February 2022 BOT Meeting

Board of Trustees Regular Meeting

December 15, 2021

Gannon ETI Building

900 State St.

Suite 300

Erie, PA, 16501

Meeting ID: 860 0654 5761, Passcode: 720222

![Erie County Community College of PA logo]

February 23, 2022 Regular Board Meeting Packet

1. Call to Order

2. Roll Call

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

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. Personnel Committee
    Trustee Tom Benson

    E. Finance Committee
    Trustee Justin Gallagher

        1. YTD Budget Summary 2021-2022 (pg. 12)

        2. January 2022 Check Register (pg. 13-14)

    F. Ad Hoc Committees

        1. Site Committee
        Trustee Kay Sintal

        2. Community Advisors Committee
        Secretary Christina Vogel

        3. Policy Review Committee
        Trustee Kay Sintal

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

    H. Other

6. Consent Agenda

    A. Approval of Consultant Contract Extension: Dr. Narcisa
    Polonio Board Report #22-09 (pg. 15)

B. Resolution to Amend Second Signatory Requirement on Checks Board Report #22-11 (pg. 16)

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

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

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

10. Future Agenda Items/Summary Comments by Board Members

11. For Information

A. Human Resource Board Report #22-16 (pg. 22)

B. Diversity, Equity, and Inclusion Board Report #22-17 (pg. 23-33)

C. Workforce Development Board Report #22-18 (pg. 34)

12. Executive Session

A. Executive Session for the Purposes of Real Estate

13. Motion to Adjourn

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

Minutes for January 26, 2022 Board Meeting Packet

01/26/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

College/Other Attendees

President Dr. Chris Gray; Assistant to the President Renee Triana; Treasurer Heidi Sheehan; Vice President Guy Goodman; Vice President William Jeffress; Assistant to the Vice President's Michelle Jaggi; Dean Bowman; Dean Walker; Director of IT Guy White; Director of HR Luisa Heifner **Other:** Solicitor Tim Wachter; Consultant Dr. Polonio

Call to Order

Meeting Called to Order at 5:02 p.m.

Roll Call

Trustee	Roll Call
Trustee Tom Benson	Y via Zoom
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 via Zoom
Secretary Christina Vogel	Y
Trustee Dr Annette Wagner	Y via Zoom
Chairperson Ron DiNicola	Y

Approval of Meeting Minutes (pg. 4-18)

Trustee	Motion 1	Vote
Trustee Tom Benson		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	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Public Participation

None

Communication

A. County Council Liaison-None Appointed Yet

B. President's Report-Dr. Gray introduced the newly hired Vice President William Jeffress. He also thanked interim Director, Blane Dessy who retired January 14, 2022, for all his hard work prior to bringing Mr. Jeffress on board.

Dr. Gray noted the "EC3PA Policy Accountabilities" hand out within the Board Packet. He explained that the existing Board Policy Manual was broken down and assigned to an Administrative Officer of the College and a Board Oversight Committee. Any Board Policy not assigned a committee will be reviewed by the Ad Hoc Board Policy committee. This chart provides a mechanism to review and/or update the policies every five years and aligns them with standing committees. The standing committees will also start meeting on a regular basis with their Administrative Officer/College liaison. There will be proposed policy language changes for next month's Board of Trustee meeting, with a redline version of the policy submitted to the Board for clarity of those changes.

C. Academic Committee-Vice Chairperson Rush Dix met with Vice President Guy Goodman to set a regular schedule of meeting dates on the second Saturday of the month. Dr. Gray confirmed that a**ll** committees open to the public unless in Executive Session. Trustees should contact their College Liaison if they think the Ad Hoc meeting should be in Executive Session so the College can consult the solicitor.

D. Finance Committee-Trustee Gallagher referred to the Budget Summary and the Check Register in the Board Packet for review. The committee met January 20, 2022, and the only action item from the Committee is to add Vice President of Administration, William Jeffress, as a signatory to all college accounts. This will provide ease of doing business in case one of the signers is out of town etc. for the dual signature requirement on checks. Trustee Mock wanted it noted that he does not support the College doing business with Marquette Savings Bank in any way due to their reputation of not supporting black minority business. Trustee Gallagher pointed out that the College keeps its money in multiple banks in Erie, but that this can be a topic of discussion for the next Finance Committee meeting.

E. 1. Ad Hoc Site Committee-Committee Chair Trustee Sintal requested a doodle poll to find time for a committee meeting next week. Per the agenda an Executive Session took place for the purposes of Real Estate. The solicitor confirmed the College is only required to note on the agenda that an Ad Hoc Executive Session took place. Dr. Gray indicated that there would be an Executive Session held during the Regular February Board of Trustees Meeting to discuss real estate.

E. 2. Ad Hoc Community Advisors-Secretary Vogel informed the Board that there was an Ad Hoc Committee Meeting on Monday the 24, 2022. She stated that the Committee is going back to regular communications with the Erie Regional Chamber and Growth Partnership. The Committee is looking for advisors for specific programs and experts in the community that can be an asset to the College. The Committee also discussed future goals. Chairperson DiNicola approved of the work the Committee was doing in continuing to build relationships with community leaders.

