

## REGULAR MEETING

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### ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, November 17th, 2021 at 5:00 p.m.

900 State St, Suite 300, Erie, PA 16501

Join Zoom Meeting

<https://us02web.zoom.us/j/86006545761?pwd=b1lwYjNtNHBPt2xLbWJjSFNjekxRQT09>

Meeting ID: 860 0654 5761

Passcode: 720222

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Meeting Minutes
  - a. Regular Meeting, October 27th, 2021 \*See attached Meeting Minutes (*page 3-6*)
5. Public Participation
6. Communication
  - a. County Council Liaison: Carl Anderson
  - b. President: Dr. Chris Gray
  - c. Academic Committee: Vice Chairperson Cheryl Rush Dix
  - d. Personnel Committee: Trustee Tom Benson
  - e. Finance Committee: Trustee Justin M Gallagher (*page 7-19*)
  - f. Ad Hoc
    - i. Site Committee: Trustee Rev Dr. Charles Mock
    - ii. Advisory Committee: Secretary Christina Vogel
  - g. Chairperson of the Board: Ronald A. DiNicola, Esquire
  - h. Other

7. New Business
  - a. Board Software *Board Report #21-22 (page 20-21)*
  - b. Extension of Consultant Contract: Polonio Extension *Board Report #21-23 (page 22)*
8. Future Agenda Items/Summary Comments by Board Members
9. For Information
  - a. Human Resources Report *Board Report #21-24 (page 23-25)*
  - b. Commercial GC For Use Feasibility Studies *Board Report #21-25 (page 26-27)*
10. Executive Session
11. Motion to Adjourn

**Next Regular Meeting December 15th, 2021 at 5:00pm**

## DRAFT REGULAR MEETING MINUTES

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### **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>

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#### TRUSTEES PRESENT

Tom Benson  
Trustee Justin Gallagher  
Mayor David Mitchell  
Reverend Dr. Charles (arrived at 5:05pm)  
Vice Chairperson, Cheryl Rush Dix (via Zoom/5:40pm entered the room in person)  
Secretary Christina Vogel  
Dr. Annette Wagner  
Chairperson, Ronald DiNicola

#### ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President  
Carl Anderson, County Liaison  
Rebecca Walker, Dean of Applied Programs and Student Success  
Dr. Keri Bowman, Dean of Student Support and Student Success  
Heidi Sheehan, Treasurer  
Tim Wachter, Solicitor  
Guy White, Director of IT  
Luisa Heifner, Director of HR

#### FACILITIES NOTE

The Board meeting was held in the same building as advertised, but in a different room due to technology issues. There were signs placed throughout the interior and exterior of the building directing meeting attendees to the room. Staff was placed at the public entrance to direct meeting attendees as well.

#### CALL TO ORDER

Presiding officer, Chairperson Ronald DiNicola, called the meeting to order on Wednesday, October 27th, 2021, at 5:00 p.m.

## ROLL CALL

At roll call, seven (7) Trustees were present. Trustee Dr. Mock entered the room at 5:05 p.m. after roll call.

## APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Gallagher and seconded by Trustee Dr. Wagner to approve the Meeting Minutes for the Regular Meeting of September 22nd, 2021. The minutes were unanimously approved.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

- a. **County Representative:** Carl Anderson thanked the President Gray and Treasurer Sheehan for attending the County Council's Budget meeting the previous night to discuss the College's 2022 plan for county allocated funds. Mr. Anderson thanked them for presenting the budget, the work they are doing, representing the College's mission, and for the providing stories about their interaction with the student body. Mr. Anderson said the meeting went well and that the College would know the results by the time the County passes the budget. Mr. Anderson said the County Council passed two initiatives, the Rail Commission and Impact Corry, that he thought would benefit the college moving forward in the area of workforce development. Trustee Benson voiced concern that members of the county council were going to the press with issues prior to addressing them with the Board of the College. Trustee Benson asked for professional courtesy in discussing College matters that concern county council internally prior to going to the media.
- b. **President:** Dr. Gray introduced Luisa Heifner, Director of Human Resources to the Board. Ms. Heifner covered the DEI demographics of the full and part time staff at the College and noted that the College is meeting or exceeding their diversity goals. The categories of employees were defined by EEO standards. Trustee Dr. Mock asked for the employee demographics to be broken down further among executive, mid-level, administrative staff, part and full time staff. The College's spring schedule of classes was provided. Dr. Gray also noted that the College is starting the accreditation process and that the College has received bids from two general contractors. Once selected and approved, site visits would take place with the Site Committee. Dr. Gray noted an invitation to the first of many informal Meet & Greets with himself under the College's DEI initiative slated for November 4<sup>th</sup>.
- c. **Academic Committee:** Vice Chairperson Rush Dix reported that the committee participated in the NWPA TEAM (Tri-State Energy and Advanced Manufacturing) Consortium and expects fruitful results. She also asked when a Board Portal may be available for Board use and gave examples of other organizations that use such software. Dr. Gray responded that the College has been researching Board Software and to expect a proposal on the agenda at the next Board meeting.

- d. **Finance Committee:** Trustee Gallagher highlighted the budget summary and the check register within the Board packet to increase transparency and visibility. There will be discussion during the next meeting to address Trustee Sintal's desire to have increased detail in the check register. Dr. Gray reminded the Trustees that they can call the office with any questions concerning our financials.
- e. **Ad Hoc Site Committee:** Chairperson DiNicola asked if any ad hoc committees had a report as it was left off the agenda. There were no reports presented.
- f. **Chairperson of the Board:** Chairperson DiNicola indicated that the new committee assignments have recalibrated the Board and initiated a new level of excitement and interest. He was also appreciative of the updated nature of the College's presentation of information to the Board. There was a question from Trustee Dr. Mock concerning how the Meeting Minutes were presented, what was public knowledge vs what is confidential. Trustee Mitchell noted that the Meeting Minutes should reflect the flavor of the debate, if any, in order to be transparent. Solicitor Wachter clarified that the meeting was public and does not afford any confidentiality unless the Board is in Executive Session. He continued to clarify what is required per the law and what is expected in "best practice". Solicitor Wachter said the Board needs to decide what they consider "best practice". Chairperson DiNicola said that the topic could be brought up and discussed in a future Board Development meeting.

#### PRESENTATION BY DEAN DR. KERI BOWMAN, STUDENT SUCCESS INITIATIVES

Dean Dr. Bowman presented the key premises of connection and early intervention as well as the initiatives "Cuppa", course embedded success coaches, and early alert. Chairperson DiNicola thanked Dean Walker for infusing her presentation with passion and building excitement for student success. Trustee Dr. Wagner asked if there is a different attrition rate for students in person vs. online. Dean Dr. Bowman responded that currently there is no difference and commented that the online classes are filling right away. Trustee Dr. Mock noted that every student should have an assessment to identify their potential needs other than academic and that the students should know what help is available to them. Dean Dr. Bowman replied that there was not an assessment at this time, but that the Coordinator of Student Success is working on those initiatives.

