



Erie County Community College of PA

Board of Trustees Regular Meeting

May 25, 2022

Gannon ETI Building

900 State St.

Suite 300

Erie, PA, 16501

Meeting ID: 860 0654 5761, Passcode: 720222



Meeting Book - May 25, 2022 Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of April 27, 2022 Meeting Minutes (pg. 4-11)
5. Public Participation
6. 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. April 2022 Check Register (pg. 13)
 - 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
7. Consent Agenda
8. New Business-Approval of Contract with Allegheny Educational Systems to Purchase Training Equipment for the Industrial Machine Maintenance and Automated Electrical Systems Certificates for \$796,756.85 Board Report #22-37 (pg. 14)
9. New Business-Approval of Contract with Welders Supply to Purchase Training Equipment for the Welding Certificate Totaling \$309,691.49 BR #22-38 (pg. 15)
10. New Business-Approval of Information Technology/Mobile App Development Certificate Board Report #22-39 (pg. 16)

11. New Business-Approval of Information Technology/Mobile App Development Associate of Applied Science Degree Board Report #22-40 (pg. 17)
12. New Business-Approval of Information Technology/Programming Certificate Board Report #22-41 (pg. 18)
13. New Business-Approval of Information Technology/Programming Associate of Applied Science Degree Board Report #22-42 (pg. 19)
14. Future Agenda Items/Summary Comments by Board Members
15. For Information
 - A. Human Resource Board Report #22-43 (pg. 20)
 - B. Workforce Development Board Report #22-44 (pg. 21)
 - C. DEI Board Report #22-45 (pg. 22)
16. Executive Session
 - A. Executive Session for the Purposes of Real Estate
17. Motion to Adjourn
18. Next Regular Meeting June 22, 2022

Minutes for Meeting Book - April 27, 2022 Regular Meeting

04/27/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

College/Other Attendees (8)

President Dr. Chris Gray, Assistant to the President Renee Triana, Treasurer Heidi Sheehan, Vice President Bill Jeffress, Vice President Guy Goodman, Dean Keri Bowman, Dean Rebecca Walker, Director of HR Luisa Heifner

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Tom Benson	Y
Justin Gallagher	Via Zoom, left at 5:43pm, returned Via Phone 6:00pm
Dave Mitchell	Y
Rev. Dr. Charles Mock	Not Present
Vice Chairperson Cheryl Rush Dix	Y
Kathryn Sintal	Y
Secretary Christina Vogel	Y
Dr. Annette Wagner	Y
Ron DiNicola	Y

Pledge of Allegiance

Approval of Regular Meeting Minutes March 23, 2022 (pg. 4-37)

Trustee	Motion 1	Vote
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell	1	Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix	2	Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

Public Participation

None

Communication

- A. President-**Dr. Gray noted that the Erie Community Foundation is in partnership with the Federal Reserve Bank of Philadelphia presenting a “Reinventing Our Communities Cohort Program” covering Equitable Workforce Recovery. Many local leaders are participating in this program which is a yearlong process. The Board should expect updates in the future. Dr. Gray also mentioned he is attending the AACC Conference in New York City this weekend and will be meeting with AACC President, Dr. Walter Bumphus, to engage in dialog with Dr. Gray as a new President. Dr. Gray also indicated that he was invited to participate on a panel for the State Board of Higher Education about innovations and redesigns in postsecondary education in the Commonwealth. Dr. Gray pointed out the Summer Enrollment Statistics pointing out summer enrollment is usually 1/10th of fall enrollment and the College is exceeding that. Dr. Gray will be traveling to sign an articulation agreement with Robert Morris University. He also thanked Dean Keri Bowman for her work in negotiating these agreements and confirmed that there are more agreements in the works and that these would be shared with the media when they happen. Dr. Gray also recognized Vice President Guy Goodman and Dean Rebecca Walker who have met with local high schools to develop and implement a dual degree model. This model, while different than dual enrollment, would allow a junior and senior high school student to take college and high school courses simultaneously and receive an associate degree shortly after their high school graduation. More details will be forthcoming in the future.

B. Chairperson of the Board-Chairperson Ron DiNicola highlighted the College moving into a new period with the proposed Strategic Plan and with the new degree and certificates programs up for tonight's approval as significant and should be recognized.

