



## Minutes for Meeting Book - May 22, 2024 Board of Trustees Regular Meeting

05/22/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

### Attendees (7)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renée Triana; Executive Vice President Guy Goodman; CFO Frank Moore via Zoom; Assistant Vice President of Student Affairs Dr. Keri Bowman, Dean of Career and Technical Education Rebecca Walker; and Solicitor Timothy S. Wachter, Esq.

### Call to Order

Time: 5:00pm

### Roll Call

| Trustee                             | Roll Call                 |
|-------------------------------------|---------------------------|
| Justin Gallagher                    | Not Present               |
| Kurt Hersch                         | Not Present               |
| Robert Merrill                      | Y                         |
| Rev. Dr. Charles Mock               | Y                         |
| Msg. Dr. David Rubino               | Y                         |
| Vice Chairperson Dr. Michael Victor | Y-Left at 6:45pm          |
| Christina Vogel                     | Y                         |
| Annette Wagner, M.D.                | Y via Zoom-Left at 6:41pm |
| Chairperson Cheryl Rush Dix         | Y                         |

**Approval of March 27, 2024 Regular Meeting Minutes (pg. 25-33)**

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

The motion to approve the March 27, 2024 Regular Meeting Minutes was passed unanimously via voice vote.

**Approval of April 29, 2024 Special Meeting Minutes (pg. 34-37)**

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

The motion to approve the April 29, 2024 Special Meeting Minutes was passed unanimously via voice vote.

**Public Participation**

None

## Communication

**A. President's Report-** Dr. Gray reviewed graduation plans with the Board. He discussed Governor Shapiro's reframing of the Blueprint for Higher Education and the creation of work groups to review the funding formula, policy, etc.

**B. Academic Committee-** Executive Guy Goodman reported that the committee did not meet in person this month, but that a policy update to IV.B.2 Course/Curriculum Development and Approval Process were coming forth within the consent agenda to align with PA Code.

**C. Personnel Committee-Chair Merrill reported that there was no meeting this month,** but confirmed the College is moving forward with UPMC Health Plan to provide benefits for the next fiscal year with no real change in cost. The College added some additional coverage for short term disability and change in carry over hours. Dr. Gray noted the new Human Resource Director, Bridget Daugherty, was setting up informational open enrollment meetings.

**D. Finance Committee-**Christina Vogel-Continue to do better than financially expected, projected loss continues to go down. Puts us in better long-term financial information. Conservative estimates and running lean, but still have needs, timeline for additional staff and funding resources.

**E. Chairperson of the Board-**Chairperson Rush Dix submitted her written report of event updates and calendar reminders. The Chairperson reported the results of the Board Survey and reported that the Personnel Committee would address areas of need and build action items around them. There was discussion around expiring Board appointments. Solicitor Wachter clarified that the Board has no obligation or authority to seat Trustees but can advise their councilman. Appointments are made by nominations from the corresponding council members and the County Executive can either reappoint a Trustee or put someone new in. County council then has to approve the nomination. A Trustee's nomination would fail if they do not receive the number of votes needed or if the County Executive vetoed the vote. Dr. Gray confirmed that in the event that an appointment is not made the current Trustee will continue to serve until replaced or reappointed. It was confirmed that Trustee Rubino, Wagner, and Gallagher's appointments are expiring in September.

**F. Other-**None.

## Presentation-SEM Committee Report on the New American Population

Executive Vice President, Guy Goodman, presented Recruiting, Yielding, and Retaining Erie's New American Population PowerPoint. See Exhibit A.

### Consent Agenda (pg. 6-12)

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

Resolution to extend Erie County Technical School Lease from June 30, 2024-December 31, 2024; amend Board Policy IV.B.2: Course/Curriculum Development and Approval Process; and Board Policy IV.B.2: Course/Curriculum Development and Approval Process were approved unanimously on the Consent Agenda via voice vote.

### **New Business-Resolution to Direct Administration to Enter Into an Agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the Amount of \$323,500 Pending Legal Review [Board Report #24-25] (pg. 13)**

CFO Frank Moore reported that CPL Architecture Engineering Planning was the recommended firm to lead our healthcare renovation. Moore described the selection process and shared that the committee believes CPL is the best fit because of their forward thinking work in the healthcare spaces and experience in higher education. Trustee Vogel was concerned that CPL was not a local firm and Dr. Gray explained that the decision meets all requirements set forth in board policy. Gray then affirmed the recommendation sharing that CPL is a leader in innovation for this type of project, taking a hospital setting and building education around it, and is leading the vision in this particular area. There was then discussion about whether a board policy giving preference to local firms should be

considered. Dr. Gray asked the Board to speak in one voice with the same criterion to change any of the College policies concerning preferential hiring (currently minority and veteran owned are considered), but that the College will 100% follow Board Policy and RACP procedures. Trustee Rubino stated that a future revision to the hiring policy would have no bearing on this decision.

Solicitor Wachter noted that policy VI.A.1 Purchasing Goods and Services reads that the contract over \$20,000 to “be awarded to the lowest responsible bidder”. Solicitor Wachter was asked to develop language for an updated policy connected to purchasing.

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

The motion to direct administration to enter into an agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the Amount of \$323,500 pending legal review was approved unanimously via roll call vote.

**New Business-Resolution to Approve the Tentative 2025 Fiscal Year Budget [Board Report #24-26] (pg. 14-16)**

The final budget will be brought to the Board for approval once the state budget has passed.

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

The motion to approve the tentative 2025 Fiscal Year Budget was passed unanimously via voice vote.

**~~New Business-Resolution to Amend Board Policy VI.A.1: Purchasing Goods and Services [Board Report #24-27] (pg. 17-23)~~**

The following New Business Item was struck from the agenda pending further legal review.

| Trustee                             | Motion 6 | Vote |
|-------------------------------------|----------|------|
| Justin Gallagher                    |          |      |
| Kurt Hersch                         |          |      |
| Robert Merrill                      |          |      |
| Rev. Dr. Charles Mock               |          |      |
| Msg. Dr. David Rubino               |          |      |
| Vice Chairperson Dr. Michael Victor |          |      |
| Christina Vogel                     |          |      |
| Annette Wagner, M.D.                |          |      |
| Chairperson Cheryl Rush Dix         |          |      |

This item was struck from the agenda.

## For Information (pg. 24)

There were no comments concerning the information report.

## Future Agenda Items/Summary Comments by Board Members

Chairperson Rush Dix noted there will be additional information coming out to Trustees concerning the Presidential Evaluation.

## Executive Session

None

## Motion to Adjourn

Time: 6:55pm

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

The motion to adjourn the meeting was approved unanimously via voice vote.

