



# Erie County Community College of PA

## Board of Trustees Regular Meeting

January 26, 2022

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



## January 26, 2022 Board Meeting Packet

1. Call to Order
2. Roll Call
3. Approval of Meeting Minutes (pg. 4-18)
4. Public Participation
5. Communication
  - A. County Council Liaison
  - B. President's Report  
Dr. Chris Gray
  - C. Academic Committee  
Vice Chairperson Cheryl Rush Dix
  - D. Finance Committee  
Trustee Justin Gallagher
    1. YTD Budget Summary 2021-2022 (pg. 19)
    2. December 2021 Check Register (pg. 20-21)
  - E. Ad Hoc Committees
    1. Site Committee  
Trustee Kay Sintal
      - a. Executive Session for the Purposes of Real Estate  
was held December 21, 2021 via Zoom at 5:30pm
    2. Community Advisors Committee  
Secretary Christina Vogel
    3. Policy Review Committee  
Trustee Kay Sintal
  - F. Chairperson of the Board  
Ronald A. DiNicola, Esquire
  - G. Other
6. Presentation Enrollment & Student Demographics  
Guy Goodman Vice President of Academic and Student Services
7. Consent Agenda

A. St Benedict's Education Center Lease Extension through December 31, 2022 Board Report #22-01 (pg. 22)

B. Erie County Technical School Skills Center Lease Amendment Board Report #22-02 (pg. 23)

C. Authorized Signer Approval on EC3PA Bank Accounts Board Report #22-03 (pg. 24)

8. New Business

A. Regional Science Consortium Fees through June 2022 Board Report #22-04 (pg. 25)

B. Resolution to Transfer Technical Support Internally Board Report #22-05 (pg. 26)

9. Future Agenda Items/Summary Comments by Board Members

10. For Information

A. Human Resource Board Report #22-06 (pg. 27)

B. Diversity Equity and Inclusion Board Report #22-07 (pg. 28)

C. COVID-19 Protocols Update Board Report #21-08 (pg. 29)

11. Executive Session

12. Motion to Adjourn

13. Next Regular Meeting, February 23, 2022 at 5pm



**Minutes for \* 12/15/21 Board Packet**

12/15/2021 | 05:00 PM (GMT-05:00) Eastern Time (US & Canada)  
 300 State St . Suite 300, Erie, PA 16501

**College/Other Attendees (9)**

President Chris Gray PhD; VP Guy Goodman; Dean Keri Bowman; Dean Rebecca Walker; Treasurer Heidi Sheehan; Interim Director of Administration Blane Dessy; IT Director Guy White; HR Director Luisa Heifner; Assistant Renee Triana **Other:** Solicitor Tim Wachter; County Council Liaison Carl Anderson; Consultant Dr. Narcisa Poloino.

**Call to Order**

Time: 5:01

**Roll Call**

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

## Approval of Meeting Minutes (Motion 1)

Approved with minor corrections for grammar and clarification.

Trustee	Motion 1	Vote
Trustee Tom Benson	1	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

## Public Participation

None

## Communication

### A. Carl Anderson

Mr. Anderson expressed holiday greetings from the County Council and noted this is his last meeting as the liaison from council. He provided the exciting news that the County Council passed the 2022 budget with the College funding as requested, including an additional \$1.5 million in student scholarships. Mr. Anderson will continue supporting the College's efforts in every way possible and help the College to move forward in strength. He stated, "There are exciting things on the horizon for the community with the College's presence. Impact Corry's projects, working with County Council, were equally funded." Mr. Anderson continued, "The County Council is putting money where their mouth is. This effort has been a long, hard-fought struggle. We need to remain vigilant as we move forward. As followers, we need to stay strong finding the College a permanent home, continue change lives and growing." Mr. Anderson acknowledged that the County Council will be changing in the new year; and that council is losing three of its strongest and most vocal supporters of the college. He pointed out the potential for

divisiveness, with attempts to undermine what the supporters have worked hard to build, so there is a need to stay vigilant. Mr. Anderson noted that supporters may have a difference in opinion at times and with the ways they achieve goals, but that supporters work best in collaboration, and there is strength in that. Mr. Anderson continued, "This is a positive message to trustees but need to remain vigilant. I thank the chairman for friendship, the journey we've been on, and the people we've worked with. We've made things happen that we didn't believe possible. I believe it will continue. It's been an honor and pleasure as serving as liaison."

Chairperson Ron DiNicola expressed gratitude for the work that County Council has done. Chairperson DiNicola thanked Mr. Anderson wished him the best and good fortune for the continued work that he does.

## B. President's Report

Dr. Gray thanked Mr. Anderson for giving the largest contribution to date to the College's foundation (not yet in existence). Mr. Anderson explained that during the CCAP Fall Conference for County Commissioners there was a broad band service provider vendor with a portion of Erie County giving away \$1,000 student scholarship and awarded it to Mr. Anderson for his work at the Community College. The vendor's Regional President increased amount to \$2,500 after hearing about Erie's new Community College. The vendor is currently discussing making larger commitment to the College and possibly having tie-in programing. A lot of this is tied into Impact Corry who is creating training for the broadband utility service industry. Dr. Gray thanked Mr. Anderson on behalf of the students as well.

Dr. Gray introduced the new Vice President of Administrative and Student Affairs, Guy Goodman.

Dr. Gray and Dean Bowman just finished a two-day MSCHE Annual Virtual Conference and on December 1, 2021 submitted the pre-candidate application form for accreditation. Spring schedules were listed within the President's Report with an emphasis on supporting students with onboarding in the right way.