C. Academic Committee-Vice Chairperson Cheryl Rush Dix reported that the committee met April 23, 2022 via Zoom and took an extensive look at the proposed degree and certificate programs on tonight's Board agenda. They also reviewed programs that are on the horizon to come before the Board next. The Academic Committee continues to follow Team Consortium's workforce findings in development of the College's academic programs that will be reviewed and considered by the committee. The degree and certificate programs presented on the Board agenda tonight are programs positively received and discussed.

D. Finance Committee-See the budget and check register contained within the Board packet. Nothing further to report.

E. Ad Hoc Site Committee-Chair Kay Sintal confirmed the committee met in Executive Session on April 20, 2022 and will present their findings and conclusions to the Board in tonight's Executive Session after the public meeting.

F. Ad Hoc Policy Review Committee-No report.

Strategic Enrollment Management Plan Presentation

In Spring 2022, the cross-divisional EC3PA Strategic Enrollment Management (SEM) Task Force began development of the current three-year SEM Plan using a combination of a SWOT Analysis, the Appreciative Inquiry approach, and an aspirational analysis from key stakeholder vantage points. The task force developed five priorities that are aligned with the College's Strategic Plan.

This visioning was taken from three key perspectives: students, staff, and the community. Ideally, with more extensive conversation to include actual voices of the stakeholders, a more inclusive and comprehensive summary would be created to lead forth further actions related to increasing community exposure and enrollments for the College; however, it was determined that an initial plan was needed to move into Year Two of the college's existence and subsequent plans will incorporate a more extensive review and participation.

The intent of the SEM Plan is to support the mission of the college, increase enrollment growth, and expand student success through a strong infrastructure, committed staff involvement, and effective partnering throughout the entire Erie County. The purpose is to leverage the identified strengths of the

college to realize the opportunities that exist with the inception of EC3PA into Erie County. A second annual plan (SEM Activity Plan) is being crafted to support the three-year SEM Plan to operationalize each of the strategies into goal-oriented actions giving way to the anticipated success of three-year SEM Plan. The listed activities are strategic in nature, many of which have been successfully implemented on other campuses throughout the nation. Due to increased exposure into the Erie County community, a quarterly review of the SEM Activity Plan will be incorporated to identify where activities need to be refocused or enhanced to realize intending outcomes. At the end of each year, a matching of the outcomes from the SEM Activity Plan to the larger three-year SEM Plan will occur to ensure that the outcomes are still in line with expected results and the institution's overall Strategic Plan.

Vice Chairperson Rush Dix asked how the College can use their power and resources to help the potential students understand what the College is and has to offer. Mr. Goodman relayed that we communicate these goals to the public by connecting with our local high schools, community partners, faith-based organizations, the library, etc. when developing recruiting strategies. And, in addition, the College gains exposure and recognition through marketing and advertising so that the community knows who we are and what we do, we have a presence in the community.

Vice Chairperson Rush Dix continued to ask how the Board can contribute to these efforts and participate in recruiting as needed. Mr. Goodman responded that the recruiting coordinator can identify activities that would be appropriate for Board members to participate in. Trustee Mitchell pointed out that we reach the students and the community through door-to-door interaction, reaching students at the high school level who have identified the workforce as their next steps, and corresponding with youth groups where a community college is an easier portal to enter. Dr. Gray highlighted the years of experience that Mr. Goodman has in developing SEM plans and that he has put together an internal team to brainstorm different recruiting opportunities. Dr. Gray also indicated that this topic could be covered during a board retreat, and that would allow the Trustees to give input into the topic of recruiting.

Vice Chairperson Rush Dix asked how the alignment of the SEM Plan and the Strategic Plan will sync. Mr. Goodman responded that the SEM Plan is reviewed on the strategic level every three years, the same as the College's Strategic Plan. The corresponding enrollment activity plan uses the SEM as a guide and will be revised and implemented annually. So, the SEM and the Strategic Plan are in alignment.

Vice Chairperson Rush Dix asked if there was a way to track enrollment back to mailed marketing materials as to measure effectiveness and analyze trends. Mr. Goodman said the College could track those efforts.

