

REGULAR MEETING

ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, October 27th, 2021 at 5:00 p.m.

900 State St. Suite #308, Erie, PA 16501

Join Zoom Meeting

<https://us02web.zoom.us/j/86006545761?pwd=b1lwYjNtNHBpT2xLbWJjSFNjekxRQT09>

Meeting ID: 860 0654 5761

Passcode: 720222

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Meeting Minutes
 - a. Regular Meeting, September 22nd, 2021 *See attached Meeting Minutes (pg. 3-7)
5. Public Participation
6. Communication
 - a. County Council Liaison: Carl Anderson
 - b. President: Dr. Gray
 - c. Academic Committee: Vice Chairperson Cheryl Rush Dix
 - d. Finance Committee: Treasurer Justin M Gallagher (pg. 8)
 - e. Chairperson of the Board: Ronald A. DiNicola, Esquire
 - f. Other
7. Presentation by Dean Keri Bowman, Student Success Initiatives

8. New Business
 - a. Approval of Emergency/Mass Notification Platform *Board Report #21-17 (pg. 9)*
9. Future Agenda Items/Summary Comments by Board Members
10. For Information
 - a. Check Register *Board Report #21-18 (pg. 10-16)*
 - b. Human Resource Report *Board Report #21-19 (pg. 17-18)*
 - c. July-September 2021 (Q1) Marketing Report *Board Report #21-20 (pg. 19)*
 - d. Facilities Report *Board Report #21-21 (pg. 20)*
11. Executive Session (if needed)
12. Action After Executive Session (if needed)
13. Motion to Adjourn

Next Regular Meeting November 17th, 2021 at 5:00pm

DRAFT REGULAR & ANNUAL MEETING MINUTES

ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, September 22, 2021 at 5:00 p.m.

1128th State Street, Suite 300

Join Zoom Meeting

<https://us02web.zoom.us/j/86006545761?pwd=b1lwYjNtNHBpT2xLbWJjSFNjekxRQT09>

Meeting ID: 860 0654 5761

TRUSTEES PRESENT

Tom Benson
Treasurer Justin Gallagher-arrived 5:04
Mayor David Mitchell
Reverend Charles Mock
Vice Chairperson, Cheryl Rush Dix
Secretary, Kathryn Sintal (via Zoom)
Christina Vogel
Dr. Annette Wagner (via Zoom)
Chairperson, Ronald DiNicola

ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President
Carl Anderson, County Liaison
Rebecca Walker, Dean of Applied Programs and Student Success
Keri Bowman, Dean of Student Support and Student Success
Heidi Sheehan, Controller
Blane Dessy, Acting Director of Operations
Tim Wachter, Solicitor
Guy White, Director of IT

CALL TO ORDER

Presiding officer, Chairperson Ronald DiNicola, called the meeting to order on Wednesday, September 22nd, 2021, at 5:00 p.m.

ROLL CALL

At roll call, six (8) Trustees were present. Trustee Justin Gallagher, entered the room at 5:04 p.m. after roll call.

ACCEPTANCE OF THE AGENDA

Per solicitor, Tim Wachter, this can be removed from the agenda due to the College meeting the requirements of the The Pennsylvania Sunshine Act, 65 Pa.C.S. §§ 701-716,

APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Mayor Dave Mitchell and seconded by Trustee Justin Gallagher to approve the Meeting Minutes for the Regular Meeting of August 25th, 2021. The minutes were unanimously approved.

PUBLIC PARTICIPATION

The Chairperson called for comments from the public. No comments were provided.

