of convicted sex offenders enrolled at, employed by, or carrying on a vocation at institutions of higher education. This Act requires colleges to issue a statement advising the College community where information concerning registered sex offenders may be obtained. Sex offenders are required to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required to register as a sex offender in the jurisdiction where their residence is located and, in the jurisdiction, where the college they attend is located. EC3 will notify the campus community of the presence of a registered sex offender, by posting notice within two business days of status notification.



In addition, the Commonwealth of Pennsylvania maintains a system for making certain registry information on violent sex offenders publicly available. Pennsylvania's Megan's Law, 42 Pa.C.S. 9799.1, requires the state police to create and maintain a registry of persons who have either been convicted of or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law. The Pennsylvania State Police is required to make certain information on registered sex offenders available to the public.

###

Redline

Policy V.D.2: Student Rights and Responsibilities/Code of Conduct ~~Student Rights and Responsibilities:~~

All students shall abide by the College's policies as well as all county, state and federal laws. Further, students shall not interfere with or disrupt the orderly educational processes at the College.

All students are expected to understand and adhere to regulations in the College Catalog and ~~student handbook to include~~ including but not limited to ~~academic and co-curricular expectations degree requirements, academic progress, financial obligations, relationships with College authorities, transferability of credits for courses completed, acceptance of credits for graduation and eligibility to graduate.~~

Administration and oversight of the Student Code of Conduct will be the responsibility of the Dean of Students office.

~~The College accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.~~

~~Student Code of Conduct:~~

~~The primary purpose of the Student Code of Conduct is to guide students to understand their responsibilities in regard to appropriate behavior and respect for others in the College community. Students are expected to treat all members of the College community with dignity, respect, fairness, and civility and to behave in a responsible manner at all times both in and outside of the classroom.~~

~~Every student is expected to be fully acquainted with and comply with all policies, rules, and regulations outlined in the Student Code of Conduct.~~

~~The Student Code of Conduct applies to all students while enrolled at the College, on College premises, and/or while attending~~

~~College sponsored activities on or off campus. In certain circumstances, for example in the instance of sexual misconduct, off-campus misconduct at non-College sponsored activities that have a continuing and disruptive effect on members of this College community, will also be actionable under the Student Code of Conduct.~~

~~Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.~~

~~The College may initiate disciplinary proceedings for student violations including, but not limited to disruption of the orderly process of the College, including, but not limited to, disruptions of classes, events, or meetings, or interference with the rights of others; physical or verbal (oral and/or written), and/or sexual assaults, threatens, abuses, harassment, and/or endangerment of the health or safety of a person at the College.~~

~~Students will respect College property; property belonging to a third party on a College sponsored activity; or property belonging to a student, faculty, staff member, or campus visitor.~~

~~Students will not bring to campus or any College-related activity any weapon, firearm, explosive and/or facsimile weapons, or flammable liquids such as paint, gasoline, etc., or any fireworks, ammunition, etc., except by an individual for use in a program approved by the College.~~

~~Students will not knowingly give false information in response to a request from College employees; forge, alter, or misuse College documents.~~

~~Students will not misuse technology including but not limited to sending, distributing, posting, or displaying offensive, harassing, or threatening material; forging email messages, and other actions in violation of the College's Acceptable Use of Technology Policy as it relates to use of College technology and computing systems.~~



Final

Policy V.D.2: Student Rights and Responsibilities/Code of Conduct

All students shall abide by the College's policies as well as all county, state and federal laws. Further, students shall not interfere with or disrupt the orderly educational processes at the College.

All students are expected to understand and adhere to regulations in the College Catalog and student handbook including but not limited to academic and co-curricular expectations.

Administration and oversight of the Student Code of Conduct will be the responsibility of the Dean of Students office.

###

Withdrawn

~~Policy V.D.3: Complaints, Problems, Grievances and Appeals by Students~~

~~A student may lodge a complaint about any matter in which he or she feels unjustly treated by following the College's appeals procedures.~~

~~The College will maintain a fair, equitable, and timely procedure for addressing student complaints and grievances which will ensure that the rights of the students, the College community, and the community at large are protected. The student has the right to due process and all grievances and appeals must be conducted in a manner which ensures the accused student adequate notice and a fair opportunity to be heard.~~

~~If a student is found responsible for a violation of the Student Code of Conduct and refuses the administrative decision, the student has the right to request an appeal hearing.~~

~~*Policy approved by Erie County Community College Board of Trustees: March 10, 2021~~

~~*Review Deadline: March 10, 2026~~



Resolution to Approve the 2026-2027 Academic Calendar as Presented

Information

The proposed 2026-2027 Academic Calendar is being presented for approval to create the academic framework for teaching and learning at the College. The calendar is representative of the full academic year as it impacts the EC3 student perspective.

Recommendation

The Academic Committee recommends the Board of Trustees moves to approve the 2026-2027 Academic Calendar as submitted.



Proposed 2026-2027 Academic Calendar

Fall Semester 2026: August 17 – December 4

Early Fall

Mon	Aug 17	First Day of Early Fall Session
Mon	Sep 7	Labor Day (College Closed)
Fri	Oct 9	Last Day of Early Fall Session
Fri	Oct 16	Final Grades Available for Early Fall Session

Mid Fall

Mon	Oct 12	First Day of Mid Fall Session
Thu	Oct 15	Fall Semester Census Day
Thu-Fri	Nov 26-27	Thanksgiving Holiday (College Closed)
Fri	Dec 4	Last Day of Mid Fall Session
Fri	Dec 11	Final Grades Available for Mid Fall Session

Thu-Fri Dec 24-Jan 1 Winter Break (includes Christmas Day & New Year Day recognitions)

Winter Semester 2026: December 7, 2026 – January 29, 2027

Mon	Jan 4	First Day of Winter Session
Mon	Jan 18	Martin Luther King, Jr. Day (College Closed)
Fri	Jan 29	Last Day of Winter Session
Fri	Feb 5	Final Grades Available for Winter Session

Spring Semester 2027: February 1 – May 28

Early Spring

Mon	Feb 1	First Day of Early Spring Session
Mon	Mar 8	Spring Semester Census Day
Fri	Mar 26	Last Day of Early Spring Session
Fri	Apr 2	Final Grades Available for Early Spring Session

Mon-Fri Mar 29 – Apr 2 Spring Break

Mid Spring

Mon	Apr 5	First Day of Mid Spring Session
Fri	May 28	Last Day of Mid Spring Session
Fri	Jun 4	Final Grades Available for Mid Spring Session

Mon May 31 Memorial Day (College Closed)

Summer Semester 2027: June 8 – August 14

Mon	Jun 7	First Day of Summer Session
Mon	Jul 5	Fourth of July Observed (College Closed)
Fri	Jul 30	Last Day of Summer Session
Fri	Aug 6	Final Grades Available for Summer Session

Erie County Community College
YEAR-TO-DATE OPERATING & CAPITAL CASH BASIS BUDGET REPORT
Fiscal Year 2024-25 as of June 30, 2025

	YTD Actual	YTD Budget	Actual vs. Budget	% Variance	Anticipated	Comments
OPERATING & CAPITAL REVENUES						
Student Tuition & Fees	\$ 268,393	\$ 348,930	\$ (80,537)	-23.1%		
Tuition from Noncredit Programs	-	25,000	(25,000)	-100.0%		
County of Erie - Operating	2,790,449	2,790,449	-	0.0%		
County of Erie - Recurring Capital	875,186	875,186	-	0.0%		
County of Erie - One-Time Capital	334,365	334,365	-	0.0%		
Commonwealth of PA - Operating	3,267,262	3,267,641	(379)	0.0%		
Commonwealth of PA - Recurring Capital	611,806	875,186	(263,381)	-30.1%		
Commonwealth of PA - One-Time Capital	125,448	334,365	(208,917)	-62.5%		
Commonwealth of PA - SS Reimbursement	134,586	110,000	24,586	22.4%		
Grants	169,278	156,215	13,063	8.4%		
Investment Income	265,200	180,000	85,200	47.3%		
Donation Passthrough	87,795	100,000	(12,205)	-12.2%		
Miscellaneous Income	4,823	5,000	(177)	-3.5%		
Total Operating & Capital Revenues	\$ 8,934,591	\$ 9,402,337	\$ (467,746)	-5.0%		
APPLICATION OF FUNDS						
Salaries	\$ 3,617,257	\$ 3,352,696	\$ (264,560)	-7.9%		
Staff Benefits	893,099	855,343	(37,756)	-4.4%		
Other Expenses	636,869	514,870	(122,000)	-23.7%		
Contracted	206,210	303,757	97,547	32.1%		
Insurance	94,475	97,019	2,544	2.6%		
Travel	25,515	58,030	32,515	56.0%		
Maintenance & Repairs	69,359	60,000	(9,359)	-15.6%		
Marketing	564,413	543,900	(20,513)	-3.8%		
Contingency	-	50,000	50,000	100.0%		
Non-Lease Equipment & Non-Leased Softw	904,656	929,471	24,814	2.7%		
Facility Operations	186,390	181,084	(5,306)	-2.9%		
Leased Facilities, Equipment, & Software	990,973	967,437	(23,535)	-2.4%		
Capital Equipment Additions	518,140	1,488,730	970,590	65.2%		
TOTAL EXPENSES	\$ 8,707,356	\$ 9,402,337	\$ 694,981	7.4%		
Surplus/(Deficit)	\$ 227,235	\$ (0)	\$ 227,235			

