



# Erie County Community College of PA

## Board of Trustees Regular Meeting

December 15, 2021

5:00pm

900 State St, Suite 300

Erie, PA 16501

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

Meeting ID: 860 0654 5761    Passcode: 720222



## December 15, 2021 Board Meeting Packet

Call to Order

1. Roll Call

2. Approval of Meeting Minutes

November 2021 Board of Trustees Meeting Minutes DRAFT (pg 4-7)

3. Public Participation

4. Communication

A. County Council Liaison  
Carl Anderson

B. President's Report  
Dr. Chris Gray

C. Academic Committee  
Vice Chairperson Cheryl Rush Dix

D. Personnel Committee  
Trustee Tom Benson

E. Finance Committee  
Trustee Justin Gallagher

1. YTD Budget Summary 2021-2022 (pg 8)

2. November 2021 Check Register (pg 9-13)

F. Ad Hoc Committees

1. Site Committee  
Trustee Kay Sintal

2. Community Advisors Committee  
Secretary Christina Vogel

G. Chairperson of the Board  
Ronald A. DiNicola, Esquire

H. Other

5. Clery Act Policy Revisions Presentation  
Blane Dessy

A. Clery Act Policy (pg 14-15)

6. New Business

A. Corry Lease Agreement 1/1/22-12/31/22 #21-26 (pg 16)

7. Future Agenda Items/Summary Comments by Board Members

8. For Information

A. Human Resource Informational Report #21-27 (pg 17)

B. Board Emails & MyEC3 Login Informational Report #21-28 (pg 18-20)

C. Board Effect Software Update #21-29 (pg 21)

9. Executive Session

10. Motion to Adjourn

**Next Regular Meeting, January 26th, 2022 at 5pm**

## DRAFT REGULAR MEETING MINUTES

---

### ERIE COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

Wednesday, November 17th, 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

---

#### TRUSTEES PRESENT

Tom Benson (Zoom)  
Justin Gallagher (Zoom)  
Mayor David Mitchell (Zoom)  
Reverend Dr. Charles Mock  
Vice Chairperson, Cheryl Rush Dix  
Kay Sintal  
Secretary Christina Vogel (Zoom)  
Dr. Annette Wagner (Zoom)  
Chairperson, Ronald DiNicola (Zoom 5:02pm-5:42pm)

#### ADDITIONAL COLLEGE ATTENDEES

Christopher Gray, Founding President  
Dr. Keri Bowman, Dean of Student Support and Student Success  
Rebecca Walker, Dean of Applied Programs and Student Success  
Heidi Sheehan, Treasurer  
Tom Tupitza, Solicitor  
Guy White, Director of IT  
Luisa Heifner, Director of HR  
LaMont Higginbottom, DEI Officer  
Renee Triana, Assistant to the President

#### CALL TO ORDER

Presiding officer, Vice Chairperson Cheryl Rush Dix, called the meeting to order on Wednesday, November 17th, 2021, at 5:00 p.m.

## ROLL CALL

At roll call, nine (9) Trustees were present. Chairperson DiNicola entered the meeting via Zoom at 5:02 p.m. after roll call.

## APPROVAL OF THE MEETING MINUTES

Motion was made by Trustee Benson and seconded by Trustee Mock to approve the Meeting Minutes for the Regular Meeting of October 27th, 2021. The minutes were unanimously approved via Roll Call.

## PUBLIC PARTICIPATION

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

## COMMUNICATION

1. **County Council Liaison:** Not in attendance
2. **President:** Dr. Gray noted that VP of Academic & Student Affairs, Guy Goodman, would be starting in 10 days and an additional VP of Administration would be announced next month. Press releases will go out as each of the VP's come on board. The President, Deans, Faculty, and Staff have been working on the accreditation pre application with the intent on submitting December 1<sup>st</sup>, 2021. The submission has several attachments and still needs final editing and financials. President Gray also made the Board aware of the Clery Act and the need to create procedures to bring the College into future compliance. This will be necessary once the College is Title IV eligible. Blane Dessy, Interim Director of Administration, will be taking the lead on the project. The Board was also provided the dates of the Spring schedule and Dr. Gray remarked how adjustments have been made for the outdoor labs. Class schedules would also accommodate the partnering with local agencies to provide services to the College's students. The full Spring schedule can be viewed online. Registration opens after Thanksgiving break; classes have 5 different starting points throughout the semester and reflects where the College is headed in terms of supporting student's varied lifestyles. Dr. Gray in commission with Dr. Angela Long, Director of Engagement at Tallahassee Community College, will be working on a Strategic Plan for the College that will eventually become the Operational Plan. They will be developing a rough timeline with more details to come at the December Board meeting with hopes to have something for Board Approval in March. This plan will give the College goals, direction, and one voice.
3. **Academic Committee:** No report
4. **Personnel Committee:** Trustee Benson indicated that there are new additions to the standing committee including Trustee Gallagher and Trustee Vogel.
5. **Finance Committee:** Trustee Gallagher highlighted the budget summary and the check register within the Board packet to increase transparency and visibility. He also indicated that the committee would be having an introduction with Mahler Duessel and will be gearing up for the audit.
6. **Ad Hoc Site Committee:** No report
7. **Ad Hoc Advisory Committee:** No report