## Next Regular Meeting July 24, 2024 5PM



COMMUNITY  
COLLEGE

# Board of Trustees

## Regular Meeting

May 22, 2024

EC3 Erie West

2403 West 8th Street

Founders' Room 307A

Erie, PA, 16505

Meeting ID: 864 7949 2792, Passcode: 113651



## Meeting Book - May 22, 2024 Board of Trustees Regular Meeting

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1. Call to Order

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  2. Roll Call

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  3. Approval of March 27, 2024 Regular Meeting Minutes (pg. 25-33)

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  4. Approval of April 29, 2024 Special Meeting Minutes (pg. 34-37)

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  5. Public Participation

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  6. Communication
    - A. President's Report  
Chris Gray, PhD
    - B. Academic Committee  
Trustee Msg. David Rubino, Ph.D Ph.D.
    - C. Personnel Committee  
Trustee Robert Merrill
    - D. Finance Committee  
Trustee Justin Gallagher
      1. YTD Budget Summary 2023-2024 (pg. 4)
      2. April 2024 Bank Reconciliation (pg. 5)
    - E. Chairperson of the Board  
Chairperson Cheryl Rush Dix
    - F. Other

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  7. Presentation-SEM Committee Report on the New American Population  
Guy Goodman Executive Vice President

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  8. Consent Agenda (pg. 6-12)
    - A. Resolution to Extend Erie County Technical School Lease from June 30, 2024-December 31, 2024 [Board Report #24-22] (pg. 6)
    - B. Resolution to Amend Board Policy IV.B.2: Course/Curriculum Development and Approval Process [Board Report #24-23] (pg. 7-9)
    - C. Resolution to Amend Board Policy II.B.2 Right to Know Policy [Board Report #24-24] (pg. 10-12)

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9. New Business-Resolution to Direct Administration to Enter Into an Agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the Amount of \$323,500 Pending Legal Review [Board Report #24-25] (pg. 13)

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10. New Business-Resolution to Approve the Tentative 2025 Fiscal Year Budget [Board Report #24-26] (pg. 14-16)

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11. New Business-Resolution to Amend Board Policy VI.A.1: Purchasing Goods and Services [Board Report #24-27] (pg. 17-23)

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12. For Information (pg. 24)

A. Wm.T. Spaeder Hired for EC3 Erie West Garage Grant Funded Project [Board Report #24-28] (pg. 24)

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13. Future Agenda Items/Summary Comments by Board Members

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14. Executive Session

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15. Motion to Adjourn

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16. Next Regular Meeting July 24, 2024 5PM

*Erie County Community College*  
**YEAR-TO-DATE OPERATING & CAPITAL BUDGET REPORT**  
*Fiscal Year 2023-24 as of April 30, 2024*

|   | <b>YTD</b>          | <b>YTD</b>          | <b>Actual vs.</b> | <b>%</b>        |                    |                 |
|---|---------------------|---------------------|-------------------|-----------------|--------------------|-----------------|
|   | <b>Actual</b>       | <b>Budget</b>       | <b>Budget</b>     | <b>Variance</b> | <b>Anticipated</b> | <b>Comments</b> |
| <b>OPERATING &amp; CAPITAL REVENUES</b>       |                     |                     |                   |                 |                    |                 |
| Student Tuition & Fees                        | \$ 1,036,211        | \$ 1,382,836        | \$ (346,625)      | -25.1%          |                    |                 |
| Student Tuition & Fee Allowance               | (932,590)           | (1,244,552)         | 311,962           | -25.1%          |                    |                 |
| Tuition from Noncredit Programs               | 2,500               | 18,500              | (16,000)          | -86.5%          |                    |                 |
| County of Erie - Operating                    | 2,773,748           | 2,773,748           | -                 | 0.0%            |                    |                 |
| County of Erie - Recurring Capital            | 476,252             | 476,252             | -                 | 0.0%            |                    |                 |
| County of Erie - One-Time Capital             | 750,000             | 750,000             | -                 | 0.0%            |                    |                 |
| Commonwealth of PA - Operating                | 2,183,355           | 2,183,355           | -                 | 0.0%            |                    |                 |
| Commonwealth of PA - Recurring Capital        | 686,510             | 686,510             | -                 | 0.0%            |                    |                 |
| Commonwealth of PA - One-Time Capital         | 615,631             | 624,381             | (8,750)           | -1.4%           |                    |                 |
| Commonwealth of PA - SS Reimbursement         | 176,506             | 162,425             | 14,081            | 8.7%            |                    |                 |
| Grants  | -                   | -                   | -                 | 0.0%            |                    |                 |
| UAA Grant Reimbursement                       | 27,204              | 32,965              | (5,761)           | -17.5%          |                    |                 |
| Investment Income                             | 108,505             | 50,449              | 58,056            | 115.1%          |                    |                 |
| Miscellaneous Income                          | 13,701              | 11,175              | 2,526             | 22.6%           |                    |                 |
| <b>Total Operating &amp; Capital Revenues</b> | <b>\$ 7,917,533</b> | <b>\$ 7,908,044</b> | <b>\$ 9,490</b>   | <b>0.1%</b>     |                    |                 |
| <b>APPLICATION OF FUNDS</b>                   |                     |                     |                   |                 |                    |                 |
| Salaries                                      | \$ 2,275,296        | \$ 2,375,377        | \$ 100,081        | 4.2%            |                    |                 |
| Staff Benefits                                | 615,357             | 704,436             | 89,078            | 12.6%           |                    |                 |
| Other Expenses                                | 365,944             | 457,368             | 91,423            | 20.0%           |                    |                 |
| Contracted                                    | 318,902             | 306,190             | (12,711)          | -4.2%           |                    |                 |
| Insurance                                     | 86,734              | 79,813              | (6,922)           | -8.7%           |                    |                 |
| Travel  | 8,922               | 11,419              | 2,497             | 21.9%           |                    |                 |
| Maintenance & Repairs                         | 49,431              | 33,571              | (15,860)          | -47.2%          |                    |                 |
| Marketing                                     | 454,845             | 427,276             | (27,569)          | -6.5%           |                    |                 |
| Contingency                                   | -                   | 71,430              | 71,430            | 100.0%          |                    |                 |
| Grant Related Expenses                        | -                   | -                   | -                 | 0.0%            |                    |                 |
| Non-Lease Equipment & All Software            | 921,740             | 1,139,650           | 217,910           | 19.1%           |                    |                 |
| Facility Operations                           | 169,821             | 161,971             | (7,850)           | -4.8%           |                    |                 |
| Charges Write Off                             | 52,484              | -                   | (52,484)          | 0.0%            |                    |                 |
| Lease Facilities & Leased Equipment           | 790,696             | 793,752             | 3,056             | 0.4%            |                    |                 |
| Capital Equipment Additions                   | 1,071,295           | 1,428,218           | 356,923           | 25.0%           |                    |                 |
| <b>TOTAL EXPENSES</b>                         | <b>\$ 7,181,467</b> | <b>\$ 7,990,469</b> | <b>\$ 809,002</b> | <b>10.1%</b>    |                    |                 |
| <b>Surplus/(Deficit)</b>                      | <b>\$ 736,067</b>   | <b>\$ (82,425)</b>  | <b>\$ 818,492</b> | <b>-993.0%</b>  |                    |                 |

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

|   |
|---|
| <b>Community College<br/>of Erie County</b> |
|---|

|  |                   |
|--|-------------------|
| Currency                                       | USD               |
| All EC3 Statements - Beginning Date            | 4/1/2024          |
| All EC3 Statement - End Date                   | 4/30/2024         |
| Bank Statements Status - Reviewed & Reconciled | <b>Reconciled</b> |

|                                   |
|-----------------------------------|
| <b>Operating Account Balances</b> |
|-----------------------------------|

| FNB                                     | April 2024 Current<br>Balances |
|---|--------------------------------|
| Operating                               | \$ 112,493.57                  |
| Investment Account                      | \$ 2,498,202.31                |
| <b>Total Operating Account Balances</b> | <b>\$ 2,610,695.88</b>         |

