June 22, 2022 Regular Meeting

Board of Trustees Regular Meeting

June 22, 2022

Gannon ETI Building

900 State St. , Suite 300

Erie, PA 16501

https://us02web.zoom.us/j/86479492792?pwd=cWFtNEpQenhabmRiNytLcUdGQXJEQT09

Meeting ID: 864 7949 2792, Passcode: 113651

Erie County Community College of PA

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of May 25, 2022 Meeting Minutes (pg. 4-13)

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. Finance Committee
    Trustee Justin Gallagher

        1. YTD Budget Summary 2021-2022 (pg. 14)

        2. May 2022 Check Register (pg. 15)

    E. Ad Hoc Committees

        1. Site Committee
        Trustee Kay Sintal

        2. Community Advisors Committee
        Secretary Christina Vogel

        3. Policy Review Committee
        Trustee Kay Sintal

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

7. Presentation-Surgical Technician Program in Partnership with UPMC Hamot
Guy Goodman Vice President of Academic and Student Services and Craig Knox Director of Administration for the School of Surgical Technology

8. New Business-Approval of Surgical Technology Associate of Applied Science Degree Board Report #22-46 (pg. 16)

9. New Business-Approve the Financing of the New $1,225,000 Trade Course Subject Equipment Over a 3-Year Term, Fully Amortizing, with First National Bank Equipment Finance, Inc. Board Report #22-50 (pg.17)

10. Future Agenda Items/Summary Comments by Board Members

11. For Information

    A. Human Resource Board Report #22-47 (pg. 18)

    B. DEI Board Report #22-48 (pg.19)

    C. Workforce Development Board Report #22-49 (pg. 20)

12. Executive Session

    A. Executive Session for the Purposes of Real Estate was held
    June 14, 2022 via Zoom at 4:30pm

13. Motion to Adjourn

14. Next Regular Meeting July 27, 2022

Minutes for Meeting Book - May 25, 2022, Regular Meeting

05/25/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

College/Other Attendees (9)

President Dr. Chris Gray, Assistant to the President/Secretary to the Board Renee Triana, Treasurer Heidi Sheehan, Vice President Bill Jeffress, Vice President Guy Goodman (Via Zoom 5:28), Dean Keri Bowman, Dean Rebecca Walker, Director of HR Luisa Heifner, Solicitor Tim Wachter

1. Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Tom Benson	Y
Justin Gallagher	Zoom
Dave Mitchell	Y
Rev. Dr. Charles Mock	Zoom/Left at 5:33pm
Vice Chairperson Rush Dix	Zoom
Kathryn Sintal	Zoom
Secretary Christina Vogel	Zoom at 5:03
Dr. Annette Wagner	Zoom at 5:08
Chairperson Ron DiNicola	Y

2. Pledge of Allegiance

3. Approval of April 27, 2022, Meeting Minutes (pg. 4-11)

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

4. Public Participation

None

5. Communication

A. County Council Liaison-Not Present

B. President's Report-Dr. Gray pointed out that the College's enrollment was strong and provided enrollment data for Guttman Community College in NY as a recent startup community college for the Board to get a better idea of enrollment trajectory. The College has also reached out to Penn Highlands, the newest community college in PA and will provide that information at a later date. Dr. Gray will be visiting Lincoln Electric Cooperate Headquarters to observe the equipment in relationship to the welding program. Dr. Gray showed the Board an example of the President's and Dean's List Certificates that students will receive in the mail to celebrate their successes. Dr. Gray also informed the Board that the College is working on a marketing campaign highlighting community college graduates or those who a community college made a difference. Dr. Gray asked the Board to pass along any personal stories to the staff.

C. Academic Committee-Vice Chairperson Rush Dix reported that the committee and Guy Goodman have been meeting regularly and are keeping pace as represented by the program approvals presented here at tonight's meeting.