#### NO ITEMS WERE ON THE CONSENT AGENDA

#### NEW BUSINESS

- a. Approval of Emergency/Mass Notification Platform *Board Report #21-17*

Dr. Gray pointed out that this system has a sign up option and will be used to communicate delays, COVID-19 issues, campus safety, and any other important communication that needs to be relayed. The system has the ability to communicate via call, text, and/or network computer. Motion was presented by Trustee Gallagher, seconded by Trustee Benson, and approved unanimously by the Board of Trustees.

NO FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

FOR INFORMATION

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

- a. Check Register *Board Report #21-18*
- b. Human Resource Report *Board Report #21-19*
- c. July-September 2021 (Q1) Marketing Report *Board Report #21-20*
- d. Facilities Report *Board Report #21-21*

NO EXECUTIVE SESSION TOOK PLACE

MOTION TO ADJOURN

Motion to adjourn was made by Trustee Gallagher and seconded by Trustee Benson at 5:56pm and was unanimously approved.

DRAFT

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS**  
**FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**  
**YTD - 10/31/2021**

FUNDING SOURCES	Operating Budget			Capital Budget			Combined Budget		
	YTD 10/31/21	% of Budget	YTD 10/31/21	% of Budget	YTD 10/31/21	% of Budget	YTD 10/31/21	% of Budget	
Student Tuition - Credit Programs	\$ 528,960	38%	\$ -	#DIV/0!	\$ 528,960	38%	\$ 203,440	38%	
Student Technology Fee	\$ 33,060	42%	\$ -	#DIV/0!	\$ 33,060	42%	\$ 13,960	42%	
Student General Fee	\$ 49,590	43%	\$ -	#DIV/0!	\$ 49,590	43%	\$ 21,270	43%	
Other Student Fees	\$ 14,250	22%	\$ -	#DIV/0!	\$ 14,250	22%	\$ 3,190	22%	
Net Tuition from Noncredit Programs (net of expenses)	\$ 50,000	0%	\$ -	#DIV/0!	\$ 50,000	0%	\$ -	0%	
County of Erie (1/1-12/31/21)	\$ 1,350,000	60%	\$ 381,750	0%	\$ 1,731,750	47%	\$ 812,681	47%	
County of Erie (1/1-12/31/22)	\$ 550,000		\$ 868,250	0%	\$ 1,418,250	0%	\$ -	0%	
Commonwealth of Pennsylvania	\$ 1,384,320	25%	\$ 1,250,000	0%	\$ 2,634,320	13%	\$ 346,250	13%	
Commonwealth of Pennsylvania - Leases	\$ 131,950	0%	\$ -	#DIV/0!	\$ 131,950	0%	\$ -	0%	
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	53%	\$ -	#DIV/0!	\$ 541,800	53%	\$ 286,527	53%	
Miscellaneous Income	\$ 10,000	118%	\$ -	#DIV/0!	\$ 10,000	118%	\$ 11,755	118%	
<b>Totals</b>	\$ 4,643,930	37%	\$ 2,500,000	0%	\$ 7,143,930	24%	\$ 1,699,073	24%	
Transfer from Carry-Over Funds - FY20-21	\$ 1,374,606	100%	\$ -	#DIV/0!	\$ 1,374,606	100%	\$ 1,374,606	100%	
<b>TOTAL SOURCES OF FUNDS</b>	<u>\$ 6,018,536</u>	51%	<u>\$ 2,500,000</u>	0%	<u>\$ 8,518,536</u>	36%	<u>\$ 3,073,679</u>	36%	
<b>APPLICATION OF FUNDS</b>									
Salaries and Wages	\$ 1,939,081	20%	\$ -	#DIV/0!	\$ 1,939,081	20%	\$ 396,437	20%	
Staff Benefits	\$ 616,667	7%	\$ -	#DIV/0!	\$ 616,667	7%	\$ 40,207	7%	
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	16%	\$ -	#DIV/0!	\$ 460,000	16%	\$ 74,142	16%	
-IT Services	\$ 351,484	38%	\$ -	#DIV/0!	\$ 351,484	38%	\$ 133,180	38%	
-Software Leases & Subscriptions	\$ 737,677	35%	\$ -	#DIV/0!	\$ 737,677	35%	\$ 257,150	35%	
-Marketing	\$ 526,750	23%	\$ -	#DIV/0!	\$ 526,750	23%	\$ 122,654	23%	
-Facility Leases & Expenses	\$ 373,980	25%	\$ -	#DIV/0!	\$ 373,980	25%	\$ 94,153	25%	
-Contingency	\$ 395,000	0%	\$ -	#DIV/0!	\$ 395,000	0%	\$ -	0%	
-Other	\$ 451,300	16%	\$ -	#DIV/0!	\$ 451,300	16%	\$ 70,495	16%	
Capital Purchases:									
-Leasehold Improvements	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!	\$ 41,222	#DIV/0!	
-Furniture and Fixtures	\$ -		\$ 100,000	67%	\$ 100,000	67%	\$ 67,417	67%	
-IT Equipment	\$ -		\$ 250,000	300%	\$ 250,000	300%	\$ 750,892	300%	
-Software	\$ -		\$ 2,150,000	27%	\$ 2,150,000	27%	\$ 574,451	27%	
<b>TOTAL APPLICATION OF FUNDS</b>	<u>\$ 5,851,939</u>	20%	<u>\$ 2,500,000</u>	57%	<u>\$ 8,351,939</u>	31%	<u>\$ 2,622,401</u>	31%	
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<u>\$ 166,597</u>	1132%	<u>\$ -</u>	#DIV/0!	<u>\$ 166,597</u>	271%	<u>\$ 451,278</u>	271%	

(34% through the fiscal year)

5:27 PM  
11/04/21

## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		10/31/2021			1020 · FNB Operat...		-58.20
					6049 · Bank Fees	-58.20	58.20
TOTAL						-58.20	58.20
Check	ACH	10/01/2021	UPMC		1020 · FNB Operat...		-16,003.58
					6020 · Employee B...	-730.94	730.94
					6020 · Employee B...	-759.30	759.30
					6020 · Employee B...	-936.96	936.96
					6020 · Employee B...	-962.46	962.46
					6020 · Employee B...	-1,277.92	1,277.92
					6020 · Employee B...	-338.96	338.96
					6020 · Employee B...	-709.44	709.44
					6020 · Employee B...	-1,943.82	1,943.82
					6020 · Employee B...	-1,799.63	1,799.63
					6020 · Employee B...	-650.42	650.42
					6020 · Employee B...	-1,402.57	1,402.57
					6020 · Employee B...	-641.26	641.26
					6020 · Employee B...	-3,849.90	3,849.90
TOTAL						-16,003.58	16,003.58
Check	ACH	10/01/2021	At A Boy Moving L...		1020 · FNB Operat...		-1,155.00
					6505 · Contracted ...	-1,155.00	1,155.00
TOTAL						-1,155.00	1,155.00
Check	ACH	10/06/2021	Google Ads		1020 · FNB Operat...		-500.00
					6041 · Marketing & ...	-500.00	500.00
TOTAL						-500.00	500.00
Check	ACH	10/07/2021	USPS		1020 · FNB Operat...		-58.00
					6306 · Postage	-58.00	58.00
TOTAL						-58.00	58.00
Check	ACH	10/07/2021	Avalon		1020 · FNB Operat...		-750.00
					6505 · Contracted ...	-750.00	750.00
TOTAL						-750.00	750.00
Check	ACH	10/07/2021	Middle State		1020 · FNB Operat...		-650.00
					6311 · Staff Training	-325.00	325.00
					6311 · Staff Training	-325.00	325.00
TOTAL						-650.00	650.00
Check	ACH	10/08/2021	At A Boy Moving L...		1020 · FNB Operat...		-1,295.00
					6505 · Contracted ...	-1,295.00	1,295.00
TOTAL						-1,295.00	1,295.00
Check	ACH	10/12/2021	Amazon		1020 · FNB Operat...		-12.55



