



Board of Trustees Meeting Minutes

Regular Monthly Meeting

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

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

[Zoom Passcode: 113651](#)

1. Call to Order-Time 5:00pm

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.

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

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 8th 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 8th 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 13th. 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 12th 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 1st. 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.

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.

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.

9. **Executive Session-None**

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

(Exhibit A)

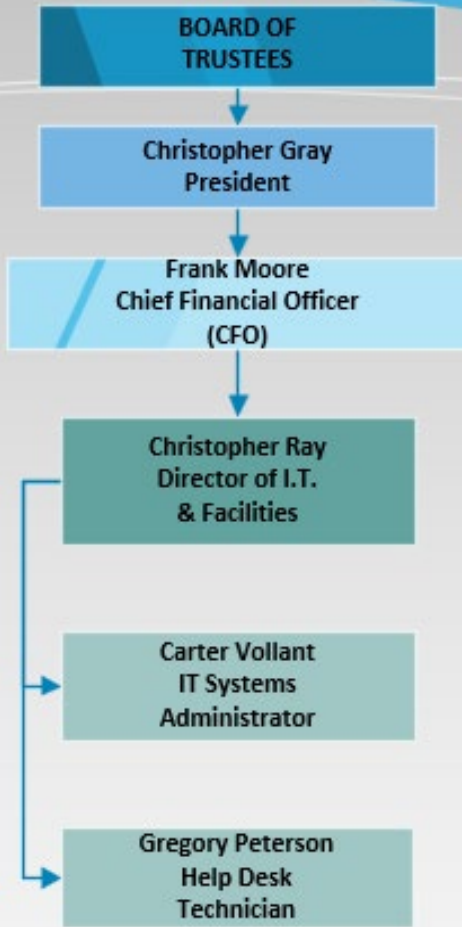


COMMUNITY
COLLEGE

WELCOME TO EC3

Technology and Cybersecurity Overview

EC3 Technology Team



IT Systems Administrator Overview

- **Manages Cloud environment, networks, and security systems.**
- **Ensures reliable system performance.**
- **Troubleshoots issues, applies updates, and implements backups.**
- **Oversees user permissions.**
- **Collaborates across departments to support business goals.**
- **Key role in maintaining secure and efficient IT operations.**

