



## Board of Trustees Meeting Minutes

### Regular Monthly Meeting

March 26, 2025 | 5:00 pm | 2403 W. 8<sup>th</sup> Street, Erie West, Founder's Rm 307A

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

[Zoom Passcode: 113651](#)

#### 1. Call to Order-5:01pm

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#### 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)

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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.

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

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6. **Reports**

A. **President's Report**

Chris Gray, Ph.D., Founding President

Dr. Gray pointed to two items in 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's role is to observe the activity of the Foundation and report back to the trustees, confirm 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 Title IV 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.

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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.

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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 12<sup>th</sup> 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 12<sup>th</sup> and reviewed the Recruiting 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 any increased costs will sync up with merit increases which will 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 annually with specific dates. 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 3<sup>rd</sup> 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**

Trustee Hersch reported that the committee met on March 17<sup>th</sup>. He noted how the quality of financial budgeting and reporting have improved with the maturity of the finance team. He explained the variances in the budget. He reported that Alchemy is a necessary tool in utilizing Workday and therefore was being brought forward for renewal. He continued to report that in the past the finance team heavily relied on Alchemy, but the team is now trained in more Workday functions 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.

## 1. 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 with an option to purchase at the end of the lease.

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**

**2. 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.

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9. Executive Session (if needed)-None

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**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**



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# STRATEGIC PLAN 2025-30

# EC3 STRATEGIC PLAN 2025-2030

## THE BEGINNINGS

Chartered in 2020, Erie County Community College (EC3) is Pennsylvania's fifteenth community college. Prior to EC3's establishment, Erie was the largest metropolitan area in the state without a community college. The formation of EC3 was the result of years of dedicated advocacy and tireless research.

Erie County Government serves as the local sponsor and appoints nine local residents to serve as the Board of Trustees for EC3. Classes commenced on September 1, 2021 and the college has seen significant growth in both student enrollment and in organizational maturity.

Recognizing the importance of a structured strategic direction, EC3 developed an initial Strategic Plan (2022-2025) during its inaugural academic year. The process included extensive input from EC3 leadership, the Board of Trustees, faculty, staff, students, and community stakeholders.

The EC3 Strategic Plan 2022-2025 outlined five foundational goals to shape the college's growth and impact:

1. Expand and sustain affordable access to post-secondary education
2. Promote student success through holistic and personalized support
3. Deliver high-quality instruction through academic excellence
4. Provide workforce training in high-demand, high-wage areas
5. Motivate and engage the community

These goals aligned with EC3's mission to prepare individuals for success in an innovative and supportive learning environment. The college's vision showed alignment in its aims to provide Erie County residents with affordable education pathways, including two-year degree programs, career certificates, and technical training. A final plan was approved by the Board in April 2022 and reaffirmed in subsequent years.

## CURRENT PROGRESS AND FUTURE DIRECTIONS

As of Fall 2024, EC3 has seen significant growth, with enrollment reaching 696 students—an increase of 52.3% over the previous year alone. The college offers eight associate degree programs and nine certificate programs in fields such as business, IT, public service, health sciences, and applied technology. Partnerships with local hospital systems, universities, and businesses ensure alignment with regional workforce needs. As EC3 has grown, time has come to develop its next strategic plan.

## STRATEGIC PLAN PROCESS

In the spirit of the original process, EC3's Strategic Plan 2025-2030 was built on broad stakeholder engagement. In collaboration with an external consultant, input was collected from the Board of Trustees, students, staff, faculty, and community representatives through surveys and SWOT based listening sessions. External partners, including K-12 school districts, business leaders, and local government officials, contributed valuable insights and direct feedback on the current environment. The community was kept informed of the current progress throughout the process at Townhalls and through email newsletter updates. Executive leadership provided guidance on the direction for the final draft.

The feedback provided by our stakeholders has allowed EC3 leadership to set the necessary direction for the college over the next five years. While the EC3 Strategic Plan 2025-2030 is unique in design, it is built around the same “pillars” and key performance indicators of the previous plan. The current plan is not a change in what we are, but a refinement of our current beliefs.





# MISSION, VISION, AND VALUES

The mission, vision, and values allow EC3 to communicate its purpose and intended direction to its stakeholders. During the plan's development, a review of the mission, vision, and values statements was recommended by the hired external consultant. Under the guidance of President Gray, the following revisions were presented to the Board of Trustees for review and approval.

## OUR MISSION

Erie County Community College's (EC3) mission is to empower individual learners and cultivate a skilled workforce to strengthen Erie County.

## OUR VISION

EC3's vision is to transform lives and strengthen communities by providing affordable access to innovative education and workforce training, to foster economic stability of Erie County.

## OUR VALUES

### **Welcoming & Collaborative Environment:**

To serve a dynamic region with diverse perspectives EC3 will provide a welcoming environment focused on collaboration and partnership, within the college and throughout the greater community.

### **Innovative & Excellent Education:**

To develop students to be their most successful, EC3 will pioneer modern, creative curriculum upholding the highest standards in post-secondary education.

### **Workforce & Economic Impact:**

To strengthen Erie County's workforce and economic development, EC3 aligns curriculum with evolving industry needs to equip graduates with the skills and confidence to achieve their career goals.

### **Intentional & Sustainable Growth:**

To ensure financial vitality EC3 is dedicated to "growth through excellence", growing at a pace in alignment with planned outcomes while being adaptive to its environment.

# ENSURING ACCESS AND STUDENT SUCCESS

Enhance student enrollment, support services, and completion initiatives to promote access and success for all learners.

## OBJECTIVES

Increase enrollment to the targets of plan "Let's go" with the guidance of the Strategic Enrollment Management (SEM) plan.

Strengthen dual enrollment and support student progression from area high schools.

Develop a tuition/financial aid transition plan with transparent communication to ensure affordability and institutional sustainability.

Increase retention and completion through implementation of data-driven student lifecycle tracking.

Grow new and expand existing collaborations with university partners to ensure seamless transfer articulation and degree completion.

### Targeted Achievements:

- Expand headcount to 2,000 by 2030.
- Increase high school matriculation rate to 15% of county students by 2030.
- Ensure financial aid implementation accounts for 20% of revenue.
- Maintain a retention rate aligned with peer institutions.  
(3 yr Avg FT 56.2%/PT 39.8% AY 21/22/23)
- Maintain a completion rate aligned with peer institutions.
- Establish and sustain 30 articulation agreements with strong institutional relationships by 2030.

KPIs Targeted: Enrollment/Retention/Completion



# ADVANCING ACADEMIC EXCELLENCE

Utilize data-driven decision-making, faculty/staff development, and curriculum innovation to improve student learning and program effectiveness.

## OBJECTIVES

Continue to implement emerging technologies to enhance teaching and learning environments.

Enhance consistency in student learning outcomes across all course modalities... (in-person, online, and hybrid courses).

Promote excellence through continuous professional development and innovative teaching methodologies.

### Targeted Achievements:

- Maintain FT course success rate above 80%.
- Increase PT course success rate to above 70%.
- Increase course success of hybrid and online courses. (\*gathering baseline to set aspirational)
- Ensure 80% student course satisfaction. (Using BlackBoard course eval tool)
- Ensure 100% of FT staff receive annual training.

KPIs Targeted: Course Success

# STRENGTHENING PARTNERSHIPS

Build strategic collaborations with schools, employers, and organizations to align academic programs with workforce needs.

## OBJECTIVES

Connect students to real world work experiences and skills.

Expand employer partnerships to increase real world experiences for students.

### Targeted Achievements:

- 90% Graduates (as reported on graduate survey) believe that EC3 prepared them with career skills.
- 100% of CTE graduates will have had work-based learning at graduation.
- College will have 50 partnerships with local businesses leading to internship/externships.