D. Personnel Committee-Trustee Benson reported that the committee met this month to review the possibility of COLA (Cost of Living Adjustments) for staff members. This would be dependent upon state funding and would have to be within the budget. If the College receives the funding after July 1st the COLA would be paid retroactively. Then staff would be eligible for merit-based raises, if applicable, at the end of the calendar year in December. Dr. Gray is excited to do things differently.

E. Finance Committee-Trustee Gallagher pointed the Board to the packet with the budget summary and check registrar. The committee has also been working on a 403b plan and will update the Board when that is ready and available. Trustee Gallagher also noted the equipment purchases, item number 8 & 9 on tonight's agenda, he said these equipment purchases will be made with money in the budget and have already been allocated for.

F. Ad Hoc Committees
1. **Site Committee**-The committee has not met since the last Board meeting. Once the committee has things moving to a conclusion they will present them to the Board, and then meet in executive session to come to a conclusion.

2. **Community Advisors Committee**-Secretary Vogel informed the Board that the committee is scheduled to meet on June 6th, 2022, at 10am in the 308B conference room and via Zoom.

3. **Policy Review Committee**-Trustee Sintal reported she met with Dr. Gray's Assistant, Renee Triana, to review policy structure. Trustee Sintal would like to reach out to web developers to put the policy in some type of flexible environment where you can see all the information concerning the policy including updates, changes, responsibilities etc. Trustee Gallagher asked how the committee, or the College will be able to keep up with legislation changes and court decisions to ensure the policy and College is in compliance. Dr. Gray responded that the College's membership into the PA Commission of Community Colleges sends us notifications of such things and that the policies are set to be reviewed every 5 years so those two things should be catch all's for the College. Dr. Gray also reminded the Board that the law will always supersede College policies. Vice Chairperson Rush Dix asked if there were specific staff that are required to keep the College compliant, similar to Title IX, as another layer of added security. Trustee Sintal noted there is an informal spreadsheet of policy to staff assignments that has not been formally adopted, but once it is, there will be a staff person delegated to that policy and a procedure in place for staff to keep the policies updated by bringing them to the Committee who then in turn will bring them to the Board for a vote.

G. Chairperson of the Board- Chairperson Ron DiNicola reminded the Board that they are in the process of presidential evaluation and that the Board has received a survey in relation to this. Chairperson DiNicola reminded the Board to get the survey in by this coming Friday as this important data needs collected to move forward.

Chairperson DiNicola also pointed out the list of tentative Board meeting dates in the packet for July 2022-June 2023. He mentioned that some of the dates may need tweaked. Dr. Gray mentioned that many boards do not have meetings in July or December. Trustee Mitchell concurred that sometimes boards don't meet when they are not in the middle of heavy business and that the Board can always call a special meeting if there is something important that needs discussed. Vice Chairperson Rush Dix pointed out that it may put a lot of expectation on November's meeting being that it's the last of the calendar year. Trustee Sintal reminded the Board that the school is on a fiscal year vs a calendar year.

A. There was a motion to amend tonight's meeting Agenda to add the approval of the new Board Meeting Dates for July 2022-June 2023 removing the December 2022 meeting.

Trustee	Motion 9	Vote
Tom Benson	2	Y
Justin Gallagher		Y
Dave Mitchell	1	Y
Rev. Dr. Charles Mock		Y
Vice Chairperson Rush Dix		N
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

B. There was a motion to approve the following meeting dates for July 2022-June 2023 removing the December 2022 meeting.

    i. Regular Board Meeting on Wednesday, July 27, 2022, at 5:00 PM
    ii. Regular Board Meeting on Wednesday, August 24, 2022, at 5:00 PM
    iii. Regular Board Meeting on Wednesday, September 28, 2022, at 5:00 PM
    iv. Regular Board Meeting on Wednesday, October 26, 2022, at 5:00 PM
    v. Regular Board Meeting on Wednesday, November 16, 2022, at 5:00 PM
    vi. Regular Board Meeting on Wednesday, January 25, 2023, at 5:00 PM
    vii. Regular Board Meeting on Wednesday, February 22, 2023, at 5:00 PM
    viii. Regular Board Meeting on Wednesday, March 22, 2023, at 5:00 PM
    ix. Regular Board Meeting on Wednesday, April 26, 2023, at 5:00 PM
    x. Regular Board Meeting on Wednesday, May 24, 2023, at 5:00 PM
    xi. Regular Board Meeting on Wednesday, June 28, 2023, at 5:00 PM