Dr. Gray announced the creation of the Regroup Alert System that will allow the College to communicate with students, staff, and the Board concerning inclement weather or emergencies. There was a test run during the meeting.

Finally, Dr. Gray highlighted the end of semester celebrations for students and staff and invited the Board to attend.

#### C. Academic Committee

Vice Chairperson Rush Dix expressed what a pleasure it is to welcome VP Guy Goodman to the College and she is looking forward to connecting with him to continue the work of the Committee. The Committee is not meeting in December but creating resource materials for review through the holidays as to begin work at the beginning of the year.

#### D. Personnel Committee-No report

#### E. Finance Committee

Trustee Gallagher referred the Trustees to the Check Registrar and Budget Summary within the Board Packet. The Finance Committee met December 9, 2021 to discuss one additional item. It will be brought to the Board at the January meeting.

#### F. Ad Hoc-

1. Site Committee: Trustee Sintal stated the committee went to three sites on Monday, December 13, 2021. She updated the Board that the Committee is currently in Phase 2 of the 3 Phase plan. Phase 1 was finding locations to get the College up and running. Phase 2 is leasing locations for the College. Phase 3 involves finding a permanent site that accommodates the operational needs of the College, everyone agrees on the location, and the location addresses the needs of all the counties. Other factors to consider are whether the property is leased or owned, the pricing, and type of funding the College can receive or use for each potential location.
2. Community Advisors: No report

#### G. Chairperson Ron DiNicola

The Chairperson noted that the Board has been proactively engaged in Board Development in compliance of MSCHE accreditation requirements. The Board met on the following dates and covered the following topics:

- September 29, 2021, Board Structure & Operations
- October 19, 2021, Accreditation & Strategic Planning
- October 28, 2021 Board Self-Assessment Distributed, due November 5, 2021
- November 10, 2021, Review of Board Assessment & Defining Board Priorities
- December 8, 2021, Completed Review of the Board Self Assessment/Legal Requirements & Procurement

The Board will proceed with their development on January 22, 2022 with a daylong Board Retreat to assure the College is meeting the requirements for accreditation. Thanks was given to consultant, Dr. Narcisa Polonio, who is making sure the Board is taking the appropriate steps.

Consultant, Dr. Narcisa Polonio, indicated she will be using the DiSC Leadership/Personality assessment tool during the Board Retreat that will focus on building relationships within the Board and learning more about each other. This will be administered during the Board Retreat and used as a team building exercise.

Dr. Polonio submitted a report of the Board's Self-Assessment Survey. She highlighted the summary of findings on page 3 that had 18 performance indicators. There were six areas the trustees rated themselves high and four areas which needed more attention. Dr. Polonio plans to focus on these items during the Board Retreat. There was 100% attendance to the Board Development meetings up to the last one in December. Page 4 of the report listed nine major achievements that the board identified. Congratulations to the Board.

Chairperson DiNicola thanked Trustee Benson for his suggestions during this evaluation and lending his strength from his professional work outside the Board. Chairperson DiNicola also handed out the final Standing and Ad Hoc Committee appointments.

H. Other-No Report

## **Presentation by Blane Dessy, Interim Director of Administration, Clery Act Policy Revisions**

Dr. Gray introduced Blane Dessy, Interim Director of Administration, who gave a high-level report on the Clery Act and explained that the college will need to be in compliance of this act to receive federal funding. There is no material to vote on tonight, but this is to inform the Board of the work that will be taking place in the near future.

Mr. Dessy noted that College compliance is important because without it the College cannot receive funding under HEA Title IV. It's critical to work on compliance now so the College can submit its first Annual Security Report (ASR) at the beginning of the Federal Fiscal year, October 1, 2022. What this means for the Board and Staff is policy and procedure revisions. Some current policies need to be reviewed or new ones may need to be developed by the Board. Staff will need to produce procedures, programs/staff training, and an organizational chart among other things to dictate how program is managed in the future. This will be a process of Board policy review, development, and approval. Some policies that address the Clery Act are already in place but may need rewritten for clearer language and procedures will need to be put in place by Staff accordingly. Mr. Dessy suggests the newly formed Ad



Hoc Policy Committee start with Clery Act policy revisions. Dr. Gray clarified that the student facing part of the Clery Act will fall under the Academic Committee.

**New Business**

Dr. Gray explained that the Corry Lease expires at the end of December 2021, and the presented Lease extends this until the end of 2022. He expressed his appreciation and commitment to the relationship with the Corry Higher Education Council. Dr. Gray gave mention that the College is working with all their current locations to extend leases and this information will be presented in future Board Meetings.

Corry Lease Agreement Board Report #21-26 (Motion 2):

Trustee	Motion 2	Vote
Trustee Tom Benson	2	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix		Y
Trustee Kathryn Sintal	1	Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

**Future Agenda Items/Summary Comments by Board Members**

None

**For Information**

Dr. Gray noted the informational reports within the Board Packet for the Trustees to review for the sake of transparency. The Trustees had no questions concerning the reports.