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

| FNB  |                        |
|--|------------------------|
| Designated Purpose Account                             | \$ 1,551,207.20        |
| Advancement Fund Account                               | \$ 13,074.79           |
| Board Designated Reserves                              | \$ 1,250,000.00        |
| <b>Total Designated Account Balances</b>               | <b>\$ 2,814,281.99</b> |
| <b>Total Operating and Designated Account Balances</b> | <b>\$ 5,424,977.87</b> |

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

|   |                        |                  |
|---|------------------------|------------------|
| Foundation Agency Fund<br><i>(not included in College account balances)</i> | <b>\$ 1,591,776.30</b> | as of 12/31/2023 |
|---|------------------------|------------------|

|  |
|--|
| <b>Receivable - Funds State and County</b> |
|--|

|                                 |                     |
|---------------------------------|---------------------|
| Erie County - Quarterly Funding | \$ -                |
| State PDE - Operating & Capital | \$ 24,267.33        |
|                                 | <b>\$ 24,267.33</b> |



Resolution to Extend the Lease with the Erie County Technical School  
from June 30, 2024-December 31, 2024

Information

The Erie County Technical School lease was approved at the September 27, 2023 EC3 Board of Trustees meeting. The lease expires June 30, 2024. EC3 has sent Erie County Technical School a written notice to extend the lease agreement until December 31, 2024 with the same terms as the original lease agreement.

Recommendation

It is recommended that the Board of Trustees moves to approve the lease extension with the Erie County Technical School through December 31, 2024 on the same terms as the original lease.



Resolution to Adopt Board Policy IV.B.2: Course/Curriculum Development and Approval

Information

This update includes policy changes to explicitly state that non-credit course approval is established to meet the requirements of PDE regulations as defined by Chapter 35 and 335. The previous version strictly identified the credit course approval process as meeting the required regulations and did not include non-credit course approval. These changes allow for non-credit FTE to be submitted for reimbursement as appropriate.

A red-lined version of this policy is attached herewith reflecting all the changes mentioned above for review.

Recommendation

It is recommended that the Board of Trustees moves to approve the changes as presented to Policy IV.B.2: Course/Curriculum Development and Approval.



### 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 new **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. ~~Courses and curricula shall be designed to create a vibrant intellectual experience, that expands awareness, and prepare students to make well-reasoned judgments outside as well as within the curricular area. Curricula shall further be developed to ensure that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy.~~



### **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.



Resolution to Amend Board Policy III.B.2: Right to Know Policy to Update the Officer

Information

Contact information for the Right-to-Know Officer needs to be updated in the policy. A red-lined version of the effected portions of the policy is attached herewith adding the CFO's designee Jennifer Vargo as the officer.

Recommendation

It is recommended that the Board of Trustees motions to approve the updated language to Board Policy III.B.2: Right to Know Policy.



### Policy II.B.2: Right to Know Policy

#### I. Purpose

Erie County Community College recognizes the importance of public records as the record of the College's actions and the repository of information about the College. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board and administrative policies.

#### II. Delegation of Responsibility

The College designates the ~~Director of Human Resources~~ CFO's designee as its Right-to-Know Officer, who shall serve as the College's open records officer as defined in Pennsylvania's Right-to-Know Act. The Right-to-Know officer shall be responsible to:

1. Receive written requests for access to records submitted to the College.
2. Develop and revise the form used to request records as well as forms used in responding to requests for public records.
3. Review and respond to written requests in accordance with law, Board and administrative policies.
4. Direct requests to other appropriate individuals in the College or to the appropriate persons in another agency.
5. Track the College's progress in responding to requests, including but not limited to noting the date of receipt on the written request, computing the day on which the five-day response expires and making a notation of that date on the written or electronic copy of a request.
6. Issue interim and final responses to submitted requests, including computing the day on which extension of a thirty days to respond expires and making a notation of that date on the written request. If a written request for access to a record is denied, the mailing date of the Right-to-Know Officer's response shall be noted on the written denial.
7. Maintain a log of all record requests and their dispositions.
8. Maintain a file for each request and all documents submitted with the request, including but not limited to the original request, a copy of the response(s), a record of written communications with the requester, and a copy of any other communications. If the written request is denied, maintain the written request for at least thirty (30) days or, if an appeal is filed, until a final determination is issued and the appeal period there from has expired.
9. Ensure College staff are trained to perform assigned job functions relative to requests for access to records.

The contact information for the Right-to-Know Officer is:

Email: [RTKLrequests@ec3pa.org](mailto:RTKLrequests@ec3pa.org)

Phone: 814-413-~~7007~~ 7000

Officer: ~~HR Director~~ Jennifer Vargo

[Unaffected Portions of the policy]

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

**March 10, 2021**

**September 22, 2021**

**May 22, 2024**

*\*Review Deadline: ~~September 22, 2026~~ May 22, 2029*



**Policy II.B.2: Right to Know Policy**

**I. Purpose**

Erie County Community College recognizes the importance of public records as the record of the College's actions and the repository of information about the College. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Board and administrative policies.

**II. Delegation of Responsibility**

The College designates the CFO's designee as its Right-to-Know Officer, who shall serve as the College's open records officer as defined in Pennsylvania's Right-to-Know Act. The Right-to-Know officer shall be responsible to:

1. Receive written requests for access to records submitted to the College.
2. Develop and revise the form used to request records as well as forms used in responding to requests for public records.
3. Review and respond to written requests in accordance with law, Board and administrative policies.
4. Direct requests to other appropriate individuals in the College or to the appropriate persons in another agency.
5. Track the College's progress in responding to requests, including but not limited to noting the date of receipt on the written request, computing the day on which the five-day response expires and making a notation of that date on the written or electronic copy of a request.
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7. Maintain a log of all record requests and their dispositions.
8. Maintain a file for each request and all documents submitted with the request, including but not limited to the original request, a copy of the response(s), a record of written communications with the requester, and a copy of any other communications. If the written request is denied, maintain the written request for at least thirty (30) days or, if an appeal is filed, until a final determination is issued and the appeal period there from has expired.
9. Ensure College staff are trained to perform assigned job functions relative to requests for access to records.

The contact information for the Right-to-Know Officer is:

Email: [RTKLrequests@ec3pa.org](mailto:RTKLrequests@ec3pa.org)

Phone: 814-413-7000

Officer: Jennifer Vargo

[Unaffected Portions of the policy]

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

**March 10, 2021**

**September 22, 2021**

**May 22, 2024**

*\*Review Deadline: **May 22, 2029***



Resolution to Direct Administration to Enter Into an Agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the Amount of \$323,500 Pending Legal Review

Information

The administration recommends that EC3 enter into an agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the Amount of \$323,500 pending legal review. CPL Architecture Engineering Planning is recommended as it meets criteria based on EC3 Board policy and their experience in the Allied Health Care industry.

Recommendation

It is recommended that the Board of Trustees moves to direct Administration to enter into an agreement with CPL Architecture Engineering Planning for the EC3 Erie West Project in the amount of \$323,500 pending legal review.