Trustee	Motion 10	Vote
Tom Benson		Y
Justin Gallagher	2	Y
Dave Mitchell	1	Y
Rev. Dr. Charles Mock		Y
Vice Chairperson Rush Dix		N
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

7. Consent Agenda-None

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 Number 22-37 (pg. 14)

Dr. Gray explained that the College will not be executing this purchase immediately as the purchase depends on the space/location the program will be housed. The space/location is still being negotiated. He stated this is also true of Motion 3-Approval of Contract with Welders Supply to Purchase Training Equipment for the Welding Certificate Totaling $309,691.49 Board Report Number 22-38. Both bids were made within COSTARS, the Commonwealth of Pennsylvania's cooperative purchasing program, serves as a conduit through which registered and eligible local public procurement units and state-affiliated entities and are able to leverage contracts established by DGS to cost effectively and efficiently identify suppliers with whom to do business.

Vice Chairperson Rush Dix indicated that the bids up for approval today all came in under the budget that was developed in each program proposal, which was approved by the academic committee and then passed by the Board for both the Welding and Industrial Machine Maintenance programs.

President Gray explained that initial program budgets are conservative estimates, and that the COSTAR prices were lower than our initial estimates. Dr. Gray also stated the equipment/trainers purchased through Allegheny Educational Systems are the national/global standard for training in this occupational cluster. The total amount is inclusive, with tables, air compressors, and supporting IT equipment all included in the amount proposed to the Board.

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

9. New Business-Approval of Contract with Welders Supply to Purchase Training Equipment for the Welding Certificate Totaling $309,691.49 Board Report Number 22-38 (pg. 15)

Dr. Gray wanted to thank the County Executive, Brenton Davis, for advocating for the College by asking Welders Supply for a donation it's behalf. The company is donating 2 pieces of equipment in support of the program, and the donation is significant considering the COSTAR pricing is also in place.

Vice Chairperson Rush Dix asked if the College has a means of thanking those people or organizations who donate to the College as to continue building relationships with donors. Dr. Gray explained that the College does acknowledge donors, financial or otherwise, and that recognition will become more formal once a foundation is in place. Dr. Gray mentioned that he was meeting with Welder's Supply Company CEO, Mark Raimy, and with County Executive Brenton Davis the following day.

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

10. New Business-Approval of Information Technology/Mobile App Development Certificate Board Report Number 22-39 (pg. 16)

Dr. Gray thanked Vice President Guy Goodman, the Advisory Committee, and the Academic Committee for gathering the necessary information to make these programs customized by getting feedback from local industry leaders as to what is needed in the community and what will draw interest from students.

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

11. New Business-Approval of Information Technology/Mobile App Development Associate of Applied Science Degree Board Report Number 22-40 (pg. 17)

Same as above, but this includes the full degree preparing students to transfer to a four-year institution if that is their intent.

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

12. New Business-Approval of Information Technology/Programming Certificate Board Report Number 22-41 (pg. 18)

Trustee Sintal asked if the certificate programs were within a framework associated with a specific product or program. Dr. Gray responded that some of these courses will be industry recognized credentials, stackable, and industry recognized.

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

13. New Business-Approval of Information Technology/Programming Associate of Applied Science Degree Board Report Number 22-42 (pg. 19)

Dr. Gray indicated this degree is similar to the other IT programs presented at tonight's meeting. There is a certificate level and an Associate of Science level preparing students to transfer to a four-year institution if that is their intent.