8. **Chairperson of the Board:** Chairperson DiNicola announced the new committee assignments.
- A. Standing Committees
    - i. The Executive Committee by virtue of the Bylaws consists of Vice Chairperson Rush Dix, Secretary Vogel, Finance Chair Trustee Gallagher, and Chairperson DiNicola.
    - ii. The Academic Committee Chair is Vice Chairperson Rush Dix, Trustee Wagner, and Trustee Benson.
    - iii. The Finance Committee Chair is Trustee Gallagher and Trustee Mock. Trustee Benson declined to be on the Committee.
    - iv. Personnel Committee Chair is Trustee Benson, Trustee Mock, Trustee Gallagher, and Trustee Vogel.
  - B. Ad Hoc Committees
    - i. The Site Committee Chair is Trustee Sintal, Trustee Wagner, and Trustee Mitchell.
    - ii. The Community Advisors Chair is Secretary Vogel, Vice Chairperson Rush Dix, and Trustee Mitchell.
    - iii. The Board Policy Ad Hoc Committee was presented with Trustee Sintal as the "Liaison". After discussion concerning appointments to this committee, it was determined that those appointments would be brought forward at a future meeting.

Vice Chairperson Rush Dix voiced concern for the number of Trustees on Ad Hoc Committees and meeting quorum. Solicitor Tupitza informed the Board that the Bylaws were silent regarding Committee quorum requirements and therefore quorum is majority of the members of the Committee and that includes the Chair of the committee. The Chairperson is the ongoing member of every committee. In the event of a tie, it is up to the Chair of the Committee to rectify. He also clarified that Standing Committee Meetings need to be advertised in the newspaper.

9. **Other:** Trustee Sintal reported that she met with Dr. Gray on November 11, 2021, to get up to speed as the new chair of the Ad Hoc Site Committee. Some locations were removed from the initial list as they were being considered as part of Phase One. The focus now is on Phase Two and Phase Three as the criteria has shifted to long term, permanent space vs leasing.

NO ITEMS WERE ON THE CONSENT AGENDA

NEW BUSINESS

- a. Board Software Report *Board Report #21-22*

Vice Chairperson Rush Dix asked to define a public facing website. Guy White, Director of IT explained that it is giving the general public use of the software capabilities. This is not a necessary feature as the College already uses EPIC Studios for their public facing component. Trustee Sintal said she had researched the software and is looking forward to utilizing it's features.

Motion was presented by Trustee Sintal, seconded by Trustee Wagner, and approved unanimously by the Board of Trustees.

b. Extension of Consultant Contract: Polonio Extension *Board Report #21-23*

Trustee Benson noted that the extension should extend past February since the Board Development Meetings will take place in throughout the new year. Dr. Gray noted that all consultants are on rotating contracts giving the Board the opportunity to revisit the needs of the College and limit the scope of work when necessary. Trustee Rush Dix asked that the language in the report be amended to “Additional hours must be pre-approved by the President and the Board Chair”.

Motion was presented to approve the report with the additional language “Additional hours must be pre-approved by the President and the Board Chair” by Trustee Benson, seconded by Trustee Sintal, and approved unanimously by the Board of Trustees.

FUTURE AGENDA ITEMS/SUMMARY COMMENTS BY BOARD MEMBERS

Trustee Mitchell mentioned that he has been appointed to the transition team of the new County Executive, Brenton Davis, as a liaison for the Community College. That you would represent the College's interests in the transition to ensure that it goes smoothly. Trustee Mitchell continues to promote workforce, community, and regional development.

FOR INFORMATION

Vice Chairperson Rush Dix referred to informational reports as presented to the Board.

a. Human Resource Report *Board Report #21-14*

Much discussion took place concerning collection of DEI data. Clarification was made that the College follows EEO definitions and standards when collecting data. HR Director, Luisa Heifner, also noted that she has paired with PA CareerLink who helps displaced workers. Dr. Gray ascertained that once operational objectives were in place the College will have the ability to drill down on diversity of students and staff.

b. Commercial GC for use Feasibility Studies *Board Report #21-25*

Dr. Gray clarified that this RFP was well under the \$50,000 threshold of Board approval but was presenting it for transparency.

NO EXECUTIVE SESSION TOOK PLACE

MOTION TO ADJOURN

Motion to adjourn was made by Trustee Benson and seconded by Trustee Sintal at 6:09pm and was unanimously approved.