E. 3. Ad Hoc Policy Review Committee-In addition to the information provided in the President's Report it was confirmed that it is the Policy Review Committee will work with administration to maintain a spreadsheet of policies and when policies are changed per Trustee vote so all policies in 5-year update for accreditation.

F. Chairperson-Chairperson DiNicola shared an open letter to mark the Board's participation in the Board Retreat over the weekend (Exhibit A). He expressed that it was energetic and informative. Mr. DiNicola wanted to that the people who made it possible, Consultant Dr. Polonia, Trustee Tom Benson, President Dr. Gray, and Consultant Dr. Angela Long.

G. Other-None

Presentation Enrollment & Student Demographics

Guy Goodman, Vice President of Academic and Student Affairs, gave an update on enrollment and student demographics. Vice President Goodman stating that EC3PA's role is crucial to career development and advancing the economic condition of Erie County. The following represents data of who the College's students were for the first fall semester.

Students of color represented 33.5% of total enrollment. The lower East side is well presented with 45.7% of students living in zip codes immediately surrounding the St. Benedict Education Center. With the average student age at 38 and 64.3% of students in an age range connotating workforce training or retraining, the College's enrollment is supportive of the identified career focused goals as highlighted previously.

EC3PA serves the community through four locations with the major of classes offered at St. Benedict Education Center. Challenges remain with how to reach all areas of the county, but programmatic efforts are being developed to address these needs.

Almost 85% of enrolled students successfully completed courses during the fall term with a course success rate of 64%. The college retained almost 60% of the students from the fall semester and added 69 new students at the beginning of the spring semester.

Vice Chairperson Rush Dix and Trustee Mock provided questions about the impact of transportation and retention and Trustee Sintal commented about the impact of high school programs on current and future enrollments being a good area of focus.

Consent Agenda

7. A. St Benedict's Education Center Lease **Board Report #22-01**

7. B. Erie County Technical School Skills Center Lease Amendment **Board Report #22-02**

7. C. Authorized Signer Approval of EC3PA Bank Accounts **Board Report #22-03**

Trustee	Motion 2	Vote
Trustee Tom Benson		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	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business

8.A. Regional Science Consortium Fees through June 2022 **Board Report #22-04**

Trustee	Motion 3	Vote
Trustee Tom Benson		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	1	Y

Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

8. B. Resolution to Transfer Technical Support Internally **Board Report #22-05**

Trustee	Motion 4	Vote
Trustee Tom Benson		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	1	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Trustee Sintal inquired about the College's CIS students becoming engaged in a work study program. IT Director Guy White responded that a process is being put in place for work studies. The Board commended excellent job by Mr. White in doing the research for this change of services.

Future Agenda Items/Summary Comments by Board Members

None

For Information

10. A. Human Resource **Board Report #22-06**-Vice Chairperson Rush Dix requested the areas of need for adjunct faculty at the College. Dean Walker responded that the College is in need CIS Adjunct with a specialty in Python and Math Adjunct. Dr. Gray stipulated that to be accredited the College requires that faculty have a Master's Degree AND 18 graduate hours in the pure discipline they are teaching for transfer level courses.

10. B. Diversity, Equity, and Inclusion **Board Report #22-07**-Vice Chairperson Rush Dix asked that this report be included in the next Board Development Session.

10. C. COVID-19 Protocols Update **Board Report #22-08-**There was a correction to the agenda as the Board Report is #22-08 and not #21-08.

Executive Session

None

Motion to Adjourn 6:04 p.m.

Trustee	Motion 5	Vote
Trustee Tom Benson		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	2	Y
Trustee Dr Annette Wagner		Y
Chairperson Ron DiNicola		Y

Next Regular Meeting, February 23, 2022 at 5pm

ERIE COUNTY
COMMUNITY COLLEGE OF PA

Report from the Chairman of the Board **(Exhibit A)**

Ronald DiNicola

Board of Trustees meeting

January 26, 2022

It is with great appreciation that I take this opportunity to thank all of the trustees for their participation in the first board development retreat for this Board. We dedicated a full day to come together and focus our attention on the leadership role of the Board and to prepare for the development of the three-year strategic plan for the EC3PA.

The morning section of the retreat was facilitated by Dr. Narcisa Polonio and was dedicated to reviewing the results of the Dominance, Influence, Conscientiousness and Steadiness (DICS) instrument which was completed by each trustee and President Gray. DISC is an acronym for the four personality types that constitute the model. It is a good predictor of strengths and communication preference, and it provides insights to all valuable members of the leadership group. This experience provided an opportunity to build unity and appreciation of each other's personality type. In addition, the trustees reflected on the numerous accomplishments of the Board of Trustees since August 2020 when the Erie County Council and the County Executive created the Board.

The afternoon section was facilitated by Dr. Angela Long, a nationally respected authority on community colleges and strategic planning. She introduced the board to the strategic planning process that will result in the creation EC3PA's 2022-2025 Strategic Plan. The process provides a comprehensive road map towards building equitable outcomes and responding to personal and economic conditions for students, especially those historically underserved. It will establlish the foundation to provide services to the citizens of Erie County, and it reaffirms the mission, vision and values of EC3PA.