KPIs Targeted: Job/Transfer Placement

# SCALING FOR ORGANIZATIONAL GROWTH

With stewardship of resources always in mind, continue to develop EC3 through operational excellence and obtaining MSCHE accreditation.

## OBJECTIVES

Establish a structured accreditation roadmap with clear milestones and timelines to obtain accredited status.

Continue to develop cross-departmental collaboration, standardized policies, and process optimization.

Explore opportunities for unique and alternate funding to provide opportunity, diversify revenues, and strengthen financial stability.

### Targeted Achievements:

- Achieve and maintain MSCHE accreditation.
- Maintain financial health with CPI in range of accepted MSCHE standards (MSCHE sets target).
- Develop standardized operating procedures across 100% of departments to optimize efficiency.
- Increase foundation giving by 10% annually and support 50 students through scholarships by 2030.

KPIs Targeted: Finance and Operations (Institutional Effectiveness)



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**ec3pa.org**  
**(814) 413-7000**

# EC3 Recruitment & Retention Presentation

March 26, 2025



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# EC3 Recruitment & Retention Plan

(Exhibit B)

EC3's recruitment & retention plan is aimed at developing and implementing a comprehensive strategy that attracts, retains, and supports faculty, administrative staff, and support personnel in a growth-oriented and non-exclusionary environment.

This plan aligns with EC3's commitment to academic excellence, inclusivity, and innovation, ensuring an engaged workforce that contributes to the college's long-term success.

# Recruitment Goals & Objectives

- Enhance recruitment of faculty and staff to **attract and hire from a well-qualified** pool of candidates.
- Develop **strategic partnerships** to create a steady pipeline of talent across all departments, ensuring the college has access to skilled professionals for future growth and leadership roles.
- Streamline the application and hiring process to enhance efficiency and create a seamless, **user-friendly experience** for prospective candidates.
- Regularly update job descriptions to accurately reflect **evolving roles**, responsibilities, and the key competencies required for success in each position.

# Recruitment Strategies

(Exhibit B)

- Internal Recruitment
- External Recruitment
- Employer of Choice
- Seamless Application & Onboarding Process



# Retention Goals & Objectives

- Cultivate a **culture** where all employees feel valued and heard.
- Offer **flexible and supportive** work policies to ensure a healthy work-life balance.
- Provide clear pathways for **professional development** to keep faculty and staff motivated and invested in their roles.
- Continue to monitor **retention rates** as EC3 grows.

# Retention Strategies

- Professional Development
- Recognition and Reward Programs
- Positive Work Environment
- Transparent Communication & Feedback



# QUESTIONS?

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Thank you!



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# Board of Trustees

## Regular Meeting Book

March 26, 2025

EC3 Erie West

2403 West 8<sup>th</sup> Street

Founders' Room 307A

Erie, Pennsylvania 16505

Meeting ID: 864 7949 2792 | Passcode: 113651



## Board of Trustees Meeting Agenda

### Regular Monthly Meeting

March 26, 2025 | 5:00 pm | 2403 W. 8<sup>th</sup> Street, Erie West, Founder's Rm 307A

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

[Zoom Passcode: 113651](#)

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1. Call to Order

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2. Roll Call

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

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

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5. Public Participation

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6. 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

b. New Business

i. Resolution to Ratify EC3 Foundation Board Nominees-D.

Mitchell, S. Prater, and B. Wilson [Board Report #25-07] (pg. 5)

C. **Chairperson of the Board**

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

1. The Executive Committee met in Executive Session for the Purpose of Personnel on Friday, February 21, 2025, at 11am.

D. **Other**

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6. Presentation-Recruiting and Retention Plan

Director of HR, Bridget Daugherty

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7. Standing Committee Reports and New Business

A. **Academic Committee**

Vice Chairperson Cheryl Rush Dix

1. Report

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

\*Continued

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

**B. Personnel Committee**

Trustee Robert Merrill

1. Report
2. New Business
  - a. None

**C. Finance Committee Report**

Trustee Kurt Hersch

1. Report
  - a. YTD Budget Summary 2024-2025 (pg. 14)
  - b. February 2025 Bank Reconciliation (pg. 15)
  - c. Plan Let's Go Presentation (pg. 16-23)
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)
  - 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)
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  - 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)

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

8. Executive Session (if needed)

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9. Motion to Adjourn

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Division and Department Information (pg. i1-i14)

- A. Academic (pg. i1-i4)
- B. Student Affairs (pg. i5-i6)
- C. Enrollment (pg. i7)
- D. Finance and Operations (pg. i8-i11)
- E. Human Resources (pg. i12-i13)
- F. EC3 Foundation (pg. i14)

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





### Resolution to Ratify EC3 Foundation Board Nominees

#### Information

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

David Mitchell  
Scherry Prater  
Dr. Ben Wilson

#### *The current members include:*

Ron DiNicola-Chair  
Carl J. Anderson, III  
Kevin Arrington  
Erin Kerner

Timothy D. McNair  
Judith Roth  
Karen Thomas  
Trustee Ejay Fyke-EC3 Board of Trustee  
Representative

#### Recommendation

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



Resolution to Amend Board Policies Per the Academic Committee  
to Reflect Current Practice

Information

Policies must be reviewed within a five-year period and either reaffirmed, revised or eliminated.

The following policies have been reviewed by the Academic Committee and brought forth for approval with revisions and reasoning noted below them. The redline and final versions of the policy follow this report.

Policy II.B.4 Copyright Compliance

- Changes to remove procedures from board policy

Policy II.B.5 Clery Act

- Rewording for clarity, no substantive changes

Policy IV.A.3 Online Learning Testing & Identity Verification

- Rewording to meet applicable federal regulations, changes to remove procedures from board policy

Policy IV.B1 Advisory Committees

- Rewording for clarity, changes to remove procedures from board policy

Policy V.A.7 Catalog Standing and Student Handbook Catalog Standing

- Change in title

Policy V.C.1 Advisement and Career Support Services

- Rewording for clarity, no substantive changes

Recommendation

The Academic Committee recommends that the Board of Trustees moves to amend the board policies listed as presented.



### Redline

#### Policy II.B.4: Copyright Compliance

Erie County Community College requires all students and employees to comply with applicable federal, state, and local laws governing copyrighted materials, which grant authors, publishers, and creators control over the copying, distribution, transmission and performance of their original works. The College acknowledges the Fair Use doctrine (section 107 of the U.S. Code Title 17 on Copyright) and the responsibility of the College to provide information and guidance to students and employees. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Students or employees who willfully disregard the copyright policy are in violation, ~~and~~ do so at their own risk and assume all liability. If the reproduction of the copyrighted material does not meet the fair-use guidelines, written authorization must be obtained.

#### The Four Factors that Govern Fair Use:

- ~~• The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes~~
- ~~• The nature of the copyrighted work~~
- ~~• The amount and sustainability of the portion used in relation to the copyrighted work as a whole~~
- ~~• The effect of the use upon the potential market for or value of the copyrighted work~~

#### The College will:

- ~~• Inform students and employees about the application of the four factors governing fair use.~~
- ~~• Provide notice to students that materials used in connection with courses may be subject to copyright protection.~~
- ~~• Assist employees, if requested, in obtaining permission to use copyrighted materials.~~

#### TEACH Act

The Technology, Education and Copyright Harmonization (TEACH) Act amends Sections 110(2) and 112 of the Copyright Act of 1976 to give instructors at accredited nonprofit educational institutions greater flexibility to use third party copyrighted works in online course delivery.