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS**  
**FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**  
**YTD - 11/30/2021**

FUNDING SOURCES	Operating			Capital Budget			Combined		
	Budget	YTD 11/30/21	% of Budget	Budget	YTD 11/30/21	% of Budget	Budget	YTD 11/30/21	% of Budget
Student Tuition - Credit Programs	\$ 528,960	\$ 261,280	49%	\$ -	\$ -	#DIV/0!	\$ 528,960	\$ 261,280	49%
Student Technology/General/Other Fees	\$ 96,900	\$ 48,005	50%	\$ -	\$ -	#DIV/0!	\$ 96,900	\$ 48,005	50%
Net Tuition from Noncredit Programs (net of expenses)	\$ 50,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 50,000	\$ -	0%
County of Erie (1/1-12/31/21)	\$ 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	\$ 346,250	25%	\$ 1,250,000	\$ -	0%	\$ 2,634,320	\$ 346,250	13%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ 286,527	53%	\$ -	\$ -	#DIV/0!	\$ 541,800	\$ 286,527	53%
Miscellaneous Income	\$ 10,000	\$ 16,429	164%	\$ -	\$ -	#DIV/0!	\$ 10,000	\$ 16,429	164%
<b>Totals</b>	<b>\$ 5,287,180</b>	<b>\$ 2,202,103</b>	<b>42%</b>	<b>\$ 1,856,750</b>	<b>\$ 381,750</b>	<b>21%</b>	<b>\$ 7,143,930</b>	<b>\$ 2,583,853</b>	<b>36%</b>
Transfer from Carry-Over Funds - FY20-21	\$ 1,374,606	\$ 1,374,606	100%	\$ -	\$ -	#DIV/0!	\$ 1,374,606	\$ 1,374,606	100%
<b>TOTAL SOURCES OF FUNDS</b>	<b>\$ 6,661,786</b>	<b>\$ 3,576,709</b>	<b>54%</b>	<b>\$ 1,856,750</b>	<b>\$ 381,750</b>	<b>21%</b>	<b>\$ 8,518,536</b>	<b>\$ 3,958,459</b>	<b>46%</b>
<b>APPLICATION OF FUNDS</b>									
Salaries and Wages	\$ 1,939,081	\$ 542,493	28%	\$ -	\$ -	#DIV/0!	\$ 1,939,081	\$ 542,493	28%
Staff Benefits	\$ 616,667	\$ 54,343	9%	\$ -	\$ -	#DIV/0!	\$ 616,667	\$ 54,343	9%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 92,321	20%	\$ -	\$ -	#DIV/0!	\$ 460,000	\$ 92,321	20%
-IT Services	\$ 351,484	\$ 146,985	42%	\$ -	\$ -	#DIV/0!	\$ 351,484	\$ 146,985	42%
-Software Leases & Subscriptions	\$ 737,677	\$ 319,815	43%	\$ -	\$ -	#DIV/0!	\$ 737,677	\$ 319,815	43%
-Marketing	\$ 526,750	\$ 159,815	30%	\$ -	\$ -	#DIV/0!	\$ 526,750	\$ 159,815	30%
-Facility Leases & Expenses	\$ 373,980	\$ 135,179	36%	\$ -	\$ -	#DIV/0!	\$ 373,980	\$ 135,179	36%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 137,498	30%	\$ -	\$ -	#DIV/0!	\$ 451,300	\$ 137,498	30%
Capital Purchases:									
-Leasehold Improvements	\$ -	\$ -		\$ -	\$ 37,415	#DIV/0!	\$ -	\$ 37,415	#DIV/0!
-Furniture and Fixtures	\$ -	\$ -		\$ 100,000	\$ 67,417	67%	\$ 100,000	\$ 67,417	67%
-IT Equipment	\$ -	\$ -		\$ 250,000	\$ 717,783	287%	\$ 250,000	\$ 717,783	287%
-Software	\$ -	\$ -		\$ 2,150,000	\$ 621,940	29%	\$ 2,150,000	\$ 621,940	29%
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$ 5,851,939</b>	<b>\$ 1,588,450</b>	<b>27%</b>	<b>\$ 2,500,000</b>	<b>\$ 1,444,555</b>	<b>58%</b>	<b>\$ 8,351,939</b>	<b>\$ 3,033,005</b>	<b>36%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>\$ 809,847</b>	<b>\$ 1,988,259</b>	<b>246%</b>	<b>\$ (643,250)</b>	<b>\$ (1,062,805)</b>	<b>165%</b>	<b>\$ 166,597</b>	<b>\$ 925,454</b>	<b>556%</b>

(42% through the fiscal year)