New Business-Resolution to Adopt EC3PA 2022-2025 Strategic Plan Board Report #22-28 (pg. 41)

Vice Chairperson Rush Dix inquired as to why the Key Performance Indicators were not directly aligned to each of the 5 Pillars/Strategic Priorities. Dr. Gray replied that in review with various colleagues and Dr. Long this is standard for initial Strategic Planning and what MSCHE is looking for. The Key Performance Indicators will continue to evolve and be more defined at each new review cycle. The SEM is one small part of building the specifics under the KPI's and Pillars.

Trustee	Motion 2	Vote
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell	1	Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix		Y
Kathryn Sintal	2	Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business-Approval of Associate of Applied Science in Criminal Justice Degree Board Report #22-29 (pg. 42)

This degree and all certificates that are brought before the Board at tonight’s meeting were previously reviewed and evaluated by the Academic Committee.

Trustee	Motion 3	Vote
Tom Benson	1	Y
Justin Gallagher		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix		Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner	2	Y
Chairperson Ron DiNicola		Y

New Business-Approval of Certificate in Corrections Board Report #22-30 (pg. 43)

It was clarified that this Certificate in Corrections was a general certificate and not specific to any local, state, or federal entity.

Trustee	Motion 4	Vote
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell	2	Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix	1	Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business-Approval of Certificate in CNC Operator/Programmer Board Report #22-31 (pg. 44)

The College is in negotiations to utilize Erie High’s Tech After Hours for the program’s space and equipment.

Trustee	Motion 5	Vote
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix	1	Y
Kathryn Sintal	2	Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

New Business-Approval of Certificate in Industrial Maintenance Board Report #22-32 (pg. 45)

The equipment for this Certificate program and the Certificate in Automated Electrical Systems has a proposed equipment investment that will be purchased with capital funds.

Trustee	Motion 6	Vote
Tom Benson	1	Y
Justin Gallagher		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix		Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner	2	Y
Chairperson Ron DiNicola		Y

**New Business-Approval of Certificate in Automated Electrical Systems Board
Report #22-36 (pg. 46)**

Trustee	Motion 7	Vote
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Cheryl Rush Dix	1	Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner	2	Y
Chairperson Ron DiNicola		Y

Future Agenda Items/Summary Comments by Board Members

None

For Information

There was a clarification made that The Diversity an Inclusion Certificate Program (DICP) mentioned in the DEI Informational Board Report #22-34 (pg. 48 in the Board Packet) is an internal program for employees and not the same type of certificate program that is presented for Board vote in the meeting packet tonight.

