



Board of Trustees Meeting Minutes

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

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



WELCOME TO EC3

Facilities Updates Spring 2025

Exciting Changes for Students in 2025

- Exterior lighting
- Roof replacement
- Windows & Doors replacements
- CNC\IMM Move to Summit Location
 - Allied Health

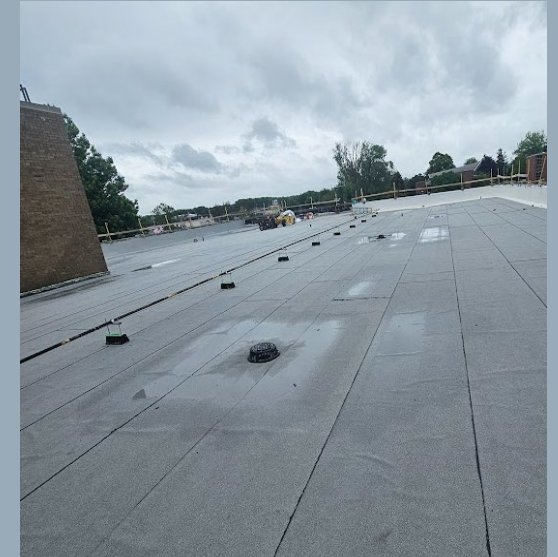
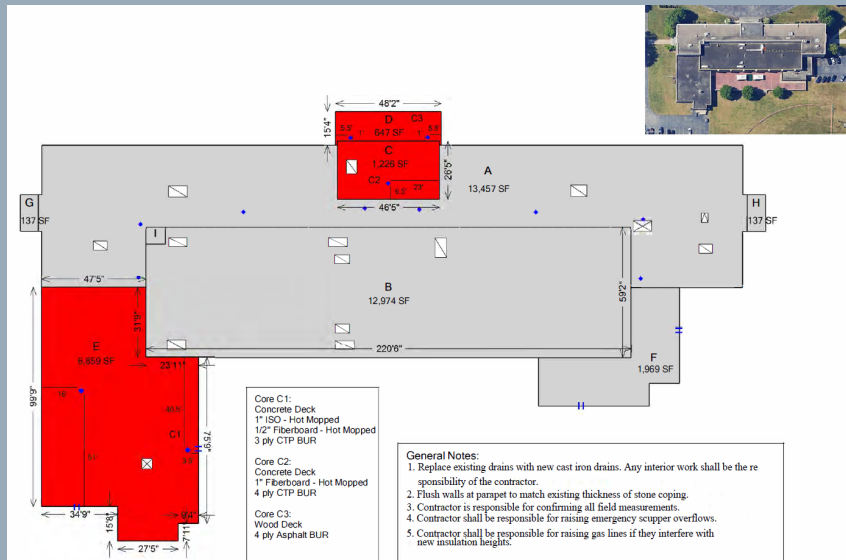
Exterior Lighting Update

- Work began April 7th and completed in about 3 weeks.
- Replaced lighting that didn't work in the driveway and parking lots
- Added Lighting to the sidewalks to enhance nighttime safety
- Replaced old direct buried wiring allowing for easier repairs in the future



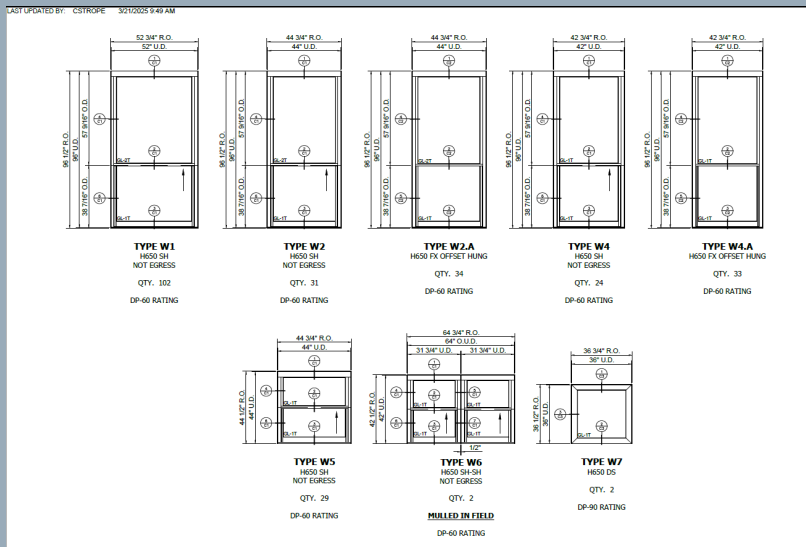
Roof Replacement

- Erie contractor McCreary Roofing
- Phase one replacing the Roof over the future Health lab near complete
- Phase two will be replacement of the main entrance roof and above main Stair tower
- Second phase will begin second week of June
- Completion anticipated by end of June (weather permitting)
- 30 year NDL Warranty



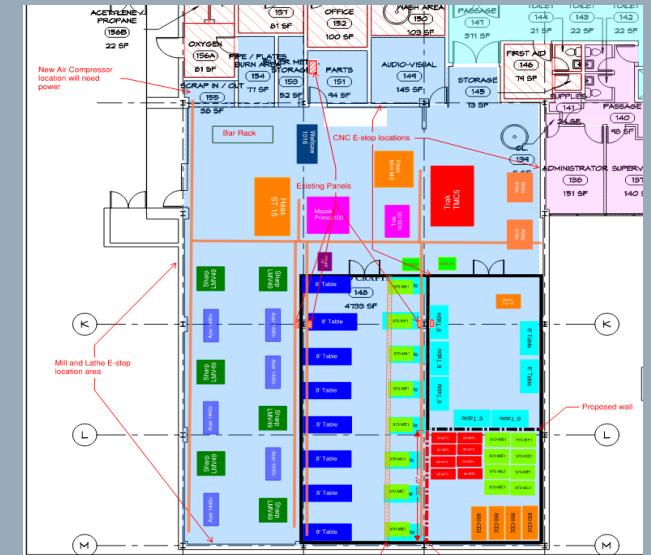
Window \ Door Replacement

- Erie contractor Corporate Glass doing the work
- Middle of June start anticipated
- Replacing 250+ windows
- Replacing 20 doors
- Completion before fall 2025.
- 20 year warranty on windows



CNC\IMM Lab Move

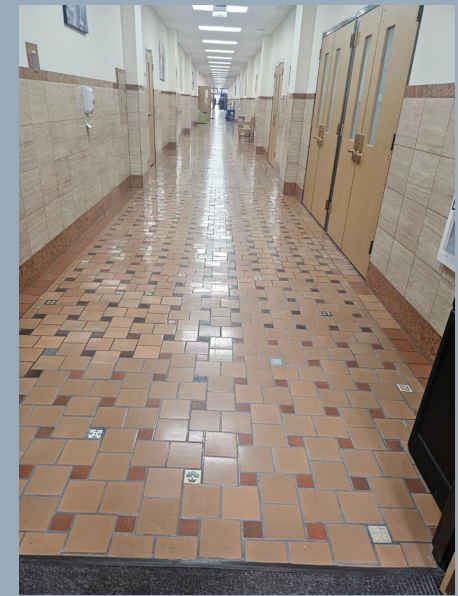
- Electrical upgrade for machinery and safety
- Updated Lighting in Lab area
- Electrical contractor recommendation at May board meeting
- Early June start pending board approval
- permitting takes 4-6 weeks
- completion expected for Fall Term



West Campus Renovations Health

Lab

- Abatement of key areas in progress
- Zoning Permit completed for Higher Education use case
- General Contractor recommendation at May board meeting
- Building Permits in review with the local firm (BIU)
- Demolition start date anticipated in early June pending board approval of General Contractor
- working towards a target date for potential students to be able to see medical lab in October for spring scheduling of the new spaces



West Campus Renovations Health

Learn ^{Lab} Here...