COMMUNICATION

- a. **President:** Dr. Gray highlighted social media analytics showing the investment paid off in enrollment. Discussion ensued on future marketing campaigns and staff coming on to produce in house messaging. Additional 8 & 12 Week Course Offerings are available September 29th & October 21st. A goal to create a College Dash Board by the end of the term to inform the public of our enrollment statistics. Dr. Gray pointed to his Blog posts on the EC3PA website as talking points for all Board of Trustees and Staff of the College. Discussion on enrollment projections and Trustee Rush Dix stated importance of dual enrollment programs.
- b. **Academic Committee:** Vice Chairperson Cheryl Rush Dix reported that the committee did not meet formally, but had been doing the background work. She was excited for the College to be identified as a potential NWSA TEAM (Tri-State Energy and Advanced Manufacturing) Consortium partner. Stakeholders that contributed to bringing the College to Erie are invited to a virtual event September 30th, 2021, that will cover partnership activities for the next three years. The College wrote a letter of endorsement for this organization to obtain a grant.
- c. **Finance Committee:** Trustee Justin Gallagher presented a YTD budget report for fiscal year 21-22 and a report on Funding Sources & Application of Funds for the fiscal year 21-22. College President, Dr. Gray, thanked the Finance Committee for all their work and transparency. He said to expect a full Board Report on the Check Registry in future meetings.
 - a. Treasurer, Heidi Sheehan, explained the College is 2 months into the fiscal year and is at 17% of budget. She met with PA Department of Education (PDE) to submit reimbursement for start up costs.
 - b. Discussion between Trustee Mock, Gallagher, and Treasurer Sheehan as to whether the budget is meeting expectations. Treasurer Sheehan indicated that there are contingencies built into the budget since the College has no reserve. But that the budget is driven by enrollment and that the College is already at 49% with one offering that doesn't include the newly developed 8 week & 12 week offerings. The projections for hiring are also under budget.
 - c. The committee approved an audit firm as noted in *Board Report #21-11*. It was confirmed that a 3 year audit was in best practice because of it cost saving due

to field work invested by auditor for a new entity. Treasurer Sheehan noted the first year's cost was truncated.

- d. **Ad Hoc Site Committee:** Meeting September 9th with the President who has a solid vision for the College. The location needs to be flexible based on short and long term needs. The need is for 40,000 sq ft site. The President is committed to an inner city presence. Currently an RFP out for a Commercial General Contractor vs an architect who can predict costs to renovate any space that may be in consideration.
- e. **County Representative:** Carl Anderson thanked the Board of Trustees, President, and Staff of the College for their efforts. He mentioned the previous night's event to honor Empower Erie for their work in bringing the College to fruition, as their work now ends. Mr. Anderson anticipates the County Council's budget to continue the tuition waiver from last year, but the measure has not been formally voted upon. The consensus is that County Council is strongly behind the College's efforts and sees positive signs of goals being achieved. Negotiations do not include additional funding for reduction in barriers. The County Council's preliminary budget is due October 1st and it must pass no later than December 1st. The College will be invited to come before the council to present our budget for the year and defend the request for the state gaming revenue. Both the Board of Trustees & the President expressed immense gratitude County Council for their continued efforts to support the College.
- f. **Chairperson of the Board:** Chairperson DiNicola pointed to the Board Development Plan and Timeline within their packets. Chairperson noted to direct questions to Dr. Polonio before their first meeting which is via Zoom with future meeting locations TBA.

APPROVAL OF CONSENT AGENDA

Motion was made by Trustee Mitchell and seconded by Trustee Benson to approve the consent agenda as presented. The Consent Agenda was unanimously approved.

For Approval

- a. Adoption of Policy V.B.3: Waiver of Tuition and Mandatory Fees for Students Who Have Been in Foster Care *Board Report #21-10*
- b. Policy II.B.2: Right to Know Policy *Board Report #21-16*

ACTION ON ITEMS REMOVED FROM CONSENT AGENDA

There were no action items removed from the consent agenda.

NEW BUSINESS

- a. Approval of Auditor *Board Report #21-11*

Motion was presented by Trustee Gallagher, seconded by Vice Chairperson Cheryl Rush Dix and approved unanimously by the Board of Trustees.

- c. Approval of EC3PA Administrative Office Space *Lease Board Report #21-12*

Motion was presented by Trustee Mock, seconded by Trustee Benson and approved unanimously by the Board of Trustees.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

- Trustee Rush Dix would like a report on the Board Development Training
- Trustee Mock would like a report next meeting concerning DEI. Lamont Higgenbottom, Special Assistant to the President, Diversity & Inclusion will be starting next week and could prepare report.
- Trustee Mock wanted to know if there was a way for Trustees to recommend candidates for employment positions. Dr. Gray stipulated that any and all candidates should apply through our website to any and all positions listed.

FOR INFORMATION

Chairperson Ron DiNicola referred to informational reports as presented to the Board in the name of transparency and communication.