Erie County Community College
Confirmation of Bank Statement Reconciliations

Community College of Erie County
USD

Currency

All EC3 Statements - Beginning Date	6/1/2025
All EC3 Statement - End Date	6/30/2025
Bank Statements Status - Reviewed & Reconciled	Reconciled

Operating Account Balances

FNB	June 2025 Current Balances
Operating	\$ 169,508.67
Investment Account	\$ 1,469,926.93
<i>Total Operating Account Balances</i>	\$ 1,639,435.60

Designated Purpose Account Balances
--

FNB	
Designated Purpose Account	\$ 4,092,775.68
- Tranformational Philanthropy Fund	\$ 1,620,096.51
- Interest Earned - Tranformational Philanthropy Fund	\$ 5,068.78
- Window Replacement Fund	\$ 416,313.03
- Interest Earned - Window Replacement Fund	\$ 1,267.19
- Allied Health Fund	\$ 2,043,694.19
- Interest Earned - Allied Health Fund	\$ 6,335.98
Advancement Fund Account	\$ 89,389.06
Board Designated Reserves	\$ 1,250,000.00
<i>Total Designated Account Balances</i>	\$ 5,432,164.74
 <i>Total Operating and Designated Account Balances</i>	 \$ 7,071,600.34

Other Designated Purpose Account Balances
--

Foundation Agency Fund	\$ 1,754,192.21	as of 03/31/2025
<i>(not included in College account balances)</i>		

Receivable - Funds State and County	
Erie County - Quarterly Funding	\$ 1,000,000.00
State PDE - Operating & Capital	\$ 39,787.25
	\$ 1,039,787.25



Resolution to Approve Service Master by Advance in the Amount of \$45,120 for Current Building Configuration and \$48,450 for Post Renovation Building Configuration to Provide Professional Janitorial Cleaning Services for the EC3 Erie West Campus

Information

The College publicly requested bids seeking qualified contractors to provide professional janitorial cleaning services for its facility located at 2403 West 8th Street, Erie, PA 16505. The services shall include routine janitorial maintenance of restrooms, classrooms, offices, hallways, and common areas. All work shall maintain a minimum standard of APPA Level 2: Ordinary Tidiness, as defined by the Association of Physical Plant Administrators (APPA) standards for educational facilities.

There was a public site visit on June 26, 2025. The sealed bids were received until July 14, 2025, at which time they were opened. Service Master by Advance was the lowest responsible and responsive bid or quote received at \$45,120 for current building configuration and \$48,450 for post renovation building configuration.

Environmental Services BIDS					
		Company:	Service Master by Advance	Service Master by Uveges	Phoenix Building Services
		Current Building annual	\$45,120.00	\$62,268.00	\$70,656.00
Incl.?	Alt.#	Alternate Description:			
n	2	Post Renovation Building annual	\$ 48,540	\$ 77,556	\$ 91,956
	y	- Denotes chosen alternates			
		BASE BID :	\$45,120.00	\$62,268.00	\$70,656.00
		\$ ABOVE LOW BID WITH CHOSEN ALTERNATES:	\$0.00	\$17,148.00	\$25,536.00
			1	0	0
		Low Bid Pre Construction :	\$45,120.00		
		Low Bidder:	<i>Service Master by Advance</i>		
		Low Bid Post Construction :	\$48,540.00		
		Low Bidder:	<i>Service Master by Advance</i>		

Recommendation

The Finance Committee requests that the Board of Trustees moves to approve the contract with Service Master by Advance in the amount of \$45,120 for current building configuration and \$48,450 for post renovation building configuration to provide professional janitorial cleaning services for EC3 Erie West.



Resolution to Amend and/or Implement Board Policy to Reflect Current Practice

Information

In accordance with the requirement that board policies be reviewed every five years, key amendments and implementation of policies are being proposed. The revised language reinforces the distinction between board-level policies and administrative-level procedures and practices and aligns references to the current EC3 organizational structure and updating language for consistent terminology within the College's practices.

The following is a series of Board Policies we are asking the board to consider:

Policy I.A.6: Disclosure of Personal or Private Interest

- Amendments as part of normal review cycle with recommendations from the solicitor.

Policy I.A.7: Trustee Requests Requiring Board Authorization (New Policy)

- Implemented to establish protocol for board members interaction with the College.

Policy I.A.8: Trustee Voting (New Policy)

- Implemented to establish the Trustee voting order and requirements for public vote that was moved from the bylaws to board policy.

Policy VII.C.2: Freedom of Expression and Demonstration

- Amendments to clarify language.

Policy VII.C.3: Use of College Facilities for Elected Officials and Political Activity (New Policy)

- Implementation stemming from review of Policy VII.C.2: Freedom of Expression amendments that clarified the process and distinguishes partisan from non-partisan activities.

Recommendation

The Executive Committee recommends that the Board of Trustees moves to amend the Board Policies as presented.



Redline

Policy I.A.6: Disclosure of Personal or Private Interest

In accordance with the Pennsylvania Public Official and Employees Ethics Act (the "Ethics Act"), a conflict of interest is defined as the use of the authority of one's public office or employment or any confidential information received through the holding of public office or employment of any Trustee, Officer or Administrator, for the private pecuniary benefit of themselves, or a member of their immediate family (a parent, spouse, child, brother or sister) or a business with which the public official or employee or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official or public employee, a member of his immediate family or a business with which he or a member of his immediate family is associated. See 65 Pa.C.S. § 1102.

A Trustee, Officer or Administrator who has an actual or potential conflict of interest with respect to a measure, proposal or decision pending before the Board of Trustees shall promptly disclose such interest to the Chairperson of the Board, along with any other relevant information. The Chairperson shall be responsible for informing the other members of the Board of the conflict. If the Chairperson has a conflict, then he or she shall notify the Vice Chairperson. The Board of Trustees may consider such a measure, proposal or decision, but any member having such an interest shall not vote or otherwise participate in such deliberation or action of the Board of Trustees. The member shall, prior to the vote being taken, publicly announce and disclose the nature of his or her interest as a public record in a written memorandum filed with the Board Secretary, which shall be made a part of the minutes of the meeting. While the College may do business with an affiliate of one of its Trustees, no preference may be given based on the Trustee relationship. Further, any Trustee who may have either a direct or indirect interest in a business entity is excluded from all participation in decisions, discussions and any matter related thereto. In the event the College enters into any contract, or in the event that an entity awarded a contract by the College enters into a subcontract, valued at \$500 or more with an entity with which an employee or Trustee, or the employees or Trustees spouse or child, is associated, it may only do so if the contract, or subcontract, has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the employee or Trustee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

Violations

In addition to any applicable penalties for violation of the ~~Pennsylvania~~ Ethics Act, reported, alleged or suspected violations of this policy will be directed to the Board Chairperson. If the Board Chairperson is the subject of the report or alleged violation, then the report will be directed to the Vice Chairperson. The Board Chairperson (or Vice Chairperson, if applicable) may appoint a Special Ad Hoc Committee of the Board to examine the matter and recommend further course of action to the Board. The committee may conduct a fact-finding process in an effort to determine if the report can be substantiated, and may consult with or engage the services of legal counsel or other third party to assist in completing an investigation. The committee shall complete its investigation and report its findings to the Board Chairperson (or Vice Chairperson, if applicable) within a reasonable period of time. If the report is substantiated, sanctions may be recommended by the committee, and may include a recommendation of censure and/or referral to outside agencies or investigative authorities, where applicable.

Final

Policy I.A.6: Disclosure of Personal or Private Interest

In accordance with the Pennsylvania Public Official and Employees Ethics Act (the "Ethics Act"), a conflict of interest is defined as the use of the authority of one's public office or employment or any confidential information received through the holding of public office or employment of any Trustee, Officer or Administrator, for the private pecuniary benefit of themselves, or a member of their immediate family (a parent, spouse, child, brother or sister) or a business with which the public official or employee or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official or public employee, a member of his immediate family or a business with which he or a member of his immediate family is associated. See 65 Pa.C.S. § 1102.