Resolution to Approve the Tentative 2025 Fiscal Year Budget

Information

Attached is the Tentative Fiscal Year 2025 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 moves the Board of Trustees to approve the tentative 2025 fiscal year budget.

| <b>EC3 Budget Detail</b>                    |  |                                |  |
|---|--|--------------------------------|--|
| <b>Fiscal Year 2024/2025</b>                |  |                                |  |
|   |  | <b>New<br/>Proposed Budget</b> |  |
| <b>FUNDING SOURCES:</b>                     |  |                                |  |
| Student Tuition                             |  | \$ -                           |  |
| Student Fees                                |  | \$ 281,199                     |  |
| Tuition from Noncredit Programs             |  | \$ 25,000                      |  |
| County of Erie                              |  | \$ 4,000,000                   |  |
| Commonwealth of PA - Operating              |  | \$ 2,969,363                   |  |
| Commonwealth of PA - Recurring Capital      |  | \$ 466,946                     |  |
| Commonwealth of PA - Start Up Reimbursement |  | \$ 702,935                     |  |
| Commonwealth of PA - SS Reimbursement       |  | \$ 110,000                     |  |
| Grants                                      |  | \$ 191,215                     |  |
| Miscellaneous Income                        |  | \$ 225,000                     |  |
| <b>TOTAL REVENUES</b>                       |  | <b>\$ 8,971,658</b>            |  |
| <b>SALARIES:</b>                            |  |                                |  |
| <b>FULL TIME SALARIES:</b>                  |  |                                |  |
| Administrative                              |  | \$ 1,234,403                   |  |
| Staff                                       |  | \$ 889,831                     |  |
| Faculty                                     |  | \$ 681,423                     |  |
| <b>PART TIME SALARIES:</b>                  |  |                                |  |
| Part Time Faculty                           |  | \$ 427,900                     |  |
| PT Administrative                           |  | \$ 8,546                       |  |
| PT Staff                                    |  | \$ 96,934                      |  |
| Student Workers                             |  | \$ 13,661                      |  |
| <b>TOTAL FULL TIME SALARIES</b>             |  | <b>\$ 2,805,656</b>            |  |
| <b>TOTAL PART TIME SALARIES</b>             |  | <b>\$ 547,040</b>              |  |
| <b>TOTAL SALARIES</b>                       |  | <b>\$ 3,352,697</b>            |  |
| <b>STAFF BENEFITS</b>                       |  |                                |  |
| Medical Insurance                           |  | \$ 358,110                     |  |
| Dental Insurance                            |  | \$ 9,969                       |  |
| Vision Insurance                            |  | \$ 4,225                       |  |
| LTD Insurance                               |  | \$ 3,044                       |  |
| FICA  |  | \$ 230,423                     |  |
| Retirement Contribution                     |  | \$ 207,572                     |  |
| Unemployment Compensation                   |  | \$ -                           |  |
| Workers Compensation                        |  | \$ 12,000                      |  |
| Tuition Reimbursement                       |  | \$ 20,000                      |  |
| <b>TOTAL STAFF BENEFITS</b>                 |  | <b>\$ 845,343</b>              |  |
| <b>OTHER EXPENSES</b>                       |  |                                |  |
| Instructional Supplies                      |  | \$ 134,600                     |  |
| Lab Supplies                                |  | \$ -                           |  |
| Office Supplies                             |  | \$ 13,100                      |  |
| Supplies - Other                            |  | \$ 25,675                      |  |
| Professional Fees - Audit                   |  | \$ 34,000                      |  |
| Professional Fees - Legal                   |  | \$ 35,000                      |  |
| Professional Fees - Other                   |  | \$ 7,840                       |  |
| Consultant                                  |  | \$ 65,000                      |  |
| Accreditation                               |  | \$ 35,000                      |  |
| Board Development                           |  | \$ 10,000                      |  |
| Staff Training                              |  | \$ -                           |  |
| Postage                                     |  | \$ 4,250                       |  |
| Hospitality                                 |  | \$ 20,690                      |  |
| Licenses and Certifications                 |  | \$ 80,200                      |  |
| Interest Expense                            |  | \$ 11,235                      |  |
| Institutional Memberships                   |  | \$ 22,580                      |  |
| <b>TOTAL OTHER EXPENSES</b>                 |  | <b>\$ 499,170</b>              |  |
| <b>CONTRACTED SERVICES</b>                  |  |                                |  |
| Support Staff                               |  | \$ 5,329                       |  |
| Miscellaneous                               |  | \$ 291,700                     |  |

|  |           |                  |
|--|-----------|------------------|
| Printing                                     | \$        | 5,000            |
| <b>TOTAL CONTRACTED SERVICES</b>             | <b>\$</b> | <b>302,029</b>   |
| <b>INSURANCE</b>                             |           |                  |
| General Liability                            | \$        | 129,000          |
| <b>TOTAL INSURANCE</b>                       | <b>\$</b> | <b>129,000</b>   |
| <b>TRAVEL</b>                                |           |                  |
| Staff  | \$        | 56,875           |
| Student Busing                               | \$        | -                |
| <b>TOTAL TRAVEL</b>                          | <b>\$</b> | <b>56,875</b>    |
| <b>MAINTENANCE &amp; REPAIRS</b>             |           |                  |
| Maintenance Contracts                        | \$        | 60,000           |
| IT Equipment                                 | \$        | -                |
| <b>TOTAL MAINTENANCE &amp; REPAIRS</b>       | <b>\$</b> | <b>60,000</b>    |
| <b>MARKETING</b>                             |           |                  |
| Brochures & Catalogue                        | \$        | 6,000            |
| Other Printed Materials                      | \$        | 64,000           |
| TV/Radio                                     | \$        | 84,000           |
| Social Media                                 | \$        | 15,500           |
| Marketing- UAA                               | \$        | -                |
| Marketing - Other                            | \$        | 354,400          |
| <b>TOTAL MARKETING</b>                       | <b>\$</b> | <b>523,900</b>   |
| Contingency                                  | \$        | 50,000           |
| Reserves                                     | \$        | -                |
| Other  | \$        | -                |
| <b>TOTAL OTHER EXPENSES</b>                  | <b>\$</b> | <b>1,620,974</b> |
| <b>LEASED EQUIPMENT</b>                      |           |                  |
| IT Equipment                                 | \$        | 272,872          |
| Copiers/Printers/MFDs                        | \$        | 9,900            |
| Data/Voice/Fiber                             | \$        | 36,444           |
| Vehicles (purchased)                         | \$        | -                |
| Other Equipment                              | \$        | 1,462,070        |
| <b>TOTAL LEASED EQUIPMENT</b>                | <b>\$</b> | <b>1,781,286</b> |
| <b>SOFTWARE</b>                              |           |                  |
| Software Leases                              | \$        | 880,875          |
| Software Subscriptions                       | \$        | -                |
| <b>TOTAL SOFTWARE</b>                        | <b>\$</b> | <b>880,875</b>   |
| <b>TOTAL LEASED EQUIPMENT &amp; SOFTWARE</b> | <b>\$</b> | <b>2,662,161</b> |
| <b>FACILITY EXPENSES</b>                     |           |                  |
| <b>Utilities</b>                             |           |                  |
| Electric                                     | \$        | 40,000           |
| Gas  | \$        | 30,000           |
| Phone  | \$        | 6,720            |
| Water & Sewer                                | \$        | 5,000            |
| <b>Contracted Services - Facilities</b>      |           |                  |
| Security                                     | \$        | -                |
| Cleaning                                     | \$        | 5,040            |
| Waste Removal                                | \$        | 2,880            |
| Snow Removal                                 | \$        | 15,000           |
| Landscaping                                  | \$        | 10,000           |
| Facility Leases - Campus                     | \$        | 720,150          |
| <b>Facility Maintenance</b>                  |           |                  |
| Facility Maintenance Contracts               | \$        | -                |
| Facility Material                            | \$        | 21,000           |
| Renovations                                  | \$        | -                |
| Custodial Supplies                           | \$        | 8,000            |
| <b>TOTAL FACILITY EXPENSES</b>               | <b>\$</b> | <b>863,790</b>   |
| <b>TOTAL EXPENSES</b>                        | <b>\$</b> | <b>9,344,965</b> |
| <b>SURPLUS (SHORTFALL)</b>                   | <b>\$</b> | <b>(373,307)</b> |