- a. Personnel Report *Board Report #21-13*
- b. Marketing Report *Board Report #21-14*
- c. IT Report *Board Report #21-1*

EXECUTIVE SESSION

There was no Executive Session

ELECTION OF OFFICERS

- a. Election of Pro Tem
 - i. Motion was presented by Trustee Sintal to nominate Trustee Benson. Trustee Benson denied position.
 - ii. Motion was presented by Trustee Benson to nominate Trustee Mitchell. Trustee Gallagher seconded the motion.
 - iii. Trustee Gallagher motioned to close the nominations, seconded by Vice Chairperson Cheryl Rush Dix. Motion to close the nominations was approved unanimously by the Board of Trustees.
 - iv. Motion for Trustee Mitchell to serve as Pro Tem was approved unanimously by the Board of Trustees.
- b. Board Chairperson
 - i. Motion was presented by Trustee Benson to nominate Chairperson DiNicola. Trustee Mock seconded the motion.
 - ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Wagner. Motion to close the nominations was approved unanimously by the Board of Trustees.
 - iii. Motion for Chairperson DiNicola to serve as Chairperson for another term was approved unanimously by the Board of Trustees.

c. Board Vice Chairperson

- i. Motion was presented by Chairperson DiNicola to nominate Vice Chairperson Rush Dix. Trustee Wagner seconded the motion.
- ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Benson. Motion to close the nominations was approved unanimously by the Board of Trustees.
- iii. Motion for Vice Chairperson Rush Dix to serve as Vice Chairperson for another term was approved unanimously by the Board of Trustees.

d. Board Secretary

- i. Motion was presented by Chairperson DiNicola to nominate Trustee Vogel. Vice Chairperson Rush Dix seconded the motion.
- ii. Trustee Gallagher motioned to close the nominations, seconded by Trustee Benson. Motion to close the nominations was approved unanimously by the Board of Trustees.
- iii. Motion for Trustee Vogel to serve as Board Secretary was approved by (8) Board members while Trustee Sintal abstained from the vote.

APPOINTMENT OF TREASURER

The College's bylaws state, "The President and Treasurer, who shall not be Trustees, shall serve as officers of the College concurrently with their employment by the College in those positions." The Treasurer is a member of the Executive Committee.

Motion was presented by Trustee Mitchell to appoint Controller Heidi Sheehan as Treasurer. The motion was seconded by Vice Chairperson Rush Dix and approved unanimously by the Board of Trustees.

AFFIRMATION/REAPPOINTMENT OF COMMITTEE STRUCTURE

Chairperson DiNicola noted that all the officers of the current committees which per the College's Bylaws include Executive, Academic, Finance, Personnel as well as the Ad Hoc committees will continue with the same Chairs.

MOTION TO ADJOURN

Motion to adjourn was made by Trustee Gallagher and seconded by Trustee Mitchell at 6:28pm and was unanimously approved.