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otherwise participate in such deliberation or action of the Board of Trustees. The member shall, prior to the vote being taken, publicly announce and disclose the nature of his or her interest as a public record in a written memorandum filed with the Board Secretary, which shall be made a part of the minutes of the meeting. While the College may do business with an affiliate of one of its Trustees, no preference may be given based on the Trustee relationship. Further, any Trustee who may have either a direct or indirect interest in a business entity is excluded from all participation in decisions, discussions and any matter related thereto. In the event the College enters into any contract, or in the event that an entity awarded a contract by the College enters into a subcontract, valued at \$500 or more with an entity with which an employee or Trustee, or the employees or Trustees spouse or child, is associated, it may only do so if the contract, or subcontract, has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the employee or Trustee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.

Violations

In addition to any applicable penalties for violation of the Ethics Act, reported, alleged or suspected violations of this policy will be directed to the Board Chairperson. If the Board Chairperson is the subject of the report or alleged violation, then the report will be directed to the Vice Chairperson. The Board Chairperson (or Vice Chairperson, if applicable) may appoint a Special Ad Hoc Committee of the Board to examine the matter and recommend further course of action to the Board. The committee may conduct a fact-finding process in an effort to determine if the report can be substantiated, and may consult with or engage the services of legal counsel or other third party to assist in completing an investigation. The committee shall complete its investigation and report its findings to the Board Chairperson (or Vice Chairperson, if applicable) within a reasonable period of time. If the report is substantiated, sanctions may be recommended by the committee, and may include a recommendation of censure and/or referral to outside agencies or investigative authorities, where applicable.

###

New Policy

Policy I.A.7 Trustee Requests Requiring Board Authorization

Erie County Community College embraces the principle that Board authority resides in the collective body rather than in individual trustees. The purpose of this policy is to ensure that all requests from individual Board members to the college—whether related to governance, operational matters, or personal use of college resources—are made with approval from the Executive Committee.

All Board actions are guided by the strength of collective decision-making. To ensure transparency, consistency, and alignment with governance responsibilities, any requests beyond standard meeting materials or routine inquiries are considered through formal approval by the Executive Committee. This collaborative process supports effective oversight and reinforces the shared mission of the college.

The process for any Board member seeking information, services, or accommodations from the college must submit their request in writing to the Board Chairperson. The Board Chairperson will place the request on the agenda for discussion and decision at the next scheduled Executive Committee meeting.

**Policy approved by Erie County Community College Board of Trustees: July 23, 2025*

**Review Deadline: July 23, 2030*

###



New Policy

Policy I.A.8: Trustee Voting

In accordance with Sunshine Act (65 Pa.C.S. §§ 701-716), all official actions, including votes, must be taken at a public meeting that has been advertised and is open to the public.

Voting shall proceed in alphabetical order by last name, beginning with the member whose last name appears first alphabetically. The Board Chairperson shall always vote last, regardless of their position in the alphabetical order.

**Policy approved by Erie County Community College Board of Trustees: July 23, 2025*

**Review Deadline: July 23, 2030*

###

Redline

Policy VII.C.2: Freedom of Expression and Demonstration

Erie County Community College is committed to freedom of expression and the exchange of views and ideas in a manner that promotes collective engagement, mutual respect and understanding, and promotes learning in a diverse and complex world. The College recognizes the right of students, faculty, staff, and ~~invited~~ guests to assemble and express dissenting viewpoints under the following general principles:

- Freedom of Expression: The college supports the right of individuals to engage in peaceful and lawful demonstrations.
- Respect for Rights: Demonstrations must respect the rights and freedoms of others, including their right to learn, teach, and work without undue disruption.
- Safety and Order: Demonstrations must be conducted in a manner that does not threaten the safety of participants or others and does not result in damage to property.

This policy shall apply to college property and does not apply to public sidewalks or streets not owned or controlled by the Erie County Community College. This policy creates a limited public forum for students, faculty, staff and invited guests while participating in a demonstration on college property.

The process for requesting and receiving approval to participate in demonstrations on college property rests with the Office of the Executive Vice President. All demonstration requests will be granted or denied based on reasonable time, place, and manner considerations without regard to the content or viewpoint of the demonstration.

Final

Policy VII.C.2: Freedom of Expression and Demonstration

Erie County Community College is committed to freedom of expression and the exchange of views and ideas in a manner that promotes collective engagement, mutual respect and understanding, and promotes learning in a diverse and complex world. The College recognizes the right of students, faculty, staff, and guests to assemble and express dissenting viewpoints under the following general principles:

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The process for requesting and receiving approval to participate in demonstrations on college property rests with the Office of the Executive Vice President. All demonstration requests will be granted or denied based on reasonable time, place, and manner considerations without regard to the content or viewpoint of the demonstration.

###

New Policy

Policy VII.C.3: Use of College Facilities for Elected Officials and Political Activity

Erie County Community College (EC3) is committed to the principle of free expression, including the exchange of political viewpoints and ideas, for all members of the community. EC3 encourages students and employees to fully participate in their rights of citizenship, including exercising the right to vote, campaign, and otherwise engage in the political life of our community, state and nation. Nothing in this Policy is intended to limit the rights of students or employees to express personal opinions or engage in political activity in their individual capacities and as private citizens.

However, certain types of politically related activities by EC3 or by EC3 employees, in their official capacities, may be in appropriate due to EC3's nonpartisan mission. This Policy outlines procedures and describes limitations on EC3's involvement and the use of EC3 facilities and resources for political activities.

This policy applies to elected officials of all levels of government, candidates for elected office and their representatives, non-partisan individuals and organizations engaged in political activities, political parties and partisan individuals and organizations, and College employees, students, and organizations.

Policy Guidelines for use are listed below:

A. Inviting Elected Officials and Individuals in their Non-Candidate Capacity

Elected officials are public servants and important members of our community who are often invited by EC3 employees or students as experts to serve as speakers or panelists. Such invitations are not to be extended to elected officials in their roles as candidates for office, to currently unelected individuals campaigning for office, or to representatives or spokespeople on behalf of candidates for office, unless the event is a debate, issue forum question and answer session or similar communication in an academic setting where all candidates for the office have been invited. For such visits, a non-partisan atmosphere should be maintained and the individual must only speak in their non-candidate capacity and make no reference to an election. Communications regarding the event deriving from the official or individual should indicate the capacity in which the individual is appearing and should not mention the individual's candidacy or the election.

Approval to invite elected officials is granted by the President or designee. The request must include a complete description of the event or visit, including its purpose, audience, and location. Approval for such visits should be sought at least 7 days prior to the visit.

B. Use of College Facilities for Non-Partisan Political Activities and Events

EC3 facilities may be rented or made available for certain non-partisan political activities and events subject to the following terms:

1. Policies. EC3 facilities made available for non-partisan political events will be in accordance with this and all other applicable EC3 policies.
2. Format. A non-partisan political event must be in the format of an issues forum or debate, question-and-answer session, or similar communications in an academic setting; such events cannot be conducted as a campaign rally or similar event. All legally qualified candidates for a political office must be invited to participate on an equal basis with such limitations as may be appropriate after consultation with the President. Receptions and other social activities associated with such an event must include all candidates who were invited to participate in the event.
3. Restrictions.
 - EC3's name, logo, or identification will not be used in conjunction with any political campaign literature, collateral materials, or paraphernalia.
 - No partisan posters, handbills, campaign signs or paraphernalia may be posted on any campus surfaces



or real property relating to such visits.

- No admission fee may be charged for such events.
 - No political fundraising activities may be conducted at such events.
4. Expenses. Such events will be held at no cost to EC3. The non-partisan political event sponsor shall pay all costs and expenses, including facility charges and ancillary service costs associated with the event, including but not limited to insurance, custodial, parking, equipment setup and operation, security, appropriate licensing fees and royalties (e.g. for music), and so forth.
 5. Publicity. All promotional material for non-partisan political events must include clear and prominent statements indicating that EC3 and EC3 officials do not endorse any political candidate or any position of a political candidate. Subject to this restriction, EC3 may—at the discretion of the President—publicize the event in any appropriate manner and encourage or arrange for coverage by media organizations, including EC3 media.

Approval to use College facilities for non-partisan political activities and events is granted by the President. Approval for these events must be sought at least 30 days prior to the event. The request must include a complete description of the event or visit, including its purpose, intended audience, and the expected number of people who may be visiting the campus.