THANK YOU!

ec3pa.org | (814) 413.7000



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting Book

May 28, 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

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

Motion 1	Resolution to Approve the March 26, 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**

7. Presentation-EC3 Facility Updates

Chris Ray, Director of IT & Facilities

8. Standing Committee Reports and New Business

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. Report

2. New Business

Motion 2	Resolution to Approve the Industrial Maintenance and Mechatronics (IMM) Electrical Certificate [Board Report #25-17] (pg. 5)
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Motion 3	Resolution to Approve the Industrial Maintenance and Mechatronics (IMM) Mechanical Certificate [Board Report #25-18] (pg. 6)
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***Continued**

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

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 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)
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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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Action	First Reading of Proposed Amended EC3 Bylaws [Board Report #25-31] (pg. 29-47)
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9. Executive Session for the Purposes of Personnel

10. Motion to Adjourn

Division and Department Information (pg. i1-i21)

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|---|----------------------------------|
| A. Academic Affairs (pg. i1-i4) | E. Human Resources (pg. i15-i17) |
| B. Student Affairs (pg. i5) | F. Marketing (pg. i18-19) |
| C. Enrollment (pg. i6-i12) | G. EC3 Foundation (pg. i20-21) |
| D. Finance and Operations (pg. i13-i14) | |

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



Resolution to Approve the Industrial Maintenance
and Mechatronics (IMM) Electrical Certificate

Information

This program is being presented as a supplement to the holistic Industrial Maintenance and Mechatronics certificate program as a means of addressing industry information. Industry partners will typically require training in either electrical (currents or programmable controls) or mechanical (fluids and air), but not both at one time. Continuing to offer the full training program provides individuals seeking initial employment in the industrial maintenance industry with the opportunity to secure a job focused on either mechanical or electrical machinery. The program map is listed below.

Curriculum Map for Industrial Maintenance and Mechatronics (IMM) Electrical Certificate

Course Prefix	Course Title	Credit Hours
IMM 100	Introduction to Test Instruments	1
IMM 102	Introduction to AC/DC	3
IMM 103	Electrical Motor Control	3
IMM 112	Programmable Controls I	3
IMM 113	Programmable Controls II	3
IMM 130	Integrated Electrical Circuits	3
Total Credits		16

Recommendation

The Academic Committee requests that the Board of Trustees moves to approve the Industrial Maintenance and Mechatronics (IMM) Electrical Certificate as presented.



Resolution to Approve the Industrial Maintenance
and Mechatronics (IMM) Mechanical Certificate

Information

This program is being presented as a supplement to the holistic Industrial Maintenance and Mechatronics certificate program as a means of addressing industry information. Industry partners will typically require training in either electrical (currents or programmable controls) or mechanical (fluids and air), but not both at one time. Continuing to offer the full training program provides individuals seeking initial employment in the industrial maintenance industry with the opportunity to secure a job focused on either mechanical or electrical machinery. The program map is listed below.

Curriculum Map for Industrial Maintenance and Mechatronics (IMM) Mechanical Certificate

Course Prefix	Course Title	Credit Hours
IMM 101	Mechanical Drives Precision Alignment and Predictive Maintenance	1
IMM 104	Fluid Power I	3
IMM 105	Fluid Power II	3
IMM 110	Basic Mechanical Drives	3
IMM 111	Advanced Mechanical Drives	3
IMM 114	Print Reading for Industrial Maintenance	3
Total Credits		16

Recommendation

The Academic Committee requests that the Board of Trustees moves to approve the Industrial Maintenance and Mechatronics (IMM) Mechanical Certificate.



Resolution to Approve the Information Technology: Technical Support Professional Certificate

Information

With the ever-changing landscape of information technology, this program is being presented in response to workforce needs within help desk and technical support environments with business and other industries. With the added focus on information technology in almost every industry, increased knowledge of both computer hardware and software and the ability to troubleshoot network devices and complex protocols enables business to maintain functionality through access and operating challenges.

IT: Technical Support Professional Certificate Curriculum Map

The IT Technical Support Professional certificate will give graduates the fundamentals of computer hardware and software and the knowledge to be able to configure and troubleshoot network devices and complex protocols.

Course Prefix	Course Title	Credit Hours
CIS110	Digital Literacy for IT Professionals	3
CIS112	IT Software Essentials and Support	3
CIS113	IT Hardware Essentials and Support	3
CIS117	Operating Systems Interfaces	3
CIS 122	Cloud Computing Concepts and Application	3
CIS185	Introduction to Network Security	3
Total Credits		18

Recommendation

The Academic Committee requests that the Board of Trustees moves to approve the Information Technology: Technical Support Professional Certificate.



Resolution to Approve the Information Technology: Infrastructure Management Certificate

Information

Managing and maintaining an organization's information technology infrastructure takes a solid foundation in network administration and computer systems management. This program will provide the knowledge to effectively move into the role of managing a business' computer infrastructure with a focus on cyber security and cloud computing.

IT: Infrastructure Management Certificate

The IT Infrastructure Management certificate provides the technical foundation for graduates to be able to manage and maintain an organization's IT infrastructure through knowledge in network administration, systems management, cyber security and cloud computing.

Course Prefix	Course Title	Credit Hours
CIS110	Digital Literacy for IT Professionals	3
CIS115	Information Technology Fundamentals	3
CIS118	Fundamentals of Server Administration	3
CIS120	Network Integration and Management	3
CIS 122	Cloud Computing Concepts and Application	3
CIS250	Internet/Intranet Networking	3
Total Credits		18

Recommendation

The Academic Committee requests that the Board of Trustees moves to approve the Information Technology: Infrastructure Management Certificate.



Resolution to Amend Academic Board Policies to Reflect Current Practice

Information

Board policies are required to be reviewed every five years. Based off recommendations from Hunt Roman (an HR consulting group) and the visiting team of Middle States, we are making two changes to the board policies which clarify that policies are board level and procedures and practices are administrative level. Redline and final versions of the policies follow this report.

The following are policies we are asking the Board to consider:

Policy IV.B.2: Course/Curriculum Development and Approval Process

- Clarifies the role of the Curriculum Committee, changes to remove procedure from board policy

Policy I.A.3: Academic and Fiscal Years Defined

- Board directive to establish financial aid is no longer relevant since EC3 is in the application process.

Due to the amendments above Policy V.B.3: Waiver of Tuition and Mandatory Fees for Students Who Have Been in Foster Care will be renumbered to V.B.2.

Recommendation

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



Policy IV.B.2: Course/Curriculum Development and Approval

~~The Middle States Commission on Higher Education sets standards for design and delivery of the student learning experience: An institution shall provide students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting shall be consistent with higher education expectations.~~

~~This policy sets the minimum requirements to approve a 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 Middle States Commission on Higher Education accreditation standards and quality measures.~~

~~All credit courses and programs must reside in an academic unit. Faculty signatory shall bear responsibility for developing courses and programs, followed by administrative review and approval. Final approval shall reside with the College President or their designee.~~

~~All non-credit courses will reside within the workforce development area. Development of non-credit courses will be the responsibility of workforce development based on community interest and demand and will be followed by administrative review. Final approval shall reside with the College President or their designee.~~

~~All courses and curricula shall include clearly defined student learning outcomes and plans for evaluation of these outcomes. These outcomes will in turn generate activities and assignments for the course and/or program being developed. Associate degree programs shall be designed to ensure that students have received a broad educational experience through the development and implementation of general education requirements and competencies that support the College's mission and goals. All certificate and degree programs shall be designed to foster a coherent student learning experience and to promote synthesis of learning that expands awareness and prepare students to make well-reasoned judgments outside as well as within the curricular area.~~

~~Erie County Community College is dedicated to developing rigorous academic courses and programs that address the diverse needs of its student population and changing workforce needs within Erie County and northwest Pennsylvania.~~

~~All new courses and programs are recommended for approval by the College's Curriculum and Assessment Committee and presented to the College President or their designee for final approval. Final authorization for all new degrees and academic certificates resides with the Board of Trustees for the College to be authorized to award academic credentials.~~

###

Policy IV.B.2: Course/Curriculum Development and Approval

Erie County Community College is dedicated to developing rigorous academic courses and programs that address the diverse needs of its student population and changing workforce needs within Erie County and northwest Pennsylvania.