3:25 PM  
12/07/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Check</b>		<b>11/30/2021</b>			<b>1020 · FNB Operat...</b>		<b>-120.68</b>
					6049 · Bank Fees	-120.68	120.68
TOTAL						-120.68	120.68
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-215.61</b>
					6309 · IT Supplies	-215.61	215.61
TOTAL						-215.61	215.61
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>GoDaddy</b>		<b>1020 · FNB Operat...</b>		<b>-76.20</b>
					7043 · Software Ex...	-76.20	76.20
TOTAL						-76.20	76.20
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-37.29</b>
					6303 · Administrati...	-37.29	37.29
TOTAL						-37.29	37.29
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-29.00</b>
					6303 · Administrati...	-29.00	29.00
TOTAL						-29.00	29.00
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-26.99</b>
					6303 · Administrati...	-26.99	26.99
TOTAL						-26.99	26.99
<b>Check</b>	<b>ach</b>	<b>11/01/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-25.00</b>
					7010 · Instructional ...	-25.00	25.00
TOTAL						-25.00	25.00
<b>Check</b>	<b>ach</b>	<b>11/02/2021</b>	<b>UPMC</b>		<b>1020 · FNB Operat...</b>		<b>-14,823.97</b>
					6020 · Employee B...	-14,823.97	14,823.97
TOTAL						-14,823.97	14,823.97
<b>Check</b>	<b>ach</b>	<b>11/02/2021</b>	<b>Dinner By Lisa</b>		<b>1020 · FNB Operat...</b>		<b>-350.75</b>
					6041 · Marketing & ...	-350.75	350.75
TOTAL						-350.75	350.75
<b>Check</b>	<b>ach</b>	<b>11/02/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-276.31</b>
					6303 · Administrati...	-276.31	276.31
TOTAL						-276.31	276.31

3:25 PM  
12/07/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ach	11/03/2021	Van Hands Catering		1020 · FNB Operat...		<b>-150.00</b>
					6041 · Marketing & ...	-150.00	150.00
TOTAL						-150.00	150.00
Check	ach	11/03/2021	Staples		1020 · FNB Operat...		<b>-106.97</b>
					6303 · Administrati...	-106.97	106.97
TOTAL						-106.97	106.97
Check	ach	11/04/2021	Google Ads		1020 · FNB Operat...		<b>-500.00</b>
					6041 · Marketing & ...	-500.00	500.00
TOTAL						-500.00	500.00
Check	ach	11/04/2021	Sam's Club		1020 · FNB Operat...		<b>-140.42</b>
					6041 · Marketing & ...	-140.42	140.42
TOTAL						-140.42	140.42
Check	ach	11/04/2021	Dollar Tree		1020 · FNB Operat...		<b>-13.60</b>
					6041 · Marketing & ...	-13.60	13.60
TOTAL						-13.60	13.60
Check	ach	11/04/2021	Dollar Tree		1020 · FNB Operat...		<b>-8.48</b>
					6041 · Marketing & ...	-8.48	8.48
TOTAL						-8.48	8.48
Check	ach	11/04/2021	Dollar General		1020 · FNB Operat...		<b>-7.42</b>
					6041 · Marketing & ...	-7.42	7.42
TOTAL						-7.42	7.42
Check	ach	11/05/2021	Avalon		1020 · FNB Operat...		<b>-750.00</b>
					6505 · Contracted ...	-750.00	750.00
TOTAL						-750.00	750.00
Check	ach	11/05/2021	Dinner By Lisa		1020 · FNB Operat...		<b>-50.00</b>
					6041 · Marketing & ...	-50.00	50.00
TOTAL						-50.00	50.00
Check	ach	11/08/2021	At A Boy Moving L...		1020 · FNB Operat...		<b>-682.50</b>
					6505 · Contracted ...	-682.50	682.50
TOTAL						-682.50	682.50
Check	ach	11/08/2021	Assoc for Career ...		1020 · FNB Operat...		<b>-155.00</b>

3:25 PM  
12/07/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6310 · Memberships	-155.00	155.00
						-155.00	155.00
<b>Check</b>	<b>ach</b>	<b>11/09/2021</b>	<b>AACRAO</b>		<b>1020 · FNB Operat...</b>		<b>-532.00</b>
					6311 · Staff Training	-532.00	532.00
TOTAL						-532.00	532.00
<b>Check</b>	<b>ach</b>	<b>11/10/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-14.08</b>
					6303 · Administrati...	-14.08	14.08
TOTAL						-14.08	14.08
<b>Check</b>	<b>ach</b>	<b>11/10/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-14.08</b>
					6303 · Administrati...	-14.08	14.08
TOTAL						-14.08	14.08
<b>Check</b>	<b>ach</b>	<b>11/12/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-1,038.56</b>
					6309 · IT Supplies	-1,038.56	1,038.56
TOTAL						-1,038.56	1,038.56
<b>Check</b>	<b>ach</b>	<b>11/12/2021</b>	<b>Zoom Video Com...</b>		<b>1020 · FNB Operat...</b>		<b>-389.63</b>
					7015 · Instructional ...	-389.63	389.63
TOTAL						-389.63	389.63
<b>Check</b>	<b>ach</b>	<b>11/12/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-9.79</b>
					6303 · Administrati...	-9.79	9.79
TOTAL						-9.79	9.79
<b>Check</b>	<b>ach</b>	<b>11/15/2021</b>	<b>Facebook Ads</b>		<b>1020 · FNB Operat...</b>		<b>-1,800.00</b>
					6041 · Marketing & ...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
<b>Check</b>	<b>ach</b>	<b>11/15/2021</b>	<b>At A Boy Moving L...</b>		<b>1020 · FNB Operat...</b>		<b>-420.00</b>
					6505 · Contracted ...	-420.00	420.00
TOTAL						-420.00	420.00
<b>Check</b>	<b>ach</b>	<b>11/15/2021</b>	<b>Amazon</b>		<b>1020 · FNB Operat...</b>		<b>-156.74</b>
					6303 · Administrati...	-156.74	156.74
TOTAL						-156.74	156.74
<b>Check</b>	<b>ach</b>	<b>11/15/2021</b>	<b>Sam's Club</b>		<b>1020 · FNB Operat...</b>		<b>-9.96</b>