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11/04/21

## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					6303 · Administrati...	-12.55	12.55
TOTAL						-12.55	12.55
Check	ACH	10/18/2021	Facebook Ads		1020 · FNB Operat...		-1,800.00
					6041 · Marketing & ...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	ACH	10/18/2021	Amazon		1020 · FNB Operat...		-43.24
					6303 · Administrati...	-43.24	43.24
TOTAL						-43.24	43.24
Check	ACH	10/18/2021	AACRAO		1020 · FNB Operat...		-340.00
					6311 · Staff Training	-340.00	340.00
TOTAL						-340.00	340.00
Check	ACH	10/20/2021	Carolina Biologica...		1020 · FNB Operat...		-911.55
					7010 · Instructional ...	-911.55	911.55
TOTAL						-911.55	911.55
Check	ACH	10/20/2021	Amazon		1020 · FNB Operat...		-433.48
					7010 · Instructional ...	-433.48	433.48
TOTAL						-433.48	433.48
Check	ACH	10/20/2021	Carolina Biologica...		1020 · FNB Operat...		-159.06
					7010 · Instructional ...	-159.06	159.06
TOTAL						-159.06	159.06
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		-1,498.85
					7010 · Instructional ...	-1,498.85	1,498.85
TOTAL						-1,498.85	1,498.85
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		-577.90
					7010 · Instructional ...	-577.90	577.90
TOTAL						-577.90	577.90
Check	ACH	10/21/2021	Google Ads		1020 · FNB Operat...		-500.00
					6041 · Marketing & ...	-500.00	500.00
TOTAL						-500.00	500.00
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		-195.97

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11/04/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					7010 · Instructional ...	-195.97	195.97
TOTAL						-195.97	195.97
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-195.97</b>
					7010 · Instructional ...	-195.97	195.97
TOTAL						-195.97	195.97
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-179.97</b>
					7010 · Instructional ...	-179.97	179.97
TOTAL						-179.97	179.97
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-179.97</b>
					6303 · Administrati...	-179.97	179.97
TOTAL						-179.97	179.97
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-179.00</b>
					7010 · Instructional ...	-179.00	179.00
TOTAL						-179.00	179.00
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-145.98</b>
					7010 · Instructional ...	-145.98	145.98
TOTAL						-145.98	145.98
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-128.40</b>
					6303 · Administrati...	-128.40	128.40
TOTAL						-128.40	128.40
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-109.98</b>
					6303 · Administrati...	-109.98	109.98
TOTAL						-109.98	109.98
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-109.98</b>
					6303 · Administrati...	-109.98	109.98
TOTAL						-109.98	109.98
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-109.98</b>
					6303 · Administrati...	-109.98	109.98
TOTAL						-109.98	109.98
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		<b>-47.02</b>

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11/04/21

## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					7010 · Instructional ...	-47.02	47.02
TOTAL						-47.02	47.02
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		-14.08
					6303 · Administrati...	-14.08	14.08
TOTAL						-14.08	14.08
Check	ACH	10/21/2021	Amazon		1020 · FNB Operat...		-186.92
					6303 · Administrati...	-186.92	186.92
TOTAL						-186.92	186.92
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-439.92
					6303 · Administrati...	-94.99	94.99
					6303 · Administrati...	-94.99	94.99
					6303 · Administrati...	-94.99	94.99
					6303 · Administrati...	-154.95	154.95
TOTAL						-439.92	439.92
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-359.94
					6303 · Administrati...	-359.94	359.94
TOTAL						-359.94	359.94
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-234.78
					7010 · Instructional ...	-234.78	234.78
TOTAL						-234.78	234.78
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-196.99
					7010 · Instructional ...	-196.99	196.99
TOTAL						-196.99	196.99
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-132.87
					6303 · Administrati...	-132.87	132.87
TOTAL						-132.87	132.87
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-87.93
					6303 · Administrati...	-87.93	87.93
TOTAL						-87.93	87.93
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		-60.85
					6303 · Administrati...	-60.85	60.85
TOTAL						-60.85	60.85

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11/04/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-53.72</b>
					7010 · Instructional ...	-53.72	53.72
TOTAL						-53.72	53.72
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-24.71</b>
					6303 · Administrati...	-24.71	24.71
TOTAL						-24.71	24.71
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-23.29</b>
					6303 · Administrati...	-23.29	23.29
TOTAL						-23.29	23.29
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-14.08</b>
					6303 · Administrati...	-14.08	14.08
TOTAL						-14.08	14.08
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-647.01</b>
					7010 · Instructional ...	-647.01	647.01
TOTAL						-647.01	647.01
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-313.13</b>
					6303 · Administrati...	-313.13	313.13
TOTAL						-313.13	313.13
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-214.06</b>
					6303 · Administrati...	-214.06	214.06
TOTAL						-214.06	214.06
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-54.78</b>
					7010 · Instructional ...	-54.78	54.78
TOTAL						-54.78	54.78
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-24.99</b>
					7010 · Instructional ...	-24.99	24.99
TOTAL						-24.99	24.99
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-19.20</b>
					6303 · Administrati...	-19.20	19.20
TOTAL						-19.20	19.20
Check	ACH	10/22/2021	Amazon		1020 · FNB Operat...		<b>-16.88</b>