All new courses and programs are recommended for approval by the College's Curriculum and Assessment Committee and presented to the College President or their designee for final approval. Final authorization for all new degrees and academic certificates resides with the Board of Trustees for the College to be authorized to award academic credentials.

###

Policy V.B.2: Financial Aid

~~The College shall provide information to students on available financial aid packages. Upon the College's ability to participate in Federal financial aid programs, policies and procedures will be established to conform to all regulations.~~

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

	YTD Actual	YTD Budget	Actual vs. Budget	% Variance	Anticipated	Comments
OPERATING & CAPITAL REVENUES						
Student Tuition & Fees	\$ 210,881	\$ 300,527	\$ (89,646)	-29.8%		
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	2,450,441	2,450,731	(290)	0.0%		
Commonwealth of PA - Recurring Capital	458,857	458,857	-	0.0%		
Commonwealth of PA - One-Time Capital	73,257	76,430	(3,173)	-4.2%		
Commonwealth of PA - SS Reimbursement	100,300	87,691	12,609	14.4%		
Grants	155,769	127,889	27,879	21.8%		
Investment Income	223,829	150,000	73,829	49.2%		
Donation Passthrough	60,657	83,000	(22,343)	-26.9%		
Miscellaneous Income	3,728	4,600	(872)	-19.0%		
Total Operating & Capital Revenues	\$ 7,737,717	\$ 7,764,724	\$ (27,007)	-0.3%		
APPLICATION OF FUNDS						
Salaries	\$ 2,988,179	\$ 2,896,945	\$ (91,234)	-3.1%		
Staff Benefits	744,249	717,616	(26,633)	-3.7%		
Other Expenses	542,833	445,401	(97,433)	-21.9%		
Contracted	189,996	251,705	61,709	24.5%		
Insurance	94,475	94,519	44	0.0%		
Travel	24,248	44,743	20,495	45.8%		
Maintenance & Repairs	58,576	50,000	(8,576)	-17.2%		
Marketing	484,364	450,307	(34,057)	-7.6%		
Contingency	-	41,667	41,667	100.0%		
Non-Lease Equipment & Non-Leased Softw	890,929	901,316	10,387	1.2%		
Facility Operations	157,122	152,653	(4,468)	-2.9%		
Leased Facilities, Equipment, & Software	815,097	814,363	(735)	-0.1%		
Capital Equipment Additions	367,834	367,860	26	0.0%		
TOTAL EXPENSES	\$ 7,357,904	\$ 7,229,095	\$ (128,809)	-1.8%		
Surplus/(Deficit)	\$ 379,813	\$ 535,630	\$ (155,816)	-29.1%		

Erie County Community College		
Confirmation of Bank Statement Reconciliations		
		Community College of Erie County
Currency		USD
All EC3 Statements - Beginning Date		4/1/2025
All EC3 Statement - End Date		4/30/2025
Bank Statements Status - Reviewed & Reconciled		Reconciled
Operating Account Balances		
FNB		April 2025 Current Balances
Operating		\$ 997,478.45
Investment Account		\$ 2,017,115.90
Total Operating Account Balances		\$ 3,014,594.35
Designated Purpose Account Balances		
FNB		
Designated Purpose Account		\$ 4,067,700.02
- Transformational Philanthropy Fund	\$ 1,610,188.64	
- Interest Earned - Transformational Philanthropy Fund	\$ 4,946.40	
- Window Replacement Fund	\$ 413,836.06	
- Interest Earned - Window Replacement Fund	\$ 1,236.60	
- Allied Health Fund	\$ 2,031,309.34	
- Interest Earned - Allied Health Fund	\$ 6,183.00	
Advancement Fund Account		\$ 75,746.75
Board Designated Reserves		\$ 1,250,000.00
Total Designated Account Balances		\$ 5,393,446.77
Total Operating and Designated Account Balances		\$ 8,408,041.12
Other Designated Purpose Account Balances		
Foundation Agency Fund		\$ 1,754,192.21
(not included in College account balances)		
Receivable - Funds State and County		
Erie County - Quarterly Funding		\$ -
State PDE - Operating & Capital		\$ -
		\$ -



Resolution to Approve the Tentative 2026 Fiscal Year Budget as Presented

Information

Attached is the Tentative Fiscal Year 2026 Budget as submitted by the Finance Committee for the Trustees review and approval. The final budget will be put forth to the EC3 Board of Trustees for approval once the state budget is approved.

Recommendation

The Finance Committee requests that the Board of Trustees moves to approve the tentative 2026 fiscal year budget as presented.

EC3 Budget Detail		
Fiscal Year 2025/2026		
		New Proposed Budget FY26
FUNDING SOURCES:		
Student Tuition & Fees		\$ 1,033,426
Tuition from Noncredit Programs		\$ 97,500
County of Erie		\$ 4,000,000
Commonwealth of PA - Operating		\$ 3,332,994
Commonwealth of PA - Recurring Capital		\$ 701,948
Commonwealth of PA - Start Up Reimbursement		\$ 282,382
Commonwealth of PA - SS Reimbursement		\$ 140,000
Grants		\$ 641,000
Miscellaneous Income		\$ 308,250
TOTAL REVENUES		\$ 10,537,500
SALARIES:		
FULL TIME SALARIES:		
Administrative		\$ 1,301,033
Staff		\$ 903,906
Faculty		\$ 714,182
PART TIME SALARIES:		
Part Time Faculty		\$ 846,818
PT Administrative		\$ 8,292
PT Staff		\$ 142,872
Student Workers		\$ 24,840
TOTAL FULL TIME SALARIES		\$ 2,919,121
TOTAL PART TIME SALARIES		\$ 1,022,822
TOTAL SALARIES		\$ 3,941,942
STAFF BENEFITS		
Medical Insurance		\$ 411,391
Dental Insurance		\$ 24,500
Vision Insurance		\$ 5,610
Other Insurance/Benefits		\$ 54,780
FICA		\$ 291,373
Retirement Contribution		\$ 221,000
Unemployment Tax Withholdings		\$ 22,000
Workers Compensation		\$ 11,720
Tuition Reimbursement		\$ 30,000
Professional Development		\$ 30,000
Payroll Processing Fees		\$ 14,300
Employee Contributions		\$ (69,966)
TOTAL STAFF BENEFITS		\$ 1,046,708
OTHER EXPENSES		

Instructional Supplies		\$ 256,320
Office Supplies		\$ 18,540
Event Supplies		\$ 24,925
Other Supplies		\$ 64,850
Professional Fees - Audit		\$ 41,830
Professional Fees - Legal		\$ 40,000
Professional Fees - Other		\$ -
Consultant		\$ 57,000
Accreditation		\$ 33,695
Board Development		\$ -
Postage		\$ 3,950
Hospitality		\$ 28,390
Licenses and Certifications		\$ 1,367
Interest Expense		\$ 3,643
Other Expenses		\$ 19,375
Institutional Memberships		\$ 48,430
TOTAL OTHER EXPENSES		\$ 642,315
CONTRACTED SERVICES		
Information Technology		\$ 160,700
Maintenance		\$ 10,000
Support Staff		\$ 11,450
Miscellaneous		\$ 160,250
Printing		\$ 8,000
TOTAL CONTRACTED SERVICES		\$ 350,400
INSURANCE		
Insurance		\$ 105,672
TOTAL INSURANCE		\$ 105,672
TRAVEL		
Staff		\$ 49,200
Student Busing		\$ 350
TOTAL TRAVEL		\$ 49,550
MAINTENANCE & REPAIRS		
Maintenance & Repairs		\$ 90,000
TOTAL MAINTENANCE & REPAIRS		\$ 90,000
MARKETING		
Ad - Billboards		\$ 72,000
Ad - Marketing & Promotional Materials		\$ 17,400
Ad - Newspaper		\$ 31,000
Ad - Online/Internet (Non Social Media)		\$ 138,000
Ad - Radio		\$ 42,000
Ad - Social Media		\$ 6,000
Ad - Television		\$ 42,000
Audio & Visual Production		\$ 30,000
Brochures & Catalogs		\$ 9,500
Direct Mailers		\$ 11,000
Marketing - Sponsorships		\$ 105,250