Executive Session

6:01pm Executive Session Called to Order

6:40pm Executive Session Adjourned

Motion to Adjourn Regular Meeting

Time: 5:57pm

Next Regular Meeting May 25, 2022 at 5:00pm

BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022
YTD - 4/30/2022

FUNDING SOURCES	Operating		% of Budget	Capital Budget		% of Budget	Combined		% of Budget
	Budget	YTD 4/30/22		Budget	YTD 4/30/22		Budget	YTD 4/30/22	
Student Tuition - Credit Programs	\$ 528,960	\$ 551,435	104%	\$ -	\$ -	#DIV/0!	\$ 528,960	\$ 551,435	104%
Student Technology/General/Other Fees	\$ 96,900	\$ 90,640	94%	\$ -	\$ -	#DIV/0!	\$ 96,900	\$ 90,640	94%
Net Tuition from Noncredit Programs (net of expenses)	\$ 50,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 50,000	\$ -	0%
County of Erie (1/1-12/31/2021)	\$ 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	\$ 937,500		\$ 225,000	\$ -	0%	\$ 1,418,250	\$ 937,500	66%
Commonwealth of Pennsylvania	\$ 1,384,320	\$ 1,038,750	75%	\$ 1,250,000	\$ 362,004	29%	\$ 2,634,320	\$ 1,400,754	53%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ 724,494	134%	\$ -	\$ 966,243	#DIV/0!	\$ 541,800	\$ 1,690,737	312%
Miscellaneous Income	\$ 10,000	\$ 17,225	172%	\$ -	\$ -	#DIV/0!	\$ 10,000	\$ 17,225	172%
Totals	\$ 5,287,180	\$ 4,603,656	87%	\$ 1,856,750	\$ 1,709,997	92%	\$ 7,143,930	\$ 6,313,653	88%
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	<u>\$ 6,661,786</u>	<u>\$ 5,978,262</u>	90%	<u>\$ 1,856,750</u>	<u>\$ 1,709,997</u>	92%	<u>\$ 8,518,536</u>	<u>\$ 7,688,259</u>	90%
APPLICATION OF FUNDS									
Salaries and Wages	\$ 1,939,081	\$ 1,300,882	67%	\$ -	\$ -	#DIV/0!	\$ 1,939,081	\$ 1,300,882	67%
Staff Benefits	\$ 616,667	\$ 266,647	43%	\$ -	\$ -	#DIV/0!	\$ 616,667	\$ 266,647	43%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 154,088	33%	\$ -	\$ -	#DIV/0!	\$ 460,000	\$ 154,088	33%
-IT Services	\$ 351,484	\$ 257,524	73%	\$ -	\$ -	#DIV/0!	\$ 351,484	\$ 257,524	73%
-Software Leases & Subscriptions	\$ 737,677	\$ 663,316	90%	\$ -	\$ -	#DIV/0!	\$ 737,677	\$ 663,316	90%
-Marketing	\$ 526,750	\$ 298,751	57%	\$ -	\$ -	#DIV/0!	\$ 526,750	\$ 298,751	57%
-Facility Leases & Expenses	\$ 373,980	\$ 377,413	101%	\$ -	\$ -	#DIV/0!	\$ 373,980	\$ 377,413	101%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 253,114	56%	\$ -	\$ -	#DIV/0!	\$ 451,300	\$ 253,114	56%
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	\$ 787,478	315%	\$ 250,000	\$ 787,478	315%
-Software Implementation and one-time costs	\$ -	\$ -		\$ 2,150,000	\$ 754,496	35%	\$ 2,150,000	\$ 754,496	35%
TOTAL APPLICATION OF FUNDS	<u>\$ 5,851,939</u>	<u>\$ 3,571,735</u>	61%	<u>\$ 2,500,000</u>	<u>\$ 1,636,869</u>	65%	<u>\$ 8,351,939</u>	<u>\$ 5,208,604</u>	62%
EXCESS OF REVENUE OVER EXPENDITURES	<u>\$ 809,847</u>	<u>\$ 2,406,527</u>	297%	<u>\$ (643,250)</u>	<u>\$ 73,128</u>	-11%	<u>\$ 166,597</u>	<u>\$ 2,479,655</u>	1488%

(83% through the fiscal year)