A. HR Informational Report #21-27

B. Board Emails & My EC3PA Login In Informational Report #21-28

**Executive Session**

None

**Motion to Adjourn (Motion 3)**

Time 5:41

Trustee	Motion 3	Vote
Trustee Tom Benson	2	Y
Trustee Justin Gallagher		Y
Trustee Dave Mitchell		Y
Trustee Rev Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kathryn Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y



**ERIE COUNTY COMMUNITY COLLEGE OF PENNSYLVANIA  
BOARD OF TRUSTEES  
2020/2021 BOARD SELF-ASSESSMENT**

**The Erie County Community College Board of Trustees, as part of its Board Development Program, undertook a comprehensive self-assessment process to review its performance and achievements since the founding of the Board and to establish priorities for 2021/2022 for the Board and the College.**

**At the July 28, 2021, meeting of the Board of Trustees, the Board adopted a resolution to undertake a Board Development Plan for fiscal year 2021/2022 and to follow the Middle States Accreditation Standard VII on governance as a guide. This included:**

- a. Establish a process for annual board self-assessment using national community college standards.**
- b. Establish standards to conduct the annual presidential evaluation.**
- c. Schedule two annual Board retreats.**
- d. Schedule a monthly Board Development session around key issues identified by the trustees.**

## **PROGRESS TO DATE**

<b>September 29, 2021</b>	<b>Board Structure and Operations</b>
<b>October 19, 2021</b>	<b>Accreditation and the Value of Strategic Planning</b>
<b>November 10, 2021</b>	<b>Part 1 – Reviewed results of the confidential Board self-assessment survey</b>
<b>December 8, 2021</b>	<b>Part 2 – Completed review of results of the confidential Board self-assessment survey</b>
<b>January 22, 2022 Board Retreat</b>	<b>The first retreat of the Board of Trustees will take place on Saturday, January 22, 2022. The agenda will include a DISC Leadership/Personality Inventory and team building exercises. DISC is a personal assessment tool used by more than one million people every year to help improve teamwork, communication, and productivity.</b>

## **SUMMARY OF BOARD SELF-ASSESSMENT**

**Following national standards for community colleges, the trustees completed a confidential self-assessment instrument. All nine trustees participated in the assessment process. The survey instrument was administered to generate data that will help the Erie County Community College Board of Trustees assess its efficacy, review accomplishments for 2020-2021, as well as help generate goals for the 2021-2022 academic year.**

**As the college prepares for institutional accreditation, it is important to have a multi-year track record of the Board's participation in annual board self-assessment. This is part of the Board's effort to demonstrate its commitment to good governance and best practices.**

**The trustees used the following in responding to each area of responsibility. 1 -Strongly Disagree, 2 -Somewhat Disagree, 3 - Neutral, 4 -Somewhat Agree, 5 -Strongly Agree. The ratings marked in green represent high performance and those marked with yellow require attention.**

1. The Board understands its responsibility to uphold the mission and goals of the institution and that it is ultimately accountable for the academic quality and fiscal health of Erie County Community College. **Average 4**
2. The Board was engaged in and supported the administrations' response to the Covid-19 pandemic. **Average 3.4**
3. The Board is actively engaged in understanding and supporting the importance of diversity, equity and inclusion for students, faculty, staff and the community. **Average 4**
4. The Board abides by a written conflict of interest statement policy. **Average 3.3**
5. The Board of Trustees is impartial in all decisions. **Average 3.1**
6. The Board meeting agenda and related materials are provided in a timely manner with sufficient information to support and encourage discussion and exploration of key issues. **Average 3.6**
7. The Board supports, promotes, and maintains the autonomy of EC3PA from outside influences and does not allow political influences to interfere with the governing responsibilities of the board. **Average 2.6**
8. The Board demonstrates trust and respect for the President and his administration. **Average 4**
9. The Board has policies and procedures that ensure integrity and strong financial management by the administration. **Average 4.1**
10. The members of the founding Board are knowledgeable about EC3PA's educational programs and services. **Average 3.6**
11. The Board oversees policies to ensure the institution's commitment to student success and the quality of teaching and learning. **Average 3.8**
12. Trustees do not interfere with the decisions of the administration in the day-to-day management of the college. **Average 3.4**
13. The Board ensures that there will be a strategic plan with clear and measurable goals. **Average 3.4**
14. The founding Board advocated on behalf of the college to local, state and federal governments. **Average 4.2**
15. There is a climate of mutual trust and respect between and among Board members. **Average 3**
16. All trustees support the decisions of the Board once it is voted and approved. **Average 3.1**
17. INDIVIDUAL TRUSTEE ASSESSMENT: I read all the materials and come fully prepared to Board meetings. **Average 4.1**
18. INDIVIDUAL TRUSTEE ASSESSMENT: How would you rate your overall performance and understanding of your role as a trustee? **Average 4**