C. Use of College Facilities for Partisan Political Activities and Events

EC3 facilities, both indoor and outdoor, may be rented for certain partisan political activities and events subject to the following terms:

1. Policies. EC3 facilities made available for partisan political events will be in accordance with this and all other applicable EC3 policies.
2. Restrictions.
 - EC3's name, logo, or identification will not be used in conjunction with any political campaign literature, collateral materials, or paraphernalia.
 - No partisan posters, handbills, campaign signs or paraphernalia may be posted on any campus surfaces relating to such visits.
 - No college resources, including personnel, materials or equipment will be used to support political events unless the customary expenses for such are reimbursed to the College.
3. Expenses. Such events will be held at no cost to EC3. The partisan political event sponsor shall pay all costs and expenses, including facility charges and ancillary service costs associated with the event, including but not limited to insurance, custodial, parking, equipment setup and operation, security, appropriate licensing fees and royalties (e.g. for music), and so forth.
4. Publicity. All promotional material for partisan political events must include clear and prominent statements indicating that EC3 and EC3 officials do not endorse any political candidate or any position of a political candidate. EC3 will not publicize partisan political events and will not encourage or arrange for coverage by media organizations, including EC3 media.

Approval to use College facilities for partisan political activities and events is granted by the Board of Trustees. Approval for these events must be sought at least 30 days prior to the event. The request must include a complete description of the event or visit, including its purpose, intended audience, expected number of attendees, and the security plan to ensure the safety of all attendees, members of the College community, members of the surrounding community, and the security of College facilities.

Policy approved by Erie County Community College Board of Trustees: **July 23, 2025*

Review Deadline: **July 23, 2030*



Second Reading of Proposed Amended EC3 Bylaws and
Resolution to Adopt the EC3 Bylaws as Presented

Information

The current bylaws were adopted on March 31, 2021 and have served as the organization's governing document since that time. A comprehensive review was initiated by the Executive Committee to improve clarity and governance structure. The redline and final version follow. The first reading of the proposed amended bylaws was accepted into record May 28, 2025. This is the second reading of the proposed amended bylaws to be accepted into record.

Recommendation

The Executive Committee recommends the Board of Trustees moves to adopt the EC3 Bylaws as presented.



BYLAWS OF THE COMMUNITY COLLEGE OF ERIE COUNTY
d/b/a ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA and
ERIE COUNTY COMMUNITY COLLEGE

ARTICLE I
OBJECTIVE

The objective of the Community College of Erie County, d/b/a Erie County Community College of Pennsylvania and Erie County Community College (“College”), is to prepare Erie County residents to succeed by providing affordable, high quality degrees, certificates, and transfer opportunities in a diverse, supportive, and innovative learning environment.

ARTICLE II
BOARD OF TRUSTEES

A. Authority, Powers, and Governing Law.

- (1) The Board of Trustees (“Board” or “Trustees”) shall be the legal governing body of the College. The Board derives its legal authority from the Community College Act of 1963 (24 P.S. §19-1901A, et seq.), as amended, including by Act 31 of 1985 (“Act”); by the Erie County Community College Plan approved by the State Board of Education on July 8, 2020; Resolution No. 38, 2020 of Erie County Council, adopted on August 25, 2020 on behalf of Erie County as the College’s local sponsor (“Sponsor”); and by the policies, standards, rules and regulations adopted from time to time by the State Board of Education. The Board shall have all of the powers and authority described in the foregoing.
- (2) The Board and its activities shall be governed by Act 93 of 1998, P.L.729, commonly known as the “Sunshine Act.”
- (3) The Board will approve policies, provide fiduciary oversight, establish accountability measures, and delegate the administration and day-to-day operations of the College to the President. The Board will conduct ~~an annual~~ **periodic** evaluation of the President.

B. Composition.

- (1) Number. Resolution No. 38, 2020 adopted by Erie County Council on behalf of the Sponsor, provided for the creation of a Board consisting of nine (9) persons in accordance with the Erie County Community College Plan. The Board of Trustees shall, pursuant to the Act, consist at all times of not less than seven (7) nor more than fifteen (15) persons.

- (2) Participation of President. The President of the College shall have the right to attend all meetings of the Board and to be heard on all matters before the Board (except portions of executive sessions of the Board during which matters relating to the performance or compensation of the President are discussed), but shall have no right to vote on any matter.
- (3) Student Trustee. The Board may, in its discretion, appoint one (1) student recommended by the President to serve as a non-voting member of the Board, not counting against the number set forth in subsection B(1), for a one (1)-year term. The student must be registered and remain in good standing throughout the term.

C. Terms and Vacancies. Excepting any student trustee described in Section A(3) above and those Trustees who were selected for terms of two (2) and four (4) years at the initial seating of the Board, each person appointed to the Board of Trustees shall serve a term of six (6) years. In the event that a vacancy on the Board of Trustees shall occur by reason of the resignation, death or removal of a Trustee, the Board shall promptly notify the Sponsor. The Sponsor shall thereafter fill the vacancy for the unexpired term in accordance with the Community College Act and Erie County Resolution No. 38, 2020.

D. Expenses. Trustees shall serve without compensation, except that they may be reimbursed, in accordance with guidelines and procedures adopted from time to time by the Board, for pre-approved actual and necessary expenses incurred in the performance of their duties.

E. No Personal Liability. Trustees shall not be personally liable for monetary damages for any action taken or any failure to take action, except to the extent that such action or failure to take action violates a criminal statute or constitutes self-dealing, willful misconduct, or recklessness. Any repeal or modification of this Section E shall be prospective only, and shall not adversely affect any limitation on the personal liability of a Trustee that exists at the time of such repeal or modification.

F. Code of Ethics. The Board will adopt and abide by a code of ethics and conduct.

ARTICLE III MEETINGS OF THE BOARD OF TRUSTEES

A. Annual Meeting. The annual meeting of the Board shall be held during the month of September each year, or on such other date as shall be fixed by the Board. At the annual meeting, the Board shall elect its officers and transact such other business as may properly be brought before the meeting.

B. Regular Meetings. Regular meetings shall be held at least ~~six (6)~~ five (5) times per year, on such dates and at such times and locations as are directed by the Board.

C. Special Meetings. Special meetings of the Board may be called by the Chairperson in the Chairperson's discretion. The Chairperson shall also call a special meeting upon the written request of three (3) members of the Board, to be held within ten (10) days of the delivery of the written request to the Chairperson. If the Chairperson fails to call the special meeting within the

time prescribed, the same three (3) members of the Board may direct the Secretary to call the special meeting.

D. Quorum. A majority of the voting Trustees shall constitute a quorum for the transaction of business, and the acts of a majority of the Trustees present and voting at a meeting at which a quorum is present shall be the acts of the Board of Trustees, except as may be otherwise provided in these Bylaws.

E. Participation in Meetings. Trustees and other persons may participate in a meeting of the Board by means of conference telephone, videoconference platform, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section E shall constitute presence in person by a Trustee.

F. Procedures at Meetings.

(1) General Rules of Procedure. The rules contained in the then-current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings in all cases, except where a rule contained therein is inconsistent with these Bylaws or with any procedural rule adopted by the Board of Trustees for the duration of a particular meeting or otherwise. The Chairperson or other presiding officer shall decide all questions of order, subject to appeal by any member of the Board and the determination of the Board at the meeting.

(2) ~~Voting. The roll of members for voting purposes shall be called alphabetically, except that the Chairperson shall be called last. There shall be no secret balloting on any items.~~

G. Public Comment. Individuals or groups may make public comment at board meetings only in accordance with guidelines and procedures adopted from time to time by the Board.

ARTICLE IV OFFICERS

A. Officers.

The elected officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be Trustees. The President and Treasurer, who shall not be Trustees, shall serve as officers of the College concurrently with their employment by the College in those positions.

B. Election of Officers.

(1) The Board shall, at its annual meeting, elect the Chairperson, Vice-Chairperson, and Secretary from among the Trustees. In the event of a vacancy in any of the offices named in subsection B(1), the vacancy shall be filled by the Board for the remainder of the term at its next meeting.

- (2) Officers of the Board will serve one (1) year terms commencing at the annual meeting and concluding at the next annual meeting, or until their successors are duly elected. All officers are eligible for election for up to two (2) consecutive terms in the same office. Trustees who have previously served in an office is eligible to serve again in the same office provided they have not served in such office for an interval of two (2) consecutive years.

C. Duties of Officers.

- (1) The Chairperson of the Board shall:
 - a. Preside at all meetings of the Board, serve as a member ex-officio of all committees, and be entitled to vote at all meetings of the Board and its committees.
 - b. Appoint all committees and designate the chairperson(s) of such committees, unless otherwise determined by the Board.
- (2) The Vice-Chairperson of the Board shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as the Board may assign from time to time.
- (3) The Secretary of the Board shall:
 - a. Review minutes of Board meetings prepared by the President's designee and present them to the Board for approval.
 - b. Authenticate and attest official board documents when legally required.
 - c. Perform other duties as the Board may assign from time to time.
- (4) The President of the College shall:
 - a. Be the chief executive and administrative officer of the College.
 - b. Execute contracts and other documents on behalf of the College.
 - c. Perform all other duties which the Board may prescribe.
- (5) The Treasurer of the College shall:
 - a. Under the direction of the President, submit annual budgets, subject to approval by the Trustees, for operations and capital expenditures, and develop a long-range financial plan.
 - b. Be responsible for full and accurate accounts of all receipts and disbursements.

