



March 2022 BOT Meeting

Board of Trustees Regular Meeting

March 23, 2022

Gannon ETI Building

900 State St.

Suite 300

Erie, PA, 16501

Meeting ID: 860 0654 5761, Passcode: 720222



Meeting Book - March 2022 BOT Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Regular Meeting Minutes, February 23, 2022 (pg. 4-10)
5. Approval of Special Meeting Minutes March 10, 2022 (pg. 11-15)
6. Public Participation
7. Communication
 - A. County Council Liaison-None Appointed as of March 2022
 - B. President's Report
Dr. Chris Gray
 - C. Academic Committee
Vice Chairperson Cheryl Rush Dix
 - D. Personnel Committee-No Report
Trustee Tom Benson
 - E. Finance Committee
Trustee Justin Gallagher
 1. YTD Budget Summary 2021-2022 (pg. 16)
 2. February 2022 Check Register (pg. 17-18)
 - F. Ad Hoc Committees
 1. Site Committee
Trustee Kay Sintal
 1. Executive Session was held for the Purposes of Real Estate on March 3, 2022 at 1pm
 2. Community Advisors Committee
Secretary Christina Vogel
 3. Policy Review Committee
Trustee Kay Sintal
 - G. Chairperson of the Board
Ronald A. DiNicola, Esquire

H. Other

8. Enrollment Management Presentation
Guy Goodman VP of Academic & Student Services

9. Consent Agenda

A. Approval of 403b Plan Provider Board Report #22-26 (pg. 18A)

B. Approval of 403b Third Party Provider (TPA) Board Report #22-27 (pg. 18B)

10. New Business-Presentation & Approval of MaherDuessel Audit Board Report #22-19 (pg. 19)

11. New Business -Approval of Contract with Ridge Policy Group Board Report #22-20 (pg. 20)

12. New Business-Approval of Welding Certificate Program Board Report #22-21 (pg. 21-33)

13. New Business-Resolution to Adopt Board Policy II.A.1: Policy Against Title IX Sexual Harassment and/or Sexual Misconduct Board Report #22-22 (pg. 34-42)

14. New Business-Resolution to Adopt Board Policy V.B.1: Payment and Refunds of Tuition and Fees Board Report #22-23 (pg. 43-44)

15. Future Agenda Items/Summary Comments by Board Members

16. For Information

A. Human Resource Board Report #22-24 (pg. 45-47)

B. Workforce Development Board Report #22-25 (pg. 48)

17. Executive Session

18. Motion to Adjourn

19. Next Regular Meeting April 27, 2022 at 5 p.m.



Minutes for February 23, 2022, Regular Board Meeting Packet

02/23/2022 | 05:00 PM - 12:00 AM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

Trustee Attendees (7)

Tom Benson; David Mitchell; Vice Chairperson Cheryl Rush Dix; Kathryn Sintal; Secretary Christina Vogel; Dr. Annette Wagner; Chairperson Ron DiNicola

EC3PA Attendees (10)

President Dr. Chris Gray; Assistant to the President & Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President Bill Jeffress; Treasurer/ Controller Heidi Sheehan; Dean Rebecca Walker; Dean Keri Bowman; HR Director Luisa Heifner; IT Director Guy White; Marketing Coordinator Erica Nowak

Other Attendees (2)

Solicitor Tim Wachter; Consultant Narcisa Polonio

Call to Order

Time: 5:00. It was confirmed that there was a quorum present and that the meeting could proceed.

Roll Call

Trustee	Roll Call
Tom Benson	Y
Justin Gallagher	N
Dave Mitchell	Y via Zoom 5:08pm
Rev. Dr. Charles Mock	N
Vice Chairperson Cheryl Rush Dix	Y
Kay Sintal	Y via Zoom
Secretary Christina Vogel	Y
Dr. Annette Wagner	Y 5:15pm
Chairperson Ron DiNicola	Y

Approval of Regular Meeting Minutes, January 26, 2022 (pg. 4-11)

Trustee	Motion 1	Vote
Benson	1	Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix	2	Y
Sintal		Y
Vogel		Y
Wagner		Y
DiNicola		Y

Public Participation

None

Communication

A. County Council Liaison-No report. None appointed.

B. President's Report-Dr. Gray introduced Erica Nowak, the College's new Marketing Coordinator.

MSCHE has assigned a team of peer evaluators to begin reviewing our pre-candidacy application.

Dr. Gray announced that the College continues to work on developing their Mission, Vision, and Values with Dr. Angela Long consulting. He presented the proposed Mission, Vision, Values from the Board Development Sessions and shared that the College is gaining more input from College stakeholders during an event February 24th and with the faculty and staff on February 25th.

Academic Calendars for Summer 2022 and Full year 2022/2023 were within the report. Vice President of Academic and Student Affairs, Guy Goodman highlighted key dates. Spring semester starts February 6, 2023, which is later than normal. This was done purposely to closely align with the Erie School District's and the Erie County School District's calendars for spring break. The College will use it as the cutoff point between the two 8-week sessions. There were two important dates for EC3PA on the calendars, one being April 1, 2023, which is the last day to apply for spring graduation!! And June 7, 2023, which is EC3PA's first graduating class!! Trustees, faculty, and staff are asked to mark your calendars for this historic event.

Mr. Goodman indicated that there is a 12-week session in the Fall 2022 so that EC3PA can pick up students who may have enrolled at another institution for Fall 2022 but found that it was not the right fit for them. But there is not a 12-week session in the spring because of the late start, but there will be a 3 1/2-week Mini Term in January 2023. Mr. Goodman noted there is always a place for students here at EC3PA no matter where they are in life. Dr. Gray commended the hard work Mr. Goodman has done with the Academic Calendar to meet the needs of potential Erie City and County students.

Trustee Sintal asked if there would be more self-paced online courses. Dr. Gray responded that this required a different type of accreditation and that EC3PA faculty is required to have frequent and subsequent interaction with students. This could be a possibility in the distant future if the need is there. The College would have to develop a completely new type of class with different faculty contracts and a separate accreditation process.

Dr. Gray reiterated the hope is to have accreditation by 2025, and that the College will keep working to move forward to that goal. The credit students receive now is real as EC3PA has legal authority to grant credit. The College currently has an articulation agreement with Edinboro University with more in the works.

C. Academic Committee-The committee met on February 12, 2022. Foundational documents such as the 120 Day Plan and the Bylaws were reviewed. It was specified in the Bylaws that the committee is also responsible for workforce and admission initiatives. The committee will continue to work on building the academic programs as well as the other initiatives outlined in the Bylaws.

D. Personnel Committee-The committee met on February 8th and will continue to meet on the 2nd Tuesday of the month. Trustee Benson thanked HR Director, Luisa Heifner, for her organizing efforts. The committee reviewed several items that are included for vote within the Board Packet including the classification of employees (Board Report #22-12); an amendment to vacation days for senior leadership (Board Report #22-14); and specifying the procedure for carrying over unused vacation time (Board Report #22-15). The Committee looked at the 22-23 holiday schedule for employees and it will remain the same. There will be a future request to the Board to change Christmas Eve from a half day to a full day off which is in line with other institutions. The DEI Strategic Plan was also presented at the Committee meeting.

E. Finance Committee-Controller, Heidi Sheehan noted the January check register and financial summary within the Board Packet and pointed out the recommendation to increase the dual signature limit requirement on checks. It's in line with other community colleges' procedures and is at the recommendation of the audit firm, MaherDuessel (Board Report #22-11). Controller Sheehan advised there is still an inherent control processes within WorkDay.

F. Ad Hoc

1. **Site Committee**-Trustee Sintal reported that the Committee visited sites and had meetings to review buying, long term leasing, and/or building a permanent location for the College. The Committee will continue to make site visits and as they gather information will bring forward to the Board.
2. **Community Advisors Committee**-Secretary Vogel mentioned that the Community Advisors were invited to the Stakeholder meeting at the Sheraton on February 24th to provide input on the College's Strategic Plan.
3. **Policy Review Committee**-Trustee Sintal is building a schedule to ensure the policy is reviewed every five years.

G. Chairperson of the Board-No report.

H. Other-No report.

Consent Agenda

Trustee	Motion 2	Vote
Benson	2	Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix		Y
Sintal		Y
Vogel		Y
Wagner	1	Y
DiNicola		Y

It was clarified that Dr. Polonio contract has been extended to complete the Board Development process per the projected timeline and Dr. Angela Long is consulting on the Strategic Plan. Both processes are called out separately on the 120 Day Plan and important for accreditation.

**New Business-Approval of Revision to Board Policy III.A.1 Classification of Employees Board
Report #22-12 (pg. 17-19)**

Trustee	Motion 3***	Vote
Benson		Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix	1	Y
Sintal		Y
Vogel		Y
Wagner	2	Y
DiNicola		Y

***This revised policy was approved with an amendment to strike "(3 courses per semester)" under the Part-time Faculty definition.

**New Business-Approval to Amend Vacation Days for Senior Leadership Board
Report #22-14 (pg. 20)**

Trustee	Motion 4***	Vote
Benson		Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix	1	Y
Sintal		Y
Vogel		Y
Wagner	2	Y
DiNicola		Y

***This revised benefits for Senior Leadership was approved with an amendment to strike "of 1-2 years".

New Business-Approval to Carry-Over of Unused Vacation Time Added to the Employee Benefits Board Report #22-15 (pg.21)

Trustee	Motion 5	Vote
Benson		Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix	1	Y
Sintal		Y
Vogel		Y
Wagner	2	Y
DiNicola		Y

Future Agenda Items/Summary Comments by Board Members

None. It was noted that there is intent to align the DEI Strategic Plan to the four pillars of the College's proposed Strategic Plan.

For Information

Executive Session

None

Motion to Adjourn

Time 5:54

Trustee	Motion 6	Vote
Benson	1	Y
Gallagher		Y
Mitchell		Y
Mock		Y
Rush Dix	2	Y
Sintal		Y
Vogel		Y

Wagner		Y
DiNicola		Y

Next Regular Meeting, March 23, 2022 at 5:00 p.m.