The Act permits the display and performance of virtually all types of works during online instruction without the consent of the copyright owner, provided that:

- The online instruction at an eligible institution is mediated by an instructor
- The transmission of material is intended only for receipt by the students enrolled in the course, regardless of where the students are physically located
- The institution employs measures to prevent "retention of the work in accessible form by recipients of the transmission for longer than the class session"
- The institution employs measures that limit the transmission of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution "to the extent technologically feasible"
- Use of the material is clearly for educational, not entertainment purposes

#### PROCEDURES

~~Every attempt will be made to assist students and employees who need information so that they can remain in good standing with copyright law.~~

#### GUIDELINES

~~Erie County Community College students or employees using copy machines or other devices for reproduction of any material are responsible for familiarizing themselves with provisions of the copyright law and fair use guidelines before copying or reproducing any material. To this end, copies of the law and guidelines will be prominently displayed near copying or other reproduction devices wherever they are permanently installed.~~

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: ~~March 24, 2026~~ March 26, 2030*

### Final

#### Policy II.B.4: Copyright Compliance

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U.S. Code Title 17 on Copyright) and the responsibility of the College to provide information and guidance to students and employees. Copying of materials or other uses not specifically allowed by the law, fair use, license agreement, or the permission of the copyright holder is strictly prohibited. Students or employees who willfully disregard the copyright policy are in violation and do so at their own risk and assume all liability. If the reproduction of the copyrighted material does not meet the fair-use guidelines, written authorization must be obtained.

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- Use of the material is clearly for educational, not entertainment purposes

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***

## **Redline**

### **Policy II.B.5: Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a ~~F~~ederal law that requires colleges to report criminal activity and statistics on ~~or adjacent to~~ their campuses to the federal and state governments. This information will be reported annually by Erie County Community College along with statistics documented by local law enforcement agencies.

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

**April 7, 2021**

**March 26, 2025**

*\*Review Deadline: ~~April 7, 2026~~ **March 26, 2030***

## **Final**

### **Policy II.B.5: Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges to report criminal activity and statistics on or adjacent to their campuses to the federal and state governments. This information will be reported annually by Erie County Community College along with statistics documented by local law enforcement agencies.

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

**April 7, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***



**Redline**

**Policy IV.A.3: Online Learning Testing & Identity Verification**

In compliance with federal regulations (34 CFR 602.17(g)) and the Higher Education Opportunity Act (HEOA) of 2008, concerning the verification of student identity in distance education, Erie County Community College will establish and periodically evaluate the process to confirm that a student who apply to attend EC3 and those enrolled in an online course is the same student who participated in and receives the academic credit for the course. This policy will reside with the Executive Vice President's Office and apply to all programs beginning with the application for admission and continuing through a student's graduation, transfer, or withdrawal from the College.

All methods of verifying student identity in online courses must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. Personally identifiable information collected by the College may be used as the basis for identity verification.

~~online instructors shall require students who participate in such classes and/or take exams to verify their identity by using a secure login, a pass code, a webcam, and a microphone; or to take proctored exams.~~

~~Students may be required to have photo identification for proctored examinations, which may include video and audio recording with consent of the student. In addition, new or other technologies and practices to assist in verifying student identity may be utilized.~~

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

**March 31, 2021**

**March 26, 2025**

*\*Review Deadline: ~~March 31, 2026~~ March 26, 2030*

**Final**

**Policy IV.A.3: Online Learning Testing & Identity Verification**

In compliance with federal regulations (34 CFR 602.17(g)) and the Higher Education Opportunity Act (HEOA) of 2008, concerning the verification of student identity in distance education, Erie County Community College will establish and periodically evaluate the process to confirm that a student who apply to attend EC3 and those enrolled in an online course is the same student who participated in and receives the academic credit for the course. This policy will reside with the Executive Vice President's Office and apply to all programs beginning with the application for admission and continuing through a student's graduation, transfer, or withdrawal from the College.

All methods of verifying student identity in online courses must protect the privacy of student information in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws or regulations regarding the confidentiality of personally identifiable information. Personally identifiable information collected by the College may be used as the basis for identity verification.

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

**March 31, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***

**Redline**

**Policy IV.B.1: Advisory Committees**

To ensure quality and relevant programs and curricula, with strong connections to the broader community, ~~each certificate and degree program shall establish a local advisory committee~~ Erie County Community College establishes a local advisory committee for each of its applied science and certificate programs. The main purpose of these committees shall be to help ensure that knowledge and skills students receive in the program are ~~current with what is needed in the workforce or area of study~~ beneficial for graduates to be best prepared to enter the workforce community within Erie County. Advisory Committee members shall be ~~composed of~~ experts in the respective discipline(s) and represent organizations or employers with a vested interest in receiving EC3 graduates. ~~These non-governing bodies provide counsel/advice to the faculty and administration without legislative authority or compensation.~~



Committee recommendations may include but are not limited to curriculum development and review, assessment of community needs, projected industry standards and employment competencies, emerging trends in the field of study, student placement opportunities, student ~~research opportunities and or~~ internships, experiential learning opportunities, assistance in identifying facilities and obtaining equipment, student recruitment and legislative or financial support.

The Academic Affairs Division will be responsible for establishing and maintaining advisory committee memberships within each program area.

~~Each Committee will meet, at minimum, once per academic year. Based on the needs of the program area, additional meetings may be scheduled as needed.~~

~~Guidelines for selection of the Committee chair and terms of appointment shall be developed by appropriate College officers.~~

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: **March 24, 2026 March 26, 2030***

## Final

### Policy IV.B.1: Advisory Committees

To ensure quality and relevant programs and curricula, with strong connections to the broader community, Erie County Community College establishes a local advisory committee for each of its applied science and certificate programs. The main purpose of these committees shall be to help ensure that knowledge and skills students receive in the program are beneficial for graduates to be best prepared to enter the workforce community within Erie County. Advisory Committee members shall be experts in the respective discipline(s) and represent organizations or employers with a vested interest in receiving EC3 graduates.

Committee recommendations may include but are not limited to curriculum development and review, assessment of community needs, projected industry standards and employment competencies, emerging trends in the field of study, student placement opportunities, student internships, experiential learning opportunities, assistance in identifying facilities and obtaining equipment, student recruitment and legislative or financial support.

The Academic Affairs Division will be responsible for establishing and maintaining advisory committee memberships within each program area.

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***

## Redline

### Policy V.A.7: Catalog Standing and Student Handbook **Catalog Standing**

Students must follow the curricular and program requirements outlined in the Catalog in effect for the academic year they enter a program. This will include but not be limited to general education and specific program requirements, academic progress policies, and graduation requirements. If a student changes his or her curriculum, they must then follow the Catalog in effect for the academic year that they enter the new program.

### Student Handbook

The College shall publish and make available a Student Handbook. The Handbook will clearly communicate the College's policies, procedures, mission and statement of Student's Rights and Responsibilities as well as the Student Code of Conduct. It is the student's responsibility to become familiar with and abide by the information contained therein.

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

**March 10, 2021**



**March 26, 2025**

*\*Review Deadline: ~~March 10, 2026~~ March 26, 2030*

#### Final

##### **Policy V.A.7: Catalog Standing and Student Handbook Standing**

Students must follow the curricular and program requirements outlined in the Catalog in effect for the academic year they enter a program. This will include but not be limited to general education and specific program requirements, academic progress policies, and graduation requirements. If a student changes his or her curriculum, they must then follow the Catalog in effect for the academic year that they enter the new program.

##### **Student Handbook**

The College shall publish and make available a Student Handbook. The Handbook will clearly communicate the College's policies, procedures, mission and statement of Student's Rights and Responsibilities as well as the Student Code of Conduct. It is the student's responsibility to become familiar with and abide by the information contained therein.

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

**March 10, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***

#### Redline

##### **Policy V.C.1: Advisement and Career Support Services**

The College shall make information regarding Student Support Services readily available and accessible to students.