- c. In accordance with the Act, give a proper bond in such amount and with such corporate surety as are approved by the Board of Trustees, which shall be filed with the Board.

ARTICLE V COMMITTEES

A. Committees of the Board; General Provisions.

The standing committees identified in this Section A (“Standing Committees”) shall be subject to the policies of the Board and these Bylaws. In addition, the Board may create ad hoc committee by resolution. Only the Standing Committees shall constitute committees authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act, unless the resolution establishing an ad hoc committee expressly provides otherwise. The Chairperson of the Board shall appoint the chairperson of each committee, and, unless otherwise determined by the Board, the members of each committee. Committee member eligibility shall be limited to Trustees.

(1) Executive Committee.

The Board Executive Committee shall consist of the officers of the Board and the chairperson of the Finance Committee.

All actions by the Executive Committee shall be subject to ratification by the Board and shall be submitted to the Board for such purpose at its next meeting.

The Executive Committee shall:

- a. convene at the call of the President or Chairperson of the Board in response to emergency situations which may arise, and make necessary recommendations to the Board at its next meeting; and.
- b. carry out any additional responsibilities as are assigned by the Board.

(2) Academic Committee.

Working in cooperation with the President and administrative staff assigned by the President, the Academic Committee shall make recommendations to the Board with respect to policies and general oversight of the College’s:

- a. student and academic affairs programs;
- b. workforce initiatives to enhance the economic progress of the region with responsive, solution-driven programs; and
- c. admission initiatives.

(3) Finance Committee.

Working in cooperation with the President and Treasurer and other administrative staff assigned by them, the Finance Committee shall:

- a. make recommendations to the Board with respect to policies and general oversight of the financial affairs of the College, including the incurrence of debt and the submission of the annual budgets to be approved by the Board for operations and capital expenditures; and
- b. recommend to the Board a certified public accountant to perform the College's annual external audit, monitor the audit process, provide any necessary updates to the Board regarding the progress of the audit, and present the audit to the Board.

(4) Personnel Committee.

Working in cooperation with the President and administrative staff assigned by the President, make recommendations to the Board with respect to policies and general oversight of the College's:

- a. compensation and benefit programs; and
- b. ~~diversity and inclusion initiatives; and~~
- ~~e.~~ recruitment and evaluation procedures for the College.

B. Advisory Groups.

The Board of Trustees may, in consultation with the President, create advisory groups, which may include non-Trustee members, to serve without compensation to assist the Board and/or President on focused subjects. Such groups shall not be authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act.

ARTICLE VI.
INDEMNIFICATION

A. Actions Involving Trustees, Officers and Employees. The College shall indemnify any person who was or is a party (other than a party plaintiff suing on their own behalf), or who is threatened to be made such a party, to any threatened, pending or completed action, suit or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were a Trustee, officer, or employee of the College, or are or were serving at the request of the College as a director, trustee, officer, or employee of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the Trustee, officer, or employee is insured pursuant to any directors and officers liability insurance policy maintained by the

College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

C. Actions Involving Other Agents. The College may indemnify any other person who was or is a party (other than a party plaintiff suing on their own behalf or in the right of the College), or who is threatened to be made such a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were an agent of the College, or are or were serving at the request of the College as an agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the agent is insured pursuant to any directors and officers liability insurance policy maintained by the College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

D. Determination of Right to Indemnification in Certain Instances.

- (1) Any indemnification under Section A of this Article (unless ordered by a court) shall be made by the College unless a determination is reasonably and promptly made that indemnification of the Trustee, officer, or employee is not proper in the circumstances because they have not satisfied the conditions set forth in such Section A. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if a quorum is obtainable, but a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.
- (2) Any indemnification under Section B of this Article (unless ordered by a court) shall be made by the College only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because they have met the applicable standard of conduct set forth in such Section B. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, if a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.

E. Advanced Payment of Expenses. Expenses incurred by defending a civil action, suit or proceeding may be paid by the College in advance of the final disposition of such action, suit, or

proceeding upon receipt of any undertaking by or on behalf of the Trustee, officer, employee, or agent to repay such amount if it shall ultimately be determined that they are not entitled to be indemnified by the College as authorized in this Article.

F. Successful Defense. Notwithstanding any other provisions of this Article, to the extent that a Trustee, officer, employee, or agent of the College has been successful on the merits or otherwise (including the dismissal of an action without prejudice or the settlement of an action without admission of liability) in defense of any action, suit, or proceeding referred to in Section A or B of this Article, or in defense of any claim, issue, or matter therein, they shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by them in connection therewith.

G. Not Exclusive Right. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any statute, bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office. Without limiting the generality of the foregoing, in the event of a conflict between the provisions of this Article and the provisions of any written agreement between the College on the one hand, and any Trustee, officer, employee, or agent of the College on the other, providing for indemnification, the terms of such written agreement shall prevail. Any indemnification, whether required under this Article or permitted by statute or otherwise, shall continue as to a person who has ceased to be a Trustee, officer, or employee and shall inure to the benefit of the heirs, executors and administrators of such person.

H. Insurance. The Board of the College shall have the power to cause the College to purchase and maintain on behalf of any person who is or was a Trustee, officer, employee, or agent of the College, or is or was serving at the request of the College as a director, trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against them and incurred by them in any such capacity, arising out of their status as such, whether or not the College would have the power to indemnify them against such liability under the provisions of this Article. Upon approval by the Board of the College, any Trustee, officer, employee, or agent of the College may be reimbursed for the cost of insurance premiums incurred by such individual to procure insurance coverage of the nature described above on an individual basis.

ARTICLE VI MISCELLANEOUS

A. Fiscal Year. The fiscal year of the College shall commence on July 1 and conclude on June 30.

B. Audit. The financial statements of the College shall be audited annually by a certified public accountant approved by the Board of Trustees.

C. Amendments. The Bylaws may be amended by the Board at any regular or special meeting by a two-thirds (2/3) vote of the entire Board; provided, however, that at least ten (10) days' written notice of the proposed amendment is provided to the Board in advance of an initial

reading at a regular or special meeting, and a final vote is taken after a second reading of the proposed amendment, which may incorporate modifications to the initial proposal, at a subsequent regular or special meeting of the Board.

I hereby certify that the foregoing Bylaws were duly adopted by the Board of Trustees of the College on March 31, 2021.

Secretary



BYLAWS OF THE COMMUNITY COLLEGE OF ERIE COUNTY
d/b/a ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA and
ERIE COUNTY COMMUNITY COLLEGE

ARTICLE I
OBJECTIVE

The objective of the Community College of Erie County, d/b/a Erie County Community College of Pennsylvania and Erie County Community College (“College”), is to prepare Erie County residents to succeed by providing affordable, high quality degrees, certificates, and transfer opportunities in a diverse, supportive, and innovative learning environment.

ARTICLE II
BOARD OF TRUSTEES

A. Authority, Powers, and Governing Law.

- (1) The Board of Trustees (“Board” or “Trustees”) shall be the legal governing body of the College. The Board derives its legal authority from the Community College Act of 1963 (24 P.S. §19-1901A, et seq.), as amended, including by Act 31 of 1985 (“Act”); by the Erie County Community College Plan approved by the State Board of Education on July 8, 2020; Resolution No. 38, 2020 of Erie County Council, adopted on August 25, 2020 on behalf of Erie County as the College’s local sponsor (“Sponsor”); and by the policies, standards, rules and regulations adopted from time to time by the State Board of Education. The Board shall have all of the powers and authority described in the foregoing.
- (2) The Board and its activities shall be governed by Act 93 of 1998, P.L.729, commonly known as the “Sunshine Act.”
- (3) The Board will approve policies, provide fiduciary oversight, establish accountability measures, and delegate the administration and day-to-day operations of the College to the President. The Board will conduct a periodic evaluation of the President.

B. Composition.

- (1) Number. Resolution No. 38, 2020 adopted by Erie County Council on behalf of the Sponsor, provided for the creation of a Board consisting of nine (9) persons in accordance with the Erie County Community College Plan. The Board of Trustees shall, pursuant to the Act, consist at all times of not less than seven (7) nor more than fifteen (15) persons.

- (2) **Participation of President.** The President of the College shall have the right to attend all meetings of the Board and to be heard on all matters before the Board (except portions of executive sessions of the Board during which matters relating to the performance or compensation of the President are discussed), but shall have no right to vote on any matter.
- (3) **Student Trustee.** The Board may, in its discretion, appoint one (1) student recommended by the President to serve as a non-voting member of the Board, not counting against the number set forth in subsection B(1), for a one (1)-year term. The student must be registered and remain in good standing throughout the term.