### **MAJOR ACHIEVEMENT FOR 2020/2021**

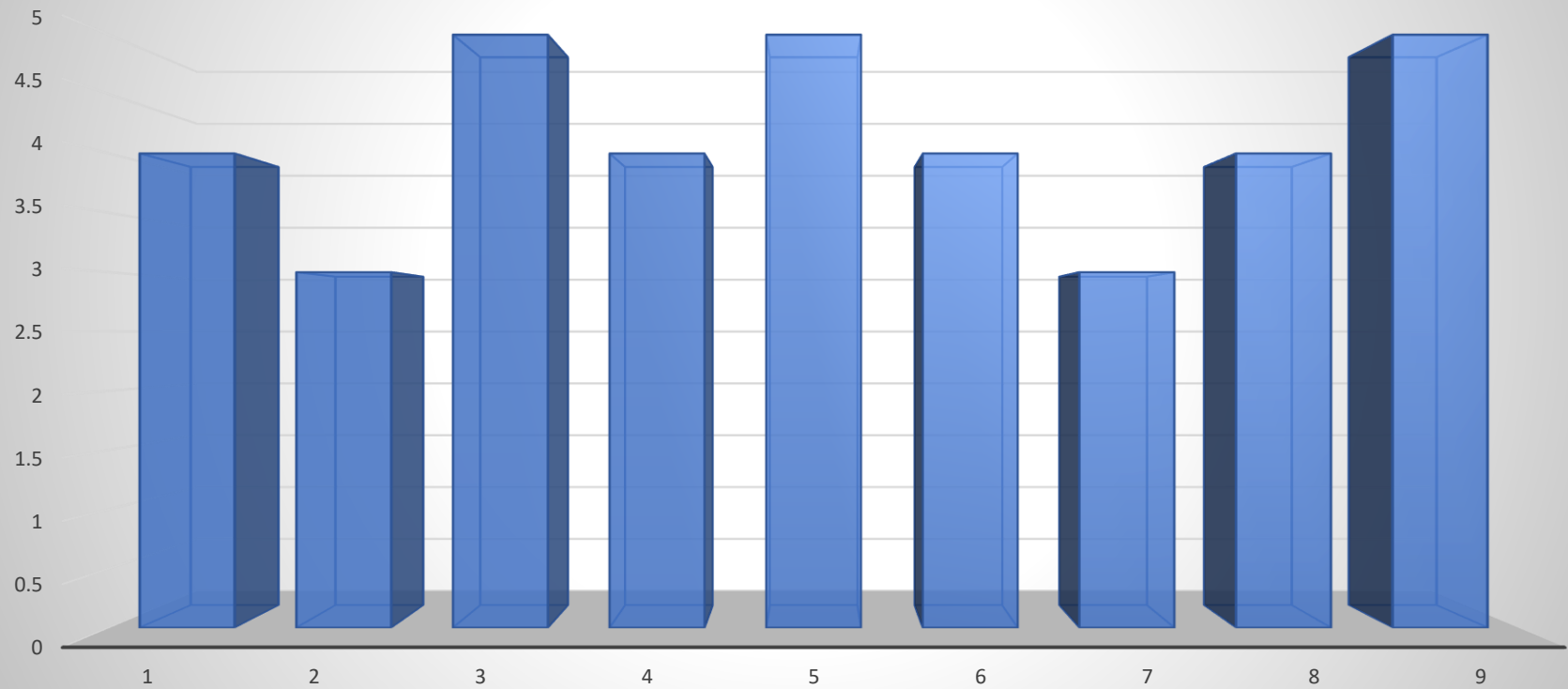
1. **Obtaining the space for classes, securing suitable sites, selecting a location, starting classes 9/01/21, use of temporary locations**
2. **Hiring the President, hired an outstanding individual to be president, hiring a president, hiring the founding president, Dr. Gray, hiring the president**
3. **Interim president appointment**
4. **Being established against many odds, foundational work, setting the stage for the college, just getting the college to open, agreement with Edinburg University**
5. **Getting approval by the State, obtaining degree granting status, gubernatorial capital grant and budgetary inclusion**
6. **Providing a clear message to the community, we helped build greater awareness of the benefits of a community college**
7. **Recruiting skilled staff**
8. **Lobbying funders**
9. **Hiring an auditor, hiring a competent solicitor, obtaining expert advice on policies and procedures from consultants, board development training**

### **FOLLOW UP SURVEY**

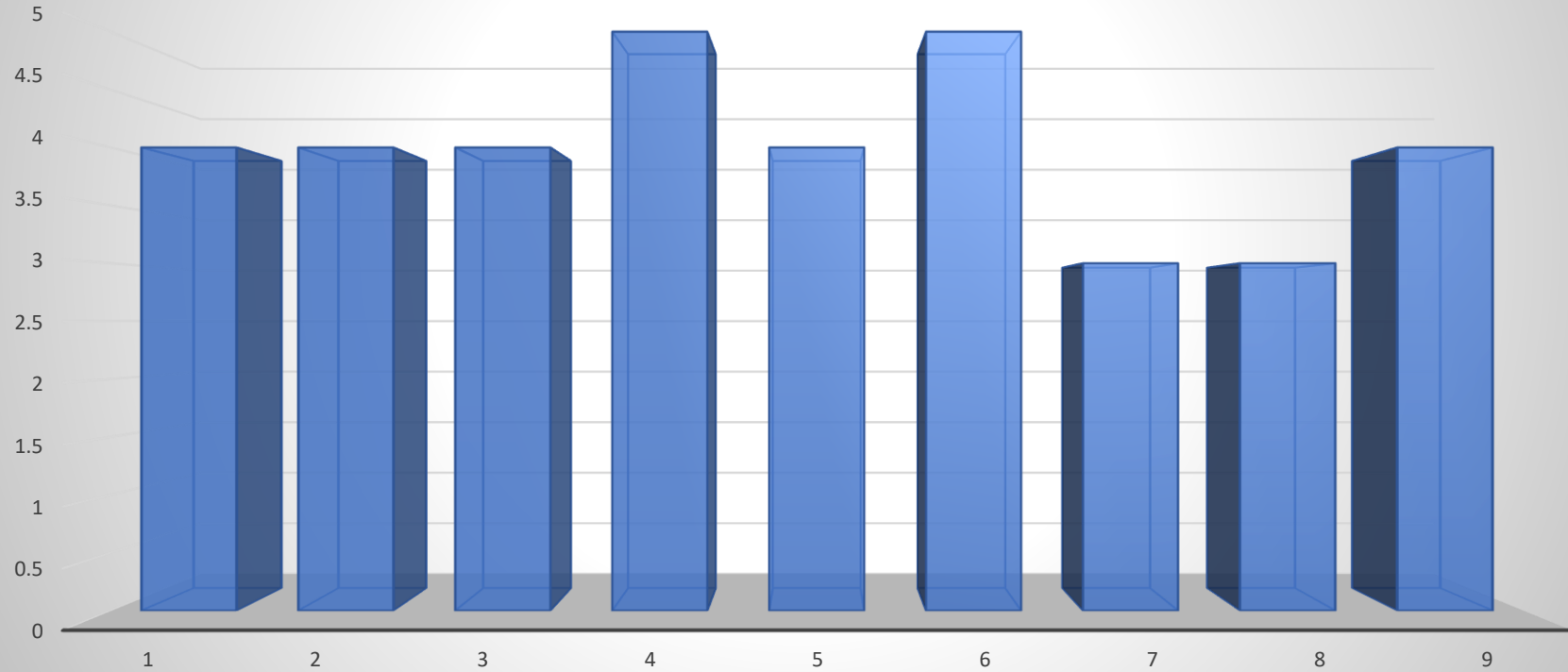
**A follow up survey will be administered for trustees to identify the top 5 priorities for 2021/2022 from the list e-mailed to all the trustees which includes all of the priorities identified by all nine trustees.**