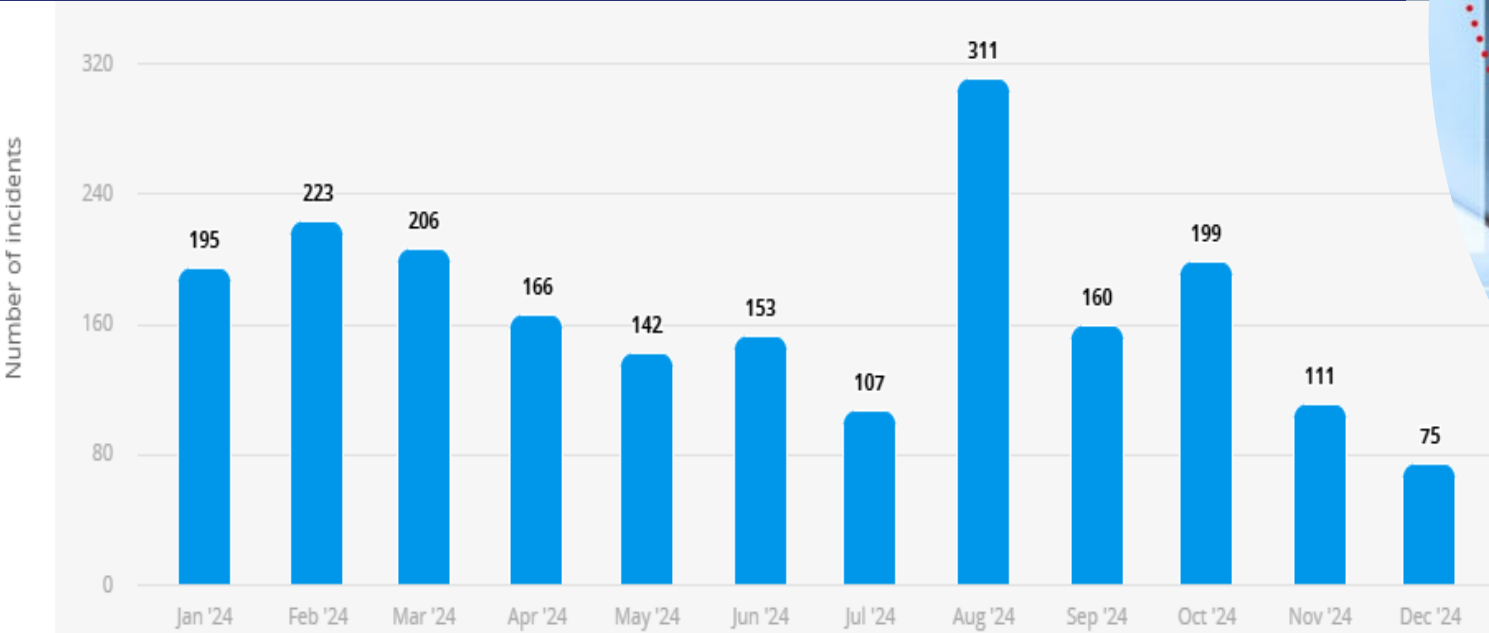
Helpdesk Technician Overview

- **First point of contact for technical issues.**
- **Provides technical support and troubleshooting.**
- **Handles tasks like password resets, device setup, and user guidance.**
- **Documents incidents and escalates complex issues when needed.**
- **Ensures timely resolution to minimize downtime.**
- **Critical for user productivity and excellent IT customer service.**

Technology Operations

Helpdesk Support: Resolved over 2,000 support tickets in 2024, demonstrating efficient handling of technical issues for over 1,000 user accounts.

Device Support: Providing ongoing support for more than 600 devices, not including additional student devices.



Technology Device Summary

Technology & Device Support

- **General Computer Labs**
- **Industrial Maintenance Virtual Trainer Labs**
- **CNC Trainers**
- **Student Loaner Laptops**
- **Physics Lab**
- **Faculty & Administration Desktops/Laptops**

Computers By Status

Top 2 of 2 items • 639 Computers • Updated a few seconds ago

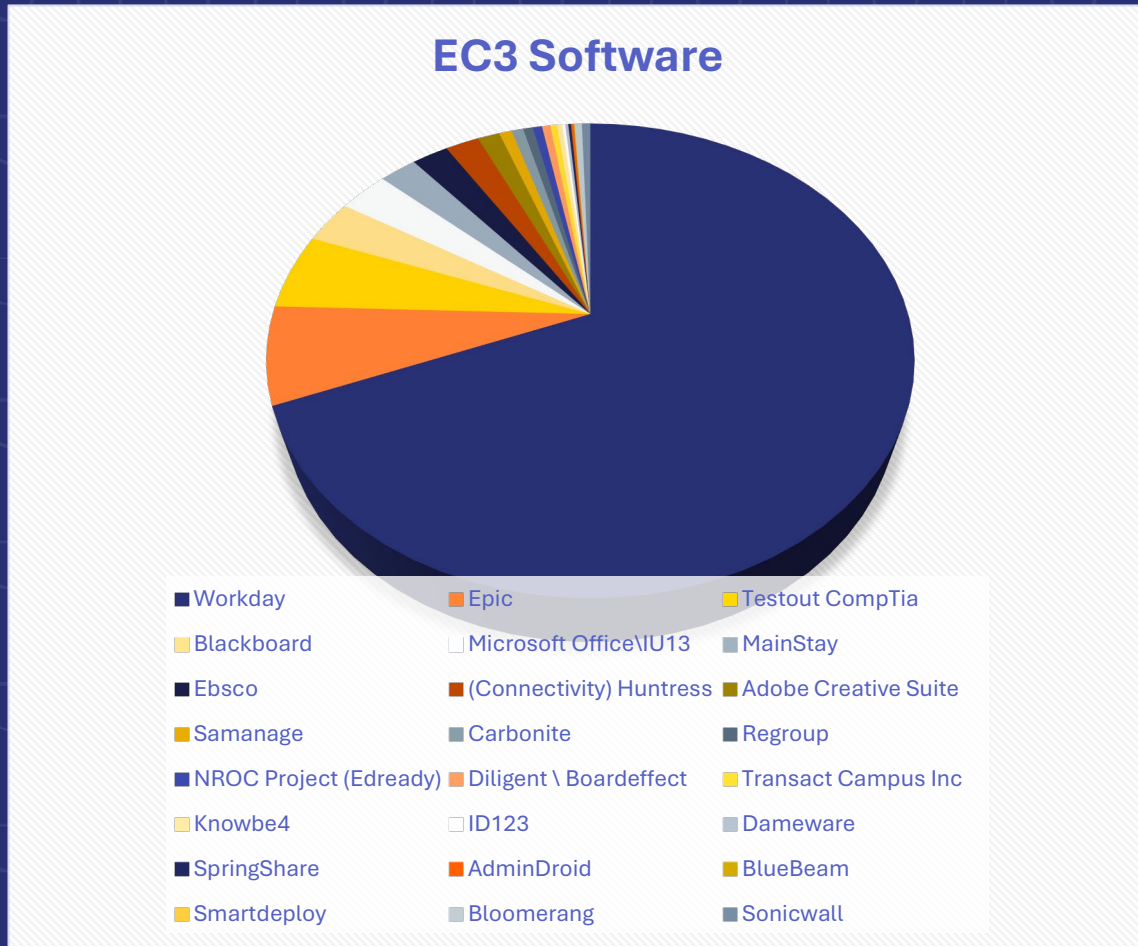
631 Operational

8 Broken



Over 600 devices across multiple networks, supported by our Internal Technology Team.