Minutes for * Meeting Book - March 10, 2022 Special Meeting

03/10/2022 | 05:30 PM - (GMT-05:00) Eastern Time (US & Canada)

Knox Law

College/Other Attendees

President Dr. Chris Gray; Vice President Guy Goodman; Dean Keri Bowman; Solicitor Tim Wachter

Call to Order

Meeting called to order by Chair DiNicola at 5:32

Roll Call

Trustee	Roll Call
Tom Benson	Y via Zoom
Justin Gallagher	Y via Zoom
Dave Mitchell	Y via Zoom
Rev. Dr. Charles Mock	Y via Zoom at 5:46 p.m.
Vice Chairperson Cheryl Rush Dix	Y via Zoom
Kathryn Sintal	Y via Zoom
Secretary Christina Vogel	N
Dr. Annette Wagner	Y via Zoom
Chairperson Ron DiNicola	Y

Pledge of Allegiance

New Business-Approval of tentative FY '23 Budget projections

Trustee Gallagher described budget assumptions (increased staff, enrollment). Vice Chairperson Rush Dix asked for clarifications on enrollment assumptions. Dr. Gray shared assumptions that there will be a 40% increase in incoming class and a 50% retention rate.

Trustee Sintal asked for clarification on YTD financials document that is shared during normal meetings of the board, Trustee Gallagher shared that it was not prepared for this special meeting but will be presented soon at the March board meeting.

Chairperson DiNicola described the state budgeting process including the Governor's proposed budget, the difference between operating, capital, and process. Chairperson DiNicola turned the floor over to Trustee Gallagher to discuss. Trustee Gallagher shared that the budget has many moving parts and that the numbers are projections and therefore uncertain.

Vice Chairperson Rush Dix asked how the College's proposed budget aligned with Governor's proposed budget. Dr. Gray described that the current practice for funding operating budgets for community colleges carries forward the previous year operating budget. In EC3's case that would carry forward an operating budget of \$1.38M leaving a gap of approximately \$1.5M from the College's proposed operating budget of \$2.9M.

Solicitor Tim Wachter shared that Senator Laughlin raised this issue in the budget hearing. Chairperson DiNicola shared that the college continues to see support from the Governor's office.

Trustee Mock asked if the County Government capital is connected. Trustee Gallagher shared they are separate revenue items.

Trustee	Motion 2	Vote
Tom Benson		Y
Justin Gallagher	2	Y
Dave Mitchell		Y
Rev. Dr. Charles Mock	1	Y
Vice Chairperson Cheryl Rush Dix		Y
Kathryn Sintal		Y
Secretary Christina Vogel	Not Present	Not Present
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business- Enter into an agreement with a registered lobbyist/lobbying firm

Chairperson DiNicola asked the solicitor to provide background for the new business item.

Solicitor Wachter shared the process of obtaining the bids. The request for qualifications (RFQ) was advertised in the newspaper and sent to companies with known connections to Erie. Four proposals were received, and their qualifications were shared with board as well as recorded interviews.

Solicitor Wachter shared with the Board that Vice Chairperson Rush Dix's son is associated with Luminous Strategies, which is one of the entities that submitted a proposal, and, as such, she has a conflict of interest, and has abstained any deliberation, and will abstain from the vote, on the agenda item. (Vice-Chairperson Rush Dix also submitted a memorandum detailing this conflict which is attached to the minutes) Further, Solicitor Wachter shared that Trustee Rush Dix will abstain from any vote for Luminous Strategies and as such, will abstain from discussion.

Chairperson DiNicola proposed that each trustee take 2-3 minutes if they'd like to discuss what they gathered from packages and discuss firms.

Dr. Gray shared the need for a lobbyist to assist with the budget process and specifically the necessary language changes needed in codes to help EC3 as the current language is written for existing community college. Further, Dr. Gray shared the importance of having "boots on the ground" to work with the various caucuses, elected officials, and elected officials' staffs.

Trustee Benson asked if we are looking for a 12-month term. Chairperson DiNicola shared that would depend on the negotiation and the selection of the firm.

Trustee Wagner asked how long the scope of the work being done by the lobbyist was needed.

Chairperson DiNicola responded that it would be a short run concerning the budget. Dr. Gray added that there is an immediate need for the budget process, which is occurring now, and then a need to reassess for longer term issues.

Trustee Mock asked for clarification on the different caucuses that would need to be interacted with. Dr. Gray responded that there are caucuses at the executive, senate, and house levels that were all important in the budgeting process.

Trustee Mock asked if the College should be concerned about cost from one firm to another.

Chairperson DiNicola said it depended on who is hired but there could be division of responsibilities.

After discussion Trustee Mock motioned to hire Luminous Strategies and Ridge Policy Group and that we ask Ridge Policy Group to reconsider the decision to work with another group. If they decline, then go with Long Nyquist & Associates in addition to Luminous Strategies. Trustee Benson seconded the motion.

There was an addition of a friendly amendment to authorize Dr. Gray to negotiate on behalf of the Board. Trustee Mock motioned for this, and Trustee Mitchell seconded.

Trustee	Motion 1 w/ Amendment	Vote
Tom Benson		Y
Justin Gallagher		N
Dave Mitchell	2	N
Rev. Dr. Charles Mock	1	Y
Vice Chairperson Cheryl Rush Dix		Abstain*
Kathryn Sintal		N
Secretary Christina Vogel		Not Present
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

*See attached conflict memo

Motion to Adjourn

7:01

MEMORANDUM

TO: Christina Vogel
Board Secretary
Erie County Community College

FROM: Cheryl Rush Dix
Trustee

DATE: March 10, 2022

RE: Conflict of Interest Disclosure

On this date, the Erie County Community College Board of Trustees considered approval of a motion to engage government relations professionals.

In accordance with the Pennsylvania Public Official and Employee Ethics Act, 65 Pa.C.S. §§ 1101-1113, I abstained from any deliberation, and the vote, on the approval of this agenda item. I did so as Luminous Strategies, which submitted a proposal that was considered by the Board of Trustees, is a business with which my son is associated. Further, I announced my conflict during the meeting and request that this memo be made part of the minutes of the meeting.

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BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022
YTD - 2/28/2022

FUNDING SOURCES	Operating			Capital Budget			Combined		
	Budget	YTD 2/28/22	% of Budget	Budget	YTD 2/28/22	% of Budget	Budget	YTD 2/28/22	% of Budget
Student Tuition - Credit Programs	\$ 528,960	\$ 553,275	105%	\$ -	\$ -	#DIV/0!	\$ 528,960	\$ 553,275	105%
Student Technology/General/Other Fees	\$ 96,900	\$ 96,743	100%	\$ -	\$ -	#DIV/0!	\$ 96,900	\$ 96,743	100%
Net Tuition from Noncredit Programs (net of expenses)	\$ 50,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 50,000	\$ -	0%
County of Erie (1/1-12/31/2021)	\$ 1,350,000	\$ 1,243,612	92%	\$ 381,750	\$ 381,750	100%	\$ 1,731,750	\$ 1,625,362	94%
County of Erie (1/1-12/31/22)	\$ 1,193,250	\$ -		\$ 225,000	\$ -	0%	\$ 1,418,250	\$ -	0%
Commonwealth of Pennsylvania	\$ 1,384,320	\$ 692,500	50%	\$ 1,250,000	\$ 362,004	29%	\$ 2,634,320	\$ 1,054,504	40%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ 724,494	134%	\$ -	\$ -	#DIV/0!	\$ 541,800	\$ 724,494	134%
Miscellaneous Income	\$ 10,000	\$ 17,050	171%	\$ -	\$ -	#DIV/0!	\$ 10,000	\$ 17,050	171%
Totals	\$ 5,287,180	\$ 3,327,674	63%	\$ 1,856,750	\$ 743,754	40%	\$ 7,143,930	\$ 4,071,428	57%
Transfer from Carry-Over Funds - FY20-21	\$ 1,374,606	\$ 1,374,606	100%	\$ -	\$ -	#DIV/0!	\$ 1,374,606	\$ 1,374,606	100%
TOTAL SOURCES OF FUNDS	\$ 6,661,786	\$ 4,702,280	71%	\$ 1,856,750	\$ 743,754	40%	\$ 8,518,536	\$ 5,446,034	64%
APPLICATION OF FUNDS									
Salaries and Wages	\$ 1,939,081	\$ 932,747	48%	\$ -	\$ -	#DIV/0!	\$ 1,939,081	\$ 932,747	48%
Staff Benefits	\$ 616,667	\$ 210,769	34%	\$ -	\$ -	#DIV/0!	\$ 616,667	\$ 210,769	34%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 127,638	28%	\$ -	\$ -	#DIV/0!	\$ 460,000	\$ 127,638	28%
-IT Services	\$ 351,484	\$ 238,885	68%	\$ -	\$ -	#DIV/0!	\$ 351,484	\$ 238,885	68%
-Software Leases & Subscriptions	\$ 737,677	\$ 536,707	73%	\$ -	\$ -	#DIV/0!	\$ 737,677	\$ 536,707	73%
-Marketing	\$ 526,750	\$ 261,825	50%	\$ -	\$ -	#DIV/0!	\$ 526,750	\$ 261,825	50%
-Facility Leases & Expenses	\$ 373,980	\$ 262,098	70%	\$ -	\$ -	#DIV/0!	\$ 373,980	\$ 262,098	70%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 214,353	47%	\$ -	\$ -	#DIV/0!	\$ 451,300	\$ 214,353	47%
Capital Purchases:									
-Leasehold Improvements	\$ -	\$ -		\$ -	\$ 27,479	#DIV/0!	\$ -	\$ 27,479	#DIV/0!
-Furniture and Fixtures	\$ -	\$ -		\$ 100,000	\$ 67,417	67%	\$ 100,000	\$ 67,417	67%
-IT Equipment	\$ -	\$ -		\$ 250,000	\$ 785,346	314%	\$ 250,000	\$ 785,346	314%
-Software Implementation and one-time costs	\$ -	\$ -		\$ 2,150,000	\$ 714,190	33%	\$ 2,150,000	\$ 714,190	33%
TOTAL APPLICATION OF FUNDS	\$ 5,851,939	\$ 2,785,021	48%	\$ 2,500,000	\$ 1,594,431	64%	\$ 8,351,939	\$ 4,379,452	52%
EXCESS OF REVENUE OVER EXPENDITURES	\$ 809,847	\$ 1,917,259	237%	\$ (643,250)	\$ (850,677)	132%	\$ 166,597	\$ 1,066,581	640%

(67% through the fiscal year)