C. **Terms and Vacancies.** Excepting any student trustee described in Section A(3) above and those Trustees who were selected for terms of two (2) and four (4) years at the initial seating of the Board, each person appointed to the Board of Trustees shall serve a term of six (6) years. In the event that a vacancy on the Board of Trustees shall occur by reason of the resignation, death or removal of a Trustee, the Board shall promptly notify the Sponsor. The Sponsor shall thereafter fill the vacancy for the unexpired term in accordance with the Community College Act and Erie County Resolution No. 38, 2020.

D. **Expenses.** Trustees shall serve without compensation, except that they may be reimbursed, in accordance with guidelines and procedures adopted from time to time by the Board, for pre-approved actual and necessary expenses incurred in the performance of their duties.

E. **No Personal Liability.** Trustees shall not be personally liable for monetary damages for any action taken or any failure to take action, except to the extent that such action or failure to take action violates a criminal statute or constitutes self-dealing, willful misconduct, or recklessness. Any repeal or modification of this Section E shall be prospective only, and shall not adversely affect any limitation on the personal liability of a Trustee that exists at the time of such repeal or modification.

F. **Code of Ethics.** The Board will adopt and abide by a code of ethics and conduct.

ARTICLE III MEETINGS OF THE BOARD OF TRUSTEES

A. **Annual Meeting.** The annual meeting of the Board shall be held during the month of September each year, or on such other date as shall be fixed by the Board. At the annual meeting, the Board shall elect its officers and transact such other business as may properly be brought before the meeting.

B. **Regular Meetings.** Regular meetings shall be held at least five (5) times per year, on such dates and at such times and locations as are directed by the Board.

C. **Special Meetings.** Special meetings of the Board may be called by the Chairperson in the Chairperson's discretion. The Chairperson shall also call a special meeting upon the written request of three (3) members of the Board, to be held within ten (10) days of the delivery of the written request to the Chairperson. If the Chairperson fails to call the special meeting within the

time prescribed, the same three (3) members of the Board may direct the Secretary to call the special meeting.

D. Quorum. A majority of the voting Trustees shall constitute a quorum for the transaction of business, and the acts of a majority of the Trustees present and voting at a meeting at which a quorum is present shall be the acts of the Board of Trustees, except as may be otherwise provided in these Bylaws.

E. Participation in Meetings. Trustees and other persons may participate in a meeting of the Board by means of conference telephone, videoconference platform, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section E shall constitute presence in person by a Trustee.

F. Procedures at Meetings.

- (1) General Rules of Procedure. The rules contained in the then-current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings in all cases, except where a rule contained therein is inconsistent with these Bylaws or with any procedural rule adopted by the Board of Trustees for the duration of a particular meeting or otherwise. The Chairperson or other presiding officer shall decide all questions of order, subject to appeal by any member of the Board and the determination of the Board at the meeting.

G. Public Comment. Individuals or groups may make public comment at board meetings only in accordance with guidelines and procedures adopted from time to time by the Board.

ARTICLE IV OFFICERS

A. Officers.

The elected officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary, all of whom shall be Trustees. The President and Treasurer, who shall not be Trustees, shall serve as officers of the College concurrently with their employment by the College in those positions.

B. Election of Officers.

- (1) The Board shall, at its annual meeting, elect the Chairperson, Vice-Chairperson, and Secretary from among the Trustees. In the event of a vacancy in any of the offices named in subsection B(1), the vacancy shall be filled by the Board for the remainder of the term at its next meeting.
- (2) Officers of the Board will serve one (1) year terms commencing at the annual meeting and concluding at the next annual meeting, or until their successors are duly elected. All officers are eligible for election for up to two (2) consecutive terms in the same office. Trustees who have previously served in an office is

eligible to serve again in the same office provided they have not served in such office for an interval of two (2) consecutive years.

C. Duties of Officers.

- (1) The Chairperson of the Board shall:
 - a. Preside at all meetings of the Board, serve as a member ex-officio of all committees, and be entitled to vote at all meetings of the Board and its committees.
 - b. Appoint all committees and designate the chairperson(s) of such committees, unless otherwise determined by the Board.
- (2) The Vice-Chairperson of the Board shall perform the duties of the Chairperson in the Chairperson's absence and such other duties as the Board may assign from time to time.
- (3) The Secretary of the Board shall:
 - a. Review minutes of Board meetings prepared by the President's designee and present them to the Board for approval.
 - b. Authenticate and attest official board documents when legally required.
 - c. Perform other duties as the Board may assign from time to time.
- (4) The President of the College shall:
 - a. Be the chief executive and administrative officer of the College.
 - b. Execute contracts and other documents on behalf of the College.
 - c. Perform all other duties which the Board may prescribe.
- (5) The Treasurer of the College shall:
 - a. Under the direction of the President, submit annual budgets, subject to approval by the Trustees, for operations and capital expenditures, and develop a long-range financial plan.
 - b. Be responsible for full and accurate accounts of all receipts and disbursements.
 - c. In accordance with the Act, give a proper bond in such amount and with such corporate surety as are approved by the Board of Trustees, which shall be filed with the Board.

ARTICLE V COMMITTEES

A. Committees of the Board; General Provisions.

The standing committees identified in this Section A (“Standing Committees”) shall be subject to the policies of the Board and these Bylaws. In addition, the Board may create ad hoc committee by resolution. Only the Standing Committees shall constitute committees authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act, unless the resolution establishing an ad hoc committee expressly provides otherwise. The Chairperson of the Board shall appoint the chairperson of each committee, and, unless otherwise determined by the Board, the members of each committee. Committee member eligibility shall be limited to Trustees.

(1) Executive Committee.

The Board Executive Committee shall consist of the officers of the Board and the chairperson of the Finance Committee.

All actions by the Executive Committee shall be subject to ratification by the Board and shall be submitted to the Board for such purpose at its next meeting.

The Executive Committee shall:

- a. convene at the call of the President or Chairperson of the Board in response to emergency situations which may arise, and make necessary recommendations to the Board at its next meeting; and.
- b. carry out any additional responsibilities as are assigned by the Board.

(2) Academic Committee.

Working in cooperation with the President and administrative staff assigned by the President, the Academic Committee shall make recommendations to the Board with respect to policies and general oversight of the College’s:

- a. student and academic affairs programs;
- b. workforce initiatives to enhance the economic progress of the region with responsive, solution-driven programs; and
- c. admission initiatives.

(3) Finance Committee.

Working in cooperation with the President and Treasurer and other administrative staff assigned by them, the Finance Committee shall:

- a. make recommendations to the Board with respect to policies and general oversight of the financial affairs of the College, including the incurrence of debt and the submission of the annual budgets to be approved by the Board for operations and capital expenditures; and
- b. recommend to the Board a certified public accountant to perform the College's annual external audit, monitor the audit process, provide any necessary updates to the Board regarding the progress of the audit, and present the audit to the Board.

(4) Personnel Committee.

Working in cooperation with the President and administrative staff assigned by the President, make recommendations to the Board with respect to policies and general oversight of the College's:

- a. compensation and benefit programs; and
- b. recruitment and evaluation procedures for the College.

B. Advisory Groups.

The Board of Trustees may, in consultation with the President, create advisory groups, which may include non-Trustee members, to serve without compensation to assist the Board and/or President on focused subjects. Such groups shall not be authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act.

ARTICLE VI. INDEMNIFICATION

A. Actions Involving Trustees, Officers and Employees. The College shall indemnify any person who was or is a party (other than a party plaintiff suing on their own behalf), or who is threatened to be made such a party, to any threatened, pending or completed action, suit or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were a Trustee, officer, or employee of the College, or are or were serving at the request of the College as a director, trustee, officer, or employee of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the Trustee, officer, or employee is insured pursuant to any directors and officers liability insurance policy maintained by the College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

C. Actions Involving Other Agents. The College may indemnify any other person who was or is a party (other than a party plaintiff suing on their own behalf or in the right of the College), or who is threatened to be made such a party, to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that they are or were an agent of the College, or are or were serving at the request of the College as an agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding; provided, however, that no such person shall be indemnified (a) unless, and to the extent that, the aggregate of losses to be indemnified under the provisions of this Article exceeds the amount of such losses for which the agent is insured pursuant to any directors and officers liability insurance policy maintained by the College; (b) in respect to remuneration paid to such person if it shall be finally adjudged that such remuneration was in violation of law; (c) on account of such person's conduct which is finally adjudged to have been knowingly fraudulent, deliberately dishonest, or to have constituted willful misconduct or recklessness; or (d) if it shall be finally adjudged that such indemnification is not lawful.