Marketing Items - Facilities		\$ 36,000
Swag/Giveaways		\$ 25,300
TOTAL MARKETING		\$ 565,450
Contingency		\$ 50,000
Reserves		\$ -
Other		\$ -
TOTAL OTHER EXPENSES		\$ 1,853,387
NON-LEASED EQUIPMENT AND NON-LEASED SOFTWARE		
NON-LEASED EQUIPMENT		
Equipment - Instructional		\$ 7,000
Equipment - IT		\$ 25,000
Equipment - Other		\$ 1,200
Furniture and Fixtures		\$ 1,750
TOTAL NON-LEASED EQUIPMENT		\$ 34,950
SOFTWARE SUBSCRIPTIONS ANNUAL		
SOFTWARE SUBSCRIPTIONS ANNUAL		\$ 900,324
TOTAL SOFTWARE SUBSCRIPTIONS ANNUAL		\$ 900,324
TOTAL NON-LEASED EQUIPMENT AND NON-LEASED SOFTWARE		\$ 935,274
LEASED FACILITIES EQUIPMENT AND SOFTWARE		
LEASED EQUIPMENT		
IT Equipment		\$ 251,615
Copiers/Printers/MFDs		\$ 9,900
Other Equipment		\$ 10,500
TOTAL LEASED EQUIPMENT		\$ 272,015
LEASED SOFTWARE		
Leased Software		\$ 29,929
TOTAL LEASED SOFTWARE		\$ 29,929
FACILITIES		
Leased Facilities		\$ 814,130
TOTAL LEASED FACILITIES		\$ 814,130
TOTAL LEASED FACILITIES EQUIPMENT & SOFTWARE		\$ 1,116,075
FACILITY EXPENSES		
Utilities		
Electric		\$ 42,000
Fiber Optic Internet & Phone Service		\$ 27,000
Gas		\$ 30,000
Phone		\$ 4,000
Water & Sewer		\$ 6,000
Contracted Services - Facilities		
Security		\$ -
Cleaning		\$ 90,000

Waste Removal		\$ 3,600
Snow Removal		\$ 20,000
Landscaping		\$ 15,000
Facilities Other		
Fuel/Gasoline		\$ 1,000
Vehicle Maintenance		\$ 750
Custodial Supplies		\$ 28,000
TOTAL FACILITY EXPENSES		\$ 267,350
CAPITAL PURCHASES		
Capital Purchases		\$ 1,376,764
TOTAL CAPITAL PURCHASES		\$ 1,376,764
TOTAL EXPENSES		\$ 10,537,500
SURPLUS (SHORTFALL)		\$ 0



Resolution to Approve Tuition and Enrollment/Course Fees
for the 2025-2026 Academic Year as Presented

Information

Below are the proposed tuition and enrollment/course fees for the 2025-2026 academic year. Since the college's establishment, tuition and enrollment/course fees have remained unchanged. The proposed adjustment aims to align with current economic conditions and ensure the institution's financial sustainability while maintaining affordability for students.

Tuition and Enrollment/Course Fees		
Tuition/Fee Type	FY25	FY26
Tuition - Erie County Resident (per credit)	\$160	\$160
Tuition - Out of Erie County, In-State of PA (per credit)	\$320	\$320
Tuition - Non-PA Resident (per credit)	\$480	\$480
College Fee (per credit)	\$15	\$15
Technology Fee (per credit)	\$10	\$10
New Student Fee	\$40	\$40
Course Fees	Various	Various
Lab Fees	Various	Various
Digital Text and Materials Fee	Various	Various

Recommendation

The Finance Committee requests that the Board of Trustees moves to approve the tuition and enrollment/course fee rates for the 2025-2026 academic year as presented.



Resolution to Approve Massaro Corporation in the Amount of \$3,017,000
for Services Related to the West Campus Health Lab Project

Information

The College publicly requested bids seeking a qualified and experienced General Contractor for building renovations at the EC3 Erie West campus related to the West Campus Health Lab Project. There was a public site visit on April 30, 2025. The sealed bids were received until May 19, 2025, at which time they were opened. Massaro Corporation was the lowest responsible and responsive bid or quote received at \$3,017,000.

CONTRACT BIDS					
		Company:	Massaro	Bidder's name	Bidder's name
		Health Lab\ Bathrooms\ and classroom	\$2,710,000.00	NO BID	NO BID
Incl.?	Alt.#	Alternate Description:			
y	1	Bid for Stairwells B and C	\$ 56,000		
y	2	Bid Corridor C10, c20, C	\$ 126,000		
y	3	Replace Interior Stairwell Doors and sidelights	\$ 125,000		
n	4		\$ -		
y - Denotes chosen alternates					
BASE BID PLUS CHOSEN ALTERNATES:			\$3,017,000.00	NO BID	NO BID
\$ ABOVE LOW BID WITH CHOSEN ALTERNATES:			\$0.00		
			1	0	0
			Low Bid with Chosen Alternates:		\$3,017,000.00
			Low Bidder:		<i>Massaro</i>

Recommendation

It is recommended that the Board of Trustees moves to approve the contract with Massaro Corporation in the amount of \$3,017,000 for renovations at the EC3 Erie West campus related to the West Campus Health Lab Project.



**Resolution to Approve Lathrop Electric in the Amount of \$82,130
to Provide Electrical Services Related to the ECTS Campus Electrical and Lighting Project**

Information

The College publicly requested bids seeking a qualified and experienced Electrical Contractor to do electrical work related to the CNC/IMM labs at Erie County Technical School's Skills Center Building as a part of the ECTS Campus Electrical and Lighting Project. There was a public site visit on April 23rd and 24th, 2025 respectively. The sealed bids were received until May 15, 2025, at which time they were opened. Lathrop Electric was the lowest responsible and responsive bid or quote received at \$82,130.

CONTRACT BIDS						
		Company:	Lathrop Electric	WM T. Spaeder	LP Electric	Newco Electric
		Summit Electrical Upgrade	\$69,895.00	\$90,200.00	\$120,000.00	\$104,000.00
Incl.?	Alt #	Alternate Description:				
y	1	High bay LED Lighting upgrade	\$ 4,975	\$ 3,000	\$ 24,000	\$ 5,500
y	2	CNC \ IMM Classroom LED lighting upgrade	\$ 7,260	\$ 2,200	\$ 15,000	\$ 4,800
n	3	Optional Electrical System Study	\$ -	\$ -	\$ -	\$6,850
	y -	Denotes chosen alternates				
		BASE BID PLUS CHOSEN ALTERNATES:	\$82,130.00	\$95,400.00	\$159,000.00	\$114,300.00
		\$ ABOVE LOW BID WITH CHOSEN ALTERNATES:	\$0.00	\$13,270.00	\$76,870.00	\$32,170.00
			1	0	0	0
			Low Bid with Chosen Alternates:		\$82,130.00	
			Low Bidder:		Lathrop Electric	

Recommendation

The Finance Committee requests that the Board of Trustees moves to approve the contract with Lathrop Electric in the amount of \$82,130 to provide electrical services related to the ECTS Campus Electrical and Lighting Project.