Check Number	Payment Date	Payee	Payment Amount	Financial Account	Date Voided
ACH	2/1/2022	UPMC	\$ 17,019.63	FNB Operating	
ACH	2/1/2022	AnyPromo	\$ 1,536.68	FNB Operating	
ACH	2/1/2022	AnyPromo	\$ 1,239.96	FNB Operating	
ACH	2/2/2022	AdminDroid	\$ 1,165.25	FNB Operating	
ACH	2/3/2022	Carolina Biologic	\$ 79.86	FNB Operating	
ACH	2/3/2022	Erie Regional Chamber	\$ 40.00	FNB Operating	
ACH	2/3/2022	USPS	\$ 13.35	FNB Operating	
ACH	2/3/2022	Google Ads	\$ 2,500.00	FNB Operating	
ACH	2/3/2022	Facebook Ads	\$ 3,815.04	FNB Operating	
ACH	2/7/2022	PA Background Check	\$ 616.00	FNB Operating	
323	2/8/2022	Action Verb LLC./Dept #152206	\$ 4,860.00	FNB Operating	
324	2/8/2022	Amazon	\$ 2,649.01	FNB Operating	
325	2/8/2022	Blackgate Security Agency	\$ 3,650.66	FNB Operating	
326	2/8/2022	Corry Journal	\$ 107.25	FNB Operating	
327	2/8/2022	Cynthia Wolf	\$ 1,125.00	FNB Operating	
328	2/8/2022	Epic Web Studios LLC	\$ 6,450.00	FNB Operating	
329	2/8/2022	Erie Technology Incubator Inc.	\$ 3,847.00	FNB Operating	
330	2/8/2022	GovConnection Inc	\$ 2,960.00	FNB Operating	
331	2/8/2022	Incline Alchemy, Inc	\$ 12,928.89	FNB Operating	
332	2/8/2022	JPS Consulting Services LLC	\$ 625.00	FNB Operating	
333	2/8/2022	KimKopy Printing	\$ 104.20	FNB Operating	
334	2/8/2022	Logicalis	\$ 22,113.47	FNB Operating	
335	2/8/2022	Maloney, Reed, Scarpitti & Company LLP	\$ 298.00	FNB Operating	
336	2/8/2022	Memic Indemnity Company	\$ 5,866.00	FNB Operating	
337	2/8/2022	MenajErie Studio, LLC	\$ 2,437.50	FNB Operating	
338	2/8/2022	Narcisa Inc.	\$ 9,525.67	FNB Operating	
339	2/8/2022	New Opportunities	\$ 60.00	FNB Operating	
340	2/8/2022	Pennsylvania Commission for Community Colleges	\$ 27,940.00	FNB Operating	
341	2/8/2022	R Brilliant Media	\$ 6,003.75	FNB Operating	
342	2/8/2022	Regroup Mass Notification	\$ 5,000.00	FNB Operating	
343	2/8/2022	Sample News Group	\$ 3,032.25	FNB Operating	
344	2/8/2022	_ZDNU Times Publishing Company	\$ 4,490.39	FNB Operating	
345	2/8/2022	Velocity Network	\$ 321,596.18	FNB Operating	
346	2/8/2022	Vision Benefits of America Inc.	\$ 216.87	FNB Operating	
347	2/8/2022	Christopher Gray	\$ 27.46	FNB Operating	
348	2/8/2022	Guy Goodman	\$ 189.44	FNB Operating	
349	2/8/2022	Keri Bowman	\$ 15.50	FNB Operating	
350	2/8/2022	Leatra Tate	\$ 200.36	FNB Operating	
ACH	2/9/2022	SharpSpring	\$ 0.15	FNB Operating	
351	2/10/2022	Benedictine Sisters of Erie Inc	\$ 28,816.66	FNB Operating	
352	2/10/2022	Crystal Lander	\$ 281.25	FNB Operating	
353	2/10/2022	Emmaus Ministries	\$ 1,380.00	FNB Operating	
354	2/10/2022	Knox Law	\$ 2,230.00	FNB Operating	
355	2/10/2022	TestOut	\$ 5,031.00	FNB Operating	
356	2/10/2022	Wayne Patterson	\$ 1,000.00	FNB Operating	

357	2/10/2022	Werkberry, LLC	\$	1,464.95	FNB Operating
ACH	2/10/2022	Party City	\$	107.06	FNB Operating
ACH	2/10/2022	IdentGo	\$	571.55	FNB Operating
ACH	2/16/2022	Verizon Wireless	\$	456.34	FNB Operating
ACH	2/16/2022	MBI FSA	\$	100.00	FNB Operating
ACH	2/17/2022	AFLAC	\$	668.88	FNB Operating
ACH	2/17/2022	AnyPromo	\$	449.00	FNB Operating
ACH	2/22/2022	Dinner is Served	\$	504.50	FNB Operating
ACH	2/22/2022	Dollar General	\$	19.50	FNB Operating
ACH	2/22/2022	Dollar General	\$	6.95	FNB Operating
ACH	2/23/2022	Survey Monkey	\$	407.04	FNB Operating
ACH	2/25/2022	Delta Dental	\$	1,906.85	FNB Operating
ACH	2/25/2022	Make it Fabulous	\$	405.92	FNB Operating
ACH	2/25/2022	Hansens Errand Service	\$	35.00	FNB Operating
ACH	2/25/2022	Get Go	\$	5.49	FNB Operating
ACH	2/28/2022	Sheraton Erie	\$	410.31	FNB Operating
ACH	2/28/2022	Tim Hortons	\$	73.32	FNB Operating
			\$	522,677.34	

Approval of 403b Plan Provider

Information

The Finance Committee requests the Board of Trustees to approve the 403b inaugural Plan Provider, Vanguard. This benefit is for eligible full-time employees to participate in the plan with a 3% contribution receiving a 9% match.

The Finance Committee evaluated the following companies:

Plan Criteria	Fidelity	TIAA	Vanguard
Accepting new 403b plans	No	Yes	Yes
Start-up Timing	N/A	12-16 weeks	6-8 weeks
Suggested # of funds	N/A	25	25
Plan Recordkeeper (recordkeeping)	N/A	Yes	Yes
Plan Advisor* (advisory)	N/A	Third Party	Third Party
Plan Administration* (compliance)	N/A	Third Party Best Practice	Third Party Best Practice

Recommendation

The Finance Committee recommends the Board of Trustees approve a motion for the college enter into a relationship with Vanguard to be the provider and recordkeeper of the college’s 403b Plan.

Approval to of 403b Third Party Provider (TPA)

Information

The Finance Committee requests the Board of Trustees approve the 403b Third Party Provider (TPA) Newport Retirement Services.

The Finance Committee evaluated the following companies:

Firm	Document Design & Setup	Annual Administration	Annual Per Participant Fee	Form 5500 Filing	Document Maintenance	Time
HUB	\$1,550	\$1,200	\$20	\$650	\$375	6-8 weeks
Definiti	\$1,250	\$1,800	\$36	\$0	\$500	6-8 weeks
Kingdom Financial Group	Advisor Services Only	N/A	N/A	N/A	N/A	N/A
Lincoln Investment	Advisor Services Only	N/A	N/A	N/A	N/A	N/A
Newport Retirement Services	\$0	\$750	\$90	\$0	\$300	6-8 weeks

Recommendation

The Finance Committee recommends the Board of Trustees approve a motion for the college to enter into a relationship with Newport Retirement Services to be the Third Party Provider (TPA) of the 403b Plan.

Presentation & Approval of MaherDuessel Audit

Information

Presentation of audit.

Recommendation

It is recommended that the Board motions to accept the audit report as presented.

Approval of Contract with Ridge Policy Group

Information

The Erie County Community College is seeking to hire the Ridge Policy Group as their government affairs representative to provide government relations and lobbying services to assist the College with identifying and lobbying for Commonwealth funding opportunities, assisting with building relationships with appropriate state elected and appointed officials as well as industry leaders, and other services as may be necessary.

Company Name	Length of Agreement	Cost
Ridge Policy Group	12 months*	\$6,000 monthly
Long Nyquist Associates	12 months*	\$6,000 monthly
Pugilese Associates	12 months	\$6,000 monthly
Luminous Strategy**	Month to month	\$7,500 monthly

*Includes a 30-day written cancellation clause

**Luminous Strategies withdrew their proposal on March 17, 2022.

Recommendation

It is recommended that the Board of Trustees approves the contract with Ridge Policy Group as the Erie County Community College of PA's government affairs representative on a basis of \$6,000 per month.

Approval of Welding Certificate Program

Information

The Academic Committee is submitting a Program Development Plan to add a Welding Certificate to the College's available offerings starting Fall 2022. The Welding Technology Program falls under the Applied Programs at Erie County Community College and will offer a stackable certificate that develops skills needed to go directly into the workforce in the local welding industry.

Erie County Community College's Welding Program will offer two certificates that can each be completed in one year. The Basic Welding Technology Certificate can be completed in one year and prepares students for entry level careers in welding. The Advanced Welding Technology Certificate prepares students for more specific advanced careers in production welding.

This program is intended for individuals seeking entry-level employment in the Welding Fabrication industry, for those seeking advancement, refreshing or re-training opportunities, and/or for those looking to increase their skill set through specialized education and training.

Additional information concerning the Program Development Plan are attached to this report for review.

Recommendation

The Academic Committee recommends the Board of Trustees approves the Welding Certificate Program as part of the Erie County Community College's course curriculum beginning Fall 2022.

EC3 Program Development Plan

Program Name: Welding Technology

Applied Programs Department

The Welding Technology Program falls under the Applied Programs at Erie County Community College and will offer a stackable certificate that develops skills needed to go directly into the workforce in the local welding industry.

Program Description

Erie County Community College's Welding Program will offer two certificates that can each be completed in one year. The Basic Welding Technology Certificate can be completed in one year and prepares students for entry level careers in welding. The Advanced Welding Technology Certificate prepares students for more specific advanced careers in production welding.

In EC3's welding program, you will learn oxygen-acetylene welding, cutting and brazing, shield metal arc or "stick" welding (SMAW), gas metal arc welding—also known as metal inert gas welding (GMAW/MIG), and gas tungsten arc welding—also known as tungsten inert gas welding (GTAW).

Instructors will be certified welding instructors (CWIs) through the American Welding Society (AWS) and bring substantial real-world experience to the classroom and our welding lab. Daytime and evening classes are available to accommodate your busy schedule.

This program is intended for individuals seeking entry-level employment in the Welding Fabrication industry, for those seeking advancement, refreshing or re-training opportunities, and/or for those looking to increase their skill set through specialized education and training.