3:25 PM  
12/07/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					6303 · Administrati...	-9.96	9.96
TOTAL						-9.96	9.96
Check	ach	11/16/2021	Amazon		1020 · FNB Operat...		<b>-75.45</b>
					6309 · IT Supplies	-75.45	75.45
TOTAL						-75.45	75.45
Check	ach	11/17/2021	Amazon		1020 · FNB Operat...		<b>-285.55</b>
					7010 · Instructional ...	-285.55	285.55
TOTAL						-285.55	285.55
Check	ach	11/18/2021	Amazon		1020 · FNB Operat...		<b>-342.00</b>
					6309 · IT Supplies	-342.00	342.00
TOTAL						-342.00	342.00
Check	ach	11/18/2021	Amazon		1020 · FNB Operat...		<b>-74.49</b>
					7010 · Instructional ...	-74.49	74.49
TOTAL						-74.49	74.49
Check	ach	11/18/2021	Amazon		1020 · FNB Operat...		<b>-60.99</b>
					7010 · Instructional ...	-60.99	60.99
TOTAL						-60.99	60.99
Check	ach	11/18/2021	Creative Imprint S...		1020 · FNB Operat...		<b>-1,445.00</b>
					6041 · Marketing & ...	-1,445.00	1,445.00
TOTAL						-1,445.00	1,445.00
Check	ach	11/19/2021	Google Ads		1020 · FNB Operat...		<b>-500.00</b>
					6041 · Marketing & ...	-500.00	500.00
TOTAL						-500.00	500.00
Check	ach	11/22/2021	Amazon		1020 · FNB Operat...		<b>-13.90</b>
					7010 · Instructional ...	-13.90	13.90
TOTAL						-13.90	13.90
Check	ach	11/22/2021	Amazon		1020 · FNB Operat...		<b>-10.21</b>
					6303 · Administrati...	-10.21	10.21
TOTAL						-10.21	10.21
Check	ach	11/24/2021	AFLAC		1020 · FNB Operat...		<b>-860.76</b>

3:25 PM  
12/07/21

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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					6020 · Employee B...	-860.76	860.76
TOTAL						-860.76	860.76
<b>Check</b>	<b>ach</b>	<b>11/26/2021</b>	<b>Manufacturer &amp; B...</b>		<b>1020 · FNB Operat...</b>		<b>-1,719.10</b>
					6020 · Employee B...	-1,719.10	1,719.10
TOTAL						-1,719.10	1,719.10
<b>Check</b>	<b>ach</b>	<b>11/26/2021</b>	<b>Facebook Ads</b>		<b>1020 · FNB Operat...</b>		<b>-752.19</b>
					6041 · Marketing & ...	-752.19	752.19
TOTAL						-752.19	752.19
<b>Check</b>	<b>ach</b>	<b>11/26/2021</b>	<b>DEMCO</b>		<b>1020 · FNB Operat...</b>		<b>-190.22</b>
					7011 · Supplies - Li...	-190.22	190.22
TOTAL						-190.22	190.22
<b>Check</b>	<b>ach</b>	<b>11/26/2021</b>	<b>Carolina Biologica...</b>		<b>1020 · FNB Operat...</b>		<b>-159.06</b>
					7010 · Instructional ...	-159.06	159.06
TOTAL						-159.06	159.06
<b>Bill Pmt -Check</b>	<b>231</b>	<b>11/11/2021</b>	<b>Isabel Coontreras</b>		<b>1020 · FNB Operat...</b>		<b>-401.94</b>
Bill		11/11/2021			6004 · Salary & Wa...	-401.94	401.94
TOTAL						-401.94	401.94
<b>Bill Pmt -Check</b>	<b>232</b>	<b>11/11/2021</b>	<b>Nicholas Reynolds</b>		<b>1020 · FNB Operat...</b>		<b>-864.88</b>
Bill	PR 11...	11/11/2021			6002 · Salaries & ...	-864.88	864.88
TOTAL						-864.88	864.88
<b>Bill Pmt -Check</b>	<b>233</b>	<b>11/10/2021</b>	<b>Insurance Manage...</b>		<b>1020 · FNB Operat...</b>		<b>-6,434.84</b>
Bill	200129	11/10/2021			6322 · Cyber Insura...	-6,434.84	6,434.84
TOTAL						-6,434.84	6,434.84
<b>Bill Pmt -Check</b>	<b>234</b>	<b>11/10/2021</b>	<b>JKG Consulting, L...</b>		<b>1020 · FNB Operat...</b>		<b>-400.00</b>
Bill	1031	10/31/2021			6046 · Professional...	-400.00	400.00
TOTAL						-400.00	400.00
<b>Bill Pmt -Check</b>	<b>235</b>	<b>11/10/2021</b>	<b>JPS Consulting S...</b>		<b>1020 · FNB Operat...</b>		<b>-2,687.50</b>
Bill	1031	10/31/2021			6046 · Professional...	-2,687.50	2,687.50
TOTAL						-2,687.50	2,687.50

Board of Trustees Information Item  
Clery Act Policy Revision  
December 15, 2021

**Background**

The Clery Act (other wise known officially as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) is a federal law requiring colleges and universities across the United States that receive HEA Title IV funding to disclose information about particular crimes on and around their campuses and safety related policies.