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022
YTD - 9/30/2021**

FUNDING SOURCES	Operating Budget	YTD 9/30/21	% of Budget	Capital Budget	YTD 9/30/21	% of Budget	Combined Budget	YTD 9/30/21	% of Budget
Student Tuition - Credit Programs	\$ 528,960	\$ 220,960	42%	\$ -	\$ -		\$ 528,960	\$ 220,960	42%
Student Technology Fee	\$ 33,060	\$ 13,960	42%	\$ -	\$ -		\$ 33,060	\$ 13,960	42%
Student General Fee	\$ 49,590	\$ 20,940	42%	\$ -	\$ -		\$ 49,590	\$ 20,940	42%
Other Student Fees	\$ 14,250	\$ 3,190	22%	\$ -	\$ -		\$ 14,250	\$ 3,190	22%
Net Tuition from Noncredit Programs (net of expenses)	\$ 50,000	\$ -	0%	\$ -	\$ -		\$ 50,000	\$ -	0%
County of Erie (1/1-12/31/21)	\$ 1,350,000	\$ 812,681	60%	\$ 381,750	\$ -	0%	\$ 1,731,750	\$ 812,681	47%
County of Erie (1/1-12/31/22)	\$ 550,000	\$ -		\$ 868,250	\$ -		\$ 1,418,250	\$ -	0%
Commonwealth of Pennsylvania	\$ 1,384,320	\$ 346,250	25%	\$ 1,250,000	\$ -	0%	\$ 2,634,320	\$ 346,250	13%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -		\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ -	0%	\$ -	\$ -		\$ 541,800	\$ -	0%
Miscellaneous Income	\$ 10,000	\$ 9,005	90%	\$ -	\$ -		\$ 10,000	\$ 9,005	90%
Totals	\$ 4,643,930	\$ 1,426,986	31%	\$ 2,500,000	\$ -	0%	\$ 7,143,930	\$ 1,426,986	20%
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	\$ 6,018,536	\$ 2,801,592	47%	\$ 2,500,000	\$ -	0%	\$ 8,518,536	\$ 2,801,592	33%
APPLICATION OF FUNDS									
Salaries and Wages	\$ 1,939,081	\$ 209,378	11%	\$ -	\$ -		\$ 1,939,081	\$ 209,378	11%
Staff Benefits	\$ 616,667	\$ 29,110	5%	\$ -	\$ -		\$ 616,667	\$ 29,110	5%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 61,204	13%	\$ -	\$ -		\$ 460,000	\$ 61,204	13%
-IT Services	\$ 351,484	\$ 162,463	46%	\$ -	\$ -		\$ 351,484	\$ 162,463	46%
-Software Leases & Subscriptions	\$ 737,677	\$ 188,423	26%	\$ -	\$ -		\$ 737,677	\$ 188,423	26%
-Marketing	\$ 526,750	\$ 93,981	18%	\$ -	\$ -		\$ 526,750	\$ 93,981	18%
-Facility Leases & Expenses	\$ 373,980	\$ 73,796	20%	\$ -	\$ -		\$ 373,980	\$ 73,796	20%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -		\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 52,065	12%	\$ -	\$ -		\$ 451,300	\$ 52,065	12%
Capital Purchases:									
-Leasehold Improvements	\$ -	\$ -		\$ -	\$ 31,836		\$ -	\$ 31,836	#DIV/0!
-Furniture and Fixtures	\$ -	\$ -		\$ 100,000	\$ 65,666		\$ 100,000	\$ 65,666	66%
-IT Equipment	\$ -	\$ -		\$ 250,000	\$ 743,497		\$ 250,000	\$ 743,497	297%
-Software	\$ -	\$ -		\$ 2,150,000	\$ 485,511	23%	\$ 2,150,000	\$ 485,511	23%
TOTAL APPLICATION OF FUNDS	\$ 5,851,939	\$ 870,419	15%	\$ 2,500,000	\$ 1,326,510		\$ 8,351,939	\$ 2,196,929	26%
Excess of Revenue over Expenditures	\$ 166,597	\$ 1,931,173	1159%	\$ -	\$ (1,326,510)		\$ 166,597	\$ 604,662	363%

Approval of Emergency/Mass Notification Platform

Information

After reviewing several providers including Alert Media, Rave, Desk Alerts and Regroup, EC3PA will be moving forward with Regroup as our emergency/mass notification platform. It will provide us with the ability to call, email and text out en-masse.

Regroup was chosen because it had one of the cleanest and easiest to use interfaces. They also offered to give us the rest of this year free of charge. Moving forward it will be an annual cost of \$5,000. All the other services we reviewed were comparable in price.

Guy White, IT Director, is in the process of working with them to implement the system.

Vendor	Pros	Cons	Pricing
Alert Media	Clean interface, easy to navigate.	No native connection to WorkDay. Would need to create an export.	\$5000 Annual
Rave	Good Interface, easy to use	No native connection to WorkDay Export would be needed.	\$5800 Annual
Desk Alerts	Basic Functionality	Interface not as clean. No native connection to WorkDay	\$5400 Annual
Regroup	Decent interface, Excellent Mobile App	No native connection to WorkDay an export will be needed.	\$5000 annual but is giving us the rest of 2021 for Free

Recommendation

It is the recommended for the Board of Trustees to approve the motion to select Regroup as our emergency/mass notification platform for free of charge through 2021 and a charge of \$5,000 annually for 2022.