Resolution to Amend Board Policy VI.A.1 Purchasing Goods and Services

Information

The purpose of this revision is to align the College procurement process with PA State purchasing policies. In addition to clarifying language, some of the numbers changed to match State thresholds. A section for prevailing wages was also added.

A red-lined and final version of this policy are attached herewith reflecting all the changes mentioned above for review.

Recommendation

The Finance Committee moves to approve the policy amendment providing alignment of the College policy to PA State purchasing policies and thresholds.



### Policy VI.A.1: Purchasing Goods and Services

Community College of Erie County Regulation for Purchase of Goods and Services:

#### I. Purpose

~~The purpose of this regulation is to ensure that the Community College receives fair value in the purchase of all goods and services that it acquires, and that fair and open competition is allowed for the provision of those goods and services where practical. When determined to be cost effective, the Community College may utilize cooperative purchasing agreements for the purchase of goods and services, subject to the approval of the Finance Department, or, in lieu of a Finance Department, the Community College Treasurer. As a public-funded entity, the college models their purchasing practices on those of the County of Erie and the Commonwealth of Pennsylvania. The college aims to obtain supplies, material, equipment, and services, which meet the stated requirements, from the lowest priced, responsible vendor. All purchases of goods and services exceeding \$5,000 are required to be uploaded to the PA Treasury Department reporting site. This policy will be revised annually to correspond to County and State purchasing guidelines.~~

#### II. Scope

Except to the extent otherwise expressly exempted or excluded below, this regulation applies to the procurement of all goods and/ or services by **any employee on behalf of** the Community College, whether for operating supplies and services, capital equipment or acquisition or construction of real property.

#### Established Procurement Thresholds

In order to provide for appropriate competition, the Community College shall utilize ~~a three-tiered system as follows~~ the following system:

1. For Construction, Reconstruction and Repairs (in accordance with 22 PA Code §35.51)
  - ~~a. Contracts less than \$5,000 may be awarded without soliciting competitive quotes or bids.~~
  - a. Contracts \$1-12,600 require two quotes by phone, fax, letter, email, or internet.
  - ~~b. Contracts exceeding \$5,000 but less than \$20,000 require soliciting competitive quotes from at least three (3) responsible bidders and shall be awarded to the lowest responsible bidder.~~
  - b. Contracts \$12,600-\$23,200 require three quotes by phone, fax, letter, email, or internet.
  - ~~c. Contracts in excess of \$20,000 require public notice of bids, the solicitation of sealed competitive bids and shall be awarded to the lowest responsible bidder.~~
  - c. Contracts in excess of \$23,200 require public notice of bids and approval by the Board of Trustees
  
- ~~2. For All Other Purchases (excluding Professional Services)~~
2. Professional Services-Purchases of legal, financial, architectural, engineering, certain technical consulting and similar professional services are exempt from the bidding requirements set forth herein.
  - ~~a. Contracts less than \$10,000 may be awarded without soliciting competitive bids.~~
  - a. Professional service contracts up to \$50,000 in total regardless of the term or \$50,000/year not to exceed two years – may be approved without public advertisement by the Vice President of Administration and/or President based on quotes received.
  - ~~b. Contracts exceeding \$10,000 but less than \$30,000 require soliciting competitive quotes from at least three (3) responsible bidders and shall be awarded to the lowest responsible bidder.~~
  - b. Professional service contracts exceeding the above limits – must go through public advertisement and approval by the Board of Trustees.
  - ~~c. Contracts in excess of \$30,000 require public notice of bids, the solicitation of sealed competitive bids and shall be awarded to the lowest responsible bidder.~~



- c. When services are rendered over a longer period of time without regard to a project, a new RFP shall be solicited by the administration at least every five years

Legal services to be provided to the college shall be solicited at the sole discretion of the Board of Trustees.

The college shall not be responsible for payment of goods and/or services, in any amount, ordered without prior approval and authorization by the Finance Department (normally).

Annual end of calendar year updates to this policy and necessary campus notifications will be the responsibility of the Finance Department.

### ~~3.—Professional Services~~

~~Purchases of legal, financial, architectural, engineering, certain technological consulting and similar professional services are exempt from the bidding requirements set forth herein.~~

### **Invitation to Bid Requirements**

#### ~~1.—Bid Specifications~~

~~Detailed specifications for the required product or service shall be included in the Invitation to Bid (ITB). The specifications may also include such requirements for bid bond, payment bond and/or performance bond as are deemed appropriate or otherwise required by this policy.~~

#### ~~2.—Advertising~~

~~When public notice is required, the ITB shall be advertised in a daily newspaper of general circulation at least one (1) time commencing not less than ten (10) days prior to the date fixed for the opening of bids.~~

#### ~~3.—Competitive Bidding~~

~~Competitive bids shall be submitted to the Community College in sealed envelopes by the time, and at the place, identified by the Community College, and shall be opened publicly and the contract awarded by the Board of Trustees thereon.~~

### **Request for Proposal Requirements**

~~A Request for Proposal (RFP) may be utilized, at the discretion of the Community College, in connection with the procurement of professional services. If utilized, the RFP shall include a listing of the requirements that must be satisfied by the proposer and may include other capabilities, the provision of which would be desirable. Requirements for the advertising of a RFP are the same as for an ITB.~~

### **Award Criteria**

~~In all cases with respect to the selection of a vendor for identical or equivalent products or services, award shall be made on the basis of the lowest responsible and responsive bid or quote received. In the case of an RFP, award shall be based on a competitive negotiation with one or more vendors deemed to have 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.~~

### **Exceptions to Invitation to Bid (ITB) Requirements**

Requirements for bidding as set forth at Item Three (3) above may be waived if any of the following are applicable. The Finance Department is delegated signature authority for waiving the requirement for competition in the following cases:

1. Emergency or Unusual Circumstances

Upon approval by the Pennsylvania Department of Education, competitive bidding may be waived in the event that



an unforeseen emergency or condition may cause, or has caused, a portion of the community college plant or facilities to be unusable.