Check Number	Void	Payment Date	Payee	Payment Amount	Financial Account	Date Voided
ACH		4/1/2022	UPMC	\$ 20,240.52	FNB Operating	
ACH		4/1/2022	Sams Club	\$ 359.00	FNB Operating	
ACH		4/4/2022	SharpSpring	\$ 600.00	FNB Operating	
ACH		4/4/2022	Google	\$ 235.46	FNB Operating	
ACH		4/4/2022	Donatos	\$ 88.50	FNB Operating	
ACH		4/4/2022	Erie Cty Comm	\$ 1.03	FNB Operating	
ACH		4/7/2022	Google	\$ 500.00	FNB Operating	
ACH		4/7/2022	Simply Stamps	\$ 77.54	FNB Operating	
ACH		4/11/2022	MBI	\$ 9.74	FNB Operating	
ACH		4/11/2022	QR.IO	\$ 350.00	FNB Operating	
ACH		4/11/2022	Manufacturer's Assoc	\$ 55.00	FNB Operating	
ACH		4/12/2022	Google	\$ 500.00	FNB Operating	
ACH		4/12/2022	Amazon	\$ 34.32	FNB Operating	
425		4/13/2022	Jo Ellen Barish	\$ 115.00	FNB Operating	
433		4/13/2022	KnowBe4 Inc.	\$ 3,772.35	FNB Operating	
434		4/13/2022	Knox Law	\$ 3,709.50	FNB Operating	
435		4/13/2022	MenajErie Studio, LLC	\$ 2,437.50	FNB Operating	
436		4/13/2022	Sample News Group	\$ 2,413.50	FNB Operating	
437		4/13/2022	Service Master Restoration by Advanced	\$ 5,340.00	FNB Operating	
438		4/13/2022	TestOut	\$ 1,032.00	FNB Operating	
439		4/13/2022	Transact Campus Inc.	\$ 4,000.00	FNB Operating	
440		4/13/2022	Velocity Network	\$ 25.39	FNB Operating	
441		4/13/2022	Vision Benefits of America Inc.	\$ 260.58	FNB Operating	
426		4/13/2022	Amazon	\$ 237.99	FNB Operating	
427		4/13/2022	Benedictine Sisters of Erie Inc	\$ 14,408.33	FNB Operating	
428		4/13/2022	Flores & Associates, LLC	\$ 620.00	FNB Operating	
429		4/13/2022	Blackgate Security Agency	\$ 4,401.43	FNB Operating	
430		4/13/2022	Creative Imprint Systems	\$ 98.50	FNB Operating	
431		4/13/2022	Crystal Lander	\$ 625.00	FNB Operating	
432		4/13/2022	Flagship Multimedia Inc.	\$ 4,000.00	FNB Operating	
ACH		4/13/2022	IdentGo	\$ 24.85	FNB Operating	
ACH		4/14/2022	MBI	\$ 95.94	FNB Operating	
442		4/15/2022	Amazon	\$ 219.99	FNB Operating	
443		4/15/2022	Corry Journal	\$ 166.50	FNB Operating	
444		4/15/2022	Erie County Technical School	\$ 3,419.23	FNB Operating	
445		4/15/2022	Flores & Associates, LLC	\$ 60.00	FNB Operating	
ACH		4/15/2022	Verizon Wireless	\$ 403.76	FNB Operating	
ACH		4/15/2022	MBI	\$ 75.84	FNB Operating	
ACH		4/18/2022	Facebook	\$ 1,800.00	FNB Operating	
ACH		4/18/2022	Google	\$ 500.00	FNB Operating	
446		4/19/2022	Elise Michaux	\$ 134.43	FNB Operating	
447		4/19/2022	Michelle Jaggi	\$ 13.37	FNB Operating	
451		4/19/2022	Incline Alchemy, Inc	\$ 22,444.75	FNB Operating	
452		4/19/2022	Inside Higher Ed Inc.	\$ 2,433.25	FNB Operating	
453		4/19/2022	LocaliQ	\$ 292.27	FNB Operating	
454		4/19/2022	Logicalis	\$ 18,639.36	FNB Operating	
455		4/19/2022	MaherDuessel	\$ 2,102.72	FNB Operating	
456		4/19/2022	Maloney, Reed, Scarpitti & Company LLP	\$ 150.00	FNB Operating	
457		4/19/2022	MBS Direct, LLC	\$ 1,058.40	FNB Operating	
448		4/19/2022	Amazon	\$ 327.73	FNB Operating	
449		4/19/2022	Emmaus Ministries	\$ 345.00	FNB Operating	
450		4/19/2022	Flores & Associates, LLC	\$ 60.00	FNB Operating	
ACH		4/19/2022	Microsoft	\$ 0.07	FNB Operating	
ACH		4/20/2022	AFLAC	\$ 752.16	FNB Operating	
ACH		4/21/2022	MBI	\$ 75.00	FNB Operating	
ACH		4/21/2022	MBI	\$ 18.71	FNB Operating	
ACH		4/22/2022	Google	\$ 500.00	FNB Operating	
ACH		4/25/2022	MBA-Dental	\$ 1,670.26	FNB Operating	
ACH		4/25/2022	LinkedIn	\$ 277.09	FNB Operating	
ACH		4/25/2022	MBI	\$ 87.29	FNB Operating	
ACH		4/25/2022	MBI	\$ 13.49	FNB Operating	
ACH		4/26/2022	Fedex	\$ 269.03	FNB Operating	
ACH		4/27/2022	Google	\$ 680.13	FNB Operating	
ACH		4/27/2022	Google	\$ 500.00	FNB Operating	
458		4/28/2022	Amazon	\$ 58.70	FNB Operating	
459		4/28/2022	New Opportunities	\$ 60.00	FNB Operating	
460		4/28/2022	R Brilliant Media	\$ 14,064.45	FNB Operating	
462		4/28/2022	Angela Long	\$ 13,800.00	FNB Operating	
463		4/28/2022	Blackgate Security Agency	\$ 2,062.54	FNB Operating	
464		4/28/2022	GovConnection Inc	\$ 2,131.54	FNB Operating	
465		4/28/2022	Workday Inc.	\$ 1,627.50	FNB Operating	
461		4/28/2022	Amazon	\$ 134.95	FNB Operating	
ACH		4/29/2022	MBI	\$ 17.74	FNB Operating	
				\$ 164,116.22		