Trustee Sintal asked what agreements are in place to transfer the AS to the four-year institutions. Dr. Gray explained that what is presented tonight is the framework of the certificates/degrees and the specifics will be forthcoming once an Information Technology Program Chair is hired, and an advisory committee is put in place.

Chairperson DiNicola noted that this was an outstanding collection of certificates/degrees as presented at tonight's meeting and this is the tangible movement of the College that the public has been waiting for.

13. Continued: New Business-Approval of Information Technology/Programming Associate of Applied Science Degree Board Report Number 22-42 (pg. 19)

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

14. Future Agenda Items/Summary Comments by Board Members

None

15. For Information

A.-C. There were three information reports in the packet for the Board to review including a Human Resource Board Report Number 22-43, a Workforce Development Board Report Number 22-44, and a DEI Board Report Number 22-45

16. Executive Session

None

17. Motion to Adjourn

Trustee	Motion 8	Vote
Tom Benson	1	Y
Justin Gallagher		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Vice Chairperson Rush Dix	2	Y
Kathryn Sintal		Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

Time 5:50pm

17. Next Regular Meeting June 22, 2022

BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022
YTD - 5/31/2022

FUNDING SOURCES	Operating Budget	YTD 5/31/22	% of Budget	Capital Budget	YTD 5/31/22	% of Budget	Combined Budget	YTD 5/31/22	% of Budget
Student Tuition - Credit Programs	$ 528,960	$ 683,115	129%	$ -	$ -	#DIV/0!	$ 528,960	$ 683,115	129%
Student Technology/General/Other Fees	$ 96,900	$ 112,225	116%	$ -	$ -	#DIV/0!	$ 96,900	$ 112,225	116%
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	79%	$ 225,000	$ -	0%	$ 1,418,250	$ 937,500	66%
Commonwealth of Pennsylvania	$ 1,384,320	$ 1,038,750	75%	$ 1,250,000	$ -	0%	$ 2,634,320	$ 1,038,750	39%
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	$ 18,890	189%	$ -	$ -	#DIV/0!	$ 10,000	$ 18,890	189%
Totals	$ 5,287,180	$ 4,758,586	90%	$ 1,856,750	$ 1,347,993	73%	$ 7,143,930	$ 6,106,579	85%
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	$ 6,133,192	92%	$ 1,856,750	$ 1,347,993	73%	$ 8,518,536	$ 7,481,185	88%

APPLICATION OF FUNDS

	Operating Budget	YTD 5/31/22	% of Budget	Capital Budget	YTD 5/31/22	% of Budget	Combined Budget	YTD 5/31/22	% of Budget
Salaries and Wages	$ 1,939,081	$ 1,466,399	76%	$ -	$ -	#DIV/0!	$ 1,939,081	$ 1,466,399	76%
Staff Benefits	$ 616,667	$ 298,197	48%	$ -	$ -	#DIV/0!	$ 616,667	$ 298,197	48%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	$ 460,000	$ 224,311	49%	$ -	$ -	#DIV/0!	$ 460,000	$ 224,311	49%
-IT Services	$ 351,484	$ 257,524	73%	$ -	$ -	#DIV/0!	$ 351,484	$ 257,524	73%
-Software Leases & Subscriptions	$ 737,677	$ 771,124	105%	$ -	$ -	#DIV/0!	$ 737,677	$ 771,124	105%
-Marketing	$ 526,750	$ 387,525	74%	$ -	$ -	#DIV/0!	$ 526,750	$ 387,525	74%
-Facility Leases & Expenses	$ 373,980	$ 412,544	110%	$ -	$ -	#DIV/0!	$ 373,980	$ 412,544	110%
-Contingency	$ 395,000	$ -	0%	$ -	$ -	#DIV/0!	$ 395,000	$ -	0%
-Other	$ 451,300	$ 277,269	61%	$ -	$ -	#DIV/0!	$ 451,300	$ 277,269	61%
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	$ 5,851,939	$ 4,094,893	70%	$ 2,500,000	$ 1,636,869	65%	$ 8,351,939	$ 5,731,762	69%
EXCESS OF REVENUE OVER EXPENDITURES	$ 809,847	$ 2,038,299	252%	$ (643,250)	$ (288,876)	45%	$ 166,597	$ 1,749,423	1050%