**Submitted by Ronald DiNicola,  
Chairman, Erie County Community College  
Board of Trustees**

**17. INDIVIDUAL TRUSTEE ASSESSMENT: I read all the materials and come fully prepared to Board meetings. Average 4.1**



**18. INDIVIDUAL TRUSTEE ASSESSMENT: How would you rate your overall performance and understanding of your role as a trustee? Average 4**







**ERIE COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
2021 -2022 COMMITTEES  
December 15, 2021**

**EXECUTIVE COMMITTEE**

**Chair – Ronald A. DiNicola, Esquire**

**Members – Cheryl Rush Dix, Vice Chair, Justine Gallagher, Chair Finance  
Committee, Christina Vogel, Secretary**

**ACADEMIC COMMITTEE**

**Chair – Cheryl Rush Dix, Vice Chair**

**Members – Trustee Annette Wagner, MD, Trustee Tom Benson**

**Working in cooperation with the President and administrative staff assigned by the President, the Academic Committee shall make recommendations to the Board with respect to policies and general oversight of the College's:**

**student and academic affairs programs; workforce initiatives to enhance the economic progress of the region with responsive, solution-driven programs; and admission initiatives.**

**FINANCE COMMITTEE**

**Chair – Justine M. Gallagher**

**Members – Trustee Rev. Charles Mock**

**Working in cooperation with the President and Treasurer and other administrative staff assigned by them, the Finance Committee shall:**

make recommendations to the Board with respect to policies and general oversight of the financial affairs of the College, including the incurrence of debt and the submission of the annual budgets to be approved by the Board for operations and capital expenditures; and recommend to the Board a certified public accountant to perform the College's annual external audit, monitor the audit process, provide any necessary updates to the Board regarding the progress of the audit, and present the audit to the Board.

#### **PERSONNEL COMMITTEE**

**Chair – Tom Benson**

**Members – Trustee Rev. Charles Mock, Trustee Justine Gallagher**

**Working in cooperation with the President and administrative staff assigned by the President, make recommendations to the Board with respect to policies and general oversight of the College's:**

**compensation and benefit programs; diversity and inclusion initiatives; and recruitment and evaluation procedures for senior administrators.**

#### **AD HOC – SITE COMMITTEE**

**Chair – Kathryn J. Sintal**

**Members – Trustee Annette Wagner, MD, Trustee David E. Mitchell**

**Working in cooperation with the President and administrative staff assigned by the President, make recommendations to the Board with respect to sites selections.**

#### **COMMUNITY ADVISORS GROUP**

**Chair – Christina Vogel**

**Members – Vice Chair Cheryl Rush Dix, Trustee David Mitchell**

**Working in cooperation with the President provides an opportunity to engage with members.**

**interested citizens from the community.**

#### **AD HOC COMMITTEE ON POLICY REVIEW**

**Trustee Kathryn Sintal, President Christopher Gray**

**Review the records and update of policies approved by the Board.**

**BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS**  
**FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022**  
**YTD - 12/31/2021**