Industry Outlook

As the infrastructure of our communities and our nation continues to decay from natural wear and tear, experienced welders will be called upon to regain and renew it. The Bureau of Labor Statistics projects 6 percent employment growth of welders, cutters, solderers, and brazers from 2016 to 2026. Graduates of welding certificate programs work in a variety of jobs in diverse industries, including, but not limited to:

- Agriculture
- Automotive
- Construction
- Manufacturing
- Robotics
- Underwater welding

Labor Market Need - Local

Welding is on the 2021 High Priority Occupation (HPO) list for the Northwest Workforce Development Area in PA.

SOC* code: 51-4121 Welders, Cutter, Solderers & Brazers

CIP code:** 15.0614 Welding Engineering Technology/Technician
48.0508 Welding Technology/Welder

CIP/SOC Correlation:

CIP Code	CIP Title	SOC Code	SOC Title
15.0614	Welding Engineering Technology/Technician	51-4121	Welders, Cutters, Solderers & Brazers
48.0508	Welding Technology/Welder	51-4121	Welders, Cutters, Solderers & Brazers

*Standard Occupational Classification (SOC) system is used by federal agencies to classify workers into occupational categories (source: U.S. Bureau of Labor Statistics: [Standard Occupational Classification \(SOC\) System \(bls.gov\)](https://www.bls.gov))

**The Classification of Instructional Programs (CIP) was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020, (source: [CIP user site \(ed.gov\)](https://nces.ed.gov/ipeds/data/cip/))

Job growth:

Employment			
Estimated 2018	Projected 2028	Percent Change	Annual Demand
1,190	1,220	2.5%	136

Wages for NW Workforce Development Area:

Wages (2020)		
Entry Level	Annual Average	Exper. Level
\$34,200	\$44,580	\$49,760

Top Skills & Qualifications (listed in job postings): Welder, Cutters, Solderers & Brazers

Local Employers & Advisory Committee

EC3 convened an industry advisory committee on February 10th, 2022. A draft of this plan was shared, and attendees provided input on the certificate, coursework, materials, sequencing of courses, etc. The committee included local manufacturers that hire welders and secondary partners. This groups' feedback was incorporated into the final plan and included suggestions such as re-considering the sequencing of the blueprint reading courses, a recommendation to include stainless steel, which is used locally, and consideration to add or include the AWS (American Welding Society) D17.1 GTAW Certification in the future.

Secondary Partnerships

Welding programming is available to secondary students at all three of the technical schools in Erie County: Erie High School, Erie County Technical School, and Corry Career & Technical Center located at Corry Area High School. EC3 leadership has met and will continue to meet with leaders at each of these facilities and has begun conversations about dual credit partnerships and collaborative opportunities.

Similar Programs at Other Community Colleges

Bucks County Community College, PA – Welding Technician:

<https://careertraining.ed2go.com/bucks/training-programs/welding-technician/>

Northampton County Community College, PA – Welding & Fabrication:

[Northampton Community College - Welding and Fabrication, Certificate \(smartcatalogiq.com\)](#)

Westmoreland Community College, PA – Welding Engineering Technology:

[Welding Engineering Technology at Westmoreland](#)

Program Learning Outcomes

The Basic Welding Technology Certificate prepares students for entry level careers in welding. Upon successful completion of this program, students will be able to:

- Identify equipment and safety procedures related to equipment, processes, and materials used in the major welding processes of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW).
- Read and interpret blueprints with basic manufacturing and welding symbology.
- Weld SMAW, GMAW, and GTAW in various positions primarily on steel and aluminum with some exposure to stainless steel - to the standards of the American Welding Society (AWS).

Credential Earned

Basic Certificate in Welding Technology

Basic Certificate in Welding Technology

Course	Title	Credits	Ratio *
WEL 101	SMAW I Theory	1	1:1
WEL 102	SMAW I - Lab 1a	1	1:2
WEL 103	SMAW I - Lab 1b	1	1:2
WEL 104	GMAW I - Theory	1	1:1
WEL 105	GMAW I - Lab 1a	1	1:2
WEL 106	GMAW I - Lab 1b	1	1:2
WEL 107	GMAW II – Lab 2a	1	1:2
WEL 108	GMAW II – Lab 2b	1	1:2
WEL 109	GMAW II – Lab 2c	1	1:3
WEL 110	GTAW I -Theory	1	1:1
WEL 111	GTAW I – Lab 1a	1	1:2
WEL 112	GTAW I – Lab 1b	1	1:2
IMT 114	Introduction to Print Reading	1	1:1
WEL 114	Print Reading for Welders	1	1:1
Total Credit Hours		14	

*Ratio: Courses with a 1:1 ratio are in lecture format and have 15 hours of classroom contact time per unit of instruction (1 Credit). Courses with 1:2 ratio are lab courses with 30 hours of classroom/lab contact time per unit of instruction. Courses with 1:3 ratio are heavy lab courses with 45 hours of classroom/lab contact time per unit of instruction.

Program Sequencing

8-week units - 1 year certificate

Fall – 1st 8 weeks

WEL 101 – SMAW I Theory
 WEL 102 – SMAW I - Lab 1a
 WEL 103 – SMAW I - Lab 1b
 IMT 114 – Introduction to Print Reading

Fall – 2nd 8 weeks

WEL 104 – GMAW I Theory
 WEL 105 – GMAW I - Lab 1a
 WEL 106 – GMAW I - Lab 1b
 WEL 114 – Print Reading for Welders

Spring – 1st 8 weeks

WEL 107 – GMAW II - Lab 2a
 WEL 108 – GMAW II - Lab 2b

Spring – 2nd 8 weeks

WEL 109 – GMAW II - Lab 2c

Summer

WEL 110 – GTAW I Theory I
 WEL 111 – GTAW I - Lab 1a
 WEL 112 – GTAW I - Lab 1b

Description of Anticipated Resources

The recommendation is for this program to be staffed with one full time instructor and additional adjunct faculty. The full-time instructor should have sufficient industry experience to qualify to take the Certified Welding Inspector (CWI) exam through AWS. An ideal candidate would currently hold a CWI, have several years of teaching experience and some industry experience as well. That may be hard to find, so hiring a qualified person with industry hours and sending them to take the CWI course and exam is most likely your best route. Lab monitoring would be conducted by individual faculty members while students are completing coursework.

A student lab assistant would be utilized for material preparation, bottle changing, lab clean up, organization and inventory control as well as monitoring and assisting with individual student activities in the open lab as required.

Fiscal Support Summary

	Year 1	Year 2	Year 3
Faculty, FT & Adjunct	\$82,000.00	\$85,000	\$85,000
Faculty Training	\$10,000.00	\$5,000	\$2,000
Equipment (detailed cost projections attached)	\$386,000.00	\$5,000	\$5,000
Raw Materials/Consumables (detailed cost projections attached)	\$9,400.00	\$11,000	\$12,000
Lab Assistant	\$5,000	\$6,000	\$7,000
Consulting Services	\$3,000	\$3,000	n/a
TOTAL:	\$495,400	\$115,000	\$111,000

Additional Cost/Notes:

Space requirements will be dependent on whether the college leases or purchases space and if that space is move-in ready or requires a build out and infrastructure investment.

It is recommended that the college consider budgeting an additional 20% of the estimated costs (obtained in December of 2021) for inflation, particularly for equipment and raw materials costs.

Enrollment & Tuition Projections

	Year 1	Year 2	Year 3
Fa 2022 Enrollment	12 students (96 credits)	24 students (192 credits)	36 students (288 credits)
Sp 2023 Enrollment	24 students (72 credits)	24 students (72 credits)	36 students (108 credits)
Su 2023 Enrollment	24 students (72 credits)	24 students (72 credits)	36 student (108 credits)
Total Unduplicated Headcount	36 students	72 students	108 students
Total Credits** Projected	240 credits	336	504
Tuition Generated (\$160/credit)	\$38,400	\$53,760	\$80,640

*Tuition based on in-county residence rate of \$160 per credit.

**Credits, or Units of Instruction are based on course sequencing plan: Sem 1- 8 credits/student, Sem 2-3 credits/student, Sem 3- 3credits/student.

Economic Impact in Erie County

	Year 1	Year 2	Year 3
# of certificate completers	12	24	36
Median Wage*	\$44,378	\$44,378	\$44,378
Earning Potential Generated	\$532,536	\$1,065,072	\$1,597,608
Cumulative Earning Potential Generated in Erie County	\$532,536	\$1,597,608	\$3,195,216

*Median Wage and Earning Potential Generated are based on the 2020 median compensation for Welders, Cutters, Solderers, and Brazers in Erie, PA, which is: \$44,387, (Source: EMSI Occupational Snapshot Report.)

Projected Implementation Timeline

Program Development Planning	December 2021 – January 2022
Board Advisory Committee Review/Input	January 2022
Industry & Partner Advisory Committee	February 2022
President’s Cabinet Review	February 2022
Curriculum Committee Approval	February 2022
Vice President Student & Academic Affairs Approval	February 2022
Board of Trustees Approval	March 2022
Effective Date	Fall 2022

Future Development

YEAR 2 of Programming Development: Advanced Certificate in Welding Technology

The Advanced Welding Technology Certificate prepares students for more specific advanced careers in production welding. Students complete the Welding Technician Certificate and choose from applicable welding courses in advanced SMAW and GTAW. The Advanced Welding Technology Certificate will allow students to certify in accordance with AWS and API procedures.

- 1st 8 weeks – SMAW 2 – vertical and overhead
- 2nd 8 weeks – GTAW 2 – Aluminum TIG welding
- 3rd 8 weeks – SMAW PIPE – Stick welding pipe 2” - 6” all positions
- 4th 8 weeks – GTAW PIPE – TIG welding pipe, all positions

Course Descriptions:

SMAW I: WEL 101, WEL 102 & WEL 103

SMAW 1 focuses on the safety, theory and techniques needed for shielded metal arc welding in the flat and horizontal positions to meet the standards of the American Welding Society. Safety and the use of proper personal protective gear are emphasized. Oxy-Acetylene cutting is covered.