3:37 PM
10/19/21

**Community College of Erie County
Check Detail
September 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	09/01/2021	UPMC		1020 · FNB Operati...		-8,408.88
					2700 · Other Liabilities	-8,408.88	8,408.88
TOTAL						-8,408.88	8,408.88
Check	ach	09/01/2021	Docusign		1020 · FNB Operati...		-1,526.40
					2700 · Other Liabilities	-1,526.40	1,526.40
TOTAL						-1,526.40	1,526.40
Check	ach	09/01/2021	USPS		1020 · FNB Operati...		-116.00
					2700 · Other Liabilities	-116.00	116.00
TOTAL						-116.00	116.00
Check	ach	09/01/2021	Amazon		1020 · FNB Operati...		-113.16
					2700 · Other Liabilities	-113.16	113.16
TOTAL						-113.16	113.16
Check	ach	09/01/2021	Square		1020 · FNB Operati...		-51.94
					2700 · Other Liabilities	-51.94	51.94
TOTAL						-51.94	51.94
Check	ach	09/01/2021	Dollar General		1020 · FNB Operati...		-19.00
					2700 · Other Liabilities	-19.00	19.00
TOTAL						-19.00	19.00
Check	ach	09/01/2021	Amazon		1020 · FNB Operati...		-16.99
					2700 · Other Liabilities	-16.99	16.99
TOTAL						-16.99	16.99
Check	ach	09/02/2021	Shoplet		1020 · FNB Operati...		-2,286.62

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10/19/21

Community College of Erie County
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2700 · Other Liabilities	-2,286.62	2,286.62
TOTAL						-2,286.62	2,286.62
Check	ach	09/02/2021	Amazon		1020 · FNB Operati...		-240.56
					2700 · Other Liabilities	-240.56	240.56
TOTAL						-240.56	240.56
Check	ach	09/02/2021	Staples		1020 · FNB Operati...		-28.08
					2700 · Other Liabilities	-28.08	28.08
TOTAL						-28.08	28.08
Check	ach	09/02/2021	Sam's Club		1020 · FNB Operati...		-209.51
					2700 · Other Liabilities	-209.51	209.51
TOTAL						-209.51	209.51
Check	ach	09/02/2021	Amazon		1020 · FNB Operati...		-98.52
					2700 · Other Liabilities	-98.52	98.52
TOTAL						-98.52	98.52
Check	ach	09/03/2021	MHR Presque Isle		1020 · FNB Operati...		-249.00
					2700 · Other Liabilities	-249.00	249.00
TOTAL						-249.00	249.00
Check	ach	09/03/2021	Amazon		1020 · FNB Operati...		-53.25
					2700 · Other Liabilities	-53.25	53.25
TOTAL						-53.25	53.25
Check	ach	09/03/2021	Amazon		1020 · FNB Operati...		-23.54

3:37 PM
10/19/21

**Community College of Erie County
Check Detail
September 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2700 · Other Liabilities	-23.54	23.54
TOTAL						-23.54	23.54
Check	ach	09/07/2021	Amazon		1020 · FNB Operati...		-8.44
					2700 · Other Liabilities	-8.44	8.44
TOTAL						-8.44	8.44
Check	ach	09/08/2021	At A Boy Moving L...		1020 · FNB Operati...		-1,060.00
					2700 · Other Liabilities	-1,060.00	1,060.00
TOTAL						-1,060.00	1,060.00
Check	ach	09/08/2021	Pro Waste		1020 · FNB Operati...		-475.00
					2700 · Other Liabilities	-475.00	475.00
TOTAL						-475.00	475.00
Check	ach	09/08/2021	Erie Reader		1020 · FNB Operati...		-3,900.00
					2700 · Other Liabilities	-3,900.00	3,900.00
TOTAL						-3,900.00	3,900.00
Check	ach	09/09/2021	Google Ads		1020 · FNB Operati...		-500.00
					2700 · Other Liabilities	-500.00	500.00
TOTAL						-500.00	500.00
Check	ach	09/09/2021	Pro Waste		1020 · FNB Operati...		-275.00
					2700 · Other Liabilities	-275.00	275.00
TOTAL						-275.00	275.00
Check	ach	09/09/2021	Fast Signs		1020 · FNB Operati...		-670.54
					2700 · Other Liabilities	-670.54	670.54