A requirement of the law in order to be eligible to receive Federal funding is the submission of an Annual Security Report (ASR) by October 1 of each year. In order to be eligible to receive Title IV funding in Federal fiscal year 22-23 (October 1, 2022-Sept. 30, 2023), EC3PA will need to submit an ASR by September 30, 2022. This will require effort in reviewing policy and developing a set of procedures that enable compliance.

Below is a suggested policy revision for the current Policy II.B. 5: Clery Act. This revision provides additional information about the Act, authorizes the development of procedures for compliance, and identifies the major tasks that EC3PA must accomplish each year. This draft policy should be referred to the Board of Trustees Policy Committee for review. At the same time as the proposed revised policy is under study, work will begin on the development of corresponding procedures and the creation of the ASR.

**Current Policy II. B. 5: Clery Act**

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a Federal law that requires colleges to report criminal activity and statistics on their campuses to the federal and state governments. This information will be reported annually by Erie County Community College along with statistics documented by local law enforcement agencies.*

*\*Policy approved by Erie County Community College Board of Trustees: April 7, 2021*

*\*Review Deadline: April 7, 2026*

**Suggested New Policy II.B.5: Clery Act Policy—Campus Safety and Security Reporting**

*It is the policy of the Erie County Community College of PA to comply fully with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, section 485 of the Higher Education Act, codified at 20 U.S.C. 1092 (f) and 34 C.F.R. 668.46. This is a federal law requiring colleges and universities across the United States that receive HEA Title IV funding to disclose information about particular crimes on and around their campuses and safety related policies.*

*In accordance with statutory requirements, EC3PA strives to ensure students, faculty, and staff have access to accurate information about crimes committed on and around the college's locations, access to College wide security policies and related location procedures, and a confidential reporting process for*

victims and witnesses. This policy is the foundation for EC3PA procedures that describe roles and responsibilities for the college community related to compliance with legal requirements regarding crime reporting, awareness, and prevention.

Specifically, EC3PA will

1. Publish an Annual Security Report (ASR) by October 1 of each year
2. Identify, Notify, and Train Campus Security Authorities (CSAs)
3. Disclose Crime Statistics
4. Issue Timely Warnings
5. Issue Emergency Notifications
6. Maintain a Public Daily Crime Log

Below is a sample ASR outline from another Pennsylvania Community College. This outline indicates the scope of the information to be developed.

Campus Security and Security Officers  
Emergency Notifications and Timely Warnings  
Emergency Response and Evacuation Procedures  
Emergency/Severe Weather Information Hotlines  
Drug and Alcohol Policy  
Crime Reporting/Victim's Rights  
Personal Injury Reporting  
Safety and Security Tips  
Parking/Parking Permits  
Safety Patrol Escort Services  
Clery Act Crimes Statistics  
    Background  
    Reportable  
    Hate Crimes  
    Liquor Law, Drug Law, and Illegal Weapons Possession  
    Local Law Enforcement: Crime and Arrest Statistics  
    Campus Fire Logs (if applicable)  
    Annual Crime Statistics Report  
EC3PA Non-Discrimination and Title IX Policy  
EC3PA Unlawful Harassment Policy  
Preventing and Responding to Acts of Sexual Violence  
    Reporting to the Police  
    Recommended Action for Victims  
    Prevention Education and Training Programs  
    Bystander Intervention  
Megan's Law/Sex Offender Registration Information

Approval of Corry Higher Ed Council Lease Agreement

Information

Effective January 1, 2022 through December 31<sup>st</sup>, 2022 EC3PA will enter into a lease agreement for Corry Higher Ed Council for two classrooms and a site administrator office. Rent is \$30,000 annually.

Recommendation

It is recommended that the Board of Trustees approves the rental of the Cory Higher Ed Council building as specified above.