The College shall provide Advising Services for students. Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses. Advisors will also assist students with understanding their program of study in terms of ~~personal~~, academic, ~~transfer~~, and career goals and expectations. Students are strongly encouraged to be an active part of the advising relationship by engaging with their Advisor throughout their time at the College. ~~Students identified as needing supports other than academic and career advising will be referred to appropriate services.~~

~~Students work with Advisors to plan for the transfer process by understanding policies and procedures, and referrals to college resources. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, Advisors support and assist by helping to identify and assess options.~~

Career Support Services offered shall include but not be limited to individual appointments and workshops on résumé and letter writing, interview preparation, job search strategies and career decision making and planning. Student Career Services shall also assist students and graduates ~~in identifying opportunities for developing successful strategies to find~~ part-time, full-time and summer employment.

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

**March 10, 2021**

**March 26, 2025**

*\*Review Deadline: ~~March 10, 2026~~ March 26, 2030*

#### Final

##### **Policy V.C.1: Advisement and Career Support Services**

The College shall make information regarding Student Support Services readily available and accessible to students.

The College shall provide Advising Services for students. Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses. Advisors will also assist students with understanding their program of study in terms of academic, transfer, and career goals and expectations. Students are



Erie County Community College  
Continued

Board Report #25-08  
March 26, 2025

strongly encouraged to be an active part of the advising relationship by engaging with their Advisor throughout their time at the College. Students identified as needing supports other than academic and career advising will be referred to appropriate services.

Career Support Services offered shall include but not be limited to individual appointments and workshops on résumé and letter writing, interview preparation, job search strategies and career decision making and planning. Student Career Services shall also assist students and graduates in identifying opportunities for part-time, full-time and summer employment.

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

**March 10, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***





## Resolution to Reaffirm Policy V.A.1 Admissions

### Information

Board Policies of Erie County Community College will reflect the College's mission and values, identify the expectations of individuals and academic and administrative units, mitigate risk, enhance efficiency, and support compliance with laws and regulations.

Policies must be reviewed within a five-year period and either reaffirmed, revised or eliminated.

This policy has been reviewed by the Academic Committee and brought forth for affirmation with no changes.

#### **Policy V.A.1: Admissions**

Admission to Erie County Community College is open to the following individuals:

- High school graduates, General Equivalency/Commonwealth Diploma recipients, and transfer applicants from another college or university.
- Any non-high school graduate and non-General Equivalency recipient over the age of 18 who can demonstrate the ability to benefit from post-secondary education.
- Persons not meeting the above criteria may be considered for admission on an individual basis.

Admission to Erie County Community College does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements are established in compliance with institutional expectations, accrediting-body standards, Commonwealth rules and regulations, or federal guidelines and statutes. Applicants for such programs must follow the prescribed steps for admission in each program.

### Recommendation

The Academic Committee recommends that the Board of Trustees moves to affirm Policy V.A.1 Admissions as presented to be reviewed again prior to March 26, 2030.

*Erie County Community College*  
**YEAR-TO-DATE OPERATING & CAPITAL BUDGET REPORT**  
*Fiscal Year 2024-25 as of February 28, 2025*

	YTD Actual	YTD Budget	Actual vs. Budget	% Variance	Anticipated	Comments
<b>OPERATING &amp; CAPITAL REVENUES</b>						
Student Tuition & Fees	\$ 274,689	\$ 351,156	\$ (76,468)	-21.8%		
Tuition from Noncredit Programs	-	12,500	(12,500)	-100.0%		
County of Erie - Operating	2,464,713	2,464,713	-	0.0%		
County of Erie - Recurring Capital	458,857	458,857	-	0.0%		
County of Erie - One-Time Capital	76,430	76,430	-	0.0%		
Commonwealth of PA - Operating	1,633,620	1,633,821	(200)	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	135,760	113,036	22,724	20.1%		
Investment Income	175,001	120,000	55,001	45.8%		
Donation Passthrough	34,703	71,000	(36,297)	-51.1%		
Miscellaneous Income	3,579	4,200	(621)	-14.8%		
<b>Total Operating &amp; Capital Revenues</b>	<b>\$ 5,889,766</b>	<b>\$ 5,928,690</b>	<b>\$ (38,924)</b>	<b>-0.7%</b>		
<b>APPLICATION OF FUNDS</b>						
Salaries	\$ 2,418,075	\$ 2,396,981	\$ (21,094)	-0.9%		
Staff Benefits	581,688	562,305	(19,384)	-3.4%		
Other Expenses	426,039	399,908	(26,131)	-6.5%		
Contracted	155,056	207,105	52,049	25.1%		
Insurance	73,353	73,399	46	0.1%		
Travel	21,300	34,857	13,557	38.9%		
Maintenance & Repairs	51,315	40,000	(11,315)	-28.3%		
Marketing	379,811	356,839	(22,973)	-6.4%		
Contingency	-	33,333	33,333	100.0%		
Non-Lease Equipment & Non-Leased Software	191,174	205,318	14,144	6.9%		
Facility Operations	122,188	119,639	(2,549)	-2.1%		
Leased Facilities, Equipment, & Software	590,121	607,745	17,624	2.9%		
Capital Equipment Additions	216,514	217,860	1,346	0.6%		
<b>TOTAL EXPENSES</b>	<b>\$ 5,226,636</b>	<b>\$ 5,255,290</b>	<b>\$ 28,654</b>	<b>0.5%</b>		
<b>Surplus/(Deficit)</b>	<b>\$ 663,130</b>	<b>\$ 673,400</b>	<b>\$ (10,270)</b>	<b>-1.5%</b>		

<b>Erie County Community College</b>
<b>Confirmation of Bank Statement Reconciliations</b>

	Community College of Erie County
Currency	USD
All EC3 Statements - Beginning Date	2/1/2025
All EC3 Statement - End Date	2/28/2025
Bank Statements Status - Reviewed & Reconciled	Reconciled

<b>Operating Account Balances</b>	
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FNB	February 2025 Current Balances
Operating	\$ 120,787.06
Investment Account	\$ 2,372,782.29
<b>Total Operating Account Balances</b>	<b>\$ 2,493,569.35</b>

<b>Designated Purpose Account Balances</b>
--

FNB
-----

Designated Purpose Account		\$ 4,042,595.98
- Tranformational Philanthropy Fund	\$ 1,620,600.46	
- Interest Earned	\$ 11,995.52	
- Window Replacement Fund	\$ 410,000.00	
- Allied Health Fund	\$ 2,000,000.00	
Advancement Fund Account	\$ 50,569.01	
Board Designated Reserves	\$ 1,250,000.00	
<b>Total Designated Account Balances</b>		<b>\$ 5,343,164.99</b>
<b>Total Operating and Designated Account Balances</b>		<b>\$ 7,836,734.34</b>