EC3 Software Overview



- Annual Software Budget:
Approximately \$980,000
- Top 5 Widely Used Tools:
 1. **Workday ERP (69%)**
 2. **Epic Web studio (7%)**
 3. **CompTIA Cloud Platform (5%)**
 4. **Blackboard LMS (3%)**
 5. **Microsoft Suite (3%)**

EC3 utilizes approximately 25 different software tools across all student support areas.

Cybersecurity Landscape

Endpoint Security

- Deployed advanced endpoint detection and response (EDR) tools across 100% of devices.

User Security

- Multifactor Authentication and Single Sign-On implemented for all critical software.

Network Security

- Upgraded firewall systems with AI-driven threat detection capabilities.

Backup Strategy

- 4x Daily backups of all Microsoft data, ensuring data integrity and disaster recovery preparedness

Annual Audits

- Perform software audits based on need assessment

Compliance

- Initiated the implementation of GLBA compliance for future financial aid processes.



Operational Improvements

- Automation: **Expanded the use of automation to perform daily tasks**
- IT Infrastructure Updates: **Upgraded core network components to support higher bandwidth and improved performance.**
- Cyber security training: **for current and future staff. In February, we are launching a new initiative in conjunction with industry leading Knowbe4.**





COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting Book

January 22, 2025

EC3 Erie West

2403 West 8th Street

Founders' Room 307A

Erie, Pennsylvania 16505

Meeting ID: 864 7949 2792 | Passcode: 113651



Board of Trustees Meeting Agenda

Regular Monthly Meeting

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

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

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1. Call to Order

2. Roll Call

3. Approval of November 20, 2024 Regular Meeting Minutes (pg. 12-19)

4. Public Participation

5. Communication

A. President's Report

Chris Gray, Ph.D.

B. Standing Committees

1. Academic Committee

Vice Chairperson Cheryl Rush Dix

2. Personnel Committee

Trustee Robert Merrill

3. Finance Committee

Trustee Kurt Hersch

a. YTD Budget Summary 2024-2025 (pg. 4)

b. December 2024 Bank Reconciliation (pg. 5)

C. Ad Hoc Committees and Advisory Groups

1. Foundation-President's Advisory Group

Trustee Ejay Fyke, Board Representative

D. Chairperson of the Board

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

E. Other

6. Presentation-Information Technology Update

Director of IT, Chris Ray

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)



Board of Trustees Meeting Agenda

Regular Monthly Meeting

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

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

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8. New Business-Resolution to Amend Board Policy III.E.3: Outside Employment [Board Report#25-03] (pg. 9-11)

9. Executive Session

10. Motion to Adjourn

Division and Department Information

- A. Academic (pg. 1-4)
- B. Student Affairs (pg. 5)
- C. Enrollment (pg. 6-13)
- D. Finance and Operations (pg. 14-18)
- E. Human Resources (pg. 19-20)
- F. Marketing (pg. 21)
- G. EC3 Foundation (pg.22)

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

Erie County Community College
YEAR-TO-DATE OPERATING & CAPITAL BUDGET REPORT
Fiscal Year 2024-25 as of December 31, 2024

	YTD Actual	YTD Budget	Actual vs. Budget	% Variance	Anticipated	Comments
OPERATING & CAPITAL REVENUES						
Student Tuition & Fees	\$ 108,067	\$ 151,852	\$ (43,785)	-28.8%		
Tuition from Noncredit Programs	-	12,500	(12,500)	-100.0%		
County of Erie - Operating	1,395,224	1,395,224	-	0.0%		
County of Erie - Recurring Capital	232,593	232,593	-	0.0%		
County of Erie - One-Time Capital	372,183	372,183	-	0.0%		
Commonwealth of PA - Operating	1,633,620	1,633,821	(200)	0.0%		
Commonwealth of PA - Recurring Capital	229,428	229,428	-	0.0%		
Commonwealth of PA - One-Time Capital	31,827	35,000	(3,173)	-9.1%		
Commonwealth of PA - SS Reimbursement	65,180	61,191	3,989	6.5%		
Grants	113,555	94,480	19,075	20.2%		
Investment Income	125,655	90,000	35,655	39.6%		
Donation Passthrough	32,645	64,000	(31,355)	-49.0%		
Miscellaneous Income	3,053	3,800	(747)	-19.7%		
Total Operating & Capital Revenues	\$ 4,343,030	\$ 4,376,071	\$ (33,041)	-0.8%		
APPLICATION OF FUNDS						
Salaries	\$ 1,792,814	\$ 1,774,095	\$ (18,719)	-1.1%		
Staff Benefits	438,154	423,247	(14,907)	-3.5%		
Other Expenses	334,660	324,707	(9,953)	-3.1%		
Contracted	124,118	158,255	34,138	21.6%		
Insurance	73,353	73,399	46	0.1%		
Travel	15,718	32,590	16,872	51.8%		
Maintenance & Repairs	41,836	30,000	(11,836)	-39.5%		
Marketing	262,337	273,120	10,783	3.9%		
Contingency	-	25,000	25,000	100.0%		
Non-Lease Equipment & Non-Leased Software	157,870	160,918	3,048	1.9%		
Facility Operations	83,620	85,375	1,756	2.1%		
Leased Facilities, Equipment, & Software	453,016	450,624	(2,391)	-0.5%		
Capital Equipment Additions	133,679	142,860	9,181	6.4%		
TOTAL EXPENSES	\$ 3,911,174	\$ 3,954,191	\$ 43,017	1.1%		
Surplus/(Deficit)	\$ 431,856	\$ 421,880	\$ 9,975	2.4%		