The Board's next board development session will be dedicated to diversity, equity and inclusiveness (DEI) and is scheduled for February 9, 2022.

FUNDING SOURCES	Operating Budget	YTD 1/31/22	% of Budget	Capital Budget	YTD 1/31/22	% of Budget	Combined Budget	YTD 1/31/22	% of Budget
Student Tuition - Credit Programs	$ 528,960	$ 538,555	102%	$ -	$ -	#DIV/0!	$ 528,960	$ 538,555	102%
Student Technology/General/Other Fees	$ 96,900	$ 95,198	98%	$ -	$ -	#DIV/0!	$ 96,900	$ 95,198	98%
Net Tuition from Noncredit Programs (net of expenses)	$ 50,000	$ -	0%	$ -	$ -	#DIV/0!	$ 50,000	$ -	0%
County of Erie (1/1-1/31/22)	$ 1,350,000	$ 1,243,612	92%	$ 381,750	$ 381,750	100%	$ 1,731,750	$ 1,625,362	94%
County of Erie (1/1-12/31/22)	$ 1,193,250	$ -		$ 225,000	$ -	0%	$ 1,418,250	$ -	0%
Commonwealth of Pennsylvania	$ 1,384,320	$ 692,500	50%	$ 1,250,000	$ -	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	$ 724,494	134%	$ -	$ -	#DIV/0!	$ 541,800	$ 724,494	134%
Miscellaneous Income	$ 10,000	$ 16,429	164%	$ -	$ -	#DIV/0!	$ 10,000	$ 16,429	164%
Totals	$ 5,287,180	$ 3,310,787	63%	$ 1,856,750	$ 381,750	21%	$ 7,143,930	$ 3,692,537	52%
Transfer from Carry-Over Funds - FY20-21	$ 1,374,606	$ 1,374,606	100%	$ -	$ -	#DIV/0!	$ 1,374,606	$ 1,374,606	100%
TOTAL SOURCES OF FUNDS	$ 6,661,786	$ 4,685,393	70%	$ 1,856,750	$ 381,750	21%	$ 8,518,536	$ 5,067,143	59%

APPLICATION OF FUNDS

	Operating Budget	YTD 1/31/22	% of Budget	Capital Budget	YTD 1/31/22	% of Budget	Combined Budget	YTD 1/31/22	% of Budget
Salaries and Wages	$ 1,939,081	$ 779,295	40%	$ -	$ -	#DIV/0!	$ 1,939,081	$ 779,295	40%
Staff Benefits	$ 616,667	$ 180,062	29%	$ -	$ -	#DIV/0!	$ 616,667	$ 180,062	29%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	$ 460,000	$ 120,339	26%	$ -	$ -	#DIV/0!	$ 460,000	$ 120,339	26%
-IT Services	$ 351,484	$ 207,848	59%	$ -	$ -	#DIV/0!	$ 351,484	$ 207,848	59%
-Software Leases & Subscriptions	$ 737,677	$ 405,982	55%	$ -	$ -	#DIV/0!	$ 737,677	$ 405,982	55%
-Marketing	$ 526,750	$ 235,993	45%	$ -	$ -	#DIV/0!	$ 526,750	$ 235,993	45%
-Facility Leases & Expenses	$ 373,980	$ 198,801	53%	$ -	$ -	#DIV/0!	$ 373,980	$ 198,801	53%
-Contingency	$ 395,000	$ -	0%	$ -	$ -	#DIV/0!	$ 395,000	$ -	0%
-Other	$ 451,300	$ 188,826	42%	$ -	$ -	#DIV/0!	$ 451,300	$ 188,826	42%
Capital Purchases:									
-Leasehold Improvements	$ -	$ -		$ -	$ 27,479	#DIV/0!	$ -	$ 27,479	#DIV/0!
-Furniture and Fixtures	$ -	$ -		$ 100,000	$ 67,417	67%	$ 100,000	$ 67,417	67%
-IT Equipment	$ -	$ -		$ 250,000	$ 718,471	287%	$ 250,000	$ 718,471	287%
-Software	$ -	$ -		$ 2,150,000	$ 689,989	32%	$ 2,150,000	$ 689,989	32%
TOTAL APPLICATION OF FUNDS	$ 5,851,939	$ 2,317,146	40%	$ 2,500,000	$ 1,503,355	60%	$ 8,351,939	$ 3,820,501	46%
EXCESS OF REVENUE OVER EXPENDITURES	$ 809,847	$ 2,368,247	292%	$ (643,250)	$ (1,121,605)	174%	$ 166,597	$ 1,246,643	748%

(58% through the fiscal year)