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

Information

The Youth Leadership Institute lease was approved at the April 29, 2024, EC3 Board of Trustees special meeting. EC3 is exercising the option to renew the lease for one year at the current written terms of the lease and written notice will be provided by June 1st.

The lease includes the first-floor conference room, downstairs conference room, office with copier, all related common areas, bathrooms and use of the parking areas located at 1306 East Lake Road, Erie, Pennsylvania, 16507 in the amount of \$25,000.

This is informational as Board policy allows for the extension under the existing lease.

Recommendation

The Finance Committee requests that the Board of Trustees moves to approve the renewal of the Youth Leadership Institute lease for one year at the current lease terms of \$25,000.



Resolution to Authorize and Approve a Line of Credit with the First National Bank
Not to Exceed \$500,000 for Short-Term Funding Needs

Information

EC3 is requesting the Board of Trustee authorize and approve a \$500,000 line of credit through First National Bank to provide short term funding needs to cover business interruptions. The line would be used to cover operational needs until the funding has been restored. The line of credit will be used only out of absolute necessity.

Recommendation

The Finance Committee requests that the Board of Trustees moves to authorize and approve a line of credit with the First National Bank not to exceed \$500,000 for short term funding needs.



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

Information

EC3 is requesting the Board of Trustees authorize and approve a \$4,000,000 bridge loan through First National Bank for the purpose of providing financing for the Redevelopment Assistance Capital Program (RACP) for the EC3 Erie West Campus Health Lab Project.

The RACP funds are on a reimbursement funding basis. The bridge loan ensures that the project will remain on the timeline for completion. RACP funds, once received, will pay off the bridge loan in total.

Recommendation

The Finance Committee requests that the Board of Trustees moves to authorize and approve a bridge loan with First National Bank not to exceed \$4,000,000 for financing for the RACP EC3 West Campus Health Lab Project.



Resolution to Amend and/or Withdraw Board Policy to Comply with Federal Law

Information

The following Board Policy has been reviewed by the Executive Committee. The committee recommends amending and/or withdrawing the following Board Policy to comply with the Department of Education's regulations as outlined in the February 14, 2026, Dear Colleague Letter (DCL) with respect to the legal requirements of Title VI of the Civil Rights Act of 1964.

Policy II.A.3: Inclusion of Diverse Suppliers and Erie County Based Businesses in College Purchasing Activities

- Clarifies that College purchasing should be within Erie County when feasible.

Policy II.A.5: Civil Rights

- Withdrawing to comply with federal law.

Policy II.A.7: Disabled Vietnam-era and Other Eligible Vets

- Withdrawing to comply with federal law.

Policy III.B.1: Recruitment, Search and Selection of Personnel

- Clarifies that the College is an equal opportunity employer.

Policy II.B.3: Affirmative Action

- Withdrawing to comply with federal law.

Policy VI.A.6: Construction Contract Diversity Policy

- Withdrawing to comply with federal law.

Due to the amendments above the following policies will be renumbered:

Policy II.A.6: Disability and Pregnancy Accommodations to Policy II.A.5

Policy II.B.4: Copyright Compliance to Policy II.B.3

Policy II.B.5: Clery Act to Policy II.B.4

Policy II.B.6: Use and Duplication of Software to Policy II.B.5

Policy II.B.7: Acceptable Use Policy for Interactive Systems to Policy II.B.6

Policy II.B.8: Policy for Responsible Computing to Policy II.B.7

Policy II.B.9: General Appeals to Policy II.B.8

Recommendation

It is recommended that the Board of Trustees moves to amend and/or withdraw the Board Policy as presented.



Redline Versions

Policy II.A.3: ~~Inclusion of Diverse Suppliers and Preference for Erie County Based Businesses in College Purchasing Activities~~

~~The College recognizes the economic and community value of supporting Erie County-based businesses through its procurement of goods and services. Whenever feasible and in accordance with applicable laws and regulations, preference will be given to suppliers located within Erie County when sourcing goods, services, or construction-related activities.~~

~~Support of diversity and use of Erie County based businesses is a business interest of the College in undertaking its procurement of goods and services. Suppliers diversity fosters positive economic impacts and increases competition within the College's pool of goods and service suppliers. The College is committed to including diverse suppliers in procurement procedures whenever possible.~~

~~Definitions:~~

~~Minority, Woman or Disabled Business Enterprise (M/W/DSBE)~~

~~A Business that is a sole proprietorship owned and controlled by a minority, woman or disabled person, or a partnership, joint venture, corporation, or other entity where at least 51% of the business interest is held by one or more minority, woman or disabled persons.~~

~~Disadvantaged Business Enterprise (DBE)~~

~~A Small Business that is owned and controlled by socially and economically disadvantaged persons as defined in Title 49 of the Code of Federal Regulations Part 26 and certified in accordance with those federal regulations.~~

~~Responsibilities of the Purchasing Department:~~

~~The College will:~~

- ~~• Identify certified diverse suppliers~~
- ~~• Assist diverse and Erie County suppliers in understanding the College procurement process~~
- ~~• Report on efforts to make purchases from diverse and community suppliers~~
- ~~• Encourage all College units to include diverse local suppliers when looking to source a service or commodity~~
- ~~• Track diverse and community supplier participation~~

~~Identifying and Certifying Suppliers:~~

~~The College will maintain relationships with the following local business organizations to assist the College with obtaining qualified~~

~~diverse and community suppliers:~~

- ~~• Minority Supplier Development Council (MSDC) PA-NJ-DE~~
- ~~• Minority Business Development Agency (MBDA) Center of Pennsylvania~~
- ~~• Women Business Enterprise Council PA-DE-NJ~~
- ~~• Erie Regional Chamber and Growth Partnership~~
- ~~• African American Chamber of Commerce of Pennsylvania, New Jersey & Delaware~~
- ~~• The College will establish an Equal Opportunity Program (EOP) for large scale construction projects which will mirror the State of Pennsylvania goals for diverse rules for supplier participation.~~

~~###~~

~~Policy II.A.5: Civil Rights~~

~~Erie County Community College is committed to providing an educational and work environment that is free from discrimination, harassment, and retaliation. To ensure compliance with federal, state and Erie County civil rights laws, ordinances, and regulations, and to affirm its commitment to promoting the values of fairness, equity and respect in all aspects of the College, Erie County Community College will develop policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.~~

~~Erie County Community College emphasizes the dignity of all members of its community and strives to balance the rights of the parties~~

~~###~~

***Continued**

Policy II.A.7: Disabled Vietnam-era and Other Eligible Vets

~~The purpose of this policy is to ensure equal employment opportunity without regard to veteran status in accordance with the~~

~~Vietnam-Era Veterans' Readjustment Assistance Act of 1974, as amended.~~

~~Under the direction of the President, the Diversity Officer shall ensure compliance with this policy. The Diversity Officer, and all other staff in a supervisory capacity, shall implement this policy.~~

Definitions:

- ~~1. Disabled Veteran—A person entitled to disability compensation under laws administered by the Veteran's Administration for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.~~
- ~~2. Qualified Special Disabled Veteran—a Special Disabled Veteran as defined in 41 C.F.R. Part 60-250.2 who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.~~
- ~~3. Veteran of the Vietnam-Era—a person who served on active duty for a period of more than 180 days in the Republic of Vietnam between February 28, 1961 and May 7, 1975 or between August 5, 1964 through May 7, 1975 in an area other than Vietnam with a discharge or release other than dishonorable discharge.~~
- ~~4. Other Eligible Veterans—A person who served on active duty during a war or in a campaign or expedition for which a campaign~~

~~badge has been authorized.~~

Policy:

~~Erie County Community College provides fair employment, educational and career opportunities to every qualified individual. Accordingly, the College will take affirmative action to employ, advance in employment and otherwise treat qualified special disabled veterans, veterans of the Vietnam-Era and other eligible veterans without discrimination in all employment and educational practices.~~