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11/04/21

## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6303 · Administrati...	-16.88	16.88
						-16.88	16.88
<b>Check</b>	<b>ACH</b>	<b>10/26/2021</b>	<b>At A Boy Moving L...</b>		<b>1020 · FNB Operat...</b>		<b>-280.00</b>
					6505 · Contracted ...	-280.00	280.00
TOTAL						-280.00	280.00
<b>Check</b>	<b>ACH</b>	<b>10/26/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-177.71</b>
					7010 · Instructional ...	-177.71	177.71
TOTAL						-177.71	177.71
<b>Check</b>	<b>ACH</b>	<b>10/26/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-62.73</b>
					6303 · Administrati...	-62.73	62.73
TOTAL						-62.73	62.73
<b>Check</b>	<b>ACH</b>	<b>10/26/2021</b>	<b>GoDaddy</b>		<b>1020 · FNB Operat...</b>		<b>-1,219.08</b>
					7043 · Software Ex...	-1,219.08	1,219.08
TOTAL						-1,219.08	1,219.08
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-324.54</b>
					7010 · Instructional ...	-324.54	324.54
TOTAL						-324.54	324.54
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-39.93</b>
					6303 · Administrati...	-39.93	39.93
TOTAL						-39.93	39.93
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Dollar General</b>		<b>1020 · FNB Operat...</b>		<b>-7.68</b>
					6303 · Administrati...	-7.68	7.68
TOTAL						-7.68	7.68
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-104.64</b>
					7010 · Instructional ...	-104.64	104.64
TOTAL						-104.64	104.64
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-90.28</b>
					6303 · Administrati...	-90.28	90.28
TOTAL						-90.28	90.28
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Manufacturer &amp; B...</b>		<b>1020 · FNB Operat...</b>		<b>-1,453.21</b>

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## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					6020 · Employee B...	-1,453.21	1,453.21
TOTAL						-1,453.21	1,453.21
<b>Check</b>	<b>ACH</b>	<b>10/28/2021</b>	<b>Facebook Ads</b>		<b>1020 · FNB Operat...</b>		<b>-1,406.88</b>
					6041 · Marketing & ...	-1,406.88	1,406.88
TOTAL						-1,406.88	1,406.88
<b>Bill Pmt -Check</b>	<b>184</b>	<b>10/05/2021</b>	<b>Baker &amp; Taylor</b>		<b>1020 · FNB Operat...</b>		<b>-131.20</b>
Bill	20362...	09/24/2021			7011 · Supplies - Li...	-131.20	131.20
TOTAL						-131.20	131.20
<b>Bill Pmt -Check</b>	<b>185</b>	<b>10/05/2021</b>	<b>Blackgate Securit...</b>		<b>1020 · FNB Operat...</b>		<b>-2,578.13</b>
Bill	2153	09/03/2021			6510 · Security Ser...	-470.25	470.25
Bill	2154	09/10/2021			6510 · Security Ser...	-556.88	556.88
Bill	2155	09/17/2021			6510 · Security Ser...	-767.25	767.25
Bill	2156	09/24/2021			6510 · Security Ser...	-783.75	783.75
TOTAL						-2,578.13	2,578.13
<b>Bill Pmt -Check</b>	<b>186</b>	<b>10/05/2021</b>	<b>Blane Dessy</b>		<b>1020 · FNB Operat...</b>		<b>-301.72</b>
Bill	92921	09/29/2021			6041 · Marketing & ...	-301.72	301.72
TOTAL						-301.72	301.72
<b>Bill Pmt -Check</b>	<b>187</b>	<b>10/05/2021</b>	<b>Connecto Electric ...</b>		<b>1020 · FNB Operat...</b>		<b>-150.00</b>
Bill	22444	09/16/2021			6520 · Build Maint ...	-150.00	150.00
TOTAL						-150.00	150.00
<b>Bill Pmt -Check</b>	<b>188</b>	<b>10/05/2021</b>	<b>Creative Imprint S...</b>		<b>1020 · FNB Operat...</b>		<b>-2,980.03</b>
Bill	24193	09/20/2021			7010 · Instructional ...	-1,329.44	1,329.44
Bill	25304	09/24/2021			6041 · Marketing & ...	-1,527.59	1,527.59
Bill	25457	09/27/2021			6510 · Security Ser...	-123.00	123.00
TOTAL						-2,980.03	2,980.03
<b>Bill Pmt -Check</b>	<b>189</b>	<b>10/05/2021</b>	<b>Cynthia Wolf</b>		<b>1020 · FNB Operat...</b>		<b>-562.50</b>
Bill	1011	09/30/2021			6155 · Administrativ...	-562.50	562.50
TOTAL						-562.50	562.50
<b>Bill Pmt -Check</b>	<b>190</b>	<b>10/05/2021</b>	<b>Epic Web Studios</b>		<b>1020 · FNB Operat...</b>		<b>-6,450.00</b>
Bill	9291	10/04/2021			6041 · Marketing & ...	-6,450.00	6,450.00
TOTAL						-6,450.00	6,450.00
<b>Bill Pmt -Check</b>	<b>191</b>	<b>10/05/2021</b>	<b>Erie Times News</b>		<b>1020 · FNB Operat...</b>		<b>-5,384.37</b>
Bill	00040...	08/31/2021			6041 · Marketing & ...	-5,384.37	5,384.37