January 2022 Check and ACH Register

Check Number	Payment Date	Payee	Payment Amount	Financial Account	Date Voided
295	1/19/2022	Amazon	$ 3,426.87	FNB Operating	
296	1/19/2022	Angela Long	$ 872.42	FNB Operating	
297	1/19/2022	Blackgate Security Agency	$ 2,552.29	FNB Operating	
298	1/19/2022	Connectivity Communications, Inc.	$ 18,048.00	FNB Operating	
299	1/19/2022	Corry Journal	$ 52.50	FNB Operating	
300	1/19/2022	Creative Imprint Systems	$ 601.00	FNB Operating	
301	1/19/2022	Crystal Lander	$ 262.50	FNB Operating	
302	1/19/2022	Erie Technology Incubator Inc.	$ 4,632.00	FNB Operating	
303	1/19/2022	Flagship Multimedia Inc.	$ 1,000.00	FNB Operating	
304	1/19/2022	Gaylord Rodeman	$ 1,850.00	FNB Operating	
305	1/19/2022	GovConnection Inc	$ 492.00	FNB Operating	
306	1/19/2022	Hagan Business Machines	$ 746.00	FNB Operating	
307	1/19/2022	Incline Alchemy, Inc	$ -	FNB Operating	1/21/2022
308	1/19/2022	JPS Consulting Services LLC	$ 1,531.25	FNB Operating	
309	1/19/2022	Knox Law	$ 2,481.00	FNB Operating	
310	1/19/2022	Logicalis	$ 23,630.00	FNB Operating	
311	1/19/2022	Manufacturer & Business Assoc Ins	$ -	FNB Operating	2/1/2022
312	1/19/2022	MBS Direct, LLC	$ 773.86	FNB Operating	
313	1/19/2022	McCarty Printing Corp.	$ 31,478.64	FNB Operating	
314	1/19/2022	MenajErie Studio, LLC	$ 2,437.50	FNB Operating	
315	1/19/2022	Narcisa Inc.	$ -	FNB Operating	2/1/2022
316	1/19/2022	New Opportunities	$ 60.00	FNB Operating	
317	1/19/2022	Regional Science Consortium at Tom Ridge Center at Presque Isle	$ 14,000.00	FNB Operating	
318	1/19/2022	Sample News Group	$ 2,752.50	FNB Operating	
319	1/19/2022	Velocity Network	$ 2,450.78	FNB Operating	
320	1/19/2022	Christopher Gray	$ -	FNB Operating	2/7/2022
321	1/19/2022	Clarissa Stewart-Baker	$ 47.69	FNB Operating	
322	1/19/2022	Renee Triana	$ 60.64	FNB Operating	
ACH	1/1/2022	UPMC	$ 20,111.07	FNB Operating	
ACH	1/31/2022	Facebook	$ 3,600.00	FNB Operating	
ACH	1/4/2022	Avalon	$ 750.00	FNB Operating	
ACH	1/7/2022	Sabella	$ 573.50	FNB Operating	
ACH	1/10/2022	USPS	$ 116.00	FNB Operating	
ACH	1/10/2022	Sam's Club	$ 51.06	FNB Operating	
ACH	1/10/2022	Microsoft	$ 84.78	FNB Operating	
ACH	Jan-22	Amazon	$ 2,299.05	FNB Operating	
ACH	1/14/2022	American Assoc of Community Colleges	$ 1,610.00	FNB Operating	
ACH	1/14/2022	Fast Signs	$ 603.19	FNB Operating	
ACH	1/14/2022	GetGo	$ 23.75	FNB Operating	
ACH	1/18/2022	Any Promo	$ 2,593.35	FNB Operating	

ACH	1/18/2022	Donato's Pizza	$	156.32	FNB Operating
ACH	1/18/2022	Simply Stamps	$	57.94	FNB Operating
ACH	1/19/2022	Romolo's Chocolates	$	3.20	FNB Operating
ACH	1/20/2022	AFLAC	$	668.88	FNB Operating
ACH	1/20/2022	Walmart	$	92.77	FNB Operating
ACH	1/21/2022	United Airlines	$	359.20	FNB Operating
ACH	1/24/2022	PA Child Abuse	$	650.00	FNB Operating
ACH	1/24/2022	MBA Ins	$	1,652.00	FNB Operating
ACH	1/24/2022	Logotech	$	810.00	FNB Operating
ACH	1/28/2022	Carolina Biologic	$	577.81	FNB Operating
			$	153,683.31	

Approval of Consultant Contract Extension: Dr. Narcisa Polonio

Information

Dr. Narcisa Polonio, Consultant, is continuing Board Development training with the Board of Trustees. The extension of this contract is to complete her work and the Board of Trustees' training in this area.

Recommendation

It is recommended that the Board of Trustees approves the motion to continue consulting services with Dr. Narcisa Polonio through May 31, 2022 at a $200 per hour, for a maximum of 10 hours per month to complete the Board Development Training. Additional hours must be pre-approved by the President.

Resolution to Amend Second Signatory Requirement on Checks

Information

Currently the requirement threshold for dual signatures on checks written from the College is $1,000. After consult with other Pennsylvania Community College's and for the ease of doing business the Finance Committee and the auditor are recommending that the threshold for dual signatures on checks written from the College is increased to $5,000. See the comparison chart below.

Dual Signature Limit Comparison

College	Dual Signature Limit	Contact
CCAC-Comm College of Allegheny County	$100,000	Jim Flynn
DCCC-Delaware County Comm College	$5,000	Patricia Benson
PA Highlands Comm College	All Checks	Chris Pribulsky
MC3-Montgomery County Comm College	$5,000	Charlie Somers
RACC-Reading Area Comm College	$5,000	Dory Peterson

Recommendation

It is recommended by the Finance Committee and the auditor that the Board of Trustees approves the amended amount threshold for dual signature requirement on checks from the current $1,000 to $5,000 for ease of business.