WEL 101 – SMAW I Theory (1 credit, 1:1 lecture, 15 hours)

Topical Outline:

- i. Safety
 - a. Proper PPE
 - b. Helmet shades – how to choose
 - c. Electrical safety
- ii. Operation
 - a. Basic electricity
 - b. Equipment – Care and Use
 - c. SMAW process – advantages, disadvantages
 - d. Material – fit-up and prep
 - e. Electrodes – Numbering system, sizes, intended uses Machine set-up – polarity choice, amperage selection
 - f. Oxy-Acetylene safety and operation

WEL 102 – SMAW I - Lab 1a (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Striking an arc
- ii. Beads
- iii. Surfacing welds
- iv. Butt welds – 1G
- v. Lap welds – 2F
- vi. Tee welds – 2F
- vii. Oxy-Acetylene Cutting

WEL 103 – SMAW I - Lab 1b (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Vee groove 3/8 plate – 1g
- ii. Vee groove 3/8 plate – 2g
- iii. AWS D1.1 3/8 vee groove certification - 1G

GMAW I: WEL 104, WEL 105 & WEL 106

GMAW I focuses on the theory, safety and techniques needed for gas metal arc welding in the flat and horizontal positions to meet the standards of the American Welding Society. Safety and the use of proper personal protective gear are emphasized.

WEL 104 – GMAW I Theory – Safety and Operation (1 credit, 1:1 lecture, 15 hours)

Topical Outline:

- i. Safety
 - a. Proper PPE
 - b. Helmet shades – how to choose
 - c. Electrical safety

- ii. Operation
 - a. Electrical theory as it pertains to GMAW
 - b. Equipment – Care and Use
 - c. GMAW process – advantages and disadvantages
 - d. GMAW consumables – how to choose, maintain and replace
 - e. GMAW transfer modes – Short Circuit, Globular, Spray and Pulsed Spray
 - f. GMAW wire – AWS designations, sizes, intended uses
 - g. Machine set-up – determining proper WFS and Voltage, when and why you would change

WEL 105 – GMAW I - Lab 1a – Short Circuit Transfer (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Machine set up
- ii. Beads
- iii. Surfacing welds
- iv. Butt welds – 1G
- v. Lap welds – 2F
- vi. Tee welds – 2F

WEL 106 – GMAW I - Lab 1b – Short Circuit Transfer (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Vee groove 3/8 plate – 1G
- ii. Vee groove 3/8 plate – 2G
- iii. AWS D1.1 3/8 vee groove certification - 1G

GMAW II: WEL 107, WEL 108, & WEL 109

GMAW II focuses on the theory, safety and techniques needed for gas metal arc welding in the vertical and overhead positions to meet the standards of the American Welding Society. Safety and the use of proper personal protective gear are emphasized. (Prerequisite: WEL 104, WEL 105, and WEL 106 or instructor consent.)

WEL 107 – GMAW II - Lab 2a: Short Circuit Transfer (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Machine set up
- ii. Beads
- iii. Surfacing welds – vertical up
- iv. Butt welds – 3G
- v. Tee welds – 3F
- vi. Butt welds – 4G
- vii. Tee welds – 4F

WEL 108 – GMAW II - Lab 2b: Short Circuit Transfer (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Vee groove 3/8 plate – 3G
- ii. Vee groove 3/8 plate – 4G
- iii. AWS D1.1 3/8 vee groove certification – 3G GMAW

WEL 109 – GMAW II - Lab 2c: Pulsed spray and gas shielded flux core (FCAW-G) (1 credit, 1:3 lecture/lab, 45 hours)

Topical Outline:

- i. Tee welds – 3F – both processes
- ii. Tee welds – 4F – both processes
- iii. Vee groove 3/8 plate – 3G – both processes
- iv. Vee groove 3/8 plate – 4G – both processes
- v. AWS D1.1 1" vee groove certification – 3G FCAW

GTAW I: WEL 110, WEL 111, & WEL 112

GTAW I focuses on the theory, safety and techniques needed to gas tungsten arc weld in all position on ferrous materials to meet the standards of the American Welding Society. Safety and the use of proper personal protective gear are emphasized. (Prerequisite: GMAW I [WEL 104, WEL 105 and WEL 106] or SMAW I [WEL 101, WEL 102 and WEL 103] or instructor consent.)

WEL 110 – GTAW I Theory: Safety and Operation (1 credit, 1:1 lecture, 15 hours)

Topical Outline:

- i. Safety
 - a. Proper PPE
 - b. Helmet shades – how to choose
 - c. Electrical safety
- ii. Operation
 - a. Electrical theory as it pertains to GTAW
 - b. Equipment – Care and Use
 - c. GTAW process – advantages and disadvantages
 - d. GTAW consumables – how to choose, maintain and replace
 - e. GTAW wire – AWS designations, sizes, intended uses
 - f. Machine set-up – determining proper amperage, polarity, post flow and pulser settings

WEL 111 – GTAW I - Lab 1a (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Machine set up
- ii. Puddles
 - a. Beads
 - b. Surfacing welds – flat
 - c. Butt welds – 1G
 - d. Autogenous lap welds – 2F
 - e. Autogenous outside corner welds – 2F
 - f. Lap welds with filler – 2F
 - g. Tee welds with filler – 2F

WEL 112 – GTAW I - Lab 1b (1 credit, 1:2 lecture/lab, 30 hours)

Topical Outline:

- i. Butt welds – 3G
- ii. Lap welds – 3F
- iii. Tee welds – 3F
- iv. AWS D1.1 3/8 groove certification – 1G

IMT 114 – Introduction to Print Reading (1 credit, 1:1 lecture, 15 hours)

Introduction to Print Reading teaches students how to read and interpret shop blueprints in order to fabricate parts and perform assembly operations, including but not limited to welding, HVAC/R, machining and construction trades.

Topical Outline:

- i. Types and origins of prints
- ii. Object representation
 - a. Plan views
 - b. Projections
- iii. Dimensioning
- iv. Related Math
 - a. Measurement formats
 - b. Calculations
- v. Geometric dimensioning and tolerancing
- vi. Section views
- vii. Auxiliary views
- viii. Detail and assembly prints
- ix. Machined features
- x. Threaded fasteners
- xi. Specialized prints

WEL 114 – Print Reading for Welders (1 credit, 1:1 lecture, 15 hours)

Print Reading for Welders teaches students about structural steel shapes, welding symbols, joint design and the proper procedures to read and interpret welding symbology. (Prerequisite: IMT 114- Introduction to Print Reading)

Topical Outline:

- i. Materials
 - a. Steel shapes and sizes
 - b. Material specification
- ii. Weld joints
- iii. Weld types
- iv. Intro to weld symbols
- v. Advanced welding symbols
- vi. Weld assembly prints

Resolution to Adopt Board Policy II.A.1: Policy Against Title IX Sexual Harassment
and/or Sexual Misconduct

Information

There is a Title IX section within the current College policies (II.A.1). The language of this policy affords legal protection under federal law through Title IX, but because the College is not accredited those legal protections are not in place. The language has been amended to reflect that, although the College is following the current Title IX policy there are no federal protections under the law.

The Title IX policy (II.A.1) also cites Dean Keri Bowman as the Title IX Coordinator. The contact for Title IX is replaced with Guy Goodman, Vice President of Academic and Student Affairs.

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 approves the changes as presented to Policy II.A.1: Policy Against Title IX Sexual Harassment and/or Sexual Misconduct.

Policy II.A.1: Policy Against Title IX Sexual Harassment and/or Sexual Misconduct

I.I INTRODUCTION

Erie County Community College is committed to maintaining an educational and working environment free of unlawful discrimination and harassment. Under this policy, forms of discrimination or harassment based on sex will not be tolerated. This policy prohibits ~~Title IX~~ Sexual Harassment, as defined by federal Title IX regulations, by or against any student, faculty, administrator, staff, employee, vendor, contractor, volunteer, or visitor to the College. ~~Title IX~~ Sexual Harassment includes Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence or Stalking. As set forth in this policy, the College will take all appropriate steps to prevent and respond to incidents of sexual harassment in a prompt and equitable manner.

Reports of Sexual Harassment that do not rise to the level of unwelcome verbal or physical conduct based on sex or of a sexual nature that does not rise to the level of sexual harassment under this policy may be covered by the College's Anti-Discrimination and Harassment Complaint Policy.

This policy will:

- Define Title IX Sexual Harassment.
- Explain how to make a report of ~~Title IX~~ Sexual Harassment.
- Identify interim measures and support services available for Complainants or Respondents under this policy.
- Provide information on the sexual harassment complaint ~~Title IX~~ process, including how reports made under this policy are equitably investigated and the hearing process.

II. POLICY

A. Scope of Policy

This policy applies to all students, faculty, administrators, staff, employees, vendors, contractors, volunteers, and visitors to the College, regardless of sexual orientation, gender, gender identity, gender expression, or any other characteristic, and regardless of the sex or sexes of the parties involved, including when the parties involved are all of the same sex. Under this policy, the College has jurisdiction over reports of sexual harassment that takes place on all College property and at any location, event or circumstance over which the College has substantial control over both the alleged Respondent and the context in which the conduct occurs, to include any building owned or controlled by a student organization that is officially recognized by the College.

At the time of the filing of a formal complaint, the Complainant must be participating in or attempting to participate in the College's educational programming or activity. Students, employees, and third parties may file reports of sexual harassment, under this policy.