**Community College of Erie County**  
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-5,384.37	5,384.37
<b>Bill Pmt -Check</b>	<b>192</b>	<b>10/05/2021</b>	<b>GovConnection Inc.</b>		<b>1020 · FNB Operat...</b>		<b>-412.00</b>
Bill	71856...	09/18/2021			7043 · Software Ex...	-412.00	412.00
TOTAL						-412.00	412.00
<b>Bill Pmt -Check</b>	<b>193</b>	<b>10/05/2021</b>	<b>Incline Alchemy, Inc</b>		<b>1020 · FNB Operat...</b>		<b>-33,737.89</b>
Bill	CI-00...	08/31/2021			1800 · Capital	-33,737.89	33,737.89
TOTAL						-33,737.89	33,737.89
<b>Bill Pmt -Check</b>	<b>194</b>	<b>10/05/2021</b>	<b>Insurance Manage...</b>		<b>1020 · FNB Operat...</b>		<b>-4,910.00</b>
Bill	199217	09/22/2021			6315 · Insurance	-169.00	169.00
Bill	199218	09/22/2021			6316 · General Liab...	-1,215.00	1,215.00
Bill	199216	09/22/2021			6318 · Educator Lia...	-3,526.00	3,526.00
TOTAL						-4,910.00	4,910.00
<b>Bill Pmt -Check</b>	<b>195</b>	<b>10/05/2021</b>	<b>JPS Consulting S...</b>		<b>1020 · FNB Operat...</b>		<b>-4,500.00</b>
Bill	93020...	09/30/2021			6046 · Professional...	-4,500.00	4,500.00
TOTAL						-4,500.00	4,500.00
<b>Bill Pmt -Check</b>	<b>196</b>	<b>10/05/2021</b>	<b>Logicalis</b>		<b>1020 · FNB Operat...</b>		<b>-12,919.16</b>
Bill	S122...	09/16/2021			7049 · Contract Ser...	-7,174.16	7,174.16
Bill	S122...	09/16/2021			7049 · Contract Ser...	-5,745.00	5,745.00
TOTAL						-12,919.16	12,919.16
<b>Bill Pmt -Check</b>	<b>197</b>	<b>10/05/2021</b>	<b>Maloney Reed Sca...</b>		<b>1020 · FNB Operat...</b>		<b>-2,612.23</b>
Bill	4810	08/31/2021			6046 · Professional...	-2,612.23	2,612.23
TOTAL						-2,612.23	2,612.23
<b>Bill Pmt -Check</b>	<b>198</b>	<b>10/05/2021</b>	<b>MBS Direct, LLC</b>		<b>1020 · FNB Operat...</b>		<b>-512.00</b>
Bill	346803	09/17/2021			7010 · Instructional ...	-105.84	105.84
Bill	346811	09/17/2021			7010 · Instructional ...	-105.84	105.84
Bill	346814	09/17/2021			7010 · Instructional ...	-97.24	97.24
Bill	34816	09/17/2021			7010 · Instructional ...	-203.08	203.08
TOTAL						-512.00	512.00
<b>Bill Pmt -Check</b>	<b>199</b>	<b>10/05/2021</b>	<b>MenajERIE Studios</b>		<b>1020 · FNB Operat...</b>		<b>-2,437.50</b>
Bill	783	10/01/2021			6041 · Marketing & ...	-2,437.50	2,437.50
TOTAL						-2,437.50	2,437.50
<b>Bill Pmt -Check</b>	<b>200</b>	<b>10/05/2021</b>	<b>R Brilliant Media</b>		<b>1020 · FNB Operat...</b>		<b>-2,275.00</b>
Bill	2595	09/22/2021			6041 · Marketing & ...	-2,275.00	2,275.00
TOTAL						-2,275.00	2,275.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>201</b>	<b>10/05/2021</b>	<b>ServiceMaster Re...</b>		<b>1020 · FNB Operat...</b>		<b>-272.32</b>
Bill	125640	10/01/2021			6505 · Contracted ...	-272.32	272.32
TOTAL						-272.32	272.32
<b>Bill Pmt -Check</b>	<b>202</b>	<b>10/05/2021</b>	<b>Springshare LLC</b>		<b>1020 · FNB Operat...</b>		<b>-1,125.00</b>
Bill	21-A2...	09/16/2021			7015 · Instructional ...	-1,125.00	1,125.00
TOTAL						-1,125.00	1,125.00
<b>Bill Pmt -Check</b>	<b>203</b>	<b>10/05/2021</b>	<b>Velocity Network, ...</b>		<b>1020 · FNB Operat...</b>		<b>-25.39</b>
Bill	62-00...	09/28/2021			6302 · Phones	-25.39	25.39
TOTAL						-25.39	25.39
<b>Bill Pmt -Check</b>	<b>204</b>	<b>10/05/2021</b>	<b>Verizon Wireless</b>		<b>1020 · FNB Operat...</b>		<b>-213.65</b>
Bill	98891...	09/24/2021			6302 · Phones	-213.65	213.65
TOTAL						-213.65	213.65
<b>Bill Pmt -Check</b>	<b>207</b>	<b>10/26/2021</b>	<b>Baker &amp; Taylor</b>		<b>1020 · FNB Operat...</b>		<b>-222.14</b>
Bill	20362...	08/31/2021			7011 · Supplies - Li...	-0.33	0.33
Bill	20362...	10/06/2021			7011 · Supplies - Li...	-221.81	221.81
TOTAL						-222.14	222.14
<b>Bill Pmt -Check</b>	<b>208</b>	<b>10/26/2021</b>	<b>Benedictine Sister...</b>		<b>1020 · FNB Operat...</b>		<b>-14,408.33</b>
Bill	Nov 2...	11/01/2021			6525 · Leasehold R...	-14,408.33	14,408.33
TOTAL						-14,408.33	14,408.33
<b>Bill Pmt -Check</b>	<b>209</b>	<b>10/26/2021</b>	<b>Blackgate Securit...</b>		<b>1020 · FNB Operat...</b>		<b>-1,534.50</b>
Bill	2157	10/01/2021			6510 · Security Ser...	-767.25	767.25
Bill	2161	10/11/2021			6510 · Security Ser...	-767.25	767.25
TOTAL						-1,534.50	1,534.50
<b>Bill Pmt -Check</b>	<b>210</b>	<b>10/26/2021</b>	<b>Blane Dessy</b>		<b>1020 · FNB Operat...</b>		<b>-751.85</b>
Bill	10292...	10/29/2021			6520 · Build Maint ...	-127.87	127.87
					6041 · Marketing & ...	-623.98	623.98
TOTAL						-751.85	751.85
<b>Bill Pmt -Check</b>	<b>211</b>	<b>10/26/2021</b>	<b>Chris Gray</b>		<b>1020 · FNB Operat...</b>		<b>-359.51</b>
Bill	10262...	10/26/2021			6303 · Administrati...	-250.00	250.00
					6801 · Lodging	-109.51	109.51
TOTAL						-359.51	359.51
<b>Bill Pmt -Check</b>	<b>212</b>	<b>10/26/2021</b>	<b>Creative Imprint S...</b>		<b>1020 · FNB Operat...</b>		<b>-72.00</b>
Bill	26150	10/13/2021			6041 · Marketing & ...	-63.00	63.00