Approval of Revision to Board Policy II.A.1: Classification of Employees

Information

The classification of Employees Policy III.A.1 lists 14 employee classifications. The red-lined version of the policy is attached herewith. The changes streamline the classifications into four (4) classifications. The present size and status of the College warrants more simplified classifications. The current classifications all fit within the proposed groups. Charts showing the breakdown follow.

REGULAR FULL-TIME	REGULAR PART-TIME	FACULTY	TEMPORARY/ SEASONAL
Full-time Administrative	Part-time Administrative	Full-time Faculty	Temporary Full-time Administrative
Full-time Professional Staff	Part-time Professional Staff	Part-time Faculty	Temporary Part-time Administrative
Full-time Hourly Support Staff	Part-time Hourly Support Staff	Temporary Full-time Faculty	Temporary Full-time Professional Staff
			Temporary Part-time Professional Staff
			Temporary Hourly Support Staff
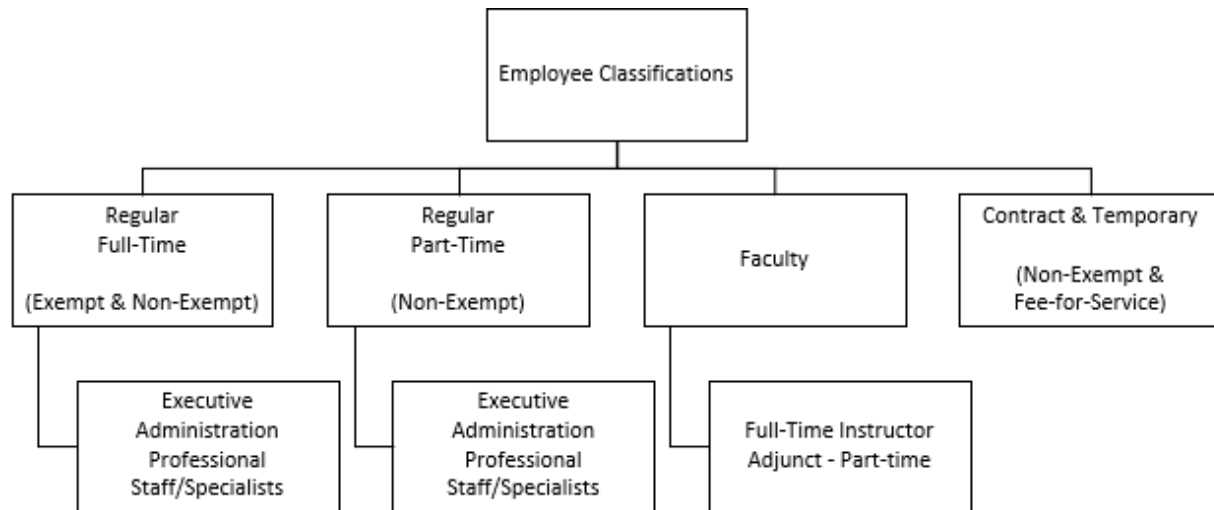
Recommendation

The Personnel Committee recommends that the Board of Trustees approves the newly defined employee classifications as presented for Policy III.A.1: Classification of Employees

SECTION III: Human Resources Subsection
    A: Classification
        Policy III.A.1: Classification of Employees

Erie County Community College has the following categories of employees:

~~Full-time Administrative - A full-time employee of the College who has administrative responsibilities and whose work is directly related to the management of College operations or work of a technical nature.~~

~~Part-time Administrative - A part-time employee of the College who has administrative responsibilities and whose work is directly related to the management of College operations or work of a technical nature. Part-time administrative employees must work less than 30 hours per week.~~

~~Temporary Full-time Administrative - A full-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee has administrative responsibilities and work directly related to the management of College operations or work of a technical nature.~~

~~Temporary Part-time Administrative - A part-time employee of the College hired for a defined period of time, often based on funding (e.g. grants). The position may be renewed for a defined period of time as needed. The employee has administrative responsibilities and work directly related to the management of College operations or work of a technical nature. Temporary part-time administrative employees must work less than 30 hours per week.~~

~~Full-time Faculty – Faculty hired to teach a full time load (10 courses) during the academic year. Faculty may be reassigned to do administrative work at the discretion of the President.~~

~~Part-time Faculty – Faculty hired to teach less than a full load (3 courses per semester). Part time faculty may be reassigned to do administrative work at the discretion of the President.~~

~~Temporary Full-time Faculty - Temporary full-time faculty positions provide the College the opportunity to meet immediate needs created by unanticipated circumstances (e.g., short term notice of need to replace a full-time faculty member).~~

~~Full-time Professional Staff: A full-time employee of the College who primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment.~~

~~Part-time Professional Staff: A part-time employee of the College who primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment. Part-time professional employees must work less than 30 hours per week.~~

~~Temporary Full-time Professional Staff: A full-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee primarily performs office or non- manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment.~~

~~Temporary Part-time Professional Staff: A part-time employee of the College hired for a defined period of time, often based on funding (e.g., grants). The position may be renewed for a defined period of time as needed. The employee primarily performs office or non-manual work that assists in general College operations or other administrative-related services. Work often requires the use of discretion and independent judgment. Temporary part-time professional staff must work less~~