~~The College will not discriminate against any employee or applicant for employment because he or she is a special disabled veteran or veteran of the Vietnam era or is otherwise eligible. The College will recruit, hire, train and promote persons in all job titles, and ensure that all other personnel actions are administered without regard to special disabled veteran or Vietnam era veteran status; and ensure that all employment decisions are based only on valid job requirements.~~

~~Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam-Era Veterans' Readjustment Act of 1974, as amended ("VEVRAA") or any other federal, state or local law requiring equal opportunity for veterans; (3) opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for veterans; or (4) exercising any other right protected by VEVRAA or its implementing regulations.~~

~~Reasonable accommodations shall be made to the known physical or mental limitations of a qualified special disabled veteran employee or applicant unless such accommodation would impose an undue hardship on the conduct of the College's educational mission or operations.~~

~~###~~

Policy III.B.1: Recruitment, Search and Selection of Personnel

~~Erie County Community College (EC3) endeavors to attract, identify and hire well-qualified and diverse candidates who are the best fit for position vacancies. In keeping with the College's mission, EC3 is committed to diversity at all levels and seeks applications from candidates who share this commitment.~~ The College is an equal opportunity employer and complies with all applicable federal, state and local laws regarding hiring practices. Prospective new hires may be required to successfully complete a background check, including a criminal records check and verification of education and work experience, as a condition of employment. Additionally, individuals seeking employment in positions that involve a significant likelihood of regular contact with minors may be required to provide the College with criminal record and child abuse clearances and comply with such other requirements as may be established under applicable

***Continued**

law. Under the direction of the President, the Human Resources Department shall ensure compliance with this policy. The Human Resources Director and all other supervisory staff shall implement this policy.

Confidentiality

To protect the privacy of candidates and to preserve the integrity of employment recruitment, search and selection process, all search committee members and staff involved in the process are required to maintain confidentiality throughout and after the conclusion of the recruitment process. Confidential information includes the names of applicants and matters discovered or discussed during the recruiting process. All information relating to the search may only be discussed with other search committee members, the Human Resources Department or administrators in the chain of command of the hiring department. Employees who violate this requirement for confidentiality will be subject to disciplinary action in accordance with the College administrative disciplinary action policy.

~~Under the direction of the President, the Human Resources Department shall ensure compliance with this policy. The Human Resources Director and all other supervisory staff shall implement this policy.~~

~~###~~

Policy II.B.3: Affirmative Action

~~It is the policy of Erie County Community College to take affirmative action to recruit and to employ members of protected groups. Under Federal Executive Order 11246 as amended, protected minority groups are defined as African Americans, Asian Americans, Hispanic Americans, and Native Americans. All women are designated a protected group. The protected groups are those groups of persons who have historically been most disadvantaged by discriminatory practices, including practices formerly sanctioned by law.~~

~~###~~

Policy VI.A.6: Construction Contract Diversity Policy

~~All firms engaged in construction contracts with the Erie County Community College shall agree to and comply with workforce diversity requirements outlined herein for the duration of the entity's contractual relationship with the Erie County Community College. To meet the workforce diversity requirements, the firm must make a good faith effort to maximize the number of minority employees employed in its workforce. The firm demonstrates its good faith effort by presenting to the Erie County Community College written and verifiable documentation of the following steps taken by the firm:~~

- ~~1. Notifying each subcontractor, if any, with whom the firm has contracted to perform the work, that the workforce diversity requirements outlined in this section apply to each subcontractor. The firm is required to ensure that the subcontractor comply with the workforce diversity requirements as outlined in this policy and require that the subcontractor cooperate with the firm's effort to comply.~~
- ~~2. Notify the Erie County Community College if the firm has a good faith belief that a subcontractor covered by these requirements has failed to comply.~~
- ~~3. Prepare and send outreach letters concerning job opportunities to, at a minimum and among other like organizations, the following organizations and entities:~~
 - ~~a. All public housing tenant organizations located in the County of Erie;~~
 - ~~b. All public housing offices located in the County of Erie;~~
 - ~~c. Erie City and County Affirmative Action Offices;~~
 - ~~d. Neighborhood centers located in the City of Erie, including, but not limited to the John F. Kennedy Center, Martin Luther King Center, Booker T. Washington Center;~~
 - ~~e. Erie County offices of the National Association for the Advancement of Colored People;~~
 - ~~f. The local office of the Multicultural Center;~~
 - ~~g. The local office of the U.S. Committee for Refugees and Immigrants; and~~

***Continued**

- ~~h. Women's Organizations, including, but not limited to, the Young Women's Christian Association, Grass Roots Opportunities for Women, Horizon House, Minority Health Education Delivery System, and Community House Inc.~~
- ~~i. Any other organizations as directed by the Erie County Community College at a job conference.~~
- ~~4. All written documentation of these steps must be verifiable and provided to the Community College and must be made available to the Community College upon request.~~
 - ~~a. Firms may provide written documentation in the following forms:~~
 - ~~i. Copies of correspondence;~~
 - ~~ii. Interview notices or schedules;~~
 - ~~iii. Notices sent to interviewees on the disposition of their job application; or,~~
 - ~~iv. Monthly employment utilization reports.~~
- ~~5. In lieu of the above process, a firm may submit other evidence to the Erie County Community College which show the firm's current and ongoing best faith efforts at achieving or maintaining workforce diversity.~~

Final Versions

Policy II.A.3: Preference for Erie County Based Businesses in College Purchasing Activities

The College recognizes the economic and community value of supporting Erie County-based businesses through its procurement of goods and services. Whenever feasible and in accordance with applicable laws and regulations, preference will be given to suppliers located within Erie County when sourcing goods, services, or construction-related activities.

###

Policy III.B.1: Recruitment, Search and Selection of Personnel

Erie County Community College (EC3) endeavors to attract, identify and hire well-qualified. The College is an equal opportunity employer and complies with all applicable federal, state and local laws regarding hiring practices. Prospective new hires may be required to successfully complete a background check, including a criminal records check and verification of education and work experience, as a condition of employment. Additionally, individuals seeking employment in positions that involve a significant likelihood of regular contact with minors may be required to provide the College with criminal record and child abuse clearances and comply with such other requirements as may be established under applicable law. Under the direction of the President, the Human Resources Department shall ensure compliance with this policy. The Human Resources Director and all other supervisory staff shall implement this policy.

Confidentiality

To protect the privacy of candidates and to preserve the integrity of employment recruitment, search and selection process, all search committee members and staff involved in the process are required to maintain confidentiality throughout and after the conclusion of the recruitment process. Confidential information includes the names of applicants and matters discovered or discussed during the recruiting process. All information relating to the search may only be discussed with other search committee members, the Human Resources Department or administrators in the chain of command of the hiring department. Employees who violate this requirement for confidentiality will be subject to disciplinary action in accordance with the College administrative disciplinary action policy.



First Reading of Proposed Amended EC3 Bylaws

Information

The current bylaws were adopted on March 31, 2021 and have served as the organizations 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. This is the first reading of the proposed amended bylaws to be accepted into record.

Recommendation

No formal action is requested at this time. The proposed bylaws will return for a second reading and possible adoption at the next scheduled board meeting on July 23, 2025.



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
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BOARD OF TRUSTEES

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- (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 Adopt EC3's Strategic Plan for 2025-2030 as Presented

Information

The Erie County Community College of Pennsylvania (EC3) Strategic Plan 2025–2030 builds upon the framework established by the Board of Trustees with the 2022–2025 Strategic Plan, this new plan reflects EC3's evolution from a newly chartered institution to an emerging leader in access, workforce alignment, and student success in northwestern Pennsylvania.

Strategic planning for 2025–2030 began with the guidance of consultant Dr. Mike Boyd. Stakeholder feedback was gathered through surveys, town halls, and SWOT-based listening sessions from students, faculty, staff, trustees, community leaders, K–12 partners, business and workforce stakeholders, and local officials.