Erie County Community College
Confirmation of Bank Statement Reconciliations

Community College of Erie County
USD

Currency

All EC3 Statements - Beginning Date	12/1/2024
All EC3 Statement - End Date	12/31/2024
Bank Statements Status - Reviewed & Reconciled	Reconciled

Operating Account Balances	
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FNB	December 2024 Current Balances
Operating	\$ 78,369.07
Investment Account	\$ 2,318,859.34
Total Operating Account Balances	\$ 2,397,228.41

Designated Purpose Account Balances
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FNB

Designated Purpose Account		\$ 4,017,489.16
- Tranformational Philanthropy Fund	\$ 1,594,782.66	
- Interest Earned	\$ 12,706.50	
- Window Replacement Fund	\$ 410,000.00	
- Allied Health Fund	\$ 2,000,000.00	
Advancement Fund Account		\$ 48,446.42
Board Designated Reserves		\$ 1,250,000.00
Total Designated Account Balances		\$ 5,315,935.58

Total Operating and Designated Account Balances	\$ 7,713,163.99
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Other Designated Purpose Account Balances
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Foundation Agency Fund <i>(not included in College account balances)</i>	\$ 1,737,052.03 as of 10/31/2024
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Receivable - Funds State and County
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Erie County - Quarterly Funding	\$ -
State PDE - Operating & Capital	\$ -
	\$ -



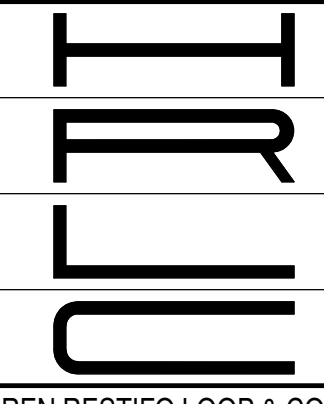
Resolution to Approve a Lease with the Erie County Technical School
from March 1, 2025-June 30, 2035, with Three 5 Year Renewals

Information

EC3 is seeking approval to enter into a 10-year and 4-month lease agreement with three 5-year renewals with the Erie County Technical School Regional Skills Center Building to include spaces designated as 101, 102, 104, 201, 202, 203, 204, 205, 206, 207 and 50% of the square footage of shared spaces (hallways, stairwells, vestibule, common areas and restrooms) for a total of 17,740 total square feet for \$18,400/month for original term (124 months). EC3 is responsible for utilities, insurance, and custodial services (including trash). Signage is allowed with prior ECTS approval on the building and Flower Rd. EC3 is obligated to notify ECTS in writing by January 1, 2035, if we are not exercising the renewal terms.

Recommendation

It is recommended that the Board of Trustees moves to approve the 10-year 4-month lease with three 5-year renewals with the Erie County Technical School with the terms noted above.



HALLGREN RESTIFO LOOP & COUGHLIN
ARCHITECTS
4380 West 12th Street
Erie, Pennsylvania
16505
Phone: 814-838-6506
Fax: 814-838-6508
email: hrc@hrcarchitects.com

EXISTING

Regional Skill Center
for
ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD ERIE, PA 16509 - 4697