Approval of Contract with Allegheny Educational Systems to Purchase Training Equipment for the Industrial Machine Maintenance and Automated Electrical Systems Certificates

Information

EC3PA has received a final quote from and will enter into a contract with Allegheny Educational Systems, Tarentum, PA, as a sole source distributor for the purchase of Amatrol training equipment for the Industrial Machine Maintenance (IMM) certificate and the Automated Electrical Systems Certificate to be initially housed at the Erie County Technical School Skills Center, 8500 Oliver Road, Erie, PA, for \$796,456.85.

Recommendation

It is recommended that the Board of Trustees approves the contract with Allegheny Educational Systems to purchase training material for the Industrial Machine Maintenance and Automated Electrical Systems Certificates not to exceed \$796,456.85.

Approval of Contract with Welders Supply to Purchase Training Equipment for the Welding Certificate

Information

EC3PA has received a final quote from Welders Supply, Erie, PA, being a participant in the COSTAR group purchasing contract, for the purchase of equipment for the Welding certificate. The quoted amount is \$309,691.49.

Recommendation

It is recommended that the Board of Trustees approves the contract with Welders Supply to purchase training material for the Welding Certificate totaling \$309,691.49.

Approval of Information Technology/Mobile App Development Certificate

Information

The Academic Committee is submitting a Program Development Plan to add the Information Technology/ Mobile App Development Certificate to the College's available offerings starting Fall 2022.

The Information Technology/ Mobile App Development Certificate prepares learners to design and develop desktop and web applications. Graduates will have entry-level proficiency in C#, HTML/CSS/JavaScript (for web apps), Kotlin (Android apps) and Swift (iOS apps). To support their development efforts and overall technology knowledge, students will gain basic skills in database design, bitmap imaging, and hardware basics. In the app development classes, students will learn workflow in the platform's Integrated Development Environment (IDE), User Interface and User Experience (UI/UX) design, and the syntax and structure of the platform's programming language.

This program is intended for individuals seeking entry-level employment as mobile app developers, programmers, software developers, or software quality assurance testers. Many employers provide additional on-site training with regards to their systems, code styles, additional languages, and IDEs, etc. Students desiring industry certifications should be prepared to take the **App Development with Swift Associate** exam. Students will also be prepared to take Google's **Associate Android Developer** certification exam for Kotlin.

CIS 113	IT Hardware Essentials and Supports
CIS 130	Adobe Photoshop
CIS 135	HTML/CSS Web Development
CIS 138	JavaScript for Web Development
CIS 140	Windows Development Level I: C#
CIS 215	Database Design and Application Development
CIS 240	Windows Development Level II: C#
CIS 245	Android App Development: Kotlin
CIS 248	iOS App Development: Swift

Total Credit Hours for Degree: 30

Recommendation

The Academic Committee recommends the Board of Trustees approves the Information Technology/ Mobile App Development Certificate Program as part of the Erie County Community College's course curriculum beginning Fall 2022.

Approval of Information Technology/Mobile App Development Associate of Applied Science Degree

Information

The Academic Committee is submitting a Program Development Plan to add the Information Technology/ Mobile App Development Associate of Applied Science Degree to the College's available offerings starting Fall 2022.

The Information Technology/ Mobile App Development Associate of Applied Science Degree prepares learners to design and develop desktop and web applications. Graduates will have entry-level proficiency in C#, HTML/CSS/JavaScript (for web apps), Kotlin (Android apps) and Swift (iOS apps). To support their development efforts and overall technology knowledge, students will gain basic skills in database design, bitmap imaging, and hardware basics. In the app development classes, students will learn workflow in the platform's Integrated Development Environment (IDE), User Interface and User Experience (UI/UX) design, and the syntax and structure of the platform's programming language.

This program is intended for individuals seeking entry-level employment as mobile app developers, programmers, software developers, or software quality assurance testers. The AAS will prepare students to transfer to a four-year institution if that is the student's intent. Many employers provide additional on-site training with regards to their systems, code styles, additional languages, and IDEs, etc. Students desiring industry certifications should be prepared to take the **App Development with Swift Associate** exam. Students will also be prepared to take Google's **Associate Android Developer** certification exam for Kotlin.