Recommendation

It is recommended that the Board of Trustees moves to adopt EC3's Strategic Plan for 2025-2030 as presented.



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

Information

Vice Chairperson Cheryl Rush Dix is requesting approval for travel expenses for a team of EC3 Trustees (to be determined) to attend the ACCT 2025 New Trustees Governance Leadership Institute in Pittsburgh, PA. The conference runs from Wednesday, August 6, 2025, through Friday, August 8, 2025. This report provides an overview including the conference agenda and a completed Travel Request Form with an estimated cost per board member. The 2025-2026 Board of Trustees budget is currently \$4,000 and has no line item for travel.

Recommendation

To support strategic alignment and good governance, the board is invited to discuss board-related travel including costs and budget considerations.



TRAVEL REQUEST FORM

Name: _____

Purpose of Trip: _____

Seminar College Course Workshop Conference Other: _____

<input type="checkbox"/>	Staff
<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Trustee
<input type="checkbox"/>	Other: _____

Traveling From: _____

Travel Dates: _____ *Attach agenda if applicable

Meeting Date(s): _____

Event Fee/Registration

Event Fee/Registration \$ _____

Transportation: Mode of Travel

Transportation \$ _____

Air (use average amount for available roundtrip flights for approval prior to booking)

Personal Vehicle* Attach print-out of online route with miles (.70)

Rental Car** Attach estimated cost.

Lodging

of Days at \$ _____ per night + ____ % tax. Name of Lodging _____ Lodging \$ _____

Meals EC3 set per diem rate for meals is \$30.00/day

Meals \$ _____

of Days _____ at \$ _____ per day (*IRS Rate)

Ground Transportation

Ground Transportation \$ _____

Transportation Network Co (TNC)/Taxis (estimate, for length of stay)

Long Term Hotel Parking (\$ _____ a day)

Rental Car* (Only if necessary between lodging and meeting location on multiple days)

Yes No *Attach estimated cost.

TOTAL (estimated) COST OF TRAVEL \$ _____

*Does not include all tips, taxes, or fees

Approvals: Yes No

Yes No

Division Vice-President

President

Changes made to this travel request after approval must be submitted in writing with business justification.

*Mileage reimbursement is at IRS standard rate

**Car rental up to Standard size

OFFICE USE ONLY	
Cost Center #	Amount

Governance Leadership Institute: Fundamentals of Governance

August 6-8, 2025

Community College of Allegheny County - Pittsburgh, PA

DRAFT AGENDA

Wednesday, August 6 th	
5:00 pm – 6:30 pm	Registration and Welcome Reception
Thursday, August 7 th – Community College of Allegheny County	
8:00 am – 8:45 am	Breakfast
8:45 am – 9:00 am	Welcome Remarks from ACCT
9:00 am – 9:30 am	Introductions, Objectives, and Opening Exercises
9:30 am – 10:30 am	What I Wished I Had Known as A New Trustee
10:30 am – 10:45 am	Break
10:45 am – 12:15 pm	Board Basics: The Work of the Board & Board Operating Procedures <ul style="list-style-type: none"> • Statutory responsibilities • Fiduciary responsibilities • Board Manual and Bylaws • Organizational Models & Committee Structure • Laws & Public Record Requirements • The Consent Agenda
12:15 pm – 1:00 pm	Networking Lunch
1:00 pm – 2:15 pm	Parliamentary Procedures
2:15 pm – 2:30 pm	Break
2:30 pm – 3:45 pm	The Board-CEO Relationship
3:45 pm – 4:00 pm	Review of Lessons Learned
Friday, August 8 th – Community College of Allegheny County	
8:00 am – 8:30 am	Breakfast

8:30 am – 8:45 am	Reflection
8:45 am – 10:00 am	Evaluation as a Teambuilding Strategy and Retreats as Strategic Vehicle for Board Cohesion
10:00 am – 10:15 am	Break
10:15 am – 11:30 am	The Board's Role in Advocacy: A National Overview
11:30 am – 12:30 pm	Lunch
12:30 pm – 1:45 pm	Ethics & Case Studies
1:45 pm – 2:00 pm	Break
2:00 pm – 3:00 pm	The Board's Role in Accreditation
3:00 pm – 3:15 pm	Wrap Up and Final Thoughts



Board of Trustees Meeting Agenda

Regular Monthly Meeting

March 26, 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-5:01pm

2. Roll Call

Trustee	Roll Call
Ejay Fyke	Y via Zoom
Geoffrey Groce	Y
Kurt Hersch	Y
Robert Merrill	Y
Msg. David Rubino	Not Present
Vice Chairperson Cheryl Rush Dix	Y via Zoom
Christina Vogel	Not Present
Chairperson Dr. Michael Victor	Y via Zoom

College Employees/Other Attendees (6)

Founding President Chris Gray Ph.D.; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman via Zoom; CFO Frank Moore via Zoom; HR Director Bridget Daugherty; and Solicitor Tim Wachter.

3. Approval of January 22, 2025, Regular Meeting Minutes (pg. 35-38)

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

The motion to approve the January 22, 2025, Regular Meeting minutes was approved unanimously via voice vote.

4. **Approval of March 12, 2025, Special Meeting Minutes (pg. 38-41)**

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

The motion to approve the March 12, 2025, Special Meeting minutes was approved unanimously via voice vote.

5. **Public Participation-No one signed in**

6. **Reports**

A. **President's Report**

Chris Gray, Ph.D., Founding President

Dr. Gray pointed to two items on his report. One noting the College's acceptance into the Phi Theta Kappa Honor Society establishing the Beta Omega Tau Chapter which allows EC3 to submit 2 students for scholarships at the national level. The other item was the College's new chatbot Charlie "C" Gull which is powered by AI and accessible to students at all locations.

Dr. Gray spent the rest of his time presenting the 2025-2030 Strategic Plan Draft (**Exhibit A**). He informed the Board that EC3 is on the right track and that the original plan took us in the right direction. He continued; this plan is more defined with actual metrics, operations, and a strong financial outlook that will continue to move EC3 forward. The Board will have one more opportunity for feedback on the draft prior to the final plan being presented for approval at the May Board meeting. He also stated there will be an intentional pause at year three (2028) to reaffirm the plan for two more years.

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 has been busy over the last few months hosting their first Quarterly Cocktails earning over \$9,000 for the Foundation as well as tightening up processes and procedures.

Trustee Fyke also asked the trustees to confirm his role as the liaison to the Foundation. Chairperson Dr. Victor responded that the liaison role is to observe the activity of the Foundation and report back to the trustees, ensure that the Foundation is on track with the College's goals and objectives, and ensure that both Boards are working in tandem.

Trustee Fyke then presented the three individuals up for ratification to the Foundation Board. He reported that all three are highly qualified having personal knowledge of Dave Mitchell as Mayor of Corry and EC3 Founding Board member and Dr. Benjamin D. Wilson who is an adjunct at EC3 and CEO of GECAC. Trustee Rush Dix mentioned she has personal knowledge of Scherry Prater as a star administrator at the Erie School District and other leadership roles.

b. New Business

- i. Resolution to Ratify EC3 Foundation Board Nominees-D. Mitchell, S. Prater, and B. Wilson [Board Report #25-07] (pg. 5)

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

The motion to approve the ratification of EC3 Foundation Board members D. Mitchell, S. Prater, and B. Wilson was approved unanimously via voice vote.

C. **Chairperson of the Board**

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

Chairperson Dr. Victor noted that the Executive Committee met in Executive Session for the Purpose of Personnel on Friday, February 21, 2025, at 11am.