<b>Other Designated Purpose Account Balances</b>
--

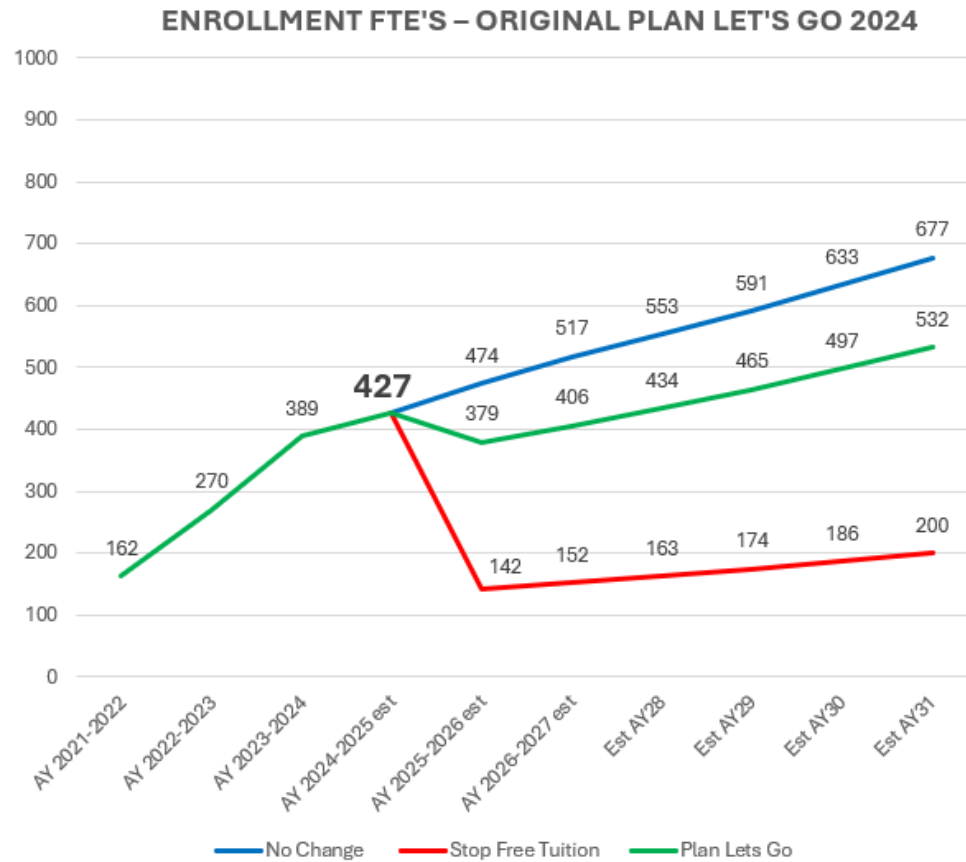
Foundation Agency Fund <i>(not included in College account balances)</i>	\$ 1,745,568.41	as of 12/31/2024
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Receivable - Funds State and County	
Erie County - Quarterly Funding	\$ -
State PDE - Operating & Capital	\$ -
	<b>\$ -</b>

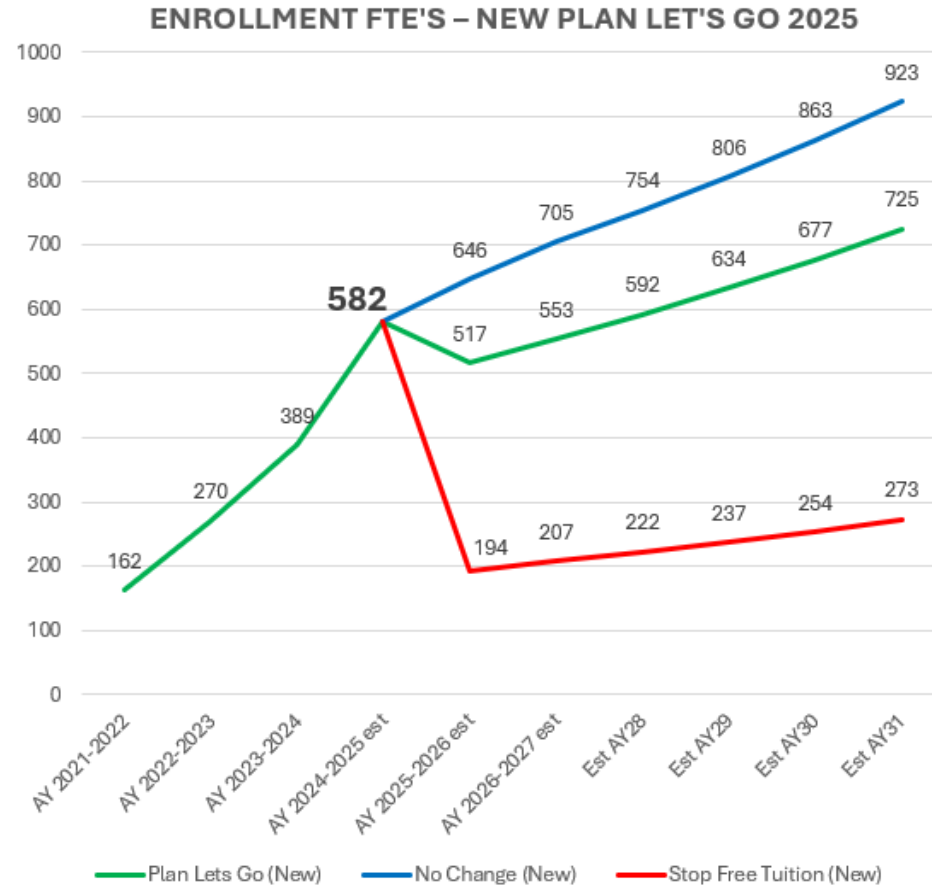
# **Plan Let's Go!**

**One Year Review**

March 26, 2025



Original Plan Let's Go estimated 427 FTE



Updated Plan Let's Go estimated 582 FTE's

# Variables and Assumptions

## Timeline Assumptions

- Original Plan Let's Go (PLG) assumed beginning Financial Aid (FA) in Fall 2025
- Updated PLG assumes beginning FA in Spring 2026

## Revenue Assumptions

- State and County revenues projected flat for all five years
- Assumes no Investment Income, Donations, or Miscellaneous Revenue

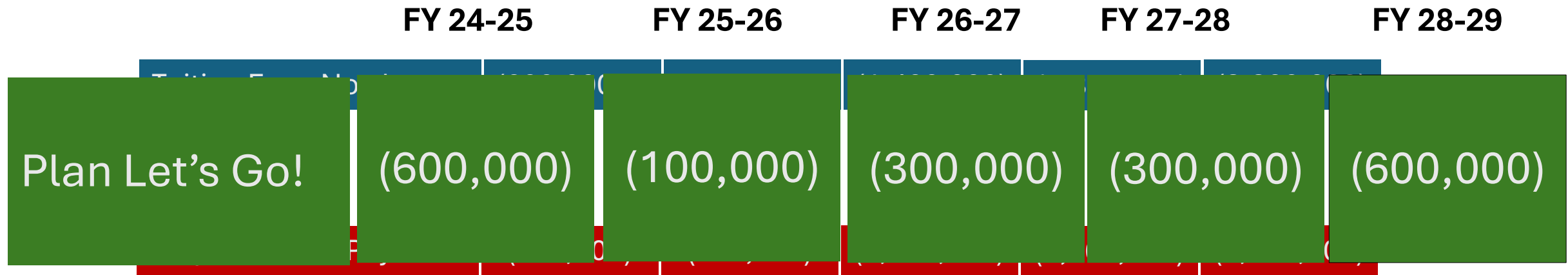
## Expense Assumptions

- Based off better longitudinal data, expenses originally projected to increase 6% annually have been adjusted to 5%
  - Updated plan accounts for 6% increase in Salaries and benefits which still allows for growth and annual adjustments (was 10%)

## Plan Let's Go! Financial Projections from 2024

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Tuition Free, No change	(600,000)	(1,000,000)	(1,400,000)	(1,800,000)	(2,200,000)
Plan Let's Go!	(600,000)	(100,000)	(300,000)	(300,000)	(600,000)
Stop Free, Full Pay	(600,000)	(600,000)	(1,000,000)	(1,400,000)	(1,800,000)

# Plan Let's Go! Financial Projections from 2024



## 2024 Highlights

- Enrollment projections are the incredibly conservative (thus, the reset)
- Every other higher enrollment model benefitted the net position
- No Increase in Interest Income or State or Local (\$460K in reality on FY 25)
- Total projected exposure well under Foundation dollars



# Updated Plan Let's Go!

Adjusts FTE starting point and accounts for assumption adjustments

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Plan Let's Go!	(600,000)	(250,000)	-	(300,000)	(550,000)	(850,000)

If worst case scenario occurred, foundation dollars would still provide cover

# A More Plausible Projection - Plan Let's Go!

What if we adjust for some of the expected revenue?