## Information Report: Human Resource

Summary

Current total full-time and part-time staff, 39

November New Hires

<b>Position</b>	<b>Status</b>	<b>Name</b>	<b>Salary</b>	<b>Start Date</b>
IT Systems Administrator	Full-time	Nicholas Reynolds	\$55,000/yr	Nov. 1, 2021
VP, Student & Academic Affairs	Full-time	Guy Goodman	\$121,000/yr	Nov. 29, 2021

Open positions

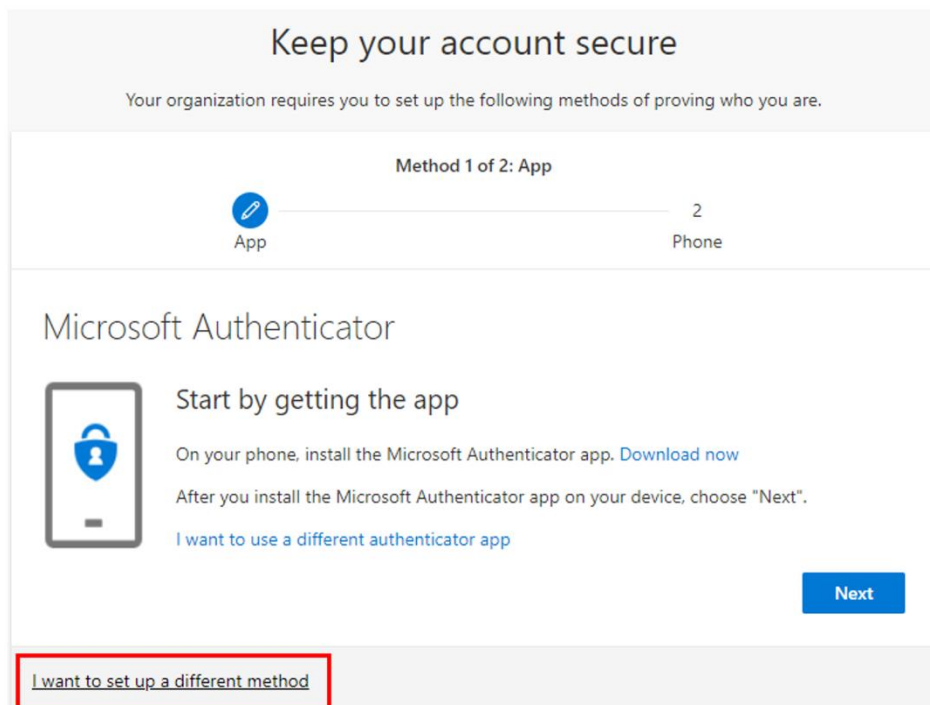
- Math Instructor, Full-Time - Math
- Adjunct Faculty (various). Currently: accounting, CIS, math, marketing, world music
- Administrative Assistant to Vice President
- Workforce Development Coordinator

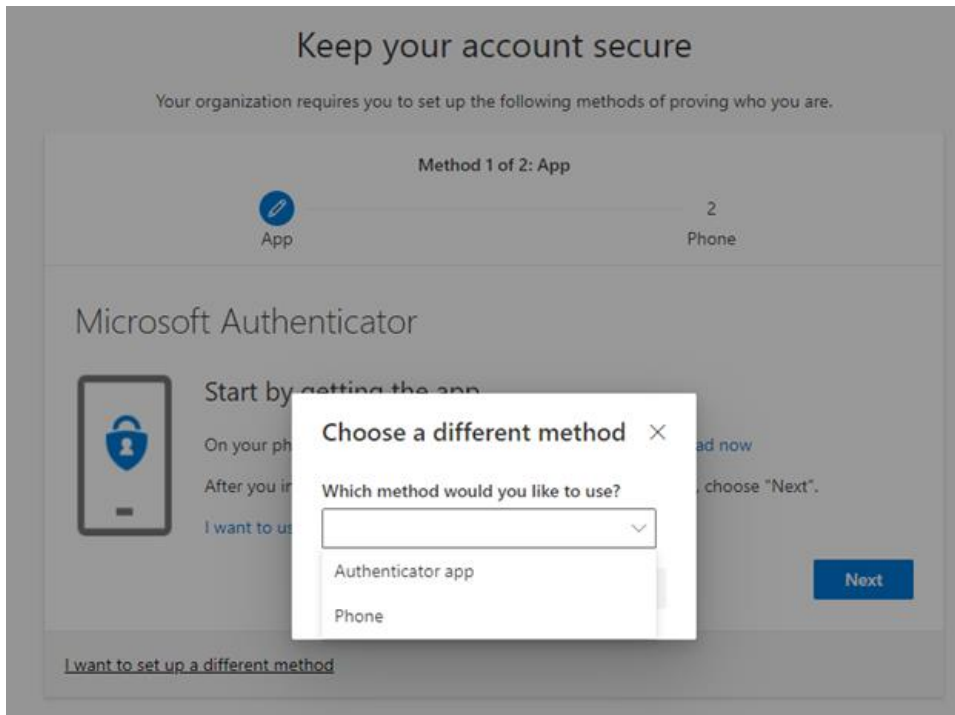
Information Report: Board EC3PA Email Set Up

Let's get you started by setting up your EC3PA email address.