He continued to ask the trustees to become familiar with the “Dear Colleague” letter that was issued on February 14th by the U.S. Department of Education’s Office of Civil Rights that clarifies the legal obligations of educational institutions under the Title VI of the Civil Rights Act of 1964. It outlines compliance guidelines for institutions receiving federal funding. Trustees should expect Board action resulting from the letter to come forward at the May meeting as recommended by our Federal Financial Aid consultant. The College expects to submit its application for federal financial aid in June. The Dear Colleague letter will not have any ruling from the courts in terms of scope and legality at that point, therefore it will be the letter of the law.

Chairperson Dr. Victor also reported that Carl Anderson has been approved by the County Personnel Committee as the trustee replacing Pastor Mock in District 4. The College has not received official notification from the County Clerk. Dr. Gray reminded the Board that the appointment is not official until the College receives notification. There was discussion concerning Mr. Anderson’s resignation from the EC3 Foundation Board on which he currently serves. The solicitor confirmed that the bylaws for the Foundation were “silent” on the matter. Dr. Gray suggested that the Foundation’s policies should be updated to clarify that someone can’t serve on both the EC3 Foundation Board and the Regular Board of Trustees at the same time.

Finally, the Chairperson reported that information concerning a Board retreat will be forthcoming. The topics discussed include best practices for Board member to Board member, Board member to President, and Board to Solicitor interactions.

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

7. **Presentation- Recruiting and Retention Plan**

Director of HR, Bridget Daugherty

HR Director Daugherty presented the Recruiting and Retention Plan (**Exhibit B**) to the trustees. She said that HR focuses on broad professional development training for staff, faculty, and leadership. Some of HR’s training courses are exclusive to one specific group and specialized training would have to run through the Department’s Supervisor for approval. Director Daugherty said that job descriptions are aligned to MSCHE standards.

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

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. **Report**-Trustee Groce reported for Chair Rush Dix. The committee met on March 12th and discussed the MSCHE accreditation timeline in addition to the “Dear Colleague” letter. He noted the necessary policy alignment to support the submission of the College’s request for Title IV funding as the “Dear Colleague” letter will be law. They also discussed the policy changes presented below in new business.

2. New Business

- a. Resolution to Amend Board Policies Per the Academic Committee to Reflect Current Practice [Board Report #25-08] (pg. 6-12)
- Policy II.B.4 Copyright Compliance
 - Policy II.B.5 Clery Act
 - Policy IV.A.3 Online Learning Testing & Identity Verification
 - Policy IV.B.1 Advisory Committees
 - Policy V.A.7 Catalog Standing and Student Handbook Catalog Standing
 - Policy V.C.1 Advisement and Career Support Services

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

The motion to approve the amend Board Policies per the Academic Committee to reflect current practice was approved unanimously via voice vote.

- b. Resolution to Reaffirm Policy V.A.1 Admissions [Board Report #25-09] (pg. 13)

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

The motion to Reaffirm Policy V.A.1 Admissions was approved unanimously via voice vote.

B. Personnel Committee

Trustee Robert Merrill

1. **Report**-Trustee Merrill reported that the committee met March 12th and reviewed the Recruit and Retention Plan presentation. John Burgert from Lillis, McKibben, Bongiovanni & Co. provided the committee with a comprehensive benefits review. No actual costs will be available until mid April. HR is moving to benefit plans to calendar year so that the cost will sync up with merit increases and mitigate employee contributions to plans. The committee has no additional policy amendments at this time.

Trustee Merrill also provided an update to the Presidential Evaluation. A timeline has been established and can be adjusted to specific dates annually. The committee is using a modified ACCT appraisal instrument. The Board will receive directions on how to complete their portion of the evaluation in the 3rd week of April. He explained that Section 1 contains the General Evaluation; Section 2 evaluates the President's performance addressing last year's goals; and Section 3 includes goal setting for 2026.

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

C. Finance Committee Report

Trustee Kurt Hersch

1. **Report**
 - a. Trustee Hersch reported that the committee met on March 17th. He noted how the quality financial budgeting and reporting have improved with the maturity of the finance team. He explained the variances in the budget. He reported that the finance team heavily relied on Alchemy in the past, but the team is trained and will only use it when absolutely necessary.

Trustee Hersch continued to provide information on the updated Plan Let's Go!. This is the College's plan to move from free tuition. The previous plan had conservative assumptions and projections-no investment income, donations, etc. The plan has been updated as historical data continues to grow. There is still a conservative and worst-case scenario, but there is also a plan for what the team estimates will actually happen. The plan will continue to adjust as actual numbers come in. The plan will not be implemented until Title IV funds are secured. Dr. Gray thanked the finance committee and team for their hard work in developing and updating the plan.

2. New Business

- a. Resolution to Approve the Contract with Alchemy from April 1, 2025 to March 31, 2026 in the Maximum Amount of \$160,700 to Support the Deployment and Use of Workday [Board Report #25-10] (pg. 24)

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

The motion to approve the contract with alchemy from April 1, 2025 to March 31, 2026 in the maximum amount of \$160,700 to support the deployment and use of Workday was approved unanimously via voice vote.

- b. Resolution to Approve the Contract with Maher Duessel in the Amount of \$139,011 For an Accounting / Auditing Firm to Conduct the Audit Engagement [Board Report #25-11] (pg. 25-26)

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

The motion to approve the contract with Maher Duessel in the amount of \$139,011 For an accounting / auditing firm to conduct the audit engagement was approved unanimously via voice vote.

- c. Resolution to Approve the Contract with Spaulding Banks Project Management in the Amount of \$70,000 For a Clerk of the Works services for the West Campus RACP/Allied Health Renovation [Board Report #25-12] (pg. 27)

CFO Moore confirmed that all legal bidding procedures were followed. The Clerk of the Works is another term for construction manager. This person represents the College in the construction project providing feedback and oversight.

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

The motion to approve the contract with Spaulding Banks Project Management in the amount of \$70,000 For a Clerk of the Works services for the West Campus RACP/Allied Health Renovation was approved unanimously via voice vote.

- d. Resolution to Approve the Submission of Projects to PDE Including West Campus Roofing Project and ECTS Campus Electrical and Lighting Project in the Amounts of \$377,000 and \$120,000 Respectively [Board Report #25-13] (pg. 28)

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

The motion to approve the submission of projects to PDE including West Campus roofing project and ECTS Campus electrical and lighting project in the amounts of \$377,000 and \$120,000 respectively was approved unanimously via voice vote.

- e. Resolution to Approve the Lease with Dell Financial Services for EC3 Student Laptops to be Purchased from Costars Vendor GovConnection Inc. in the Amount of \$62,200 [Board Report #25-14] (pg. 29)

Dr. Gray informed the Board that Costars is the Commonwealth of Pennsylvania's cooperative purchasing program and serves as a conduit through which registered and eligible Pennsylvania local public procurement units (LPPUs) and Pennsylvania state-affiliated entities (together "Members") are able to leverage contracts established by DGS to cost-effectively and efficiently identify suppliers with whom to do business. CFO Moore confirmed that there is a basic warranty on the computers.

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

The motion to approve the lease with Dell Financial Services for EC3 student laptops to be purchased from costars vendor GovConnection Inc. in the amount of \$62,200 was approved unanimously via voice vote.

D. **Other**

3. New Business

- a. Resolution to Amend Board Policies Per the Executive Committee to Reflect Current Practice [Board Report #25-15] (pg. 30-33)
- Policy VII.B. 1 Smoke-Free Environment
 - Policy VII.B.2 Drug-Free Workplace

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

The motion to approve the amend Board Policies per the Executive Committee to reflect current practice was approved unanimously via voice vote.

- b. Resolution to Reaffirm I.A.4 Alcohol Use /Alcoholic Beverage Policy [Board Report #25-16] (pg. 34)

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

The motion to reaffirm I.A.4 Alcohol Use /Alcoholic Beverage Policy was approved unanimously via voice vote.

9. Executive Session (if needed)-None

10. Motion to Adjourn Time: 6:14pm

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

The motion to adjourn was approved unanimously via voice vote.

Next Regular Meeting May 28, 2025 at 5:00PM