(92% through the fiscal year)

Check Number	Void	Payment Date	Payee	Payment Amount	Financial Account	Date Voided
ACH		5/2/2022	SharpSpring	$ 612.00	FNB Operating	
ACH		5/2/2022	Google	$ 321.34	FNB Operating	
ACH		5/2/2022	Walmart	$ 32.94	FNB Operating	
ACH		5/2/2022	CamErie	$ 15.00	FNB Operating	
ACH		5/3/2022	UPMC	$ 19,929.06	FNB Operating	
466		5/4/2022	Amazon	$ 360.42	FNB Operating	
467		5/4/2022	Benedictine Sisters of Erie Inc	$ 14,408.33	FNB Operating	
468		5/4/2022	Crystal Lander	$ 737.50	FNB Operating	
469		5/4/2022	Cynthia Wolf	$ 1,500.00	FNB Operating	
470		5/4/2022	Erie Technology Incubator Inc.	$ 3,807.00	FNB Operating	
471		5/4/2022	JPS Consulting Services LLC	$ 125.00	FNB Operating	
472		5/4/2022	Logicalis	$ 29,055.00	FNB Operating	
473		5/4/2022	MenajErie Studio, LLC	$ 2,437.50	FNB Operating	
474		5/4/2022	Velocity Network	$ 2,425.39	FNB Operating	
ACH		5/5/2022	Google	$ 500.00	FNB Operating	
ACH		5/6/2022	Identgo	$ 24.85	FNB Operating	
ACH		5/9/2022	LinkedIn	$ 500.75	FNB Operating	
ACH		5/9/2022	CopyKing	$ 125.61	FNB Operating	
ACH		5/9/2022	FSA	$ 75.00	FNB Operating	
ACH		5/13/2022	FSA	$ 75.39	FNB Operating	
ACH		5/13/2022	NWPA Pride	$ 15.00	FNB Operating	
475		5/13/2022	Christopher Gray	$ 2,436.19	FNB Operating	
476		5/13/2022	Clarissa Stewart-Baker	$ 37.51	FNB Operating	
477		5/13/2022	Keri Bowman	$ 101.65	FNB Operating	
478		5/13/2022	Corry Journal	$ 52.50	FNB Operating	
479		5/13/2022	Knox Law	$ 1,870.41	FNB Operating	
480		5/13/2022	R Brilliant Media	$ 7,290.00	FNB Operating	
481		5/13/2022	Ridge Policy Group	$ 6,000.00	FNB Operating	
482		5/13/2022	Sample News Group	$ 2,286.00	FNB Operating	
483		5/13/2022	STEPHEN HUSTEDDE	$ 2,043.75	FNB Operating	
ACH		5/16/2022	LinkedIn	$ 503.87	FNB Operating	
ACH		5/16/2022	Google	$ 500.00	FNB Operating	
ACH		5/16/2022	FSA	$ 100.00	FNB Operating	
ACH		5/16/2022	FSA	$ 35.47	FNB Operating	
ACH		5/17/2022	Verizon	$ 403.49	FNB Operating	
ACH		5/17/2022	FSA	$ 6.46	FNB Operating	
ACH		5/18/2022	AFLAC	$ 1,128.24	FNB Operating	
ACH		5/18/2022	FSA	$ 17.26	FNB Operating	
484		5/18/2022	Amazon	$ 1,644.91	FNB Operating	
485		5/18/2022	Blackgate Security Agency	$ 2,883.42	FNB Operating	
486		5/18/2022	Epic Web Studios LLC	$ 11,900.00	FNB Operating	
487		5/18/2022	Flores & Associates, LLC	$ 60.00	FNB Operating	
488		5/18/2022	LocaliQ	$ 60.62	FNB Operating	
489		5/18/2022	Narcisa Inc.	$ 5,400.00	FNB Operating	
490		5/18/2022	Pennsylvania Commission for Community Colleges	$ 28,146.81	FNB Operating	
491		5/18/2022	Printing Concepts Inc.	$ 1,318.10	FNB Operating	
492		5/18/2022	Quinn Law Firm	$ 900.00	FNB Operating	
493		5/18/2022	R Brilliant Media	$ 2,200.00	FNB Operating	
494		5/18/2022	Vision Benefits of America Inc.	$ 255.23	FNB Operating	
ACH		5/19/2022	Microsoft	$ 17.92	FNB Operating	
ACH		5/20/2022	IdentGO	$ 24.85	FNB Operating	
ACH		5/23/2022	Google	$ 500.00	FNB Operating	
ACH		5/23/2022	Dollar General	$ 12.70	FNB Operating	
ACH		5/25/2022	MBA Insurance	$ 1,673.02	FNB Operating	
ACH		5/25/2022	FSA	$ 379.00	FNB Operating	
ACH		5/26/2022	Facebook	$ 1,175.84	FNB Operating	
ACH		5/27/2022	Google	$ 500.00	FNB Operating	
ACH		5/31/2022	LinkedIn	$ 505.54	FNB Operating	
495		5/31/2022	Amazon	$ 367.22	FNB Operating	
496		5/31/2022	Blackgate Security Agency	$ 627.02	FNB Operating	
497		5/31/2022	Emmaus Ministries	$ 345.00	FNB Operating	
498		5/31/2022	Erie Technology Incubator Inc.	$ 3,807.00	FNB Operating	
499		5/31/2022	Flagship Multimedia Inc.	$ 1,000.00	FNB Operating	
500		5/31/2022	Hagan Business Machines	$ 715.44	FNB Operating	
501		5/31/2022	Incline Alchemy, Inc	$ 15,380.78	FNB Operating	
502		5/31/2022	KimKopy Printing	$ 183.00	FNB Operating	
503		5/31/2022	MenajErie Studio, LLC	$ 4,874.50	FNB Operating	
504		5/31/2022	New Opportunities	$ 60.00	FNB Operating	
505		5/31/2022	Printing Concepts Inc.	$ 1,123.08	FNB Operating	
506		5/31/2022	Quinn Law Firm	$ 1,772.72	FNB Operating	
507		5/31/2022	Workday Inc.	$ 625,554.55	FNB Operating	
				$ 817,264.15		