B. Title IX Coordinator

The College's Title IX Coordinator is responsible for overseeing the administration of this policy and the College's response to reports made pursuant to this policy. The contact information for the Title IX Coordinator is:

E-mail: TitleIX@ec3pa.org

Phone: 814-413-7000

Coordinator: ~~Keri Bowman~~ Guy Goodman, Vice President of Academic and Student Affairs

C. Conduct Prohibited by this Policy

The following conduct is prohibited by this policy:

1. Sexual Harassment, defined as follows:

- a. **Sexual Assault:** Sexual assault includes any forcible or non-forcible sexual act directed against another person without the consent of said person, including instances where the person is incapable of giving consent. Sexual assault includes the offenses of rape, fondling, incest, statutory rape, forcible sodomy (oral or anal sexual intercourse), and sexual assault with an object. These terms and other forms of sexual assault are further defined by the Code of Federal Regulations and the Pennsylvania Crimes Code, as set forth in Appendix A of this policy. The conduct defined in Appendix A is also prohibited by this policy.
- b. **Sexual Harassment:** Sexual harassment is unwelcome** verbal or physical conduct based on sex or gender or unwelcome verbal or physical conduct of a sexual nature (including sexual advances or requests for sexual favors) when:

- I. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of an individual's employment, study, or participation in College-sponsored activities;
- II. Submission to or rejection of such conduct is used as the basis for decisions affecting a person's study, employment, or participation in College-sponsored activities; or
- III. The conduct is determined by a reasonable person to be **so severe, pervasive and objectively offensive** it effectively denies a person's equal access to the College's education program or activity, work or academic performance or ability to participate in or receive the benefits, services, or opportunities in academic or work programs, or it creates an intimidating, hostile, offensive, or demeaning academic or working environment;

****Conduct is "unwelcome" if it was not requested or invited by the Complainant, and the Complainant considered the conduct to be undesirable or offensive. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. The fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.**

Examples of behavior which may be considered sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or any other aide, benefit or service of the College;
 - **Language of behavior of a sexual nature;**
 - ~~Direct propositions of a sexual nature;~~
 - Sexually explicit statements, questions, jokes or teasing;
 - Unnecessarily touching, panting, hugging or brushing against a person's body **or unwelcome advances;**
 - Remarks of a sexual nature regarding a person's clothing, body, sexual activity, previous sexual experience, or sexual orientation;
 - Repeated requests for dates or social interaction made through verbal requests, social media, texts, notes telephone calls, facsimiles, e-mails, or other electronic communication;
 - Visual displays of inappropriate sexual images; ~~and~~
 - **Removal or exclusion from participation based upon gender or sexual orientation; and**
 - Attempted or actual incidents of Sexual Assault, Sexual Violence, or any of the other conduct prohibited by this policy.
- c. Sexual Violence:** Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including Sexual Assault.
- 2. Relationship Violence is a broad term that includes the following behavior :**
- a. Dating Violence:** Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
Note: Dating Violence is not defined under Pennsylvania law.
 - b. Domestic Violence:** Domestic Violence is a felony or misdemeanor crime of violence committed by:
 - A current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with or has cohabitated with the victim as a

spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.

Note: Domestic Violence is not defined under Pennsylvania law.

3. **Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

"Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

"Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking as defined by the Pennsylvania Crimes Code is also prohibited conduct under this policy. See Appendix A.

4. **Retaliation:**

Any adverse treatment that is reasonably likely to deter someone from filing a report or participating in an investigation or disciplinary process under this policy.

Retaliation can be verbal, written, graphic, electronic or physical, and can include but is not limited to intimidation, threats, coercion or unfavorable employment or educational actions directed toward an individual to deter them from filing a report or participating in the investigation or disciplinary process. Retaliation also includes acts taken with the intent of seeking retribution against an individual who filed a report or who otherwise participated in the investigation or disciplinary process.

D. **Important Information Regarding Prohibited Conduct**

1. **Consent**

As used in this policy, the term "Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing throughout sexual activity and can be revoked at any time. Silence or absence of resistance will not necessarily imply consent. Assent (an affirmative statement or action) shall not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity (also known as "Incapacitation"), or if the assent is the product of threat, force, or coercion. Consent to prior sexual activities does not constitute consent to future acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

2. **Prohibited Conduct Through Different Communication Mediums**

Violations of this policy may occur through various communication mediums, including but not limited to, face-to-face contact, telephone, written notes, Wiki contributions, instant messages, text messaging, file sharing, voice chat, video chat, social networking, or blogging that occurs on College property or at any location, event or circumstance over which the College has substantial control over both the alleged Respondent and the context in which the conduct occurs.**

**Misconduct that occurs through the use of the above mediums and does not fall within the jurisdiction of this policy may still be investigated under the College's Anti-Discrimination and Harassment Complaint Policy and Non-Title IX Policy Against Sexual Misconduct, Relationship Violence, and Stalking.

3. **Attempting, Assisting, or Encouraging Prohibited Conduct**

An attempt to commit any of the prohibited conduct identified in this policy, or assisting or willfully or knowingly encouraging such prohibited conduct, may also be considered a violation of this policy.

4. **Retaliation**

The College prohibits retaliation against any individual who makes or intends to make a report

of sexual misconduct or Title IX sexual harassment under this policy or participates or intends to participate in the investigatory or disciplinary process under this policy. Retaliation in violation of this policy will be subject to disciplinary action.

5. Consensual Sexual or Romantic Relationships

Consensual relationships occurring between supervisors and subordinates or faculty and students can lead to circumstances which may be interpreted as sexual harassment. Consensual relationships may also be viewed as causing a hostile or offensive work or academic environment when other staff or students believe that the person(s) involved in the relationship(s) is/are receiving favorable treatment in employment or educational decisions and actions.

The College strongly discourages any sexual or romantic relationship between a faculty member and a student where the faculty member has authority or influence over, or responsibility for, that student. Similarly, the College discourages any sexual or romantic relationship between a supervisor and a staff employee, where the supervisor has authority or influence over, or responsibility for, that employee.

Consensual relationships among faculty and students or supervisors and staff where such authority, influence or responsibility exists are strongly discouraged. Any consensual relationships which create severe, pervasive and objectively offensive work or academic environments for other students or staff are prohibited.

E. Confidentiality

The College is committed to protecting the privacy of all parties involved in a report made under this policy, to the extent permitted by applicable law and subject to the College's reporting obligations as described below. The College will treat all reports with sensitivity, and reports, investigations and findings of hearing proceedings will only be shared in compliance with this policy. Any interim or supportive measures will be kept as confidential as possible, and shared only on a need-to-know basis.

Information pertaining to reports made under this policy will be kept in a secure manner.

III. REPORTING VIOLATIONS OF THIS POLICY

Students, employees and third parties may file reports of violations of this policy with the Title IX Coordinator in person, by mail, telephone, or by email. They may also report violations of this policy to any other College employee. The contact information for the Title IX Coordinator is:

E-mail: TitleIX@ec3pa.org

Phone: 814-413-7000

Coordinator: ~~Keri Bowman~~ Guy Goodman, Vice President of Academic and Student Affairs

A. Reporting to Other College Employees

The College understands that not every individual will be comfortable making a report to the Title IX Coordinator identified above, and some individuals will prefer to report allegations of potential violations of this policy to an employee of the College that he, she or they trust. For example, a student may choose to make a report to their instructor or counselor, or an employee may choose to make a report to their supervisor.

All College employees share in the responsibility of ensuring compliance with this policy and are mandated to report any and all allegations of sexual harassment and sexual misconduct to the Title IX Coordinator. Employees must report to the Title IX Coordinator all relevant details about the alleged violation that the individual has shared. The Title IX Coordinator will then address the report in accordance with this policy.

B. Contents of a Report

An individual will be asked to provide as much detail as possible in making a report, including the name and contact information of the Complainant, the Respondent, and any witnesses (if known); the date, time, and location of the incident; a description of the prohibited conduct; supporting documentation or other evidence (pictures, texts, emails, etc.), if any; and any other information which would assist the College in appropriately investigating and responding to the report.

C. Anonymous Reporting

In order to maximize the College's ability to effectively investigate and respond to reports under this policy, the College encourages individuals to provide identifying information when filing a report under this policy. However, the College will accept anonymous reports. The College will make all reasonable efforts to investigate and respond to reports filed anonymously, however, the College may be limited in its ability to fully investigate and resolve the report depending upon the level of information available in the report.

D. Who May Report

Note that in addition to the filing of a report by a Complainant, anyone can file a report of an alleged violation of this policy, including a witness or a third party. While there is no required time frame for submitting reports under this policy, the College strongly encourages reporters to submit a report as soon as possible to maximize the College's opportunity to effectively investigate and respond to the report. Individuals who make a report pursuant to this policy will receive a copy of this policy or be provided with the link to this policy on the College's website.

E. Criminal Report

A Complainant who alleges to have been the victim of Sexual Assault, Relationship Violence, or Stalking also has the right to pursue criminal action against the Respondent, including seeking a protective order. Whether or not the Complainant chooses to seek criminal action is within the discretion of the Complainant. If requested by the Complainant, the College will provide reasonable assistance or other support in notifying law enforcement of the report. The College will cooperate with a criminal investigation to the extent permitted by law. The College reserves the right to notify law enforcement of reports made pursuant to this policy if the College determines that such notification is necessary to protect the health and safety of the College community or the public.

An individual may choose to pursue criminal action at any time. The College encourages individuals contemplating pursuing criminal action to consult with law enforcement as soon as possible after the alleged incident in order to ensure that any physical and other forms of evidence are preserved in as timely a fashion as possible.

Reports made pursuant to this policy are completely separate from a criminal investigation. Even if a criminal investigation is ongoing, the College will still conduct its own investigation in accordance with this policy. While the criminal investigation is pending, law enforcement may require the College to delay or otherwise temporarily limit its own investigation, which may delay the College's resolution of the report. The College will comply with any such request by law enforcement to the extent permitted by law, and continue with its investigation as soon as reasonably practicable.

F. False Report

A report made under this policy which is later found to be knowingly or intentionally false or made maliciously without regard for truth may be subject to disciplinary action. Reports made in good faith, even if the allegations are not substantiated, will not be subject to discipline.

G. College's Reporting Obligations

Reports made pursuant to this policy which involve Dating Violence, Domestic Violence, Sexual Assault, and Stalking will be included in the College's annual report of crime statistics in the College's Annual Security Report, which is made available to the public, and to the U.S. Department of Education, as required by law. Reports of crime statistics do not include any personally identifiable information.

Finally, the College reserves the right to notify law enforcement of reports made pursuant to this policy if the College determines that such notification is necessary to protect the health and safety of the College community or the public.

H. When the Report Involves a Victim Under 18 Years Old

In the event that a report made under this policy involves reasonably suspected or actual child abuse or neglect, all College employees who are mandated reporters must report child abuse or neglect that they know about, see, or have reasonable cause to suspect first to the Pennsylvania Department of Public Welfare Child Line at (800) 932-0313, and then to College Security. If the employee is unable or prefers not to contact College Security, the employee may contact the Vice President for Business, Finance and Administration.

IV. INVESTIGATION AND HEARING PROCEDURES

The College will ensure that it takes steps to investigate and remedy reports of violations of this policy in a

prompt and equitable manner. These steps include prompt contact with the Complainant by the Title IX Coordinator to explain the process for filing a formal complaint. If a formal complaint is filed, it will be promptly handled in accordance with the following procedures. In all cases, the Title IX Coordinator will maintain oversight over the investigation and disciplinary process. The parties will be promptly notified in writing of which office is responsible for conducting the investigation and disciplinary process, as designated by the Title IX Coordinator, and will be provided with more detailed information regarding the applicable investigation and disciplinary procedures. If a complainant chooses not to file a formal complaint, the Title IX Coordinator will still advise the complainant of any available supportive measures.