3:37 PM
10/19/21

Community College of Erie County
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-670.54	670.54
Check	ach	09/13/2021	Amazon		1020 · FNB Operati...		-30.20
					2700 · Other Liabilities	-30.20	30.20
TOTAL						-30.20	30.20
Check	ach	09/14/2021	Amazon		1020 · FNB Operati...		-23.80
					2700 · Other Liabilities	-23.80	23.80
TOTAL						-23.80	23.80
Check	ach	09/14/2021	Amazon		1020 · FNB Operati...		-9.28
					2700 · Other Liabilities	-9.28	9.28
TOTAL						-9.28	9.28
Check	ach	09/15/2021	At A Boy Moving L...		1020 · FNB Operati...		-4,375.00
					2700 · Other Liabilities	-4,375.00	4,375.00
TOTAL						-4,375.00	4,375.00
Check	ach	09/15/2021	TitanHQ		1020 · FNB Operati...		-3,180.00
					2700 · Other Liabilities	-3,180.00	3,180.00
TOTAL						-3,180.00	3,180.00
Check	ach	09/15/2021	Amazon		1020 · FNB Operati...		-649.00
					2700 · Other Liabilities	-649.00	649.00
TOTAL						-649.00	649.00
Check	ach	09/15/2021	Amazon		1020 · FNB Operati...		-193.08
					2700 · Other Liabilities	-193.08	193.08
TOTAL						-193.08	193.08

3:37 PM

10/19/21

**Community College of Erie County
Check Detail
September 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	09/15/2021	Amazon		1020 · FNB Operati...		-46.70
					2700 · Other Liabilities	-46.70	46.70
TOTAL						-46.70	46.70
Check	ach	09/16/2021	Dinner By Lisa		1020 · FNB Operati...		-173.83
					2700 · Other Liabilities	-173.83	173.83
TOTAL						-173.83	173.83
Check	ach	09/16/2021	Amazon		1020 · FNB Operati...		-110.05
					2700 · Other Liabilities	-110.05	110.05
TOTAL						-110.05	110.05
Check	ach	09/16/2021	Google Ads		1020 · FNB Operati...		-500.00
					2700 · Other Liabilities	-500.00	500.00
TOTAL						-500.00	500.00
Check	ach	09/22/2021	Staples		1020 · FNB Operati...		-53.52
					2700 · Other Liabilities	-53.52	53.52
TOTAL						-53.52	53.52
Check	ach	09/27/2021	Pro Waste		1020 · FNB Operati...		-50.00
					2700 · Other Liabilities	-50.00	50.00
TOTAL						-50.00	50.00
Check	ach	09/27/2021	Facebook Ads		1020 · FNB Operati...		-1,800.00
					2700 · Other Liabilities	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	ach	09/27/2021	Manufacturer & Bu...		1020 · FNB Operati...		-1,327.31

3:37 PM
10/19/21

Community College of Erie County
Check Detail
September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					2700 · Other Liabilities	-1,327.31	1,327.31
						-1,327.31	1,327.31
Check	ach	09/30/2021	Facebook Ads		1020 · FNB Operati...		-39.39
					2700 · Other Liabilities	-39.39	39.39
TOTAL						-39.39	39.39
Check	ACH	09/01/2021	UPMC		1020 · FNB Operati...		-8,408.88
					6020 · Employee Be...	-1,461.88	1,461.88
					6020 · Employee Be...	-1,684.31	1,684.31
					6020 · Employee Be...	-677.92	677.92
					6020 · Employee Be...	-1,779.63	1,779.63
					6020 · Employee Be...	-2,805.14	2,805.14
TOTAL						-8,408.88	8,408.88
Bill Pmt -Check	178	09/21/2021	Regional Science ...		1020 · FNB Operati...		-4,000.00
Bill	3155	09/21/2021			7004 · Admin Salary...	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Bill Pmt -Check	179	09/21/2021	Erie Regional Cha...		1020 · FNB Operati...		-4,500.00
Bill	Sept 2...	09/01/2021			6525 · Leasehold R...	-2,000.00	2,000.00
Bill	37907	09/16/2021			6050 · Dues and Su...	-2,500.00	2,500.00
TOTAL						-4,500.00	4,500.00
Bill Pmt -Check	180	09/23/2021	Benedictine Sister...		1020 · FNB Operati...		-14,408.33
Bill	Oct 20...	10/01/2021			6525 · Leasehold R...	-14,408.33	14,408.33
TOTAL						-14,408.33	14,408.33
Bill Pmt -Check	182	09/23/2021	Erie Technology In...		1020 · FNB Operati...		-3,807.00
Bill	Deposit	09/23/2021			1352 · Prepaid rent	-3,807.00	3,807.00