~~than 30 hours per week.~~

~~Full-time Hourly Support Staff - Employees of the College whose duties and responsibilities are college-supportive, non-teaching,and non-managerial in nature. These employees work by the hour.~~
~~Part-time Hourly Support Staff - Employees of the College whose duties and responsibilities are college-supportive, non-teaching,and non-managerial in nature. These employees work by the hour and must work for less than 30 hours per week.~~

~~Temporary Hourly Support Staff- An employee of the College hired for a defined period of time, often based on funding (e.g., grants).The position may be renewed for a defined period of time as needed. The employee has duties and responsibilities which are College-supportive, non-teaching, and non-managerial in nature. These employees work by the hour.~~

~~Hourly Support Staff must work less than 30 hours per week.~~

~~Policy approved by Erie County Community College Board of Trustees: April 21, 2021~~
~~Review Deadline: April 21, 2026~~

Regular Full-time (Exempt and Non-Exempt) - A full-time employee of the College who is regularly scheduled to work 40 hours per week for a non-specified period. These include employees in Executive, Administration, Professional and Staff/Specialist positions. Regular, full-time employees are eligible to participate in all benefit plans the company offers once eligibility requirements have been met.

Regular Part-time (Non-Exempt) – A part-time employee of the College who is regularly scheduled for less than 30 hours per week. These include employees in Executive, Administration, Professional and Staff/Specialist positions.

Faculty (Full-time and Part-time) – Faculty hired to teach at the College. Includes full-time and part-time faculty.

Full-time faculty are hired to teach a full-time load (10 courses) during the academic year. Faculty may be reassigned to doadministrative work at the discretion of the President.

Part-time Faculty – Faculty hired to teach less than a full load (3 courses per semester). Part-time faculty may be reassigned to doadministrative work at the discretion of the President.

Contract and Temporary (Fee-for-Service and Non-Exempt) – A contractor or temporary employee is one who is hired for a defined period of time. The position may be renewed for a defined period of time as needed.

Policy approved by Erie County Community College Board of Trustees:
April 21, 2021
February 23, 2022
*Review Deadline: **February 23, 2027***

Approval to Amend Vacation Days for Senior Leadership

Information

The Personnel Committee requests the Board of Trustees to amend Senior Leadership's vacation time from the current eligibility prorated based on hire date of 1-2 years; 10 days to eligibility prorated based on hire date of 1-2 years; 15 days. Senior Level Leadership includes executive and administration positions.

Recommendation

The Personnel Committee recommends the Board of Trustees approves the motion amend vacation pay for Senior Leadership from eligibility prorated based on hire date of 1-2 years; 10 days to eligibility prorated based on hire date of 1-2 years; 15 days.

Erie County Community College of PA   Board Report #22-15
                                                       February 16, 2022

                 Approval to Carry-Over of Unused Vacation Time Added to the Employee Benefits

<u>Information</u>
Currently there is nothing in the Employee Benefits regarding carry-over of unused Vacation time, whereas carry-over and/or payout is mentioned for other accrued time such as Sick and Personal Days. For consistency purposes, a carry-over policy for Vacation time should be in place. Additionally, consistent with other area employers, employees should be able to carry-over unused accrued vacation time, in lieu of losing the time.

The Personnel Committee recommends to the Board of Trustees the following addition to the Employee Benefits:

- Employees can carry over up to 5 days (40 hours) max of unused vacation time, not to exceed 15 days (120 hours)

<u>Recommendation</u>
The Personnel Committee recommends that the Board of Trustees approves the changes to carry-over of unused Vacation time as listed above.

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 51, as of 2/12/22

Terminations, Resignations, or Promotions

- There were no terminations, resignations, or promotions in January 2022.

New Hires (through February 12, 2022)

- New Hires:

Position	Status	Name	Start Date
Marketing Coordinator	Full-time	Erica Nowak	Feb. 7, 2022
Adjunct Faculty	Part-time	Charles Nelson	Jan. 6, 2022

Open Positions
- Adjunct Faculty-Math, CIS

Information Report: Diversity, Equity, and Inclusion

<u>Information</u>

Attached for review is the Diversity, Equity, and Inclusion Strategic Plan and the Calendar of Observations and Celebrations for the Erie County Community College of PA.

Erie County Community College of PA
(EC3PA)

Diversity, Equity, and Inclusion

Strategic Action Plan

2022

EXECUTIVE SUMMARY

Diversity, Equity, and Inclusion (DEI) at Erie County Community College of PA

While our nation and world have recently embraced a renewed emphasis on diversity, equity, and inclusion and its importance to our global society, at Erie County Community College (EC3PA), we desire to embrace the principles of DEI in our Vision, Culture, Mission and Core Values.

EC3PA is a college fiercely committed to addressing issues of diversity, equity, and inclusion. As a "college of the community," we are uniquely positioned to do this work. It is not something we do on the side; it is core to our mission and values. Simply put, it is an educational imperative.

We are a college that aspires to provide an environment where all our students, faculty, and staff can be honored and celebrated for being their authentic selves with all the richness that diversity brings. Yet, we know we still have work to do.