A. Investigation Procedures:

1. Title IX Coordinator will promptly contact and explain the College's supportive measures to the Complainant.
2. Title IX Coordinator will explain the process for filing a formal complaint.
3. A review of the allegations by the Title IX Coordinator to determine whether they constitute prohibited conduct under this policy.
4. Should the review reveal the following, the report of sexual harassment will not be investigated pursuant to this policy**:
 - a. The allegations, if proven, do not constitute a violation of the conduct prohibited by the policy.
 - b. The conduct did not occur on College property or at a location over which the College had substantial control of both the Respondent and the context in which the conduct occurred.
 - c. The Complainant is not participating or attempting to participate in the College's educational programming or activities.
 - d. The conduct occurred outside of the United States.

**Allegations not investigated under this policy may still be investigated if they violate other College policies.
5. Should the review reveal the following, the report of sexual harassment *may not* be investigated pursuant to this policy:
 - a. The Complainant withdraws the complaint in writing.
 - b. The Respondent is no longer enrolled or employed at the College.
 - c. Specific circumstances exist that prevent the College from investigating the complaint.
6. The College will take appropriate supportive measures as necessary.
7. Informal resolution procedures may be available to resolve reports of potential violations of this policy; however,:
 - a. It is only available when a formal complaint is filed;
 - b. The College cannot require the parties to participate in informal resolution;
 - c. Both parties must agree in writing to participate;
 - d. Either party may withdraw from the informal resolution process at any time prior to resolution; and
 - e. ***Informal resolution will never be appropriate for reports of violations of this policy when the Respondent is an employee of the College and the complainant is a student.***
8. Written notice of the process and/or informal resolution will be provided to the parties that a complaint pursuant to this policy has been filed. The notice will be sent simultaneously to both the Complainant and Respondent. The notice will include an explanation of the investigation process and information regarding the parties' right to an Advisor of their choice.** Complainants and Respondents may elect to obtain an Advisor or have one provided to them by the College. The parties may or may not elect to have an attorney serve as the Advisor.

*****A list of Advisors provided by the College will be available from, the Title IX Coordinator. Such list will be updated periodically by the College.***
9. Interviews with the Complainant, the Respondent and any witnesses.
10. Review of student and/or personnel files.
11. The collection and examination of other relevant documents. The burden of proof and responsibility for gathering evidence for investigations rests with the College and not the parties. Medical records for a party cannot be collected, accessed, considered, disclosed or otherwise used, unless the College obtains the voluntary, written consent of the party.
12. The College will conduct a prompt, thorough, equitable and impartial investigation and issue a comprehensive investigation report which fairly summarizes relevant evidence. Both parties will have an equal opportunity to review the gathered evidence at least 10-days before the investigation report is finalized, and an equal opportunity to submit written responses to the evidence. Both parties will also have an equal opportunity to review the finalized investigation report at least 10-days prior to the hearing and submit additional written responses to the investigation report.

E. Hearing Procedures:

1. The College will conduct a live hearing (either in-person or via video-conference) at which both parties will

have an Advisor of their choice present the relevant evidence and conduct cross-examination of the parties and witnesses.

2. The College will seek to resolve all reports of violations of this policy within 90 calendar days, whenever practicable. The parties will be advised in writing when resolution is expected to take longer.
3. Both parties will receive simultaneous written notice of the outcome of the hearing and any disciplinary sanctions in the form of a written decision from the Hearing Officer conducting the hearing.
4. The written decision will include the following information:
 - a. The standard of evidence (preponderance of the evidence) used to review and analyze the evidence presented;
 - b. The facts that potentially constitute sexual harassment;
 - c. The procedural history of the process, to include all dates for notices to the parties, interviews and site visits, and methods for gathering evidence;
 - d. The findings of facts supporting the determination;
 - e. A separate written analysis of each allegation and the determination;
 - f. Disciplinary sanctions, if appropriate;
 - g. Whether the remedies to restore/preserve the Complainant's equal access to educational programming and/or activities will be provided to the Complainant by the College; and
 - h. Notice that both parties have the right to appeal the decision.
5. For hearings involving a Student as the Respondent the Hearing Officers shall be appointed in accordance with the Student Code of Conduct.
6. For hearings involving a Faculty or Staff member as the Respondent the Hearing Officer shall be appointed by the College's President.

F. Appeals:

1. Both parties have an equal right to a prompt appeal of the determination of the hearing or from a dismissal of a formal complaint of sexual harassment under this policy or any of the allegations therein.
2. Grounds for appeal include the following:
 - a. A procedural irregularity that affected the outcome of the investigation/ hearing.
 - b. The discovery of new evidence that was not reasonably available at the time of determination by the Hearing Officer or dismissal by the Title IX Coordinator.
 - c. A conflict of interest or bias with the Title IX Coordinator, Investigator or Hearing Officer, either generally or specifically that affected the outcome of the investigation or hearing.
3. Appeals involving a Student Respondent must be filed in accordance with the Student Code of Conduct in writing with the Dean of Student Affairs and Enrollment within five (5) school weekdays of the notice of the outcome of the investigation.
4. Appeals involving an Employee Respondent must be filed with the College President in writing within five (5) working days of the notice of the outcome of the investigation.
5. Both parties will have a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome.
6. The appeal officer will issue a written decision describing the result of the appeal and the rationale for the result.
7. Both parties will receive simultaneous written notice regarding the outcome of any appeal.

V. SANCTIONS FOR VIOLATING THIS POLICY AND SAFE HARBOR

A. Sanctions

Violations of this policy may result in disciplinary action, up to and including termination of an employee or expulsion of a student, subject to the relevant policies and procedures governing the disciplinary process applicable to the alleged Respondent.

B. Safe Harbor

Notwithstanding the foregoing, a student witness or student victim of an incident of a violation of this policy who reports such incident in good faith will not be sanctioned by the College for admitting in the report to a violation of the College's Student Code of Conduct related to the use of drugs or alcohol.

VI. SUPPORTIVE MEASURES

Supportive measures are those non-disciplinary, non-punitive services, accommodations, or other assistance that the College puts in place for individuals after receiving notice of alleged violations of this policy, pending the final outcome of any investigation/hearing process, or when no formal complaint is filed. Supportive measures

may be imposed for various reasons, including ensuring the safety of the parties or the College community at large; eliminating a hostile work environment; or protecting the integrity of the investigation and/or disciplinary process.

Supportive measures are meant to ensure that both parties involved in a report under this policy continue to have adequate access to educational and/or work opportunities at the College, without unreasonably burdening the other party. A party may request these measures from the office responsible for investigating the report, or the College may offer them on its own initiative when it deems them appropriate. The College will determine which supportive measures are appropriate on a case-by-case basis. Potential supportive measures include a “no contact” directive pending the outcome of the investigation, provision of a security escort, modifications of class schedules or deadlines, emergency removal ** from the College’s education program and activities or other supportive measures the College deems reasonable and appropriate. The College may make certain supportive measures permanent measures to be applied even after the investigation and/or disciplinary process is complete, when appropriate under the circumstances.

**Should the College determine that an emergency removal of the Respondent from the College’s education program or activities is appropriate (i.e., the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment), the College will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

Individuals who have been victims of violations of this policy may also seek other supportive measures both on- and off-campus. Upon becoming aware of a report of a potential violation of this policy, the Title IX Coordinator must promptly contact the potential Complainant to discuss the availability of supportive measures, services, consider the Complainant’s wishes with respect to supportive measures, services, and inform the Complainant of the availability of supportive measures, services, with or without the filing of a formal complaint.

Supportive measures are available to both the potential Complainant and potential Respondent. Individuals seeking on-campus support services should be aware that employees must report allegations of violations of this policy to the Title IX Coordinator. Therefore, they cannot guarantee confidentiality. The College will create a list of On-Campus services and Off-Campus Services.

VII. EMERGENCY ASSISTANCE FOR VICTIMS OF SEXUAL ASSAULT, RELATIONSHIP VIOLENCE OR STALKING

An individual who is in imminent danger of Sexual Assault, Relationship Violence, or Stalking should contact law enforcement or, if on campus, College Security. An individual can also report emergencies occurring on- or off-campus by dialing 911 to reach the local police department.

In the event of an emergency that requires medical attention, individuals should go to the nearest hospital.

VIII. ENFORCEMENT AND TRAINING

The Title IX Coordinator is responsible for ensuring the enforcement of this policy, and for ensuring training regarding this policy, with the ultimate goal of raising awareness and preventing Sexual Harassment, Relationship Violence, and Stalking within the College

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

April 7, 2021

August 25, 2021

March 23, 2022

****Review Deadline: August 25, 2026***

****Review Deadline March 23, 2027***

Resolution to Adopt Board Policy V.B.1: Payment and Refund of Tuition and Fees

Information

This proposal aims to adjust the refund period for students to receive a 100% refund from the day prior to the start of each session to a predetermined date within the first week of each term. This change allows for both a student benefit and an institutional benefit; whereas the current policy has been identified as a barrier for students to adjust their individual schedule and an inefficient process for the institution to determine the method of tuition payment.

The objective is to allow the student the opportunity to adjust their individual class schedule without any financial implications; prepare the College to be in a position for smooth transition when participating in the Title IV distribution process; and improve the current process for determining how Erie County resident tuition is paid when a student adjusts their schedule.

The opportunity is to provide student flexibility in selecting the right class(es) after the semester begins; provide late enrollees the opportunity to receive 100% refund if the selected class is not appropriate; and help Student Finances be more efficient in the funding source for Erie County residents with tuition balances due to class withdrawals.

It is recommended that adjustments are made to the last date to receive a 100% refund to the day prior to the start of the 2nd week of the full 16-week classes (Start date + 6) and to the last date to receive a 100% refund to the third day of all short-session classes (Start date + 2).

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 approves the changes as presented above to Policy V.B.1: Payment and Refund of Tuition and Fees.

Policy V.B.1: Payment and Refunds of Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition may vary based on residency.

To fund the cost of student publications, student clubs and organizations, and other special services and activities for students, there shall be a general College fee for credit courses. Some credit courses offered by the College are subject to additional course fees. These may include courses with laboratories, clinical instruction or additional instructional hours. Other fees may be assessed to include but are not limited to fees for late registration, credit by examination, prior learning assessment, student identification cards, technology use, transcript processing and on-line learning.