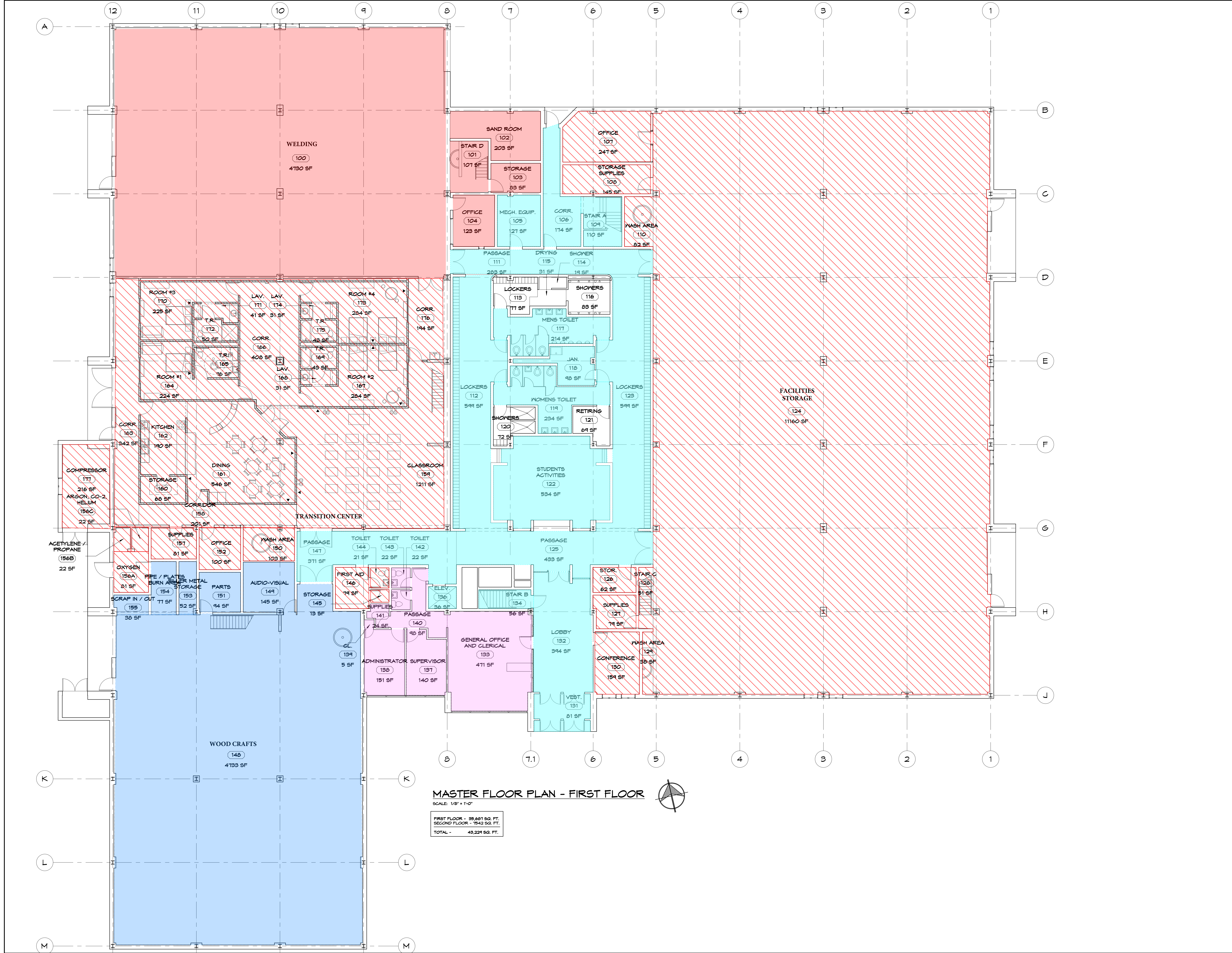
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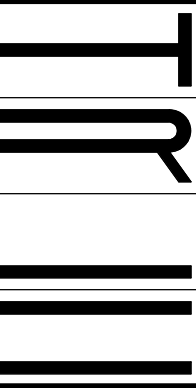
FIRST FLOOR PLAN

REVISIONS

DECEMBER 2008

A100





HALLGREN RESTIFO LOOP & COUGHLIN
ARCHITECTS
4380 West 12th Street
Erie, Pennsylvania
16505
Phone: 814-838-6506
Fax: 814-838-6508
email: hrlc@hrlcarchitects.com

EXISTING

Regional Skill Center
for
ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD ERIE, PA 16509 - 4697