<b>FUNDING SOURCES</b>	Operating Budget	YTD 12/31/21	% of Budget	Capital Budget	YTD 12/31/21	% of Budget	Combined Budget	YTD 12/31/21	% of Budget
Student Tuition - Credit Programs	\$ 528,960	\$ 429,835	81%	\$ -	\$ -	#DIV/0!	\$ 528,960	\$ 429,835	81%
Student Technology/General/Other Fees	\$ 96,900	\$ 77,010	79%	\$ -	\$ -	#DIV/0!	\$ 96,900	\$ 77,010	79%
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	\$ -	0%	\$ 225,000	\$ -	0%	\$ 1,418,250	\$ -	0%
Commonwealth of Pennsylvania	\$ 1,384,320	\$ 692,500	50%	\$ 1,250,000	\$ -	0%	\$ 2,634,320	\$ 692,500	26%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ 300,739	56%	\$ -	\$ -	#DIV/0!	\$ 541,800	\$ 300,739	56%
Miscellaneous Income	\$ 10,000	\$ 16,643	166%	\$ -	\$ -	#DIV/0!	\$ 10,000	\$ 16,643	166%
<b>Totals</b>	<b>\$ 5,287,180</b>	<b>\$ 2,760,339</b>	<b>52%</b>	<b>\$ 1,856,750</b>	<b>\$ 381,750</b>	<b>21%</b>	<b>\$ 7,143,930</b>	<b>\$ 3,142,089</b>	<b>44%</b>
Transfer from Carry-Over Funds - FY20-21	<u>\$ 1,374,606</u>	<u>\$ 1,374,606</u>	100%	<u>\$ -</u>	<u>\$ -</u>	#DIV/0!	<u>\$ 1,374,606</u>	<u>\$ 1,374,606</u>	100%
<b>TOTAL SOURCES OF FUNDS</b>	<b><u>\$ 6,661,786</u></b>	<b><u>\$ 4,134,945</u></b>	<b>62%</b>	<b><u>\$ 1,856,750</u></b>	<b><u>\$ 381,750</u></b>	<b>21%</b>	<b><u>\$ 8,518,536</u></b>	<b><u>\$ 4,516,695</u></b>	<b>53%</b>
<b>APPLICATION OF FUNDS</b>									
Salaries and Wages	\$ 1,939,081	\$ 699,240	36%	\$ -	\$ -	#DIV/0!	\$ 1,939,081	\$ 699,240	36%
Staff Benefits	\$ 616,667	\$ 72,342	12%	\$ -	\$ -	#DIV/0!	\$ 616,667	\$ 72,342	12%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 105,901	23%	\$ -	\$ -	#DIV/0!	\$ 460,000	\$ 105,901	23%
-IT Services	\$ 351,484	\$ 152,830	43%	\$ -	\$ -	#DIV/0!	\$ 351,484	\$ 152,830	43%
-Software Leases & Subscriptions	\$ 737,677	\$ 337,863	46%	\$ -	\$ -	#DIV/0!	\$ 737,677	\$ 337,863	46%
-Marketing	\$ 526,750	\$ 205,361	39%	\$ -	\$ -	#DIV/0!	\$ 526,750	\$ 205,361	39%
-Facility Leases & Expenses	\$ 373,980	\$ 159,500	43%	\$ -	\$ -	#DIV/0!	\$ 373,980	\$ 159,500	43%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 143,221	32%	\$ -	\$ -	#DIV/0!	\$ 451,300	\$ 143,221	32%
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><u>\$ 5,851,939</u></b>	<b><u>\$ 1,876,258</u></b>	<b>32%</b>	<b><u>\$ 2,500,000</u></b>	<b><u>\$ 1,444,555</u></b>	<b>58%</b>	<b><u>\$ 8,351,939</u></b>	<b><u>\$ 3,320,813</u></b>	<b>40%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b><u>\$ 809,847</u></b>	<b><u>\$ 2,258,687</u></b>	<b>279%</b>	<b><u>\$ (643,250)</u></b>	<b><u>\$ (1,062,805)</u></b>	<b>165%</b>	<b><u>\$ 166,597</u></b>	<b><u>\$ 1,195,882</u></b>	<b>718%</b>

(50% through the fiscal year)

**Erie County Community College of PA  
Monthly Check Register  
12/31/21**

Check Number	Payment Date	Payee	Payment Amount	Financial Account	Date Voided
236	12/3/2021	Keri Bowman	\$89.11	FNB Operating	
237	12/6/2021	Renee Triana	\$41.34	FNB Operating	
238	12/6/2021	Sammy Onorato	\$100.00	FNB Operating	
239	12/6/2021	Baker & Taylor	\$154.53	FNB Operating	
240	12/6/2021	Blackgate Security Agency	\$3,291.79	FNB Operating	
241	12/6/2021	Booker T. Washington Center	\$3,150.00	FNB Operating	
242	12/6/2021	Corry Journal	\$72.75	FNB Operating	
243	12/6/2021	Cynthia Wolf	\$1,200.00	FNB Operating	
244	12/6/2021	Diligent Corporation	\$4,500.00	FNB Operating	
245	12/6/2021	Erie Technology Incubator ZDNU_	\$3,807.00	FNB Operating	
246	12/6/2021	Flagship Multimedia Inc.	\$2,000.00	FNB Operating	
247	12/6/2021	GovConnection Inc	\$9,375.76	FNB Operating	
248	12/6/2021	Hagan Business Machines	\$499.47	FNB Operating	
249	12/6/2021	Haines Printing	\$18.00	FNB Operating	
250	12/6/2021	Incline Alchemy, Inc	\$121,071.59	FNB Operating	
251	12/6/2021	KimKopy Printing	\$902.00	FNB Operating	
252	12/6/2021	Knox Law	\$3,238.00	FNB Operating	
253	12/6/2021	Logicalis	\$21,317.79	FNB Operating	
254	12/6/2021	Maloney, Reed, Scarpitti & Company LLP	\$1,592.00	FNB Operating	
255	12/6/2021	MBS Direct, LLC	\$816.20	FNB Operating	
256	12/6/2021	R Brilliant Media	\$0.00	FNB Operating	12/14/2021
257	12/6/2021	Service Master Restoration by Advanced	\$1,335.00	FNB Operating	
258	12/6/2021	Times Publishing Company	\$542.45	FNB Operating	
259	12/6/2021	Velocity Network	\$8,936.68	FNB Operating	
260	12/6/2021	Verizon	\$213.40	FNB Operating	
261	12/6/2021	Vision Benefits of America Inc.	\$201.01	FNB Operating	
262	12/6/2021	Werkberry, LLC	\$1,464.95	FNB Operating	
263	12/6/2021	FastSigns	\$609.58	FNB Operating	
264	12/6/2021	Sample News Group	\$1,631.25	FNB Operating	
265	12/15/2021	Renee Triana	\$114.15	FNB Operating	
266	12/15/2021	Christopher Gray	\$2,432.63	FNB Operating	