Payment of Fees

A schedule of due dates and methods of payment for tuition and fees shall be published annually.

Refunds

It is the student's responsibility to submit an official drop form or drop classes via the web, even in cases of non-attendance. ~~Students who drop credit courses prior to the start of the term will not incur any charges other than fees that are considered non-refundable.~~ Students who drop credit courses prior to the start of the second week of classes for 16-week classes or within the first three (3) calendar days of a shortened session will not incur any charges other than fees that are considered non-refundable. The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees and will be financially responsible for the charges incurred.

A schedule for refunds for non-credit courses will be established as appropriate.

Students who receive aid are subject to federal refund policies and/or regulations of such aid.

A full refund of tuition and fees shall be made if the College cancels a class.

Students may request an exception to the above refund policies in the case of extenuating circumstances.

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

March 10, 2021

March 23, 2022

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

*Review Deadline: **March 23 2027**

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 52, as of 3/15/22

Terminations, Resignations, or Promotions

- There were no terminations, resignations, or promotions in February 2022, or thus far this month (March).

New Hires (through March 15, 2022)

- New Hires:

Position	Status	Name	Start Date
Adjunct Faculty, CIS	Part-time	Christopher Stevens	Mar. 1, 2022
Adjunct Faculty, CIS	Part-time	Mike Tetreault	Mar. 1, 2022

Open Positions

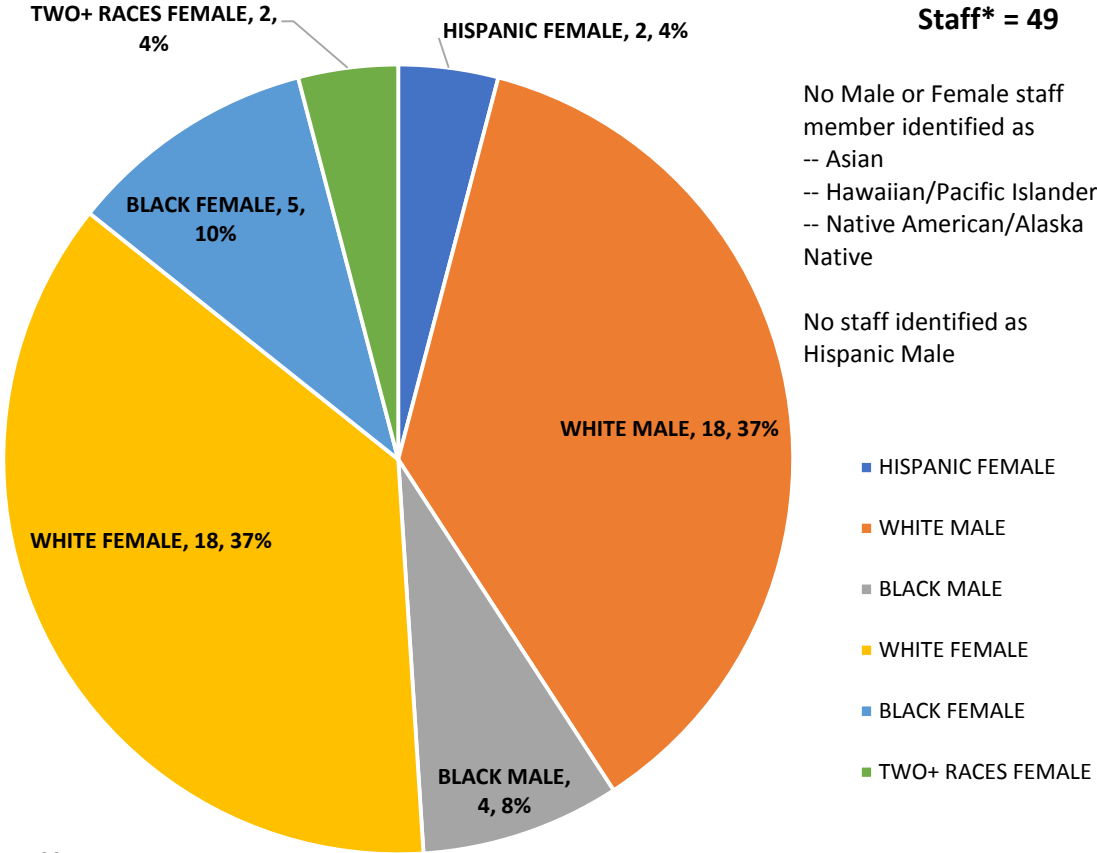
- Dean of Academics
- Welding Instructor, Full-Time

Staff Demographics (through March 15, 2022) *See following page*

- All EC3 Staff: Gender & Race/Ethnicity
- Non-Faculty Staff: Gender & Race/Ethnicity
- All Faculty: Gender & Race/Ethnicity

EC3 STAFF DEMOGRAPHICS: GENDER & RACE/ETHNICITY

Staff* = 49

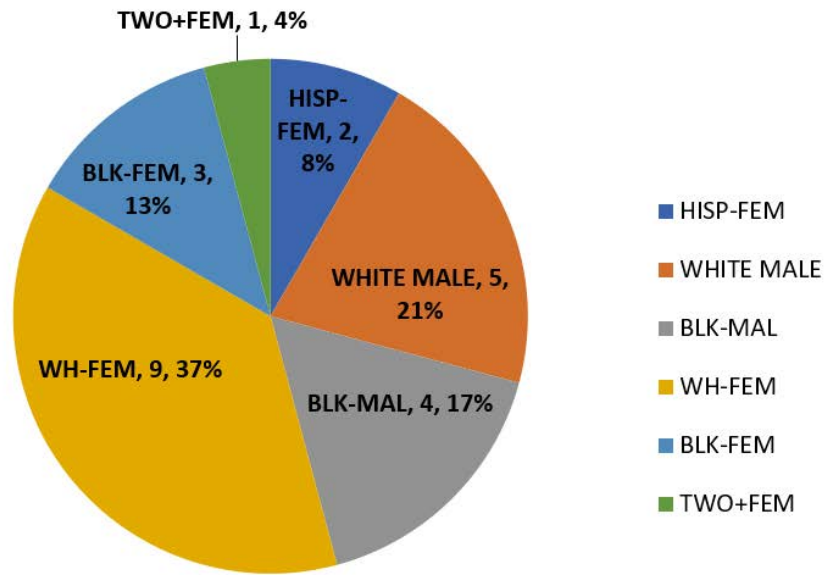


*As of 3.15.22

As of 3.15.2022

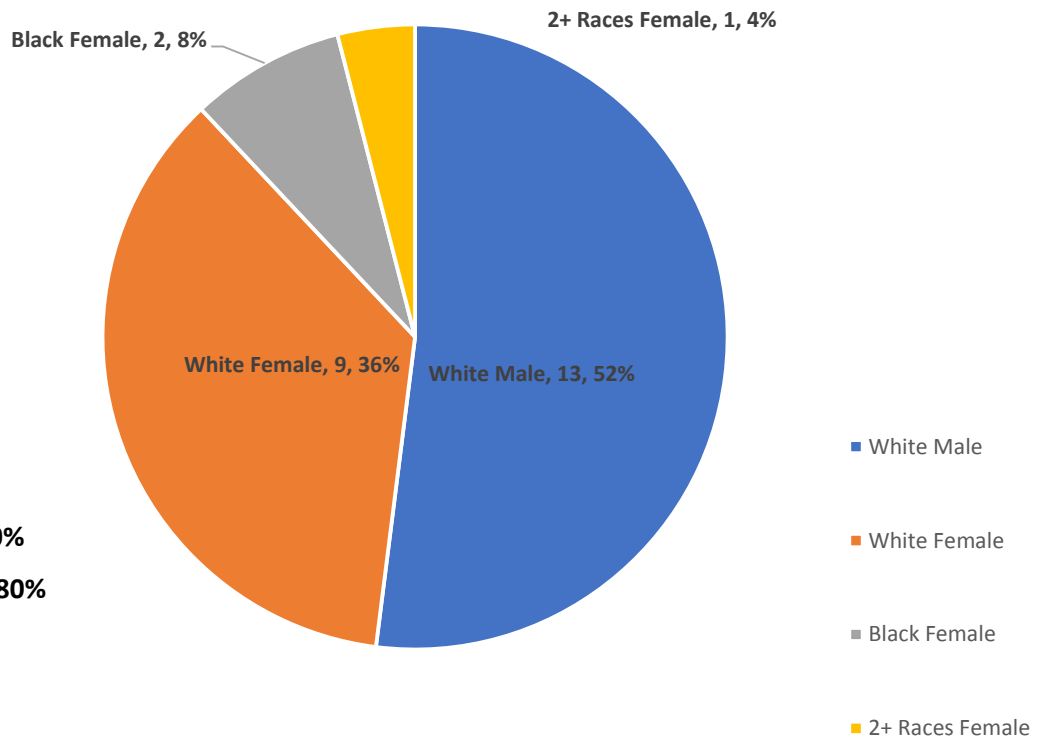
EC3PA NON-FACULTY STAFF DEMOGRAPHICS

Non-Faculty Staff: 24
 Females: 15, 62.5%
 Males: 9, 37.5%



EC3 Faculty Demographics

As of 3.15.2022



Full-Time: 5, 20%
Part-Time: 20, 80%

Information Report: Workforce Development

Information

Workforce Coordinator Doug Massey and Dean Rebecca Walker have been active in compiling a comprehensive list of businesses from various industries throughout the Erie County region that are partners with an interest in collaborating with EC3PA. The companies listed in this report are new businesses or additional meetings have taken place since the last Board meeting February 23, 2022.

Manufacturing

Machining Concepts
William T Spaeder Company
Impact Corry/Corry Hi-Ed
US Navy PA Pipeline Development
PA Local 449

Machining/ Leadership
CAD/Drafting/Leadership
Fiber Optics Technician
Welding/Machining Leadership
Welding

Business

National Association of Insurance Professionals
A Plus Strategies
Youth Leadership Academy
Erie Career Link
Manufacturer's & Business Association

Insurance/Customer Service Management
School to Work Skills
Soft Skills/Job Ready Skills
Basic skills training and programs
Leadership Skills

Transportation

Team Hardanger Transportation

Truck Driver/Broker

Healthcare

CVS Health

Pharm Tech, Manager/Customer service

Hospitality/Tourism

VisitErie

Management/Leadership

Education

ECAT
Corry Higher Ed Council/Impact Corry

CNC/Welding/Carpentry
Fiber Optics Program