- CIS 113 IT Hardware Essentials and Supports
- CIS 130 Adobe Photoshop
- CIS 135 HTML/CSS Web Development
- CIS 138 JavaScript for Web Development
- CIS 140 Windows Development Level I: C#
- CIS 215 Database Design and Application Development
- CIS 240 Windows Development Level II: C#
- CIS 245 Android App Development: Kotlin
- CIS 248 iOS App Development: Swift
- General Education Requirements (10 courses)

Total Credit Hours for Degree: 61

Recommendation

The Academic Committee recommends the Board of Trustees approves the Information Technology/ Mobile App Development Associate of Applied Science Degree as part of the Erie County Community College's course curriculum beginning Fall 2022.

Approval of Information Technology/Programming Certificate

Information

The Academic Committee is submitting a Program Development Plan to add the Information Technology/Programming Certificate to the College's available offerings starting Fall 2022.

The Information Technology/Programming Certificate prepares learners to design and develop desktop and web applications. Graduates will have entry-level proficiency in C#, Python, Java, HTML/CSS and JavaScript. To support their software development efforts and overall technology knowledge, students will gain basic skills in database design, bitmap imaging, hardware basics, and networking.

This program is intended for individuals seeking entry-level employment as programmers, software developers, or software quality assurance testers. Many employers provide additional on-site training with regards to their systems, code styles, additional languages and IDEs, etc. Students desiring industry certifications should be able to pass the PCEP-30-02 (Certified Entry-Level Python Programmer) and OCAJP (Oracle Certified Associate, Java SE Programmer) exams upon completion of the degree.

CIS 113	IT Hardware Essentials and Supports
CIS 119	Introduction to Programming: Python
CIS 130	Adobe Photoshop
CIS 135	HTML/CSS Web Development
CIS 138	JavaScript for Web Development
CIS 140	Windows Development Level I: C#
CIS 150	Java Programming Level I
CIS 215	Database Design and Application Development
CIS 240	Windows Development Level II – C#
CIS 250	Internet/Intranet Networking

Total Credit Hours for Degree: 32

Recommendation

The Academic Committee recommends the Board of Trustees approves the Information Technology/Programming Certificate Program as part of the Erie County Community College's course curriculum beginning Fall 2022.

Approval of Information Technology/Programming Associate of Applied Science Degree

Information

The Academic Committee is submitting a Program Development Plan to add the Information Technology/Programming Associate of Applied Science Degree to the College's available offerings starting Fall 2022.

The Information Technology/Programming Associate of Applied Science Degree prepares learners to design and develop desktop and web applications. Graduates will have entry-level proficiency in C#, Python, Java, HTML/CSS and JavaScript. To support their software development efforts and overall technology knowledge, students will gain basic skills in database design, bitmap imaging, hardware basics, and networking.

This program is intended for individuals seeking entry-level employment as programmers, software developers, or software quality assurance testers, as well those interested in transferring to a four-year institution to further study software development. Many employers provide additional on-site training with regards to their systems, code styles, additional languages and IDEs, etc. Students desiring industry certifications should be able to pass the PCEP-30-02 (Certified Entry-Level Python Programmer) and OCAJP (Oracle Certified Associate, Java SE Programmer) exams upon completion of the degree.

- CIS 113 IT Hardware Essentials and Supports
- CIS 119 Introduction to Programming: Python
- CIS 130 Adobe Photoshop
- CIS 135 HTML/CSS Web Development
- CIS 138 JavaScript for Web Development
- CIS 140 Windows Development Level I: C#
- CIS 150 Java Programming Level I
- CIS 215 Database Design and Application Development
- CIS 240 Windows Development Level II – C#
- CIS 250 Internet/Intranet Networking
- General Education Requirements (10 courses)

Total Credit Hours for Degree: 63

Recommendation

The Academic Committee recommends the Board of Trustees approves the Information Technology/Programming Associate of Applied Science Degree Program as part of the Erie County Community College's course curriculum beginning Fall 2022.

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 54, as of 5/20/22

Separations & Promotions

- Separations:
 - Controller - Sheehan, Heidi LDW 5/13/2022
- Promotions: None in April 2022, or thus far this month (May).