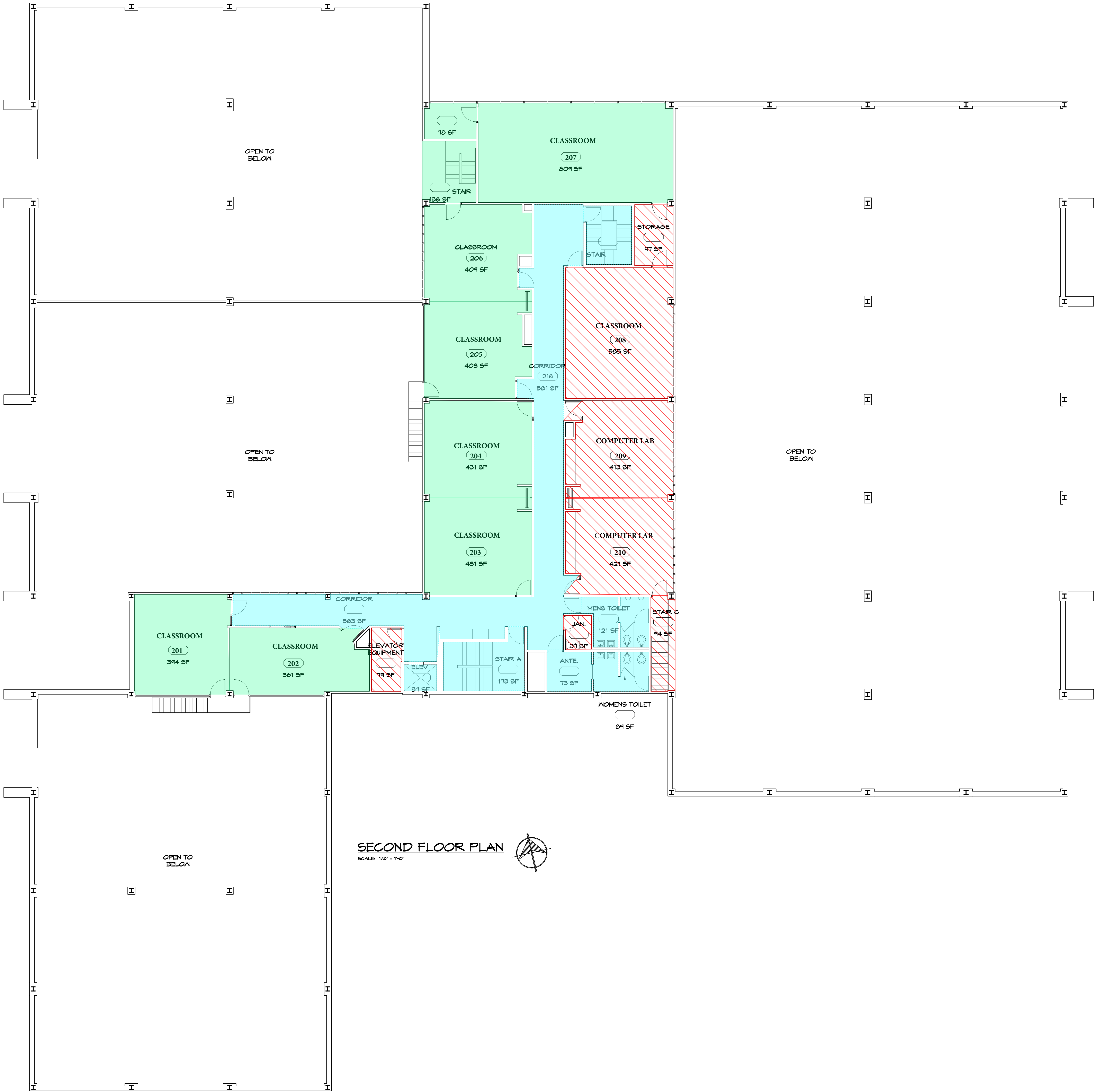
SHEET NAME

SECOND FLOOR PLAN

REVISIONS

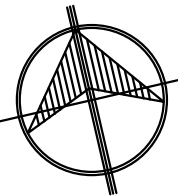
DECEMBER 2008

A101



SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"





Resolution to Amend Board Policy III.B.3: Outside Employment

Information

The policy verbiage was changed to reflect current verbiage in previously updated policies. A red-lined version of the effected portions of the policy is attached.

Recommendation

It is recommended that the Board of Trustees motions to approve the updated language to Board Policy III.B.3: Outside Employment.



Policy III.E.3: Outside Employment

Introduction And Definitions

~~Erie County Community College of Pennsylvania (ECCCPA) recognizes that outside work, in modest amounts of time and service, can advance the professional development of an individual and magnify the College's contribution to society. However, proper performance of College duties may be hampered by outside employment. ECCCPA's outside employment policy is designed to provide guidance on the College's expectations with respect to any conflict of interest experienced and to prevent interference with performance of College duties.~~

~~Outside employment is defined as working for another employer, being self-employed, or providing consulting arrangements or paid board services.~~

~~An outside employment conflict of interest may be defined as any situation in which outside employment would or could reasonably be perceived to conflict with the best interests of ECCCPA or with the employee's performance of College duties.~~

Erie County Community College ~~of Pennsylvania~~ (EC3) is a public institution with a critical educational mission. Therefore, ~~ECCCPA~~ full time employees ~~of EC3 are expected to~~ place their primary focus on their jobs with the College and ~~should~~ avoid any conflict of interest or the appearance of conflict of interest with those primary responsibilities. Outside or additional employment should be limited to the extent that it could jeopardize that primary focus or could present a real or apparent conflict of interest. Part time employees' outside employment similarly must not interfere with the expectations of a College part time assignment.

~~Outside employment is defined as working for another employer, being self-employed, or providing consulting arrangements or paid board services.~~

~~An outside employment conflict of interest may be defined as any situation in which outside employment would or could reasonably be perceived to conflict with the best interests of EC3 or with the employee's performance of College duties.~~

Regular full-time employees should not take paid employment outside the College which might affect their performance on the job at ~~ECCCPA~~ EC3, constitute a conflict of interest, cause work schedule conflicts, result in the misuse of College resources, and/or otherwise have an adverse effect on the College.