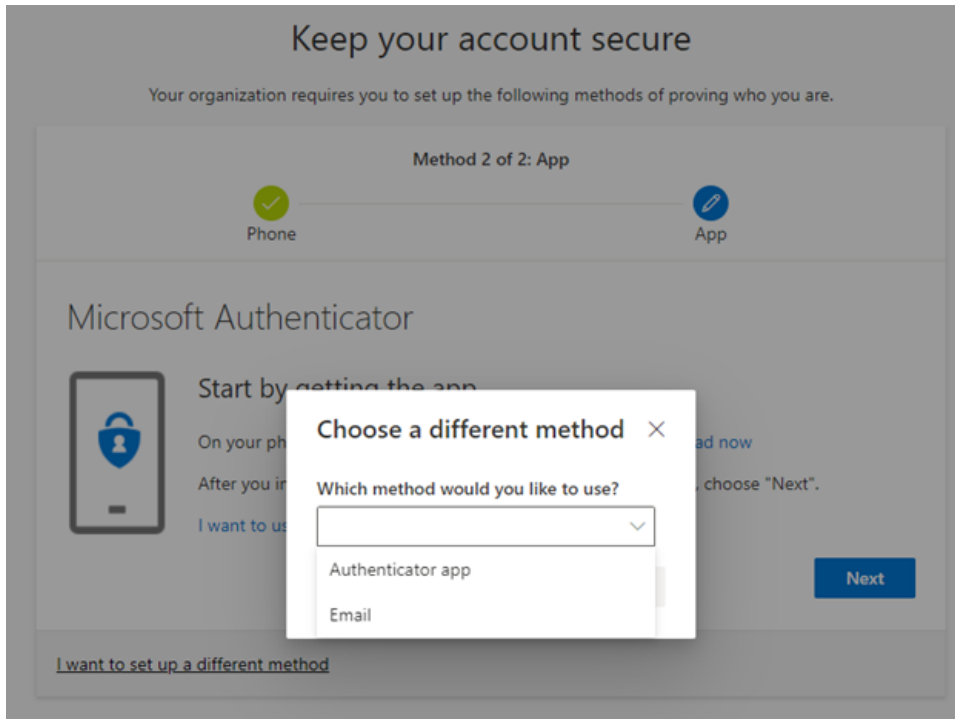
To keep information secure, we have an authentication system Board members will need to sign in to. From your computer or smartphone, follow the step-by-step instructions below:

1. Open a browser and enter [www.ec3pa.org](http://www.ec3pa.org), and click the "Resources" drop down.
2. Under Resources, click "MyEC3"
3. You will receive your login information from the IT Director. Your EC3PA email address is your username and the temporary password is provided to you by the IT Director.
4. You will then be prompted to set up your Multi-Factor Authentication (MFA) by visiting the App on your smartphone. *If you do not have a smartphone: select I want to use a different authentication method and select "Phone".*

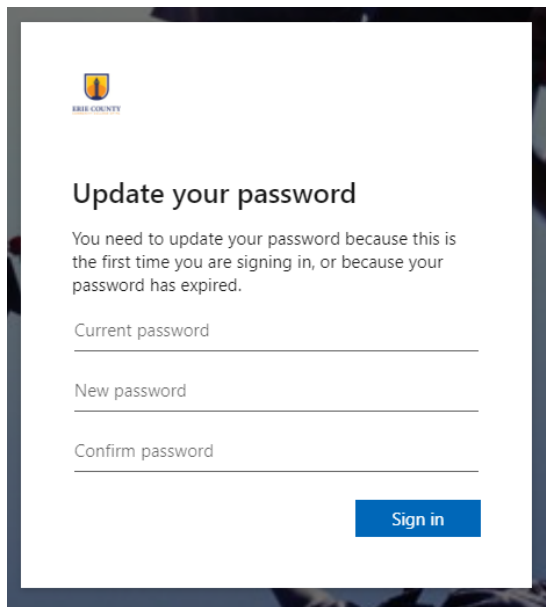




5. Once you have completed the validation of your first authentication method you will then move on to the second form of validation. Click "I want to set up a different method" if you want to change validation methods. If you do not have a smartphone select "Email" as the second form of validation. *If you do have a smartphone you will have the option to select "Email" or "Phone" as the second form of validation.*



6. You will now be prompted to change your temporary password. Create a password that you will easily remember.



If you have any questions, please feel free to call IT at 814-413-7050 or email [gwhite@ec3pa.org](mailto:gwhite@ec3pa.org).

Information Report: Board Effect Software Implementation

Information

EC3PA has secured Board Effect software to manage their Board and Committee Meetings. The contract was signed November 19, 2021. Renee Triana, Assistant to the President, received access to the software on November 23, 2021 and will have a training call on December 16, 2021.

The software has been used to create the Meeting Agenda and Board packet for the December 15, 2021 Board Meeting. The December Meeting Minutes are also being created within the Board Software.

Now that the Board has received EC3PA emails, various Board Member training dates and times will be forthcoming. Board members are receiving their log in information at the December 15<sup>th</sup> Board Meeting. Email invites have been sent to their EC3PA accounts.

All information concerning Board Meetings moving forward in 2022 will be communicated through the Board's EC3PA emails. This includes an event for the Board Meetings where the Board Members can RSVP for the meeting, obtain the Zoom link for the meeting, and review the Board Packet for the meeting all in one place.