D. Determination of Right to Indemnification in Certain Instances.

- (1) Any indemnification under Section A of this Article (unless ordered by a court) shall be made by the College unless a determination is reasonably and promptly made that indemnification of the Trustee, officer, or employee is not proper in the circumstances because they have not satisfied the conditions set forth in such Section A. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such a quorum is not obtainable, or, even if a quorum is obtainable, but a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.
- (2) Any indemnification under Section B of this Article (unless ordered by a court) shall be made by the College only as authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because they have met the applicable standard of conduct set forth in such Section B. Such determination shall be made (i) by the Board by a majority vote of a quorum consisting of Trustees who were not parties to such action, suit or proceeding, or (ii) if such quorum is not obtainable, or, even if obtainable, if a majority vote of disinterested Trustees so directs, by independent legal counsel in a written opinion.

E. Advanced Payment of Expenses. Expenses incurred by defending a civil action, suit or proceeding may be paid by the College in advance of the final disposition of such action, suit, or proceeding upon receipt of any undertaking by or on behalf of the Trustee, officer, employee, or agent to repay such amount if it shall ultimately be determined that they are not entitled to be indemnified by the College as authorized in this Article.

F. Successful Defense. Notwithstanding any other provisions of this Article, to the extent that a Trustee, officer, employee, or agent of the College has been successful on the merits or otherwise (including the dismissal of an action without prejudice or the settlement of an action without admission of liability) in defense of any action, suit, or proceeding referred to in Section A or B of this Article, or in defense of any claim, issue, or matter therein, they shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by them in connection therewith.

G. Not Exclusive Right. The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any statute, bylaw, agreement, vote of disinterested Trustees, or otherwise, both as to action in an official capacity and as to action in another capacity while holding such office. Without limiting the generality of the foregoing, in the event of a conflict between the provisions of this Article and the provisions of any written agreement between the College on the one hand, and any Trustee, officer, employee, or agent of the College on the other, providing for indemnification, the terms of such written agreement shall prevail. Any indemnification, whether required under this Article or permitted by statute or otherwise, shall continue as to a person who has ceased to be a Trustee, officer, or employee and shall inure to the benefit of the heirs, executors and administrators of such person.

H. Insurance. The Board of the College shall have the power to cause the College to purchase and maintain on behalf of any person who is or was a Trustee, officer, employee, or agent of the College, or is or was serving at the request of the College as a director, trustee, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against them and incurred by them in any such capacity, arising out of their status as such, whether or not the College would have the power to indemnify them against such liability under the provisions of this Article. Upon approval by the Board of the College, any Trustee, officer, employee, or agent of the College may be reimbursed for the cost of insurance premiums incurred by such individual to procure insurance coverage of the nature described above on an individual basis.

ARTICLE VI MISCELLANEOUS

A. Fiscal Year. The fiscal year of the College shall commence on July 1 and conclude on June 30.

B. Audit. The financial statements of the College shall be audited annually by a certified public accountant approved by the Board of Trustees.

C. Amendments. The Bylaws may be amended by the Board at any regular or special meeting by a two-thirds (2/3) vote of the entire Board; provided, however, that at least ten (10) days' written notice of the proposed amendment is provided to the Board in advance of an initial reading at a regular or special meeting, and a final vote is taken after a second reading of the proposed amendment, which may incorporate modifications to the initial proposal, at a subsequent regular or special meeting of the Board.

I hereby certify that the foregoing Bylaws were duly adopted by the Board of Trustees of the College on March 31, 2021.

Secretary



Resolution to Approve a Merit-Based Adjustment for the President as Presented

Information

Pursuant to the Employment Agreement with President, Christopher Gray, PhD, and in recognition of his performance, the Board of Trustees hereby approves a performance bonus for President Gray for the 2024-2025 school year in the amount of \$5,485.50, half of which is payable upon approval of this resolution, and half of which is payable upon the receipt of accreditation status from the Middle States Commission on Higher Education (MSCHE).

Recommendation

The Executive Committee recommends the Board of Trustees moves to approve the merit-based adjustment as presented.



Board of Trustees Meeting Agenda

Regular Monthly Meeting

May 28, 2025 | 5:00 pm | 2403 W. 8th Street, Erie West, Founder's Rm 307A

[Zoom Meeting ID: 864 7949 2792](#)

[Zoom Passcode: 113651](#)

1. Call to Order- 4:58pm

2. Roll Call

Trustee	Roll Call
Ejay Fyke	Y
Geoffrey Groce	Y
Kurt Hersch	Not Present
Robert Merrill	Y
Msg. David Rubino	Y at 4:59pm
Vice Chairperson Cheryl Rush Dix	N
Christina Vogel	Y
Chairperson Dr. Michael Victor	Y

College Employees/Other Attendees (8)

Founding President Chris Gray Ph.D.; 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 via Zoom; Executive Director of External Relations & Strategy Shawn Waskiewicz; IT & Facilities Director Chris Ray; and Solicitor Tim Wachter.

3. Approval of March 26, 2025, Regular Meeting Minutes (pg. 53-63)

Motion	Resolution to Approve the March 26, 2025, Regular Meeting Minutes
1	

There was no discussion.

***Continued**

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

Resolution to approve the March 26, 2025 regular meeting minutes was approved unanimously via voice vote.

4. **Public Participation**-None

5. **Reports**

A. **President's Report**

Chris Gray, Ph.D.

Dr. Gray introduced Shawn Waskiewicz, the Executive Director of External Relations and Strategy. ED Waskiewicz will lead EC3 through the final process of accreditation, EC3 Foundation strategy, and marketing. Dr. Gray also highlighted that EC3 had 133 students eligible for graduation and 110 students walking in this Saturday's graduation. Finally, he pointed to high school graduation trends and how it will affect enrollment in the future.

B. **Ad Hoc Committees and Advisory Groups**

0. **Foundation-President's Advisory Group**

Trustee Ejay Fyke, Board Representative

a. **Report**

Trustee Fyke reported that the Foundation remains very active with a lot of motivation and coordination. Erie Gives on August 12th is currently their main focus.

C. **Chairperson of the Board**

Chairperson Michael Victor, J.D., LL.D.

Chairperson Victor reminded Trustees that there is an executive session for the purposes of personnel at the conclusion of the Board meeting. In addition, he provided details concerning the logistics of graduation Saturday and the Board retreat the following Saturday.

- D. **Other-**Trustee Fyke mentioned the Solar for Schools Grant Program run through the Department of Community and Economic Development. This grant program seeks to implement solar energy systems in schools including community colleges. The grants aid in the purchase and installation of equipment, permit fees, energy storage, and utility interconnection. Dr. Gray asked for additional information for staff to investigate the program.

7. Presentation-EC3 Facility Updates (Exhibit A)

Chris Ray, Director of IT & Facilities

IT and Facilities Director Chris Ray presented information concerning construction and other facility updates to the Board.

8. Standing Committee Reports and New Business

A. Academic Committee

Vice Chairperson Cheryl Rush Dix

1. Report

EVP Guy Goodman provided the Committee report in Vice Chairperson Rush Dix's absence. He explained the programs being brought forth are programs that allow students to pursue specialized education to meet industry needs. He notified the Board that the welding program will be adding micro credentials (which does not require Board approval). The Committee is also bringing forward policies for approval adhering to the five-year policy review cycle.

2. New Business

Motion 2	Resolution to Approve the Industrial Maintenance and Mechatronics (IMM) Electrical Certificate [Board Report #25-17] (pg. 5)
Motion 3	Resolution to Approve the Industrial Maintenance and Mechatronics (IMM) Mechanical Certificate [Board Report #25-18] (pg. 6)
Motion 4	Resolution to Approve the Information Technology: Technical Support Professional Certificate [Board Report #25-19] (pg. 7)
Motion 5	Resolution to Approve the Information Technology: Infrastructure Management Certificate [Board Report #25-20] (pg. 8)
Motion 6	Resolution to Amend Academic Board Policies to Reflect Current Practice [Board Report #25-21] (pg. 9-10) <ul style="list-style-type: none">• Policy IV.B.2: Course/Curriculum Development and Approval Process• Policy V.B.2: Financial Aid

There was no discussion.

***Continued**

Motion 2 through Motion 6 **Continued**

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

Resolutions to approve the Industrial Maintenance and Mechatronics (IMM) Electrical Certificate; the Industrial Maintenance and Mechatronics (IMM) Mechanical Certificate; the Information Technology: Technical Support Professional Certificate; the Information Technology: Infrastructure Management Certificate; and amend Board Policies Policy IV.B.2: Course/Curriculum Development and Approval Process and Policy V.B.2: Financial Aid were approved unanimously via voice vote.