3:37 PM
 10/19/21

Community College of Erie County
Check Detail
 September 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-3,807.00	3,807.00
Bill Pmt -Check	1201	09/23/2021	Erie Technology In...		1010 - Marquette O...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	1202	09/23/2021	Benedictine Sister...		1010 - Marquette O...		0.00
TOTAL						0.00	0.00

Human Resource Report

Information

Staffing demographics as of Friday, October 22, 2021

Employees: **36 Total** Full-Time 22 Part-Time 14 (11 Adjunct Faculty)

FEMALE	MALE
21 (58.3%)	15 (41.7%)

All Employees (#36):

POSITION CATEGORY (EEO)	NUMBER OF STAFF
Executive President, Vice-Presidents	1
Mid-Level Manager Directors, Controller, Systems Administrator, Deans, Enrollment Director	7
Professional Faculty, School Staff, Diversity, Library Spec.	22
Administrative Administrative Assistants	6

Previous month's hires: Employees brought on-board September 2021 = 7

Position	Status	Name	Salary	Start Date
Tutor	Part-time	Tara Murphy	\$10.00/hr	Sept. 28, 2021
Coordinator of Student Success	Full-time	Clarissa Stewart-Baker	\$50,000/yr	Sept. 28, 2021
Director of Human Resources	Full-time	Luisa Heifner	\$79,000/yr	Sept. 27, 2021
Adjunct Faculty	Part-time	Sarah Speir	Per Schedule	Sept. 21, 2021
Spec. Ass't. to President for DEI	Full-time	Higginbottom, Lamont	\$61,000/yr	Sept. 28, 2021
Adjunct Faculty	Part-time	Justus Cotterill	Per Schedule	Sept. 21, 2021

Human Resource Report Continued

October new hires: As of October 21, 2021

These will be included as New Hires in October's Board Report & are included in demographics above.

Position	Status	Name	Salary	Start Date
Site Administrator, Vo Tech	Part-time	D. Kuhar	\$15.00/yr	
Coordinator of Student Success	Full-time	Clarissa Stewart-Baker	\$50,000/yr	Sept. 28, 2021

No promotions, resignations, position, or departmental transfers took place in September 2021.

Open positions:

- Marketing Coordinator
- Adjunct Faculty (various)

Recent HR-focused activities

- Creation and update of forms,
- Meetings with current vendors (i.e. Workday, Werkberry, and Epic Web Studios) regarding their HR-related services they currently (or will be) providing
- Phasing in a hiring process (working with the hiring managers)

Information Report: July-September 2021 (Q1) Marketing Report

Information

In the first quarter, our website tracked over 1,300 student applications and over 150 employment applications. Approximately 80% of web site users indicate either no college or some college experience. Management and Entrepreneurial Thinking has drawn the most interest. On average, users spend about 3.5 minutes on the website looking at about 3.5 pages. This is well above the national average in website use metrics.

Facebook is our most viewed social media platform. Our Facebook posts have generated over 750,000 impressions and 13,000 content clicks. We are now working to generate more video content for all of our social media platforms as these videos outperform still photography. We are particularly interested in creating short videos featuring students and faculty that can be used in our social media efforts. For example, our short videos have already reached over 20,000 Instagram users.

Information Report: Facilities Report

Information

In September, 2021, the EC3PA administrative staff moved from the Erie Regional Chamber & Growth Partnership Office to the Erie Technology Incubator (ETI) at 900 State Street, Suite 308. This move allowed all the current administrative staff to be in one location. This site was selected after reviewing other office options in the downtown area. Staff and guest parking is provided through an arrangement with The adjacent Avalon Hotel for underground garage parking. Additional office space will become available in December, 2021 at the ETI if the College determines it needs more space.

Classes are continuing at St. Benedict's Education Center, the Regional Science Consortium at the Tom Ridge Environmental Center, and the Corry Higher Education Council. On October 21, 2021, classes began at the Skills Center Building at the Erie County Technical School. These classes are part of the newly created eight-week session being offered.

The Board of Directors for the Erie County Technical School approved the lease between them and the Erie County Community College. Plans are now underway for classes to begin at the adjacent Skill Center facility in October.