#### 2. Sole Source Purchases

~~Competitive bidding may be waived where prior experience and investigation reasonably convince the Purchasing Department that there is only one vendor or product who can meet the requirement of the College or that formal bidding procedures will not result in any competitive bids being submitted for the product or service being sought due to the lack of competition in the market. Patented or copyrighted products are considered to be sole source items.~~

Sole source purchases apply to the acquisition of an item or service available only from a single supplier, generally identified as a proprietary item. A proprietary item can be purchased only from a single vendor. The request department must provide written justification for the item or service available from a single supplier. The Finance Department may identify alternative suppliers of comparable and/or equivalent items and reference comparable pricing for review by department personnel.

#### 3. Use of External Contracts - Piggybacking

The Community College may "piggyback" off of group purchasing contracts awarded by any other governmental agency or consortium when deemed to be beneficial to the College, including but not limited to contracts awarded by or through the following agencies and entities: United States General Services Administration (GSA), Commonwealth of Pennsylvania Department of General Services Administration (DGS & COSTARS), County of Erie, Education and Institutional Cooperative Services (E&I), U.S. Communities, and Keystone Purchasing Network (KPN).

### **Special Requirements for Acquisition, Construction or Renovation of Real Property**

All purchases of capital equipment shall be considered a capital expenditure if an individual item of equipment component cost in excess of \$4,000 and has an expected useful life in excess of one year.

#### **Issuance of Purchase Orders**

##### ~~1.—Issuing Department~~

~~Purchase Orders shall be issued by the Community College's Purchasing Department. Purchases by any other means either orally or in writing are not authorized. Persons placing orders otherwise may be held financially responsible for such actions. "Confirming Purchase Orders" are not to be used as a matter of routine and are only to be used in urgent situations with the prior approval of the Purchasing Department, who will assign an emergency Purchase Order number.~~

##### ~~2.—Partial Purchase Orders~~

~~The Purchasing Department may issue Partial Purchase Orders against a Master Purchase Order or Purchase Agreement.~~

##### ~~3.—Change Orders~~

~~Change orders not exceeding ten (10%) percent of the original award amount may be executed with approval of the President or his/her designee to accomplish an unplanned increase in the scope of work.~~

### **Special Requirements for Acquisition, Construction or Renovation of Real Property**

#### ~~1.—Bid Bond~~

~~All bids shall be accompanied by a bond with a corporate surety authorized to do business in Pennsylvania and acceptable to the Community College in such amount as the Board of Trustees shall determine, but not less than ten (10%) percent of the amount bid. In the event any bidder shall, upon award of the contract to him, fail to comply with the requirements as to a bond guaranteeing the performance of the~~



~~contract, such bid bond shall be forfeited.~~

~~2.—Performance Bond~~

~~The bidder to whom the contract is awarded shall furnish a bond to guarantee the performance of the contract. Such bond shall be with a corporate surety with a corporate surety authorized to do business in Pennsylvania and acceptable to the Community College and in the amount of at least one hundred (100%) percent of the amount of the contract. Failure on the part of the contractor to furnish such bond shall void the previous award.~~

~~3.—Subcontractor Payment Bond~~

~~The bidder to whom the contract is awarded shall be required to furnish a bond to guarantee the payment of third-party subcontractors involved in fulfillment of services rendered under the contract. Such bond shall be with a corporate surety with a corporate surety authorized to do business in Pennsylvania and acceptable to the Community College and in the amount of at least one hundred (100%) percent of the amount of the contract. Failure on the part of the contractor to furnish such bond shall void the award.~~

~~4.—Capital Equipment~~

~~All purchases of equipment shall be considered a capital expenditure if an individual item of equipment component cost in excess of \$4,000 and has an expected useful life in excess of one year~~

**Requisitions**

~~A purchasing transaction shall be initiated by means of a purchase requisition prepared in such form as is specified by the Purchasing Department. The requisition shall be approved by the head of the initiating unit of the Community College, certifying the proper authorization for the purchase and the availability of funds in the budget.~~

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

**April 14, 2021**

**May 22, 2024**

*\*Review Deadline: ~~April 14, 2026~~ May 22, 2029*



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#### **I. Purpose**

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  - a. Professional service contracts up to \$50,000 in total regardless of the term or \$50,000/year not to exceed two years – may be approved without public advertisement by the Vice President of Administration and/or President based on quotes received.
  - a. Professional service contracts exceeding the above limits – must go through public advertisement and approval by the Board of Trustees.
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Legal services to be provided to the college shall be solicited at the sole discretion of the Board of Trustees.

The college shall not be responsible for payment of goods and/or services, in any amount, ordered without prior approval and authorization by the Finance Department (normally).

Annual end of calendar year updates to this policy and necessary campus notifications will be the responsibility of the Finance Department.

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Sole source purchases apply to the acquisition of an item or service available only from a single supplier, generally identified as a proprietary item. A proprietary item can be purchased only from a single vendor. The request department must provide written justification for the item or service available from a single supplier. The Finance Department may identify alternative suppliers of comparable and/or equivalent items and reference comparable pricing for review by department personnel.

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

***April 14, 2021***

***May 22, 2024***

*\*Review Deadline: **May 22, 2029***



Wm.T. Spaeder Hired for the EC3 West Garage Grant Funded Project

Information

This report is to inform the Board of Trustees that Wm.T. Spaeder was hired at the amount of \$11,700 to update the electrical work in the garage at EC3 Erie West Garage. This is a grant funded project through the Whole-Home Repairs Grant that was approved at the November 15, 2023 by the Board of Trustees.



## Minutes for Meeting Book - March 27, 2024 Board of Trustees Regular Meeting

03/27/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

### College/Other Attendees (10)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renee Triana; Executive Vice President Guy Goodman; CFO Frank Moore; Assistant Vice President Keri Bowman; Dean Stuart Blacklaw; Dean Rebecca Walker; Director Chris Ray (via Zoom); Faculty Toni Mazanowski; and Solicitor Patricia J. Kennedy.

### Call to Order

Time: 5:01pm

### Roll Call

| Trustee                             | Roll Call               |
|-------------------------------------|-------------------------|
| Justin Gallagher                    | Y                       |
| Kurt Hersch                         | Y @ 5:02pm              |
| Robert Merrill                      | Y                       |
| Rev. Dr. Charles Mock               | Not Present             |
| Msg. Dr. David Rubino               | Y                       |
| Vice Chairperson Dr. Michael Victor | Y via Zoom until 6:30pm |
| Christina Vogel                     | Y                       |
| Annette Wagner, M.D.                | Not Present             |
| Chairperson Cheryl Rush Dix         | Y                       |

## Approval of January 24, 2024 Regular Meeting Minutes (pg. 30-37)

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

The motion to approve the January 24, 2024 Regular Meeting Minutes was passed unanimously via voice vote.

### Public Participation

None

### Communication

**A. President's Report:** Dr. Gray introduced Solicitor Pat Kennedy, who was sitting in for Solicitor Tim Wachter. Dr. Gray noted the positive results of the First Graduate Survey Executive Summary. Half our graduates are earning at least \$45,000 a year, 83% are receiving health care benefits, 90% are satisfied EC3 prepared them for their current position and would recommend EC3 for career training. For transfer students 100% were satisfied with their pre-transfer preparation and would recommend EC3 prior to transferring to a college/university. Dr. Gray also reported that 582 students are enrolled for the mid spring term starting April 8<sup>th</sup>. He pointed the Trustees to the West Campus renovation timeline and reported that the committee would bring a recommendation for architects to the full board. There is enough criterion in EC3 Board policy to narrow down the choice of contractors. He is hoping for construction to begin in early fall following Board approvals. Dr. Gray also highlighted the Pennsylvania Auditor General Tim DeFoor was confirmed as the graduation keynote speaker and that EC3 is expecting 60-70 graduates this spring.