**Erie County Community College of PA**  
**Monthly Check Register**  
**12/31/21**

267	12/15/2021	Guy Goodman	\$4,888.75	FNB Operating
268	12/15/2021	Blackgate Security Agency	\$3,960.01	FNB Operating
269	12/15/2021	Creative Imprint Systems	\$1,062.21	FNB Operating
270	12/15/2021	Epic Web Studios LLC	\$12,900.00	FNB Operating
271	12/15/2021	Flagship Multimedia Inc.	\$2,000.00	FNB Operating
272	12/15/2021	JPS Consulting Services LLC	\$3,468.75	FNB Operating
273	12/15/2021	Logicalis	\$5,745.00	FNB Operating
274	12/15/2021	Luminous Strategies	\$5,000.00	FNB Operating
275	12/15/2021	MenajErie Studio, LLC	\$2,437.50	FNB Operating
276	12/15/2021	PA Commission for Community Colleges	\$504.12	FNB Operating
277	12/15/2021	R Brilliant Media	\$19,001.00	FNB Operating
278	12/15/2021	Sample News Group	\$1,281.47	FNB Operating
279	12/15/2021	Service Master Restoration by Advanced	\$1,335.00	FNB Operating
280	12/15/2021	Times Publishing Company	\$1,725.00	FNB Operating
281	12/15/2021	Verizon	\$213.40	FNB Operating
282	12/1/2021	Jo Ellen Barish	\$115.00	FNB Operating
283	12/1/2021	John McCall (Private)	\$265.00	FNB Operating
284	12/1/2021	Kelly White	\$115.00	FNB Operating
285	12/1/2021	Madeleine Karickhoff	\$340.00	FNB Operating
286	12/1/2021	Mohammed Ali	\$10.00	FNB Operating
287	12/1/2021	Remle Sauer	\$75.00	FNB Operating
288	12/1/2021	Rhonda Engels	\$75.00	FNB Operating
289	12/1/2021	Taina Turner	\$340.00	FNB Operating
290	12/16/2021	Amazon	\$411.68	FNB Operating
291	12/16/2021	GovConnection Inc	\$786.60	FNB Operating
292	12/16/2021	Luminous Strategies	\$5,000.00	FNB Operating
293	12/16/2021	Maloney, Reed, Scarpitti & Company LLP	\$328.00	FNB Operating
294	12/16/2021	Vision Benefits of America Inc.	\$482.61	FNB Operating
			\$268,584.53	

St Benedict Education Center Lease through the end of 2022

Information

The current St Benedict Education Center Lease runs from July 1, 2021, until July 1, 2022. The College has requested to extend the lease until December 31, 2022. The Benedictine Sisters have agreed to extend the lease with the following terms: The current lease amount will remain the same; payment is due through the end of December 2022 regardless of whether the college is physically utilizing the space at 330 E. 10<sup>th</sup> St building or not; all other provisions of the current lease agreement remain in effect. This extension of the lease will cost \$86, 450.

Recommendation

It is recommended that the Board of Trustees approves the extension of the St Benedict Education Center's lease through the end of December 2022 at the above terms.

Erie County Technical School Skills Center Lease Amendment

Information

The current Erie County Technical School lease was written for the time period of October-December 2021, and March-May 2022. A proposal was made to amend the lease agreement December 12, 2021 to include the period of January 1, 2022-December 31, 2022.

The additional cost of January and February 2022 is \$3,419.23 per month for a total of \$ 6,838.46. The definition of leased premise was amended to exclude the conference room.

The welding lab and wood crafts area designated for storage will be included in the lease beginning July 1, 2022-December 31, 2022. The welding lab, facilities, and equipment is a per diem rate of \$425 per day of use and the wood crafts area designated for storage is a per diem rate of \$115 per day of use. The use of these areas is TBD.

All other terms and conditions set forth in the original lease agreement except the above will continue to be valid and enforceable.

College administration is in continued conversations with ECTS administration to explore the possibility of using two additional spaces (welding lab facilities and wood crafts. The agreed upon rate is per diem giving the college flexibility to schedule classes as needed and only incur costs when utilized.

Recommendation

It is recommended that the Board of Trustees approves the amended lease at the additional cost of \$6,838.46 for the months of January and February 2022 at the Erie County Technical School. And approve the use of the welding lab, facilities, and equipment for a \$425 per diem rate per day and the wood crafts area designated for storage for a \$115 per diem rate per day.

Authorized Signer Approval on EC3PA Bank Accounts

Information

Hiring the new Vice President of Administration, William Jeffress, requires EC3PA to add Mr. Jeffress as an authorized signatories on all accounts held at Marquette Savings Bank and First National Bank. Granting Mr. Jeffress signing and borrowing authority with respect to all such accounts and credit cards in accordance with and subject to the limitations of policies previously adopted by the Board of Trustees of the College, and that Mr. Jeffress as such officer is hereby authorized and directed to execute such additional documents and to take all actions as may be required by the Bank to carry out the purposes of this resolution.

Recommendation

It is recommended that the Board of Trustees approves the motion to add the Vice President of Administration, William Jeffress, as an authorized signer.



Regional Science Consortium Fees through June 2022

Information

EC3PA has paid the Regional Science Consortium (RSC) annual membership fee for July 2021-June 2022 membership year. The RSC annual membership fee of \$3,000 provides laboratory access for one class with an assigned lab. This includes the leasing of laboratory space, supplies and equipment. Each additional lab class is \$3,000 per class during the same membership year. There is also an additional \$4,000 fee for the instructor of each class.

In Fall 2021, we offered one class with a lab which is the annual allowance for the July 2021 – June 2022 RCS annual membership.

EC3PA is offering two classes in the Spring 2022 semester at the RSC. Each class will be an additional \$3,000 (\$6,000 total) and an additional \$4,000 for the instructor of each class (\$8,000), totaling an additional \$14,000 charged for the July 2021-June 2022 membership year.