B. **Personnel Committee**

Trustee Robert Merrill

1. **Report**

Chair Merrill reported that the Committee chose Highmark EPO Plan as the College's network for medical benefits and United Concordia (UCCI) was chosen as the dental plan provider. Each plan provides access to a broader network at an affordable rate with the plans being locked in for 18 months and 2 years accordingly. The committee also reviewed the performance formula for employee compensation and worked with finance to build the compensation into the budget. Chair Merrill also reported that Dr. Gray received the first half of his evaluation.

2. **New Business** -No action items.

C. **Finance Committee Report**

Trustee Kurt Hersch

1. **Report**

Trustee Vogel provided the Finance Committee report in Trustee Hersch's absence. She reported that the College continues to mature financially and is better at aligning expenses and revenue to the projected budget and she pointed Trustees to several new business items listed on the agenda that the Committee is bringing forth. Dr. Gray noted that the College has never increased tuition and fees, but that it is the responsibility of the Board to set them.

***Continued**

- a. YTD Budget Summary 2024-2025 (pg. 11)
- b. April 2025 Bank Reconciliation (pg. 12)

2. New Business

Motion 7	Resolution to Approve the Tentative 2026 Fiscal Year Budget as Presented [Board Report #25-23] (pg. 13-17)
Motion 8	Resolution to Approve Tuition and Enrollment/Course Fees for the 2025-2026 Academic Year as Presented [Board Report #25-24] (pg. 18)

There was no discussion.

Trustee	Motion 7-8	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel	1	Y
Chairperson Dr. Michael Victor		Y

Resolutions to approve the tentative 2026 fiscal year budget as presented and tuition and enrollment/course fees for the 2025-2026 academic year as presented were approved unanimously via voice vote.

Motion 9	Resolution to Approve Massaro Corporation in the Amount of \$3,017,000 for Services Related to the West Campus Health Lab Project [Board Report #25-25] (pg. 19)
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Discussion: This is approval for the first portion of the contract to keep the construction timeline on track. Additional areas of the building are being negotiated and that addendum to the contract will come back to the board for approval. The company is based in Pittsburgh but has a new office in Erie and the majority of subcontractors are local. The company has extensive experience in commercial construction for the healthcare industry. The project's tight timeline impacted the number of bids received.

***Continued**

Resolution to Approve Massaro Corporation in the Amount of \$3,017,000 for Services Related to the West Campus Health Lab Project [Board Report #25-25] (pg. 19)

Continued

Trustee	Motion 9	Vote
Ejay Fyke	1	Y
Geoffrey Groce	2	Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve Massaro Corporation in the amount of \$3,017,000 for services related to the West Campus Health Lab Project were approved unanimously via roll call vote.

Motion 10	Resolution to Approve Lathrop Electric in the Amount of \$82,130 to Provide Electrical Services Related to the ECTS Campus Electrical and Lighting Project [Board Report #25-26] (pg. 20)
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There was no discussion.

Trustee	Motion 10	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	Not Present	Not Present
Robert Merrill	2	Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve Lathrop Electric in the Amount of \$82,130 to provide electrical services related to the ECTS Campus Electrical and Lighting Project was approved unanimously via voice vote.

Motion 11	Resolution to Exercise the Renewal Option of the Youth Leadership Institute Lease from July 1, 2025-June 30, 2026 for \$25,000 per the Original Lease [Board Report #25-27] (pg. 21)
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Discussion: The enrollment continues to be strong at EC3 East due to the classes offered, location, the attached parking lot, and direct access to the bus route.

Trustee	Motion 11	Vote
Ejay Fyke	2	Y
Geoffrey Groce	1	Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to exercise the renewal option of the Youth Leadership Institute lease from July1, 2025-June 30, 2026 for \$25,000 per the original lease was approved unanimously via voice vote.

Motion 12	Resolution to Authorize and Approve a Line of Credit with the First National Bank Not to Exceed \$500,000 for Short-Term Funding Needs [Board Report #25-28] (pg. 22)
Motion 13	Resolution to Authorize and Approve a Bridge Loan with the First National Bank Not to Exceed \$4,000,000 for Financing the RACP EC3 West Campus Health Lab Project [Board Report #25-29] (pg. 23)

Discussion: CFO Frank Moore confirmed that the line of credit would only be used by exception such as the state budget not passing in a timely manner and that the funds will be used for continued project cash flow that will allow the project to move forward while waiting for reimbursement from RACP.

***Continued**

Resolution to authorize and approve a line of credit not to exceed \$500,000 for short term funding needs and a bridge loan not to exceed \$4,000,000 for financing the RACP EC3 West Campus Health Lab project both through First National Bank **Continued**

Trustee	Motion 12-13	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	Not Present	Not Present
Robert Merrill	2	Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to authorize and approve a line of credit not to exceed \$500,000 for short term funding needs and a bridge loan not to exceed \$4,000,000 for financing the RACP EC3 West Campus Health Lab project both through First National Bank were approved unanimously via voice vote.

D. Other

1. New Business

Motion 14	<p>Resolution to Amend and/or Withdraw Board Policy to Comply with Federal Law [Board Report #25-30] (pg. 24-28)</p> <ul style="list-style-type: none"> • Policy II.A.3: Inclusion of Diverse Suppliers and Erie County Based Businesses in College Purchasing Activities • Policy II.A.5: Civil Rights • Policy II.A.7: Disabled Vietnam-era and Other Eligible Vets • Policy III.B.1: Recruitment, Search and Selection of Personnel • Policy II.B.3: Affirmative Action • Policy VI.A.6: Construction Contract Diversity Policy
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Discussion: Dr. Gray maintained that the approval of this resolution will put EC3 in line with federal law. It does not change who we are as an institution or our daily operations. We will continue to meet students where they are. EC3 is prepared with a "Plan B" budget with no student aid factored in. The budget will come back to the board for approval if EC3 is not approved for federal financial aid.

***Continued**

Resolution to Amend and/or Withdraw Board Policy to Comply with Federal Law
[Board Report #25-30] (pg. 24-28) **Continued**

Trustee	Motion 14	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	Not Present	Not Present
Robert Merrill	1	Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to amend and/or withdraw Board Policy to comply with federal law was approved unanimously via voice vote.

Action	First Reading of Proposed Amended EC3 Bylaws [Board Report #25-31] (pg. 29-47)
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Discussion: This is the first reading of the proposed amended EC3 Bylaws as presented. Chairperson Dr. Victor asked Dr. Gray to read comments concerning the proposed bylaws from Vice Chairperson Rush Dix to the Board since she was not present.

Motion 15	Resolution to Adopt EC3's Strategic Plan for 2025-2030 as Presented [Board Report #25-32] (pg. 48)
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Discussion: Dr. Gray thanked the students, staff and stakeholders for their involvement.

Trustee	Motion 15	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino	2	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel	1	Y
Chairperson Dr. Michael Victor		Y

Resolution to adopt EC3's Strategic Plan for 2025-2030 as presented was approved unanimously via voice vote.

Motion 16	Resolution to Approve Board Member Travel to Pittsburgh, PA for ACCT 2025 New Trustees Governance Leadership Institute in the Amount to Be Determined by the Board of Trustees [Board Report #25-33] (pg. 49-52)
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Discussion: Vice Chairperson Cheryl Rush Dix brought forth, via email to Chairperson Dr. Victor, the possibility of Trustees attending the ACCT New Trustee Governance Leadership Institute. There was discussion as to who should attend the conference, if any of the current Trustees are considered “new”, and redundancy with upcoming scheduled Board development training. It was determined that any decision concerning attendance would be made by Chairperson Dr. Victor in the amount not to exceed \$2,000 following the upcoming June 7, 2025 retreat.

Trustee	Motion 16	Vote
Ejay Fyke		Y
Geoffrey Groce	2	Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

Resolution to approve Board member travel to Pittsburgh, PA for ACCT 2025 New Trustee Governance Leadership Institute was approved, granting the chairperson the authority to authorize expenditures not to exceed \$2,000 at their discretion following the June 7, 2025 Board retreat was approved unanimously via voice vote.

***Continued**

9. Executive Session for the Purposes of Personnel at 5:47pm

Trustee	Motion 17	Vote
Ejay Fyke	2	Y
Geoffrey Groce	1	Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to move into an executive session for the purposes of personnel was approved unanimously via voice vote.

10. Motion to Adjourn- 6:40pm

Trustee	Motion 18	Vote
Ejay Fyke	1	Y
Geoffrey Groce	2	Y
Kurt Hersch	Not Present	Not Present
Robert Merrill		Y
Msg. David Rubino	Not Present	Not Present
Vice Chairperson Cheryl Rush Dix	Not Present	Not Present
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to adjourn was approved unanimously via voice vote.

Next Regular Meeting July 23, 2025 at 5:00PM