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## Community College of Erie County Check Detail October 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	26517	10/15/2021			6041 · Marketing & ...	-9.00	9.00
TOTAL						-72.00	72.00
<b>Bill Pmt -Check</b>	<b>213</b>	<b>10/26/2021</b>	<b>Erie Technology I...</b>		<b>1020 · FNB Operat...</b>		<b>-3,807.00</b>
Bill	2862	11/01/2021			6525 · Leasehold R...	-3,807.00	3,807.00
TOTAL						-3,807.00	3,807.00
<b>Bill Pmt -Check</b>	<b>214</b>	<b>10/26/2021</b>	<b>Erie Times News</b>		<b>1020 · FNB Operat...</b>		<b>-2,163.90</b>
Bill	00040...	10/20/2021			6041 · Marketing & ...	-2,163.90	2,163.90
TOTAL						-2,163.90	2,163.90
<b>Bill Pmt -Check</b>	<b>215</b>	<b>10/26/2021</b>	<b>GovConnection Inc.</b>		<b>1020 · FNB Operat...</b>		<b>-9,374.00</b>
Bill	71898...	09/28/2021			1755 · IT Equipment	-2,315.46	2,315.46
Bill	71904...	09/29/2021			1755 · IT Equipment	-1,755.84	1,755.84
Bill	71910...	09/30/2021			6309 · IT Supplies	-496.70	496.70
Bill	71939...	10/07/2021			7048 · Computer E...	-1,320.00	1,320.00
Bill	71939...	10/07/2021			7048 · Computer E...	-162.00	162.00
Bill	71930...	10/07/2021			1755 · IT Equipment	-3,324.00	3,324.00
TOTAL						-9,374.00	9,374.00
<b>Bill Pmt -Check</b>	<b>216</b>	<b>10/26/2021</b>	<b>Incline Alchemy, Inc</b>		<b>1020 · FNB Operat...</b>		<b>-55,052.50</b>
Bill	CI-00...	09/16/2021			1800 · Capital	-17,810.40	17,810.40
Bill	CI-00...	09/30/2021			1800 · Capital	-33,168.01	33,168.01
Bill	CI-00...	09/30/2021			1800 · Capital	-42.75	42.75
Bill	CI-00...	09/30/2021			1800 · Capital	-4,031.34	4,031.34
TOTAL						-55,052.50	55,052.50
<b>Bill Pmt -Check</b>	<b>217</b>	<b>10/26/2021</b>	<b>Insurance Manage...</b>		<b>1020 · FNB Operat...</b>		<b>-9,824.00</b>
Bill	199582	10/06/2021			6317 · Property Ins...	-7,053.00	7,053.00
Bill	199583	10/06/2021			6319 · Auto Insuran...	-338.00	338.00
Bill	199584	10/06/2021			6316 · General Liab...	-2,433.00	2,433.00
TOTAL						-9,824.00	9,824.00
<b>Bill Pmt -Check</b>	<b>218</b>	<b>10/26/2021</b>	<b>Knox McLaughlin ...</b>		<b>1020 · FNB Operat...</b>		<b>-2,498.50</b>
Bill	22899...	10/08/2021			6047 · Legal fees	-2,498.50	2,498.50
TOTAL						-2,498.50	2,498.50
<b>Bill Pmt -Check</b>	<b>219</b>	<b>10/26/2021</b>	<b>MBS Direct, LLC</b>		<b>1020 · FNB Operat...</b>		<b>-516.86</b>
Bill	375579	10/01/2021			7010 · Instructional ...	-105.84	105.84
Bill	384391	10/06/2021			7010 · Instructional ...	-105.84	105.84
Bill	402657	10/15/2021			7010 · Instructional ...	-105.84	105.84
Bill	378880	10/15/2021			7010 · Instructional ...	-199.34	199.34
TOTAL						-516.86	516.86
<b>Bill Pmt -Check</b>	<b>220</b>	<b>10/26/2021</b>	<b>MenajERIE Studios</b>		<b>1020 · FNB Operat...</b>		<b>-2,437.50</b>
Bill	794	11/01/2021			6041 · Marketing & ...	-2,437.50	2,437.50

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-2,437.50	2,437.50
<b>Bill Pmt -Check</b>	<b>221</b>	<b>10/26/2021</b>	<b>Narcisa, Inc</b>		<b>1020 · FNB Operat...</b>		<b>-4,000.00</b>
Bill	109	10/25/2021			6046 · Professional...	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
<b>Bill Pmt -Check</b>	<b>222</b>	<b>10/26/2021</b>	<b>Neely Communica...</b>		<b>1020 · FNB Operat...</b>		<b>-5,579.00</b>
Bill	16811	10/06/2021			1700 · Leashold Im...	-5,579.00	5,579.00
TOTAL						-5,579.00	5,579.00
<b>Bill Pmt -Check</b>	<b>223</b>	<b>10/26/2021</b>	<b>R Brilliant Media</b>		<b>1020 · FNB Operat...</b>		<b>-15,083.90</b>
Bill	2606	10/12/2021			6041 · Marketing & ...	-13,994.45	13,994.45
Bill	2616	10/20/2021			6041 · Marketing & ...	-1,089.45	1,089.45
TOTAL						-15,083.90	15,083.90
<b>Bill Pmt -Check</b>	<b>224</b>	<b>10/26/2021</b>	<b>Renee Triana</b>		<b>1020 · FNB Operat...</b>		<b>-82.08</b>
Bill	10212...	10/25/2021			6303 · Administrati...	-25.93	25.93
Bill	10282...	10/28/2021			6303 · Administrati...	-56.15	56.15
TOTAL						-82.08	82.08
<b>Bill Pmt -Check</b>	<b>225</b>	<b>10/26/2021</b>	<b>Sample News Gro...</b>		<b>1020 · FNB Operat...</b>		<b>-3,900.00</b>
Bill	93020...	09/30/2021			6041 · Marketing & ...	-3,900.00	3,900.00
TOTAL						-3,900.00	3,900.00
<b>Bill Pmt -Check</b>	<b>226</b>	<b>10/26/2021</b>	<b>School Outfitters</b>		<b>1020 · FNB Operat...</b>		<b>-1,750.32</b>
Bill	INV13...	08/27/2021			1750 · Furniture & ...	-1,750.32	1,750.32
TOTAL						-1,750.32	1,750.32
<b>Bill Pmt -Check</b>	<b>227</b>	<b>10/26/2021</b>	<b>ServiceMaster Re...</b>		<b>1020 · FNB Operat...</b>		<b>-480.00</b>
Bill	125709	10/08/2021			6505 · Contracted ...	-480.00	480.00
TOTAL						-480.00	480.00
<b>Bill Pmt -Check</b>	<b>228</b>	<b>10/26/2021</b>	<b>Velocity Network, ...</b>		<b>1020 · FNB Operat...</b>		<b>-25.39</b>
Bill	63-00...	10/27/2021			6302 · Phones	-25.39	25.39
TOTAL						-25.39	25.39
<b>Bill Pmt -Check</b>	<b>229</b>	<b>10/26/2021</b>	<b>Werkberry LLC</b>		<b>1020 · FNB Operat...</b>		<b>-1,939.95</b>
Bill	101	10/15/2021			6153 · Recruitment ...	-1,939.95	1,939.95
TOTAL						-1,939.95	1,939.95
<b>Bill Pmt -Check</b>	<b>10282...</b>	<b>10/28/2021</b>	<b>AFLAC</b>		<b>1020 · FNB Operat...</b>		<b>-178.08</b>
Bill	598327	09/28/2021			6020 · Employee B...	-71.52	71.52

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**Community College of Erie County**  
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<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
					6020 · Employee B...	-75.84	75.84
					6020 · Employee B...	-30.72	30.72
TOTAL						-178.08	178.08

Approval of Board Software

Information

After reviewing several providers including Boardable, Board Effects, and Board Docs EC3PA will be moving forward with Board Effect as our Board Software platform. It will provide us with the ability to enhance accountability, efficiency, compliance, transparency, effectiveness, security, and timeliness with Board documents.