Recommendation

It is recommended that the Board of Trustees approves the additional \$14,000 in fees for two classes and two instructors for the Spring 2022 semester during the RSC July 2021-June 2022 membership year.

### Resolution to Transfer Technical Support Internally

#### Information

EC3PA entered a three-year contract with Logicalis in the spring of 2021 to provide Help Desk Support, Managed Service Support and Microsoft Licensing Management. This agreement for technical support was determined to be the best course of action since the support needs of the College were not easy to forecast.

As EC3PA began to hire internal IT staff the number of requests to Logicalis began to decline rapidly. There are several factors for this including increased response time and more direct access to systems requiring support. Based on the reports available from the Logicalis tracking system there have been no new requests for service since late September of 2021. EC3PA is still incurring a monthly bill for services regardless of if they are being used or not.

As the license manager for all Microsoft products, Logicalis also bills EC3PA monthly for the licenses that the college uses. After researching Logicalis pricing, the internal IT staff has determined there is a more cost-effective license program. Intermediate Unit 13 provides software sales to public educational institutions. They have a program that is negotiated directly with Microsoft that provides substantial savings to all qualifying organizations. The college is expected to see a savings of approximately \$700k over the next 2 ½ years.

#### Recommendation

It is recommended that the Board of Trustees approve a resolution directing administration to move technical support in house and change hosts for Microsoft licenses.

## Information Report: Human Resource

Summary

Total full-time and part-time staff, 46, as of 1/19/22

December

- No new hires, promotions, resignations, or transfers in December 2021

January (through January 21, 2022)

- Blane Dessy, Interim Director of Administration, retired January 14, 2022.
- Erica Nowak was offered and accepted the Marketing Coordinator position; to start February 7, 2022.
- New Hires:

<b>Position</b>	<b>Status</b>	<b>Name</b>	<b>Start Date</b>
VP, Administration	Full-time	William Jeffress	Jan. 3, 2022
Administrative Ass't. to V.P.	Full-time	Michelle Jaggi	Jan. 4, 2022
Adjunct Faculty	Part-time	Paul Hamill	Jan. 6, 2022
Adjunct Faculty	Part-time	Hopson, Daniel	Jan. 6, 2022
Adjunct Faculty	Part-time	Toni Mazanowski	Jan. 6, 2022
Adjunct Faculty	Part-time	Susan Nolan	Jan. 6, 2022
Adjunct Faculty	Part-time	Michelle Patalon	Jan. 6, 2022
Workforce Development Coor.	Full-time	Douglas Massey	Jan. 18, 2022

- Open positions include various adjunct faculty

### Information Report: Diversity, Equity, and Inclusion

#### Information

2022 is going to be an exciting and busy year for the Diversity office at EC3PA. There is a full calendar of celebrations and observations.

Currently the Diversity, Equity, and Inclusion Director is working on the following:

- Diversity, Equity, and Inclusion Courageous Couch Conversations are taking place with the leadership team, support staff and faculty. These conversations are designed to provide a space where staff can speak their truth and grasp a healthy and wholistic understanding of authentic diversity, equity, and inclusion here at Erie County Community College.
- As part of a series of events to recognize and celebrate diversity, during the month of February EC3PA will celebrate Black History Month. On February 23, 2022, at Noon, EC3PA will present the first “Black And...” DEI Series. This presentation will cover several areas of the African American experience including topics such as education, gender, LGBTQIA+, poverty, etc. This is a panel discussion with student engagement and students will be active participants in the planning process.

The full diversity calendar will be presented to the Personnel committee at their next meeting.

- The College is working to establish relationships with High Schools in Erie County.
- The College is focused on helping special populations, gain more information about our institution with, and possibly gain students from those communities.
- The Diversity Committee will work alongside the marketing team, so that we can have visual aids that artistically display our passion for diversity, equity, and inclusion within the halls of our facilities.

Information Report: COVID-19 Protocols/Update

Information

The Erie County Community College (EC3PA) was created in the midst of the COVID-19 pandemic. Our staff, faculty, and students have always worked in this environment and has been attentive to the issues surrounding COVID-19.. We have developed our own procedures in addressing COVID-19 in our facilities, but because we are also in lease agreements with other instructional sites, we need to be compliant with their COVID -19 policies and procedures.

To protect our college community, we have taken the following steps:

1. distributed cleansing wipes, hand sanitizer, and other supplies throughout 900 State St. and St. Benedict's Education Center and are coordinating with our other leased locations for necessary supplies
2. adopted the latest safety practices from the Erie County Department of Health and are conveying those to all members of the college community
3. created materials that can be distributed to students and used on our website and social media channels
4. informed instructors to review COVID-19 safety measures with students at the beginning of each class
5. ensured compliance with our leased locations safety policy and procedures
6. monitored other academic institutions for their COVID-19 policies and procedures

Managing the college's response to COVID-19 requires continuous monitoring and an ability to adapt fluid circumstances. Moving forward, we will adhere to the following:

1. follow the Erie County Department of Health, the Commonwealth of Pennsylvania, and the Centers for Disease Control as our authority on COVID-19 information, policy, and practice
2. be prepared to move affected individuals, students, or instructors, remote if possible
3. be prepared to shift to a hybrid work schedule, where possible, to limit exposure
4. be prepared to shift all classes in a remote format
5. have ready a succession plan for employees to ensure campus operations can continue should employees be unable to work
6. have communication plans ready to clearly inform students and employees of college operations and responses to Covid-19
7. be ready to deliver additional support to faculty to assist in the transition to remote learning