**B. Academic Committee:** Executive Vice President Guy Goodman provided the report and shared that the committee met on March 19<sup>th</sup>. Two new programs were reviewed and are brought forth on tonight's agenda. He also noted that more information concerning these programs will be provided during the presentation portion of the meeting. VP Goodman also reported that Dean Walker is working to develop general education guidelines for the manufacturing certificate programs that will

allow a student to progress to earn an associates degree. The committee continues to develop a strategic direction for credit and non-credit courses.

**C. Personnel Committee:** Chair Merrill reported that the committee met on March 11<sup>th</sup>, and they compared medical plans that were brought forth by the consultant, Jon Bergurt. The best options were to go with UPMC or Highmark. The benefits were comparable. The committee also reviewed a short term disability and life insurance plan. The dental plan is a two-year contract and will remain the same. The committee will bring the recommendations to the finance committee and the full board once all the pricing is available. The committee was also introduced to Erik Hunt from Hunt Consulting Group who was brought on to develop a handbook and review the College policies related to human resources.

**D. Finance Committee:** Chair Gallagher reported that the committee met March 18<sup>th</sup> and pointed out the items within the packet including the budget summary and the audit firm's one-year renewal. He stated that the College will put out an RFP next year for audit firms. Trustee Gallagher also mentioned the committee will bring a recommendation forward in May concerning the plan around tuition dollars. The Chair also welcomed the College's CFO, Frank Moore, who was attending the meeting in person.

**E. Chairperson of the Board:** Chairperson Rush Dix reported that the Board attended College events such as the Quarterly Breakfast, Open House, etc. The Chairperson also noted Congressman Mike Kelly's visit to EC3, and Lt. Governor Austin Davis's press conference held at EC3. She asked that the Board review their calendars to attend other College events. She also informed the Board of the PACCC Annual Conference next week and advised the Trustees to attend if their schedules allowed.

**F. Other:** None

### **Presentation -Information Technology Program Updates (Exhibit A)**

Full time Computer Science Faculty, Toni Mazanowski, presented Information Technology Program updates. The updates emerged from job market research, community, and advisory committee feedback. It was noted that these degree program changes do not impact the current certificate programs. See Exhibit A for the presentation.

### **Presentation-EC3's Operational Plan and Mission, Vision, Values (Exhibit B)**

Executive Vice President Guy Goodman presented an update on the progress of the Operational Plan. He affirmed that the Operational Plan are the specific activities that support the goals and priorities of the approved Strategic Plan and that EC3's Mission, Vision, and Values are the driver. There were ten additional items added from the Presidential Evaluation. VP Goodman referred the Trustees to a sample color coded tracking sheet that is updated quarterly with the responsible party identified. Each color represents how successful the College is in completing that activity. He noted

that the original plan had 65-70 activities and some activities needed to be realigned or adjusted as the College has grown. See Exhibit B.

**Consent Agenda (pg. 6-24)**

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

Resolution to Approve the Combination of the Associate in Applied Science in Programming and Associate in Applied Science in Mobile App Development into the Associate of Applied Science in Software Development; Approve Associate in Applied Science in Industrial Technology Degree; and Approve a One Year Renewal of Audit Firm MaherDuessel for \$34,750 were approved unanimously on the Consent Agenda via voice vote.

**New Business-Resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year [Board Report #24-13] (pg. 25)**

Trustee Rubino noted that the Mission of the organization should not change drastically from year to year, but the Vision and the Values would need reviewed more frequently. Review of these items would be a beneficial topic during the board retreat.

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

The resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year was approved unanimously via a roll call vote.

**New Business-Resolution to Direct the Chairperson’s Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force Information [Board Report #24-14] (pg. 26)**

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

The resolution to Direct the Chairperson’s Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force Information was passed unanimously via a roll call vote.

**New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)**

| Trustee                             | Motion 5 | Vote |
|-------------------------------------|----------|------|
| Justin Gallagher                    | 1        |      |
| Kurt Hersch                         |          |      |
| Robert Merrill                      | 2        |      |
| Rev. Dr. Charles Mock               |          |      |
| Msg. Dr. David Rubino               |          |      |
| Vice Chairperson Dr. Michael Victor |          |      |
| Christina Vogel                     |          |      |
| Annette Wagner, M.D.                |          |      |
| Chairperson Cheryl Rush Dix         |          |      |

Discussion ensued with a decision to table the motion.

**Continued: New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)**

There was discussion concerning an in-person board retreat and the expenditure of \$5,000+ for a facilitator from ACCT. Quotes were obtained from AGB and a private consultant. ACCT provided the lowest quote for the services. The Board of Trustees currently is budgeted for \$10,000 without a specific breakdown in spending. There were concerns that the full board has not provided feedback on development topics as well as the time spent on the training if there aren't any productive topics to cover. The board consensus was to use a consistent board assessment tool through AGB to find areas in which the board can have specific areas to address during an in person retreat who could be facilitated by a regional moderator at a lower cost. Dr. Gray asked for one collective vision and one voice from the board. He also noted that the board is currently in compliance with any MSCHE accreditation standards that have to do with board development. The Board decided to table the motion giving time to complete an assessment using the AGB tool and finding a local moderator/consultant to facilitate an in-person retreat based on those results.

**Motion to Table New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)**

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

The motion to table the New Business Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses was approved via voice vote with five ayes and one nay. The motion passed.

**New Business-Resolution to Approve the Submission of Projects to PDE Including Windows and Parking Lot Repaving for the West Campus in the Amounts of \$820,000 and \$350,000 Respectively [Board Report #24-16] (pg. 28)**

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

The resolution to approve the Submission of Projects to PDE Including Windows and Parking Lot Repaving for the West Campus in the Amounts of \$820,000 and \$350,000 Respectively was approved unanimously via voice vote.

**New Business-Resolution to Approve the Contract with Scobell Company Inc. in the Amount of \$82,860 For Boiler Removal and Installation [Board Report #24-17] (pg. 29)**

Dr. Gray noted that the building was down to one boiler so this was a necessary replacement and that the College will receive half of the amount back from the state.

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

The resolution to approve the Contract with Scobell Company Inc. in the Amount of \$82,860 For Boiler Removal and Installation was approved unanimously via voice vote.

## Executive Session

The Board of Trustees entered Executive Session at 6:38pm. The Board of Trustees returned to the Regular Meeting at 7:33pm.

### **New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office [No Board Report-Discussed in Executive Session]**

| Trustee                             | Motion 8 | Vote |
|-------------------------------------|----------|------|
| Justin Gallagher                    | 1        |      |
| Kurt Hersch                         |          |      |
| Robert Merrill                      |          |      |
| Rev. Dr. Charles Mock               |          |      |
| Msg. Dr. David Rubino               | 2        |      |
| Vice Chairperson Dr. Michael Victor |          |      |
| Christina Vogel                     |          |      |
| Annette Wagner, M.D.                |          |      |
| Chairperson Cheryl Rush Dix         |          |      |

Discussion ensued with a decision to table the motion with an amendment.