Erie County Community College of PA   Board Report #22-46
                                                  June 22, 2022

Approval of Surgical Technology Associate of Applied Science Degree

<u>Information</u>

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

Through a partnership with UPMC School of Surgical Technology, Erie County Community College's Surgical Technology Program will prepare students to perform various activities to assist doctors during surgery, including sterilizing and setting up equipment, positioning patients for procedures, handing instruments to doctors during surgery, and preparing the operating room for patients. Program graduates leave school prepared for entry-level work at one of the UPMC facilities in Erie County, in other locations in PA, Maryland, and New York, and internationally in Italy and Ireland.

The degree program will afford students the opportunity to become competent graduates through general education and general health careers coursework provided on the Erie County Community College campus, as well as technical coursework provided at UPMC Hamot and clinical facilities that will be acceptable transfer credit toward the specific degree.

<u>New Coursework to Accommodate Surgical Technology</u>

BIO 201   Anatomy and Physiology I with Lab
BIO 202   Anatomy and Physiology II with Lab
BIO 210   Microbiology with Lab
COM 201   Effective Interpersonal Communication
HSC 100   Medical Terminology

Remaining courses will be from General Education list

Total Credit Hours offered by EC3PA for Degree: 33

<u>Recommendation</u>

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

Motion to Approve the Financing of the New $1,225,000 Trade Course Subject Equipment Over a 3-Year Term, Fully Amortizing, with First National Bank Equipment Finance, Inc.