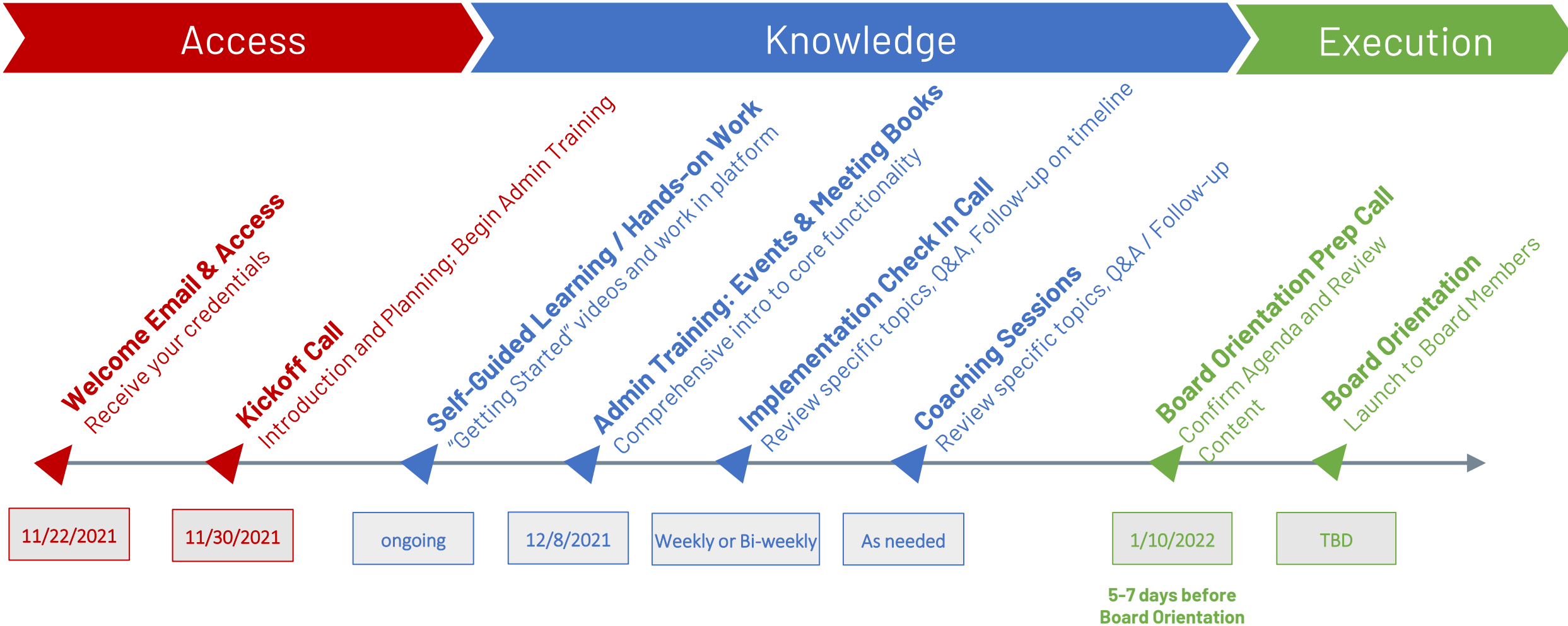
Board Effect was chosen because it is user-friendly, hands-on training, 24-hour support, and private facing only. They also offered to waive the \$1,000 implementation fee, offer a 15-month vs a 12-month term for this contract period, and net 60 day billing vs net 30 day billing. The other services we reviewed were either not as user friendly or tailored to our needs.

Recommendation

It is the recommended for the Board of Trustees to approve the motion to select Board Effect as our Board software platform for \$4,500 for the next 15 months (initial term 11/22/21-2/21/22).

<b>Vendor</b>	<b>Pros</b>	<b>Cons</b>	<b>Pricing</b>
<b>Boardable</b>	Cost	Not education specific, not as much hands-on training and support	\$3,013- 15 users
<b>Board Effect</b>	Hands on training, ease of use, large education client base, same parent company as Board Docs	No public facing site	\$4,500-20 users, unlimited workspaces
<b>Board Docs</b>	Same as above, plus a public facing site	Cost	\$10,000-based on student enrollment \$16,000-for Plus program that provides separate document managers & admin access for unlimited meeting groups.

# Implementation Project Timeline



\*This is a tentative timeline, subject to change

Extension of Consultant Contract: Polonio

Information

Dr. Narcisa Polonio, Consultant, is continuing to work with the Board of Trustees on developing the Board.

Recommendation

It is recommended that the Board of Trustees approves the motion to continue services with Dr. Narcisa Polonio as a consultant through February 28th, 2022 at a \$200 per hour, for a maximum of 20 hours per month. Additional hours must be pre-approved by the President.

Information Report: Human Resources

**Summary**

- Total full-time and part-time staff, 38.
  - 57.9% female, 42.1% male
  - Erie County’s estimated population in April 2020 (270,876), has 50.6% female and 49.4% male
- Position Category chosen per EEOC’s standard definitions:
  - Executive = President, VPs, CFO, CIO, COO
  - Mid-Level Manager = Directors, Controller, Deans
  - Professional Staff = Faculty, School Staff, Diversity, Librarian (these require learning/specialized skills)
  - Administrative = Administrative Assistants, Administrative workers, Clerical
- Breakdown of ethnicity, comparison between EC3 and County demographics. If a particular ethnicity/race is not noted, no one yet on staff in that category.
  - Black: **EC3 15.79%** County 7.8%
  - Hispanic/Latino: **EC3 5.26%** County 4.4%
  - White: **EC3 76.32%** County 84.0%
  - Two or more races: **EC3 2.63%** County 2.5%
- We’re meeting and exceeding our diversity goals to be a reflection of the community we are serving.
  - Work is needed on adding staff who identify as Asian and Native American, as well as Latinx males and males of 2+ Races.

**Staffing Demographics**

As of Friday, November 10, 2021

Employees: **38 Total** Full-Time 21 Part-Time 17 (12 Adjunct Faculty)

	Female	Male
EC3	57.9%	42.1%
Erie County*	50.6%	49.4%

\*Erie County, PA demographics – [www.census.gov](http://www.census.gov)  
Population (est. April 2020): 270,876

**All Employees (#38):**

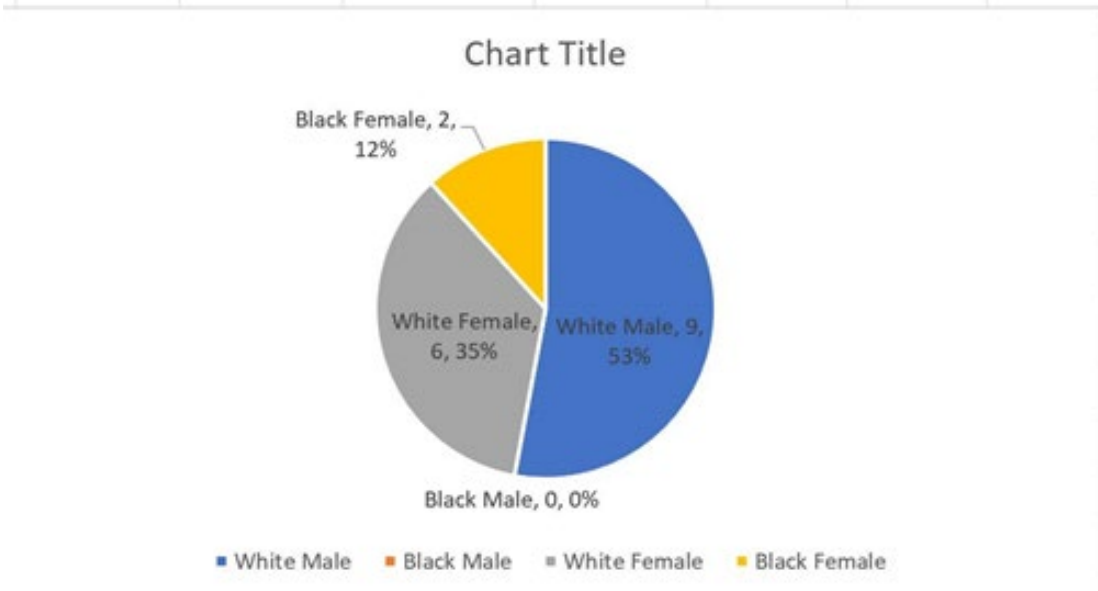
Position Category (EEO)	Number Of Staff
<b>Executive</b> (2.6%) President, Vice-Presidents	1
<b>Mid-Level Manager</b> (18.4%) Directors, Controller, Systems Administrator, Deans, Enrollment	7
<b>Professional</b> (60.5%) Faculty, School Staff, Diversity, Library Spec.	23
<b>Administrative</b> (18.4%) Administrative Assistants	7