	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Plan Let's Go!	(600,000)	(250,000)	-	(300,000)	(550,000)	(850,000)
Interest Income	400,000	300,000	275,000	250,000	225,000	200,000
State Increase	65,000*	120,000	185,000	255,000	330,000	410,000
Tuition Increase	*included above		50,000	100,000	150,000	200,000
	(200,000)	170,000	410,000	305,000	165,000	(40,000)

# Plan Let's Go Next Steps

- Free Tuition (current model) announced for Summer and Fall 2025
- Submit Title IV Application to US Dept of Ed (June 2025)
- Review Assumptions (ongoing) with specific BoT Finance Committee and Full Board review to determine Spring 2026 pathway (approximately September)

## Questions, Comments, Advice?



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

Information

Alchemy is the implementation and support mechanism behind Workday. Consulting is necessary to make the application fully operational and functional for the College's needs.

Alchemy will provide assistance with the Workday application including HCM, Financials and Student functional areas. This consulting includes maintenance, optimization, assistance in technical areas, troubleshooting, update support, assistance in additional features, and general knowledge transfer.

The contract has a maximum spend of \$160,700 but is structured to bill as services are requested by EC3. We expect to manage this contract to meet our needs and stay under the full value of the contract.

Recommendation

It is recommended that the Board of Trustees moves 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.



Resolution to Approve the Contract with Maher Duessel in the Amount of \$139,011  
For an Accounting / Auditing Firm to Conduct the Audit Engagement

Information

The College publicly requested bids for a qualified and experienced Accounting / Auditing Firm to conduct the audit engagement for fiscal years ended June 30, 2025, 2026 and 2027 with two (2) optional years for fiscal years 2028 and 2029.

Bids were received until February 28, 2025 with the award anticipated by March 31, 2025. Maher Duessel is being recommended to the board at the amount of \$139,011 because they satisfied the mandatory qualifications and requirements specified in the RFP and which, in the sole discretion of the Community College, demonstrate the ability to timely and satisfactorily perform the scope of work described in the RFP.

The bid summary follows this report.

Recommendation

The Finance Committee recommends that the Board of Trustees moves to approve the contract with Maher Duessel in the amount of \$139,011 for an Accounting / Auditing Firm to conduct the audit engagement.



ERIE COUNTY COMMUNITY COLLEGE				
BID SUMMARY				
2120.01	DESCRIPTION	CliftonLarsonAllen	MaherDuessel	HBK
	<b>FINANCIAL AUDIT</b>			
1	Fiscal Year June 30,2025	\$ 29,000	\$ 29,840	\$ 42,000
2	Fiscal Year June 30,2026	\$ 30,000	\$ 31,630	\$ 43,000
3	Fiscal Year June 30,2027	\$ 31,000	\$ 33,213	\$ 44,000
	<b>SINGLE AUDIT</b>			
1	Fiscal Year June 30,2025	\$ 12,000	\$ 5,000	\$ 7,000
2	Fiscal Year June 30,2026	\$ 12,300	\$ 8,750	\$ 7,200
3	Fiscal Year June 30,2027	\$ 12,600	\$ 9,188	\$ 7,400
	<b>STATE AUP AUDIT</b>			
1	Fiscal Year June 30,2025	\$ 5,800	\$ 6,990	\$ 3,000
2	Fiscal Year June 30,2026	\$ 6,000	\$ 6,990	\$ 3,100
3	Fiscal Year June 30,2027	\$ 6,200	\$ 7,410	\$ 3,200
	<b>BILLABLE EXPENSES</b>			
1	Fiscal Year June 30,2025	\$ 2,000	\$ 0	\$ 0
2	Fiscal Year June 30,2026	\$ 1,500	\$ 0	\$ 0
3	Fiscal Year June 30,2027	\$ 1,500	\$ 0	\$ 0
	<b>TOTALS FOR BID RECOMMENDATION</b>	<b>\$ 149,900</b>	<b>\$ 139,011</b>	<b>\$ 159,900</b>
	<b>OPTION YEARS</b>			
	<i>(Not part of bid recommendation)</i>			
	<b>FINANCIAL AUDIT</b>			
1	Fiscal Year June 30,2028	\$ 32,000	\$ 34,874	\$ 45,000
2	Fiscal Year June 30,2029	\$ 33,000	\$ 36,619	\$ 46,000
	<b>SINGLE AUDIT</b>			
1	Fiscal Year June 30,2028	\$ 12,900	\$ 9,647	\$ 7,600
2	Fiscal Year June 30,2029	\$ 13,200	\$ 10,129	\$ 7,800
	<b>STATE AUP AUDIT</b>			
1	Fiscal Year June 30,2028	\$ 6,400	\$ 7,781	\$ 3,300
2	Fiscal Year June 30,2029	\$ 6,600	\$ 8,170	\$ 3,400
	<b>BILLABLE EXPENSES</b>			
1	Fiscal Year June 30,2028	\$ 1,500	\$ 0	\$ 0
2	Fiscal Year June 30,2029	\$ 1,500	\$ 0	\$ 0
	<b>TOTALS</b>	<b>\$ 107,100</b>	<b>\$ 107,220</b>	<b>\$ 113,100</b>

Comments			
Relevant Higher Education Experience	Significant National Higher Education Experience	Significant Regional/PA Higher Education Experience	Significant National Higher Education Experience
Community College Experience	Significant National Community College Experience	Significant Regional Community College Experience	Provided only a sampling of Higher Education clients with only one Community College listed
PA Community College Experience	No Current PA Community College Clients	Serves almost 50% of PA Community Colleges (7 of 15)	No Current PA Community College Clients
Cost Ranking Based on Three (3) Year Bid Totals	2	1	3



**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**

**Information**

The College publicly requested bids for a qualified and experienced Clerk of the Works Firm to provide Project Management oversight for our upcoming Redevelopment Assistance Capital Program (RACP) project renovation to our West Campus location.

There was a public site visit on February 18, 2025. Bids were received until March 7, 2025. Spaulding Banks Project Management is being recommended to the board at the amount of \$70,000 because they satisfied the mandatory qualifications and requirements specified in the RFP and which, in the sole discretion of the Community College, demonstrate the ability to timely and satisfactorily perform the scope of work described in the RFP.

<b>CONTRACT BIDS</b>					
		<b>Company:</b>	Spaulding Banks Project Management	Aramark Management Services	
		Clerk of the Works services for the construction phase	<b>\$70,000.00</b>	<b>\$192,625.00</b>	<b>No Bid</b>
Incl.?	Alt.#	Alternate Description:			
N	1	NO Alternates	\$ -	\$ -	
		y - Denotes chosen alternates			
		<b>BASE BID PLUS CHOSEN ALTERNATES:</b>	<b>\$70,000.00</b>	<b>\$192,625.00</b>	<b>NO BID</b>
		\$ ABOVE LOW BID WITH CHOSEN ALTERNATES:	\$0.00	\$122,625.00	
			1	2	0
			<b>Low Bid with Chosen Alternates: \$70,000.00</b>		
			<b>Low Bidder: Spaulding Banks Project Management</b>		

**Recommendation**

It is recommended that the Board of Trustees moves to approve the contract with Spaulding Banks Project Management in the amount of \$70,000 for a Clerk of the Works for the West Campus RACP/Allied Health Renovation.



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

#### Information

Annually, EC3 submits projects to the PDE Community College Capital Application. The Submission requires a Board Resolution to submit up to two projects for consideration of PDE funding 50% of the project. The submitted projects are reviewed by PDE based on the Recency Funding Model for the awarding of Community College capital debt projects funded by the Community College Capital Debt Fund. If EC3 is awarded and chooses to accept the reward, the College would provide matching funds (50% of the total project).

The estimated values for these projects were based on a Conceptual Estimate provided by local companies.

The capital projects, in priority order, to be submitted to PDE in March 2025 capital application process and estimated costs are:

- o EC3 West Campus Roofing Project - \$377,000
- o EC3 ECTS Campus Electrical and Lighting Project - \$120,000

The Board Resolution today is for approval to submit the projects to PDE for consideration of funding. Final Board of Trustee approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE. All College policies and procedures will be followed.