We understand that we must not become complacent. Yes, we have made positive progress, but we must not rest on our laurels. We must honestly assess our strengths and weaknesses, while committing to making progress in areas critical to our future that will enable our students to prosper in our ever-changing world. That is why we exist as a college. Our students' success is at the forefront of all we do.

Creation of this strategic plan is an important focal point for moving ahead. It provides a road map for how we will structure our work in DEI and how we will measure our progress during the next several years and beyond. The goals contained here have been developed under the careful direction of the DEI Director and President's Cabinet and reflect numerous discussions, conversations, and modifications to ensure they address key areas essential to furthering our work around DEI.

EC3PA's commitment to diversity, equity, and inclusion extends across all areas of the college community and is not bound by any single school, location, or group. It must permeate every corner of the college.

We look forward to partnering with colleagues across the college to attain our overarching goal of creating a more inclusive, diverse, and equitable community at EC3PA as we together continue to build EC3PA's reputation as a caring, welcoming college where students from all faiths, beliefs, backgrounds, ethnicities, abilities, orientations, and nationalities thrive academically and personally.

ERIE COUNTY
COMMUNITY COLLEGE OF PA

Goals and Strategies

GOAL #1
Improve the diversity, equity, and inclusion climate of the college.

Strategy #1 Ensure that the campus commitment to diversity and inclusion is clear and transparent at the highest levels. Add specific language communicating the College's commitment to diversity and inclusion in future revisions/updates to the College Mission Statement.

- **Tactic #1** Update Vision, Mission, and Values statement to incorporate DEI.

Strategy #2 Engage with existing college assessment instruments to identify areas of improvement and opportunity for collective institutional action.

- **Tactic #1** Develop and conduct an on-going diversity and inclusion climate survey within two months of the creation of this plan. (How we are doing with diversity on our campus.).
- **Tactic #2** Create a dashboard that demonstrates progress around established metrics.

Strategy #3 Continue to assess each campus location for physical environment needs and visual representations with respect to diversity and inclusion. Address such items accordingly on a regular basis. Communicate the areas that were remedied to the College community.

- **Tactic #1** Complete an assessment.
- **Tactic #2** Develop a remediation plan.
- **Tactic #3** Communicate results to campus community.

GOAL #1 Continued
Improve the diversity, equity, and inclusion climate of the college.

Strategy #4 Review and modify the academic curricula and educational experience to create a more inclusive experience for students and educators.

- **Tactic #1** Devise a DEI action plan for Academic & Student Services.
- **Tactic #2** Fully implement the plan.
- **Tactic #3** Identify and articulate to the campus community diversity metrics.
- **Tactic #4** DEI statement to be included in all course syllabi.

Strategy #5 Develop a clear and visible   process that allows community college members to report anonymously any diversity related suggestions, concerns, and recommendations for improvement including Title VI* related discrimination concerns.

- **Tactic #1** Create a policy and procedures manual based on best practices.
- **Tactic #2** Present policies and procedures to the EC3PA community annually.

*Title VI of the Higher Education Act prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

ERIE COUNTY
COMMUNITY COLLEGE OF PA

GOAL # 2

Increase and enhance underrepresented student recruitment and retention.

Strategy #1 Expand early outreach initiatives with local school districts to increase awareness of collegiate opportunities and expand enrollment for all students with a focus on underrepresented communities.

- **Tactic #1** Translate important recruitment pieces into targeted language(s) in at least two formats (i.e., online and print).
- **Tactic #2** Model outreach work in middle schools that can be scaled to districts.
- **Tactic #3** Add two meaningful partnerships each year with community-based organizations that serve the Erie City School District.

Strategy #2 Create a college-wide student recruitment & enrollment plan with a focus on expanding outreach to underrepresented student populations. Create strategies that target enrolling students into historically underrepresented career fields (e.g., STEM for students of color).

- **Tactic #1** Increase virtual recruitment events to target geographic areas expand reach to underrepresented groups by 10%; assess participation annually.
- **Tactic #2** Expand outreach to school districts

. **Strategy #3** Create and enhance cultural support resources for underrepresented student populations.

- **Tactic #1** Implement a student mentoring network for peer- to-peer support.
- **Tactic #2** Assess programs and their effectiveness to address key needs.
- **Tactic #3** Conduct a student services staffing utilization analysis to gain insight into staffing needs required to address new programs/office in this area.

ERIE COUNTY
COMMUNITY COLLEGE OF PA

GOAL #3
Increase and enhance underrepresented employee recruitment and retention.

Strategy #1 Create and implement a college-wide Affirmative Action plan to address the need to diversify our College workforce.

- **Tactic #1** Affirmative Action Plan is complete & approved by the board.

GOAL #4:
Expand faculty and staff diversity and promote professional development.

Strategy #1 Provide ongoing diversity, equity, and inclusion professional development, such as an Equity Certificate Series, to improve and expand competence within our employee population.

- **Tactic #1** Explore different approaches   in the online teaching environment.
- **Tactic #2** 20% of all EC3 professional staff participate in Diversity, Equity and Inclusion Certificate Series.
- **Tactic #3** Increase number of professional development sessions by 10% using virtual and in person delivery modes.