Staff: Gender & Race/Ethnicity By Position Category								
	Hisp. Male	Hisp. Femal	White Male	Black Male	Two + Races	White Femal	Black Female	Two +
<b>Executive</b> (1)	---	---	<b>1</b> 2.6%	---	---	---	---	---
<b>Mid-Level Manager</b> (7)	---	<b>1</b> 2.6%	<b>2</b> 5.3%	---	---	<b>3</b> 7.9%	<b>1</b> 2.6%	---
<b>Professional</b> (23)	---	---	<b>11</b> 28.9%	<b>1</b> 2.6%	---	<b>8</b> 21.1%	<b>2</b> 5.3%	<b>1</b> 2.6%
<b>Administrative</b> (7)	---	---	<b>1</b> 2.6%	<b>1</b> 2.6%	---	<b>3</b> 7.9%	<b>2</b> 5.3%	---

Ec3 Vs. Erie County: Race/Ethnicity				
	Hispanic/Latino	White	Black	Two + Races
<b>EC3</b>	2.8%	77.8%	16.7%	2.8%
<b>Erie County</b>	4.4%	84%	7.8%	2.5%

\*Erie County, PA demographics – [www.census.gov](http://www.census.gov)  
Population (est. April 2020): 270,876

White Male	Black Male	White Female	Black Female	
9	0	6	2	<b>17</b>
FT: 5 (29%)		PT: 12 (71%)		





EC3 VS. ERIE COUNTY: RACE/ETHNICITY				
	Black	Hispanic/ Latinx	White	Two + Races
EC3	15.79%	5.26%	76.32%	2.63%
Erie County	7.8%	4.4%	84.0%	2.50%

Erie County, PA demographics – [www.census.gov](http://www.census.gov)  
Population (est. April 2020): 270,876

**PREVIOUS MONTH'S HIRES:** Employees brought on-board October 2021 = 5

**OCTOBER NEW HIRES:**

The 10/21/21 employees were included in last month's report.

Position	Status	Name	Salary	Start Date
Site Administrator, Vo Tech	Part-time	Diann Kuhar	\$15.00/hr	Oct. 21, 2021
Adjunct Faculty	Part-time	Robert Eggleston	Per Schedule	Oct. 21, 2021
Adjunct Faculty	Part-time	Jacob Jones	Per Schedule	Oct. 21, 2021
Adjunct Faculty	Part-time	Douglas Wingenbach	Per Schedule	Oct. 21, 2021
Receptionist/Data Entry	Part-time	Isabel Contreras	\$12.00/hr	Oct. 27, 2021

**PROMOTIONS:** No promotions took place in October 2021

**RESIGNATIONS:** No resignations for October 2021

**TRANSFERS:** No position or departmental transfers for October 2021

**OPEN POSITIONS:**

- Math Instructor, Full-Time - Math
- Adjunct Faculty (various). Currently: accounting, CIS, math, marketing, world music
- Administrative Assistant to Vice President
- Workforce Development Coordinator

Information Report: Commercial General Contractor For Use Feasibility Studies

**Overview**

The College is in need of expert consulting service to prepare “Use Feasibility Studies” for existing buildings in Erie County that may be used as permanent College facilities. As the College grows and requires additional and permanent space, Feasibility Studies will be needed to determine if buildings are suitable for use and renovation as College facilities. This contract has no dollar amount attached to it at this time; each Use Feasibility Study will be commissioned as needed and each Study will be considered a separate task.

The College published a solicitation for commercial general contractor services in the Erie Times-News on Oct. 12, 2021. Responses were due on October 19, 2021. Only one proposal was submitted by the original deadline. The deadline for this solicitation was then extended to November 3, 2021. As of November 3, 2021, three proposals had been submitted; all are local firms.

**The three bids have been examined.**

**Bidder #1:** Weber Murphy Fox is an architectural firm that has a relationship with two other firms Barber Hoffman for Structural issues and Karpinski Engineering for HVAC, Plumbing, and Electrical. They did not submit a bid bond as required by the Request for Proposal. This exclusion prohibits further consideration of the bid.

**Bidder #2:** Blue Rock Construction LLC is a construction firm that is minority owned. It met all requirements for bid consideration.

**Bidder #3:** Roth Marz Partnership PC in collaboration with other engineering and construction firms. This proposal met all requirements for bid construction.

	<b>Bidder #1</b>	<b>Bidder #2</b>	<b>Bidder #3</b>
Proj. Executive	\$170.00	\$132.00	\$150.00
Proj. Manager	\$130.00	\$75.00	\$125.00
Engineer	\$110.00	\$88.00	\$125.00
Estimator	\$130.00	\$122.00	\$125.00

\*The comparison above is not inclusive of all labor categories but does provide a representation of rates from the three bidders.

**Relevant EC3PA Purchasing Policies**

**Policy II.A.3: Inclusion of Diverse Suppliers and Erie County Based Businesses in College Purchasing Activities**

Support of diversity and use of Erie County based businesses is a business interest of the College in undertaking its procurement of goods and services. Supplier diversity fosters positive economic impacts and increases competition within the College’s pool of goods and service suppliers. The College is committed to including diverse suppliers in procurement procedures whenever possible.

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

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

**Summary**

Three proposals were received for this solicitation. Weber Murphy Fox is not eligible due to a lack of a bid bond. Of the two other finalists, Blue Rock Construction LLC meets all of the requirements, has lower costs, and is a minority owned business.

While this is a professional services procurement and no bidding is required, it is in the best interest of the College to solicit proposals to ensure that the vendor with the best value is selected while also diversifying vendors working with the College.

Therefore the College is engaging with Blue Rock Construction LLC to prepare “Use Feasibility Studies” for existing buildings in Erie County that may be used as permanent College facilities.