#### Recommendation

It is recommended that the Board of Trustees moves to approve the submission of two projects to PDE including West Campus Roofing Project and ECTS Campus Electrical and Lighting Project in the total amounts of \$377,000 and \$120,000 respectively.





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

Information

EC3 is seeking approval from the Board of Trustees to enter into a 36-month lease agreement with Dell Financial Services for the use of 100 laptops that would be utilized across all locations for EC3 students. GovConnection Inc. through the College's COSTAR membership will be used to procure the laptops.

Recommendation

It is recommended that the Board of Trustees moves to approve the 36-month lease with Dell Financial Services in the amount of \$62,200 for EC3 student laptops.



Resolution to Amend Board Policies Per the Executive Committee  
to Reflect Current Practice

Information

Policies must be reviewed within a five-year period and either reaffirmed, revised or eliminated.

The following policies have been reviewed by the Executive Committee and brought forth for approval with revisions and reasoning noted below them. The redline and final versions of the policy follow this report.

Policy VII.B.1 Smoke-Free Workplace

- Changes to standardize format to match other board policies

Policy VII.B.2 Drug-Free Workplace

- Rewording clarity, changes to remove procedures from board policy and references to titles not in the EC3 system

Recommendation

The Executive Committee recommends that the Board of Trustees moves to amend the board policies listed as presented.



### Redline

#### Policy VII.B.1: **Smoke Tobacco-free Environment**

~~Due to the well-documented health risks associated with smoking and exposure to second-hand smoke and in order to create a healthier environment for all students, employees, volunteers, independent contractors, and visitors of Erie County Community College, all College sites will be smoke-free. Smoking, including the use of nicotine delivery systems, is, without exception, prohibited at all Erie County Community College sites.~~

#### **Accountability**

~~All employees of the College are asked to support smoke-free campus efforts by following this policy and informing those who are in violation of the policy.~~

#### **Applicability**

~~This policy applies to all students, employees, volunteers, independent contractors and visitors to the College.~~

To promote a healthier environment, the use of tobacco products, including smoking, vaping, and other forms of tobacco consumption, is prohibited in all indoor areas, company-owned vehicles, and outdoor spaces on our premises.

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: **March 24, 2026** March 26, 2030*

### Final

#### Policy VII.B.1: **Tobacco-free Environment**

To promote a healthier environment, the use of tobacco products, including smoking, vaping, and other forms of tobacco consumption, is prohibited in all indoor areas, company-owned vehicles, and outdoor spaces on our premises.

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

**March 24, 2021**

**March 26, 2025**

*\*Review Deadline: **March 26, 2030***

### Redline

#### VII.B.2: **Drug and Alcohol-Free Workplace**

The College prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any College facility or College event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including termination. In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and other legislative requirements, all employees of the College must abide by this Policy and the regulations and procedures which implement this Policy as a condition of employment.

The College will implement all the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 including a drug and alcohol awareness program. Conviction under Criminal Drug Statute An employee must provide written notice to the College's chief human resources officer of a conviction of a crime involving the use, sale, or distribution of drugs within five (5) days of such conviction.



If the conviction involves a federal grant employee, the College's ~~chief~~ human resources officer will notify the appropriate federal contracting agency within ten (10) days of receiving notification of such conviction.

Standards of Conduct In accordance with the foregoing, the following conduct is expressly prohibited:

1. Use, possession, control, storage, manufacture, distribution, dispensation or sale of or solicitation to buy or sell illegal drugs, drug paraphernalia, ~~synthetic drugs, emerging drugs, emerging drug delivery methods,~~ or unauthorized controlled substances on College premises, at College events, on College business, in College vehicles, or anytime an employee is working for the College or being paid by the College.
- ~~2. Manufacture, dispensation or sale of, solicitation to buy or sell alcohol, or unlawful possession of alcohol on College premises, in College vehicles, or anytime the employee is actively at work.~~
- ~~3. Legal use of alcohol on College premises is limited to special occasions specifically and expressly approved by the President of the College.~~
2. Use of an unauthorized controlled substance, illegal drug or alcohol so as to adversely affect the employee's work performance, the employee's safety or the safety of others.
3. Refusing to participate in or successfully complete a required drug or alcohol counseling or rehabilitation program and/or job performance remediation plan.
4. ~~Employees must report any drug or alcohol-related criminal conviction that occurs in the workplace or affects their role within five (5) calendar days. Conviction under any criminal drug statute or for any criminal offense involving controlled substances, illegal drugs or alcohol. Failure to notify the College of conviction under any criminal drug statute for violations occurring in the workplace within five (5) days of conviction. Employee Awareness and Assistance Programs~~
5. The College will develop programs and materials which provide information describing the danger of drugs and alcohol in the workplace, and identifying resources to assist employees who are dealing with drug and alcohol related problems.

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

**March 10, 2021**

**March 26, 2025**

*\*Review Deadline: ~~March 10, 2026~~ March 26, 2030*

## Final

### VII.B.2: Drug and Alcohol-Free Workplace

The College prohibits the unlawful manufacture, distribution, sale, possession and/or use of illegal drugs, unauthorized controlled substances, alcohol, or similar activity at any College facility or College event. Violations of this Policy will result in appropriate corrective and/or disciplinary action up to and including termination. In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1989, and other legislative requirements, all employees of the College must abide by this Policy and the regulations and procedures which implement this Policy as a condition of employment.

The College will implement all the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 including a drug and alcohol awareness program. Conviction under Criminal Drug Statute An employee must provide written notice to the College's chief human resources officer of a conviction of a crime involving the use, sale, or distribution of drugs within five (5) days of such conviction.

If the conviction involves a federal grant employee, the College's human resources officer will notify the appropriate federal contracting agency within ten (10) days of receiving notification of such conviction.

Standards of Conduct In accordance with the foregoing, the following conduct is expressly prohibited:



4. Use, possession, control, storage, manufacture, distribution, dispensation or sale of or solicitation to buy or sell illegal drugs, drug paraphernalia, synthetic drugs, emerging drugs, emerging drug delivery methods, or unauthorized controlled substances on College premises, at College events, on College business, in College vehicles, or anytime an employee is working for the College or being paid by the College.
5. Use of an unauthorized controlled substance, illegal drug or alcohol so as to adversely affect the employee's work performance, the employee's safety or the safety of others.
6. Refusing to participate in or successfully complete a required drug or alcohol counseling or rehabilitation program and/or job performance remediation plan.
7. Employees must report any drug or alcohol-related criminal conviction that occurs in the workplace or affects their role within five (5) calendar days.
8. The College will develop programs and materials which provide information describing the danger of drugs and alcohol in the workplace, and identifying resources to assist employees who are dealing with drug and alcohol related problems.

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

**March 10, 2021**  
**March 26, 2025**

*\*Review Deadline: **March 26, 2030***



Resolution to Reaffirm I.A.4 Alcohol Use/Alcoholic Beverage Policy

Information

Board Policies of Erie County Community College will reflect the College's mission and values, identify the expectations of individuals and academic and administrative units, mitigate risk, enhance efficiency, and support compliance with laws and regulations.

Policies must be reviewed within a five-year period and either reaffirmed, revised or eliminated.

This policy has been reviewed by the Executive Committee and brought forth for affirmation with no changes.

**I. Policy I.A.4: Alcohol Use/Alcoholic Beverages Policy**

Alcoholic beverages are not to be sold, served, used or possessed in any of the facilities of the College, unless specifically and expressly approved by the President of the College.

Recommendation

The Executive Committee recommends that the Board of Trustees moves to affirm I.A.4 Alcohol Use/Alcoholic Beverage Policy as presented to be reviewed again prior to March 26, 2030.