Strategy #2 Integrate DEI competencies and expectations in all position descriptions and assess in annual performance evaluations.

- **Tactic #1** Explore how to include DEI competencies in all Performance Evaluations.
- **Tactic #2** Develop Professional Development form for faculty performance reviews to include their work in DEI as part of their annual review.

ERIE COUNTY
COMMUNITY COLLEGE OF PA

GOAL #5:

Enhance collaborations with diverse community organizations forprogramming and engagement.

Strategy #1 Continue to expand partnerships with community authorities, organizations, and support groups and move from transactional to collaborative engagements for students, faculty, staff and the community.

- **Tactic #1** Create data base of community partners and create criteria to assess success of partnerships.
- **Tactic #2** Create "Partnership Committee" with responsibility to monitor and support partnership development including policies and procedures.

Strategy #2 Create pathways for community members and organizations to engage with diverse programs/events held at the college.

- **Tactic#1** Create an inventory of EC3PA DEI-themed events appropriate for community participation.
- **Tactic #2** Develop outreach plan for engaging community members with events to increase community participation in events by 10%.
- **Tactic #3** Explore creation of Advisory Committee to guide efforts.

Strategy #3 Increase the diversity of college leadership including the Board of Trustees and senior leadership roles.

- **Tactic #1** Assess current efforts and develop new strategies to increase diversity among the President's Cabinet and senior leadership, aspiring to achieve 10-25% representation from diverse populations.
- **Tactic #2** Develop pipeline programs (both faculty and administrator) to develop diverse leadership.

Diversity, Equity, and Inclusion Calendar 2022

January

Day (s)	Group, Culture, or Cause Observed
	Poverty in America Awareness Month (Observed)
17	Martin Luther King, Jr. Day (Observed)
27	International Holocaust Remembrance Day (Observed)

February

Day (s)	Group, Culture, or Cause Observed
	Black History Month (Celebrated)
20	World Day of Social Justice (Observed)

March

Day (s)	Group, Culture, or Cause Observed
	Irish-American Heritage Month (Celebrated)
	National Women's History Month (Celebrated)
11	World Day of Muslim Culture, Peace, Dialogue (Observed)
17	St. Patrick's Day (Celebrated)
21	International Day for the Elimination of Racial Discrimination (Celebrated)

April

Day (s)	Group, Culture, or Cause Observed
	Arab-American Heritage Month (Celebrated)
	Celebrate Diversity Month (Observed)
1	Ramadan Begins (Observed)
15	Homelessness Matters Day (Observed)
28	Holocaust Remembrance Day (Celebrated)

Diversity, Equity, and Inclusion Calendar 2022

May

Day (s)	Group, Culture, or Cause Observed
	Asian-American and Pacific Islander Heritage Month (Celebrated)
5	Cinco de Mayo (Celebrated)
5	National Day of Prayer (Observed)

June

Day (s)	Group, Culture, or Cause Observed
	LGBTQ+ Pride Month (Celebrated)
8	Race Unity Day (Observed)
19	Juneteenth (Observed)
20	World Refugee Day (Observed)

July

Day (s)	Group, Culture, or Cause Observed
4	Independence Day (Celebrated)
26	Anniversary of the Signing of the Americans with Disabilities Act (Observed)

August

Day (s)	Group, Culture, or Cause Observed
	Black Business Month (Observed)

September

Day (s)	Group, Culture, or Cause Observed
	Hispanic Heritage Month (Celebrated)
2	National Food Bank Day (Observed)

Diversity, Equity, and Inclusion Calendar 2022

October

Day (s)	Group, Culture, or Cause Observed
	Italian-American Heritage Month (Celebrated)
10	World Homeless Day (Observed)

November

Day (s)	Group, Culture, or Cause Observed
	National Native American Heritage Month (Celebrated)
20	Transgender Day of Remembrance (Observed)

December

Day (s)	Group, Culture, or Cause Observed
	Learn a Foreign Language Month (Observed)
1	World AIDS Day (Celebrated)

Observed-Recognized on social media, email blasts, print materials etc.

Celebrated-College Activity in Place

Information Report: Workforce Development

Information

Workforce Coordinator Doug Massey and Dean Rebecca Walker have been active in compiling a comprehensive list of businesses from various industries throughout the Erie County region that are partners with an interest in collaborating with EC3PA. The companies listed here have received initial contacts with in-person or virtual meetings either completed or on the books for the coming weeks. Thanks to the work of the Board and President Gray in opening the door for these conversations.

Manufacturing
- Custom Engineering
- Erie Center for Arts and Technology
- Impact Corry/Corry Hi-Ed
- Machining Concepts
- PA Talent Pipeline Development
- Penelec/First Energy
- William T Spaeder Company

Business
- Manufacturer and Business Association (MBA)
- National Association of Insurance Professionals (NAIP)

Transportation
- Team Hardinger
- Transportation Solutions

Healthcare
- EmergyCare

Hospitality/Tourism
- VisitErie

Education
- A-Plus Business Solutions
- Barber National Institute
- Community Country Day School
- Corry Higher Ed Council
- Erie Center for Arts and Technology (ECAT)
- Erie County CareerLink