College resources (e.g. supplies, facilities, equipment, staff) may not be charged to or supplied by the College for outside employment.

Employees who wish to participate in outside and/or additional employment are required to disclose their intent to their immediate supervisor and to Human Resources, prior to the inception of such employment, to ensure the activity does not conflict with their primary job and to avoid conflict of interest or the appearance of conflict of interest with their responsibilities at ~~ECCCPA~~ EC3. The College reserves the right to disapprove of any such employment that would reflect negatively upon the institution, adversely affect the employee's performance of college duties, or present any conflict of interest issues.

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

May 26, 2021
January 22, 2025

**Review Deadline: ~~May 26, 2026~~ January 22, 2030*



Policy III.E.3: Outside Employment

Erie County Community College (EC3) is a public institution with a critical educational mission. Therefore, full time employees of EC3 are expected to place their primary focus on their jobs with the College and should avoid any conflict of interest or the appearance of conflict of interest with those primary responsibilities. Outside or additional employment should be limited to the extent that it could jeopardize that primary focus or could present a real or apparent conflict of interest. Part time employees' outside employment similarly must not interfere with the expectations of a College part time assignment.

Outside employment is defined as working for another employer, being self-employed, or providing consulting arrangements or paid board services.

An outside employment conflict of interest may be defined as any situation in which outside employment would or could reasonably be perceived to conflict with the best interests of EC3 or with the employee's performance of College duties.

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College resources (e.g. supplies, facilities, equipment, staff) may not be charged to or supplied by the College for outside employment.

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

May 26, 2021
January 22, 2025

Review Deadline: **January 22, 2030*

Minutes for Meeting Book - November 20, 2024 Board of Trustees Regular Meeting

11/20/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College Employees/Other Attendees (8)

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; Assistant Vice President Dr. Keri Bowman via Zoom; Betsy Krisher and Sara Reed from MaherDuessel Auditing Firm; and Solicitor Timothy S. Wachter, Esq.

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
EJay Fyke	Y
Geoffrey Groce	Y @ 5:21pm
Kurt Hersch	Y
Robert Merrill	Y
Rev. Dr. Charles Mock	N
Msg. Dr. David Rubino	Y at 5:05pm
Vice Chairperson Cheryl Rush Dix	Y via Zoom
Christina Vogel	Y via Zoom
Chairperson Dr. Michael Victor	Y

Approval of September 25, 2024 Regular & Annual Meeting Minutes (pg. 57-71)

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

The motion to approve the September 25, 2024 Regular & Annual Meeting minutes was approved unanimously via voice vote.

Public Participation

None

Communication

A. President's Report -Chris Gray, PhD-Dr. Gray presented a student story via video to the Trustees from the College's YouTube Channel. He thanked the newly minted Dr. Elise Michaux for its creation. He also noted that the Board will continue to see college policies come forward as presented tonight as most are in need of review prior to early 2026. The goal is to remove procedure from the policies and make sure they are in line with PDE College code.

B. Standing Committees

1. Academic Committee- Committee Chair Cheryl Rush Dix reported that the committee met on November 12th and that Trustee Groce and EVP Goodman were in attendance. They discussed a potential Insurance Specialist Certificate, the academic plan, and the financial aid implementation.

2. Personnel Committee -Committee Chair Robert Merrill reported that the committee met on November 11th with CFO Frank Moore and HR Director Bridget Daughtery in attendance. They reviewed HR updates. It was noted that the threshold for exempt employees has been

overturned since their meeting. They also reviewed an internal operations manual for leadership and HR that is being developed since procedure is being removed from the College policies as reflected in Item 12 on tonight's agenda. They also reviewed the final employee handbook and how the employees received the roll out and acknowledgement process now and moving forward. Short term disability was also discussed and that employees can use paid time off to bridge the gap.

3. Finance Committee-Committee Chair Kurt Hersch reported that the committee did not meet in November since they are meeting in the off months of the full board meeting. He noted that the financials look good for the year with a positive budget variance. In October the committee discussed eliminating the check register as it is not useful in making decisions vs the time it takes to create. He continued that the audit was presented to the Executive Committee on November 13th with the Finance Committee in attendance. The audit report was positive and will be presented this evening.

C. Ad Hoc Committees and Advisory Groups

1. Foundation-President's Advisory Group-Board Representative Trustee EJay Fyke reported that the foundation board met last Wednesday where they established goals and parameters for the future. He also clarified his role as the board representative to make sure they were on the same page. He continued that the foundation board members are working on identifying "buckets" of donors for discussion at the December meeting. Chairperson Dr. Victor commented that donor lists were usually compiled after the goals were established to identify what donor fits into that goal and who knows those people.