## Board of Trustees Meeting Minutes

### Regular Monthly Meeting

January 22, 2025 | 5:00 pm | 2403 W. 8<sup>th</sup> Street, Erie West, Founder's Rm 307A

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

[Zoom Passcode: 113651](#)

#### 1. Call to Order-Time 5:00pm

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#### 2. Roll Call

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

#### College Employees/Other Attendees (6)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman via Zoom; CFO Frank Moore via Zoom; IT & Facilities Director Chris Ray; and Solicitor Tomas A. Tupitza, Esq.

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#### 3. Approval of November 20, 2024 Regular Meeting Minutes (pg. 13-20)

Trustee	Motion 1	Vote
Ejay Fyke	Not Present	Not Present
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		Y
Chairperson Dr. Michael Victor		Y

The motion to approve the November 20, 2024, Regular & Annual Meeting minutes was approved unanimously via voice vote.

#### 4. Public Participation-None

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#### 5. Communication

- A. **President's Report**-Dr. Gray shared a mission moment video featuring alumni Tiffani Jones who currently works at Erie Insurance. He then distributed a copy of the College's current KPIs noting that there was no significant change and that they would be posted to the website. Dr. Gray also reported that there were new renderings of the Allied Health Care space and thanked CFO Frank Moore, Accounting Manager Ray Romanski, and EVP Guy Goodman for overseeing the process. He also communicated that action items related to the construction will be brought forth during a Special Board of Trustees meeting March 12, 2025, to maintain the construction schedule. He also informed the board that the Window Project at the EC3 West campus is going back out to bid.
- B. **Standing Committees**
1. Academic Committee-Vice Chairperson Rush Dix reported that the committee met on January 8<sup>th</sup> and reviewed the new Business concentration, Sports Management Program. She continued that the committee also discussed three to five year academic program projections.
  2. Personnel Committee-Chair Merrill reported that the committee met on January 8<sup>th</sup> and reviewed onboarding and offboarding reports with turnover metrics. They also discussed the performance review process and reviewed the medical benefits plan which will be brought to the Board for approval at the May board meeting. He also reported that the DEI committee has reconvened and is reviving monthly initiatives. There was also a recommendation for Dr. Gray to attend the Presidents Academy Summer Institute in July.
  3. Finance Committee-Chair Hersch reported that the committee met January 13<sup>th</sup>. He reported that the college is doing well with minor variances and a nice cash position that is justifiable. Chair Hersch pointed to the table in the finance informational report that lay out all capital expenditures for the Window & Door Replacement and Allied Health Care projects so that the Board understands where the financial impact, funding sources, financial timelines, and financial risks and commitments. Hersch noted that the committee will continue to bring this type of information forward as the projects continue.
- C. **Ad Hoc Committees and Advisory Groups**
1. Foundation-President's Advisory Group-Board Representative, EJay Fyke was not present. But the Chairperson directed the trustees to the informational report and noted that a new event called the Quarterly Cocktails is taking place in February. The trustees are invited and asked to share the invitation with those who have the financial means to support the college. More information will be forthcoming.
- D. **Chairperson of the Board**-Dr. Victor recognized Pastor Mock who is a founding board member and resigned from his position in the beginning of the month as he has moved out of the Erie area- "I want to thank him for his years of service as a founding board member and wish him well with his new opportunities. His insight,

\*Continued



guidance, and knowledge have been a tremendous asset to our institution and the Erie community. He is an inspiration to me and many others. We very much would like to honor him for his commitment and service.” He also informed the trustees that there will be a special meeting called on Wednesday, March 12<sup>th</sup> at 5pm to approve items related to facilities to keep the timeline for the Allied Health Care Project. He also noted that there is a strategic planning session with consultant Dr. Michael Boyd following tonight’s meeting and that Statements of Financial Interests are due to Ms. Triana by May 1<sup>st</sup>. There was a final reminder that the division and department informational reports were presented in transparency of shared governance, but we operational in nature and available to trustees so they can make well rounded decisions.

- E. **Other**-It was noted that there were no qualified bids received on January 21, 2025, for the Window and Door Replacement at the EC3 West Campus.

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**6. Presentation-Information Technology Update (Exhibit A)**

IT and Facility Director Chris Ray presented the information within the PowerPoint under Exhibit A. Trustee Hersch asked for details concerning the student laptop loaner program. Director Ray responded that 250 laptops are loaned out to students. Some are daily and others are long term and that the operational process is accessed and monitored by the Library & Learning Support Specialist Mari Howels.

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**7. New Business- Resolution to Approve a Lease with the Erie County Technical School from March 1, 2025-June 30, 2035, with Three 5 Year Renewals [Board Report #25-01] (pg. 6-8)**

Dr. Gray explained that the long-term lease allows the College to combine our IMM and CNC programs into one location and allows access to RACP funds for improvements. It also provides the College with a lot of flexibility, room to grow, and expands the possibility for a number of partnerships as well as a true dual credit welding program.

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

The motion to approve the lease with the Erie County Technical School from March 1, 2025-June 30, 2035, with three 5 Year renewals was approved unanimously via voice vote.

8. **New Business-Resolution to Amend Board Policy III.E.3: Outside Employment [Board Report#25-03] (pg. 10-12)**

Dr. Gray noted that the appeal process is held within the operations and procedural manual vs the Board policy. He reminded the trustees that a General Appeals Policy II.B.9 was approved at the November 2024 Board meeting.

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

The motion to amend Board Policy III.E.3: Outside Employment was approved unanimously via voice vote.

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9. **Executive Session-None**

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10. **Motion to Adjourn-Time 5:44pm**

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

The motion to adjourn was approved unanimously via voice vote.

**Next Regular Meeting March 26, 2025 at 5:00PM**



## Board of Trustees Meeting Minutes

### Special Meeting

March 12, 2025 | 5:00 pm | 2403 W. 8<sup>th</sup> Street, Erie West, Founder's Rm 307A

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

[Zoom Passcode: 113651](#)

#### 1. Call to Order-Time 5:00pm

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#### 2. Roll Call

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

#### College Employees/Other Attendees (4)

Founding President Chris Gray PhD; Executive Vice President Guy Goodman via Zoom; CFO Frank Moore via Zoom; and Solicitor Pat Kennedy.

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#### 3. Public Participation-None

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The trustees were reminded that all business items were brought forth during a special meeting to improve the timeline for the West Campus renovation. All items were reviewed and approved.

4. **New Business-Resolution to Approve the Contract with Corporate Glass in the Amount of \$824,730 for Window and Door Replacement at EC3 Erie West Campus [Board Report #25-04] (pg. 03)**

Trustee	Motion 1	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	2	Y
Robert Merrill		Y
Msg. David Rubino	1	Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to approve the contract with Corporate Glass in the amount of \$824,730 for window and door replacement at EC3 Erie West Campus was approved unanimously via voice vote.

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5. **New Business-Resolution to Approve the Contract with McCreary Roofing in the Amount of \$376,600 to Provide Roof Replacement Service to the West Campus Location [Board Report #25-05] (pg. 4)**

Trustee	Motion 2	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	2	Y
Robert Merrill	1	Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix		Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to approve the contract with McCreary Roofing in the amount of \$376,600 to provide roof replacement service to the West Campus location was approved unanimously via voice vote.

**6. New Business- Resolution to Approve the Contract with Amark in the Amount of \$55,336 to Provide Asbestos Abatement Services for the West Campus Location [Board Report#25-06] (pg. 05)**

Trustee	Motion 3	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to approve the contract with Amark in the amount of \$55,336 to provide asbestos abatement services to the West Campus location was approved unanimously via voice vote.

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**7. Executive Session-None**

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**8. Motion to Adjourn-Time 5:18pm**

Trustee	Motion 4	Vote
Ejay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Msg. David Rubino		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Christina Vogel		Y
Chairperson Dr. Michael Victor		Y

The motion to adjourn was approved unanimously via voice vote.

**Next Regular Meeting March 26, 2025 at 5:00PM**