New Hires (through May 20, 2022)

- New Hires:

Position	Status	Name	Start Date
Adjunct Faculty, Business	Part-time	Thomas Comstock	May 31, 2022

Open Positions

- Controller
- Dean of Academics
- Information Technology Program Chair, Full-Time
- Welding Instructor, Full-Time
- Math Instructor, Full-Time
- Adjunct Faculty - *Ongoing to create applicant pool*

Information Report : Workforce Development

Information

Workforce Coordinator Doug Massey and Dean Rebecca Walker continue to proactively meet with businesses from various industries throughout the Erie County region that are partners with an interest in collaborating with EC3PA. The companies listed in this report are new businesses or additional meetings that have taken place since the last Board meeting April 2022.

Manufacturing

Ralph Miller Jeweler	Jewelry manufacturing and design class, CAD
Grimm Industries	Machining and Supervisory training
Port Erie Plastics	Workforce shortage/training
Custom Engineering	Welding and machining training
Elwood National Forge	Pipeline Development Program

Business

Crawford Custom Consulting	Supervisor Training: Plan developing
Marquette Savings Bank	Innovation Center/ Training/ Leadership
General Exterminating	Workforce shortage and exterminator training
Redus Auto Repair	Workforce challenge, mechanics training
Erie County Government	Career Fair
Erie County Adult Probation	Partnership on the Pardon Project
911-Erie County	Telecommunicator training program
Christian Ministries Church	Entrepreneur Incubator Space
Crime Victim Center Erie County	Counselor training partnership

Transportation

EMTA	Commercial Driver Training Partnership
Barnhart Transportation	Driver, Broker, and Leadership Skills
Logistics Plus	Broker & Leadership Skills Training

Healthcare

Healthcare Ventures Alliance	CNA Shortage
AAPC	Medical Billing/Coding training

Hospitality/Tourism

VisitErie	Partnering on internship program
Scott Enterprises	Leadership and skills training

Education

Advanz	Blacks in Technology (BiT) Training Program
Corry Higher Ed Council/Impact Corry	Fiber Optics Program: Ongoing

Information Report: Diversity, Equity, and Inclusion

Information

Diversity Training for Cabinet Members at EC3 with Terrance Mitchell

Dr. Terrence Mitchell is the Vice President for Diversity, Equity, and Inclusion for the Integrated Western University (California, Clarion, and Edinboro). He previously served as the Chief Diversity and Inclusion Officer at Edinboro University since January 7, 2019, where he maintains his office and responsibilities as the senior diversity officer. For a year, from July 2020-21, Mitchell was also appointed the Special Assistant to the President for Diversity and Inclusion at Slippery Rock University.

Mitchell has worked in higher education for over 30 years and has had responsibility for many areas (diversity affairs, student activities, leadership programs, scholarship allotment, academic discipline, grant management and campus security). Prior to joining Edinboro, Mitchell served as the Chief Diversity Officer at SUNY Oneonta for 4 ½ years. Mitchell spent his first five years in higher education at the University of Oklahoma, 3 years at San Francisco State University, and 12 years at Allegheny College. While in graduate school, in 2010, Mitchell and his spouse also founded the NW Pennsylvania based CREED College Readiness Program, whose motto is "Believing in our Youth".

He is a founding member for the National Association of Diversity Officers in Higher Education (NADOHE), and a lifelong member of his beloved fraternity, Alpha Phi Alpha Fraternity Inc. Mitchell was born in New Orleans, raised in Oklahoma, and is married to Dr. Rhonda Matthews, an Associate Professor at Edinboro. Together they live in Erie Pennsylvania with their daughter Addisen Mitchell, who attends Loyola University in New Orleans. Dr. Mitchell has a B.A. in journalism and an M.Ed. in higher education from the University of Central Oklahoma and completed his Ph.D. in Administration and Leadership Studies at Indiana University of Pennsylvania (Dec. 2019).

Diversity Special Populations Engagement

This month DEI office is focused on engaging special populations in Erie County and building relationships that will lead to recruitment and community college awareness. So far, we have met with:

- Erie City Housing Authority
- Erie County Housing Authority
- Erie County Independent Living Program
- Erie County Foster Care Program
- Erie County Probation and Parole