<u>Information</u>

The Board approved the following purchases at the May 25, 2022 Board of Trustees meeting:

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 Board Report #22-38 (pg. 15)

The financing of this new $1,225,000 trade course subject equipment over a 3-year term, fully amortizing, will be done with First National Bank Equipment Finance, Inc.

<u>Recommendation</u>

It is recommended that the Board of Trustees approves the financing of the new $1,225,000 trade course subject equipment over a 3-year term, fully amortizing, with First National Bank Equipment Finance, Inc.

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 55, as of 6/15/22

Separations & Promotions

- Separations:
  - Guy White: Director of IT   LDW 5/27/2022
- Promotions: None in May 2022, or thus far this month (June).

Transfers

- Michelle Jaggi from 'Administrative Assistant to the Vice Presidents' to 'Data Systems Coordinator'

New Hires (through June 15, 2022)

- None

Incoming Hires:

Position	Status	Name	Start Date
Controller	Full-time	Philip Forte	June 20, 2022

Open Positions
- Director of IT
- Dean of Academics
- Information Technology Program Chair, Full-Time
- Welding Instructor, Full-Time
- Math Instructor, Full-Time
- Biology Instructor, Full-Time
- Adjunct Faculty - *Ongoing to create applicant pool*

Information Report: Diversity, Equity, and Inclusion

<u>Information</u>

Event Participation

- Erie's Juneteenth Celebration June 19, 2022
- Erie Pride Pridefest June 25, 2022

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

- LGBTQIA+ Community

- City of Corry

Information Report : Workforce Development

Information

Workforce Coordinator Doug Massey and Dean Rebecca Walker have been active in meeting and forming partnerships with businesses from various industries throughout the Erie County region who have an interest in collaborating with EC3PA. The companies listed in this report are new businesses, additional meetings and partnerships that have taken place since the May 2022 board meeting.

Manufacturing

Mid Atlantic Submarine Talent	Talent Pipeline Project- Pittsburgh kickoff
Industrial Sales & Manufacturing	Interest in Industrial Maintenance program

Business

Junior Achievement	Trades Pre-Apprenticeship Program
Paramount Pursuits	Entrepreneurship Training

Transportation

EMTA	Class A &B passenger driver certifications
Team Hardinger Transportation	Truck Driver Training- Ongoing conversations
Corry School District	
	Class B Passenger training challenges

Healthcare

CVS Health	Pharmacy Tech Program- Pittsburgh tour July
UPMC	Healthcare career tech training opportunity
Moravia Healthcare	Home Health Care workforce shortage

Government

Erie County Probation Department	The Pardon Project- ex-offender in workforce

Education

PMI Meadville	Closing- Equipment acquisition opportunity
Corry Higher Ed Council/Impact Corry	Starting industry outreach initiatives

EC3PA Partnerships Formed

- A Fiber Optics Installer Program partnership formed with Corry High Ed Council and Impact Corry. Outreach to industry businesses has begun. This will be a non-credit 2-week training course that will lead to direct hiring from our business partners. Training is expected to start in January 2023.
- A Driver Training Program partnership is forming with EMTA, Team Hardinger, Transportation Solutions to develop Class A CDL and Class B Passenger drivers. This training will be non-credit. Class B will lead to direct hire and CDL Class A will lead to apprenticeships with our business partners. The timeframe is expected to be December 2022, but it is dependent on the partners.
- A partnership is being formed with the Erie Regional Chamber's Workforce Development Division to be a choice training provider for ERMP (Erie Regional Manufacturers Partnership). This partnership will not compete with the MBA. We will provide industrial training that the Association does not, such as industrial maintenance, machining, welding etc. There will be an overlap of employers as most manufacturers in the area belong to the MBA for insurance discounts and HR services. Our position is referral based, depending on the training need.