### **Motion to Table New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office with the Amendment to Review the Lease at a Special Meeting to be Scheduled in April Where All Trustees Can be Present.**

| Trustee                             | Motion 8a | Vote        |
|-------------------------------------|-----------|-------------|
| Justin Gallagher                    |           | N           |
| Kurt Hersch                         | 1         | Y           |
| Robert Merrill                      | 2         | Y           |
| Rev. Dr. Charles Mock               |           | Not Present |
| Msg. Dr. David Rubino               |           | N           |
| Vice Chairperson Dr. Michael Victor |           | Not Present |
| Christina Vogel                     |           | Y           |
| Annette Wagner, M.D.                |           | Not Present |
| Chairperson Cheryl Rush Dix         |           | Y           |

The motion to table New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office with the Amendment to Review the Lease at a Special Meeting to be Scheduled in April Where All Trustees Can be Present was approved via voice vote with four ayes and two nays. The motion passed.

## Future Agenda Items/Summary Comments by Board Members

None

### Motion to Adjourn

Time: 7:35pm

| Trustee                             | Motion 9 | Vote        |
|-------------------------------------|----------|-------------|
| Justin Gallagher                    |          | Y           |
| Kurt Hersch                         | 1        | Y           |
| Robert Merrill                      | 2        | Y           |
| Rev. Dr. Charles Mock               |          | Not Present |
| Msg. Dr. David Rubino               |          | Y           |
| Vice Chairperson Dr. Michael Victor |          | Not Present |
| Christina Vogel                     |          | Y           |
| Annette Wagner, M.D.                |          | Not Present |
| Chairperson Cheryl Rush Dix         |          | Y           |

The motion to adjourn the meeting was passed unanimously via voice vote.

**Next Regular Meeting May 22, 2024 5PM**



## Minutes for \* Meeting Book - April 29, 2024 Board of Trustees Special Meeting

04/29/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

### College/Other Attendees (5)

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

### Call to Order

Time: 5:01pm

### Roll Call

| Trustee                             | Roll Call       |
|-------------------------------------|-----------------|
| Justin Gallagher                    | 5:21pm via Zoom |
| Kurt Hersch                         | Y               |
| Robert Merrill                      | Y               |
| Rev. Dr. Charles Mock               | Y 5:02pm        |
| Msg. Dr. David Rubino               | Y               |
| Vice Chairperson Dr. Michael Victor | Y               |
| Christina Vogel                     | Y               |
| Annette Wagner, M.D.                | Y via Zoom      |
| Chairperson Cheryl Rush Dix         | Y               |

### Public Participation

None

**New Business-Resolution to Approve Renaming of the Champions Charter to “Erie County Community College Foundation” [Board Report #24-19] (pg.3-7)**

Vice Chairperson Dr. Michael Victor, who is the Champion’s board representative, reported that industry best practice is to call the fundraising arm of an institution a “foundation”. Solicitor Wachter confirmed that the word “foundation” is a term of art and is not synonymous with a specific exemption. The College is a 170(c)(1) government related entity and donors will receive a letter recognizing their donation for their taxes. The College may consider obtaining 501(C)(3) status in the future.

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

The resolution to approve the renaming of the Champions Charter to “Erie County Community College Foundation” was approved unanimously via voice vote.

**New Business-Resolution to Approve “Plan Let’s Go” [Board Report #24-20] (pg. 8)**

Dr. Gray presented “Plan Let’s Go” that was developed with the input and projections from Executive Vice President Guy Goodman, CFO Frank Moore, and the Finance Committee. The plan categorizes students into three designations; Pioneers, continuing-full-pay students, and new students. Students will be placed into one of these categories as the College strategizes its transition from free to full tuition, accredited, and Title IV eligibility. The financial model was built on conservative estimates. Communication with students concerning free tuition and the implementation of the plan will continue on a semester-by-semester basis based on the availability of funding. The plan, if approved tonight, will be presented at the November County Council meeting. Due to the variables in the plan, it will be monitored by the Finance Committee and significant changes in the plan will come before the Board throughout the entire process.

**Continued: New Business-Resolution to Approve “Plan Let’s Go” [Board Report #24-20] (pg. 8)**

| <b>Trustee</b>                      | <b>Motion 2</b> | <b>Vote</b> |
|-------------------------------------|-----------------|-------------|
| Justin Gallagher                    |                 | Y           |
| Kurt Hersch                         | 1               | Y           |
| Robert Merrill                      |                 | Y           |
| Rev. Dr. Charles Mock               | 2               | Y           |
| Msg. Dr. David Rubino               |                 | Y           |
| Vice Chairperson Dr. Michael Victor |                 | Y           |
| Christina Vogel                     |                 | Y           |
| Annette Wagner, M.D.                |                 | Y           |
| Chairperson Cheryl Rush Dix         |                 | Y           |

The resolution to approve “Plan Let’s Go” was approved unanimously via voice vote.

**Executive Session**

The Board of Trustees entered into Executive Session at 5:40pm for the purposes of real estate. The Trustees returned to the Special Session at 6:12pm.

**New Business-Approval of Lease Agreement as Presented and on File in the President’s Office**

Dr. Gray reported that the College will continue to monitor the data at this new location and how it is serving our students. The lease will be reviewed year by year. He also noted that there is a vested interest in helping both organizations grow and there are many avenues for collaboration. He said other locations will continue to be reviewed as the College meets students where they are.

| <b>Trustee</b>        | <b>Motion 3</b> | <b>Vote</b> |
|-----------------------|-----------------|-------------|
| Justin Gallagher      |                 | Y           |
| Kurt Hersch           | 1               | Y           |
| Robert Merrill        |                 | Y           |
| Rev. Dr. Charles Mock | 2               | Y           |
| Msg. Dr. David Rubino |                 | Y           |

**Continued: New Business-Approval of Lease Agreement as Presented and on File in the President’s Office**

| Trustee                             | Motion 3 | Vote |
|-------------------------------------|----------|------|
| Vice Chairperson Dr. Michael Victor |          | Y    |
| Christina Vogel                     |          | Y    |
| Annette Wagner, M.D.                |          | Y    |
| Chairperson Cheryl Rush Dix         |          | Y    |

The resolution to approve the lease agreement as presented and on file in the President’s office was approved unanimously via roll call vote.

**Motion to Adjourn**

**Time:** 6:20pm

| Trustee                             | Motion 4 | Vote |
|-------------------------------------|----------|------|
| Justin Gallagher                    |          | Y    |
| Kurt Hersch                         | 1        | Y    |
| Robert Merrill                      |          | Y    |
| Rev. Dr. Charles Mock               |          | Y    |
| Msg. Dr. David Rubino               |          | Y    |
| Vice Chairperson Dr. Michael Victor |          | Y    |
| Christina Vogel                     |          | Y    |
| Annette Wagner, M.D.                |          | Y    |
| Chairperson Cheryl Rush Dix         | 2        | Y    |

The motion to adjourn the meeting was passed unanimously via voice vote.

**Next Regular Meeting May 22, 2024 5PM**