D. Chairperson of the Board- Chairperson Dr. Michael T. Victor, J.D., LL.D.-Chairperson Dr. Victor wanted to clarify that the foundation is a president's advisory group per the bylaws of the Board and are not allowed to take action on behalf of the College. He also commented on the division and department information presented to the Board are operational in nature and are presented for transparency in shared governance. He continued to clarify that they are not action items. Chairperson Dr. Victor also reminded the board of the strategic planning workshop after tonight's meeting and the one hour in person session that will follow January's meeting. Dr. Victor also informed the Board that the president's goals and evaluation have finally been completed.

E. Other-It was brought to the attention of the Trustees that the numbers presented during the committee reports were not reviewed by the Finance Committee prior to coming to the full board due to the committee meeting schedule not being concurrent with the full Board meeting. Finance Chair Kurt Hersch voiced the need to readjust the committee meeting

schedule to be concurrent with the full board meetings so that the most current information could be presented to the full Board. Trustee Rubino questioned the deficit balance on the year-to-date Operating & Capital Budget report. CFO Frank Moore noted that the county money that was anticipated in October did not come until early November and that the year to date will be accurate at the next full board meeting in January.

Presentation of MaherDuessel Audit Report

Betsy Krisher and Sara Reed from MaherDuessel auditing firm provided a report to the Board. See **Exhibit A**. Finance Chair Kurt Hersch noted that this is the best audit EC3 has had no material weaknesses or deficiencies. This is an unmodified opinion audit. He gave kudos to the finance team led by CFO Frank Moore and Accounting Manager Ray Romanski.

New Business-Resolution to Approve the 2024 MaherDuessel Audit as Presented [Board Report #24-42] (pg. 6-45)

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

The motion to approve the 2024 MaherDuessel audit as presented was approved unanimously via voice vote.

*Continued

New Business-Resolution to Approve the Lease Between EC3 and Corry Higher Educational Council from January 1, 2025-December 31, 2025, for \$30,000 [Board Report #24-39] (pg. 46)

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

The motion to approve the lease between EC3 and Corry Higher Educational Council from January 1, 2025-December 31, 2025, for \$30,000 was approved unanimously via voice vote.

New Business-Resolution to Extend the Lease with the Erie County Technical School from December 31, 2024-February 28, 2025 [Board Report #24-43] (pg. 47)

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

The motion to extend the lease with the Erie County Technical School from December 31, 2024-February 28, 2025 was approved unanimously via voice vote.

New Business-Resolution to Approve Contract with Higher Education Compliance Partners at the amount of \$95,000 for Financial Aid Consulting [Board Report #24-40] (pg. 48)

Discussion: EVP Guy Goodman noted that the consultant will assist in the implementation of federal financial aid as the College moves into the candidacy step for accreditation. A request for proposal was sent out for public bid. Higher Education Compliance Partners has the lowest bid and EC3 is confident with their proposal. Dr. Gray continued reporting that they will help build internal policies for the College to access the Department of Education Title IV funds and with the technical implementation within Workday. The College is expecting to access these funds either in the Fall of '25 or Spring of '26 depending on the timing internally and externally. There will be a need for additional staffing (minimum one full-time and one part time employee) as well as hardware and software upgrades. EC3 will lean on the consultant to guide EC3 through the process. Candidacy status allows the College to move forward in accessing these funds without being fully accredited. EC3 needs to be prepped and ready when the funds become available.

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

The motion to approve contract with Higher Education Compliance Partners at the amount of \$95,000 for Financial Aid Consulting was approved unanimously via voice vote.

New Business-Resolution to Amend Board Policies to Reflect Current Practice [Board Report #24-41] (pg. 49-56)

Discussion: Dr. Gray reported that the changes to these policies have been reviewed by the Personnel and Executive committees and that the specific changes to each policy are noted in the board report. He continued to report that most of the changes reflect a removal of procedure from policy and updating the policy with current staff titles.

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

The motion to amend Board Policies to reflect current practice was approved unanimously via voice vote.

Presentation-EC3 at YLI

Dr. Gray presented a video highlight of EC3 at Youth Leadership Institute, the College's east side location. An update was previously requested by the Board. Dr. Gray noted that enrollment has increased since EC3 moved to this location, but that it could be a reflection of the College's overall enrollment increase, offerings, or location. He noted that there was better parking than the previous east location and that the bus stop is right on the corner in front of the building. EC3 has staff at the front desk and there is a touch screen where students can face time with staff at other locations. Currently EC3 is offering day time classes at this location, but there is an opportunity to offer nighttime classes as well as YLI uses the building primarily in the immediate after school hours. Vice Chairperson Rush Dix mentioned that YLI is a great centralized location near many other collaborating partners.

Executive Session

None

Motion to Adjourn

Time: 5:53pm

Trustee	Motion 7	Vote
EJay Fyke		Y
Geoffrey Groce		Y
Kurt Hersch		Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino	1	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.

Division & Department Information

Next Regular Meeting January 22, 2025 at 5PM