



July 27, 2022 Board of Trustees Regular Meeting

Board of Trustees Regular Meeting

July 27, 2022

Gannon ETI Building

900 State St

Ste 300

Erie, PA, 16501

Meeting ID: 8647949 2792, Passcode: 113651



Meeting Book - July 27, 2022 Board of Trustees Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of June 22, 2022 Regular Meeting Minutes and June 30, 2022 Special Meeting Minutes (pg. 28-42)
 - A. June 22, 2022 Regular Meeting Minutes (pg. 28-39)
 - B. June 30, 2022 Special Meeting Minutes (pg. 40-42)
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 2022-2023 (pg. 4)
 2. June 2022 Check Register (pg. 5)
 - E. Ad Hoc Committees
 1. Site Committee
Trustee Kay Sintal
 1. Executive Session for the Purposes of Real Estate held June 30, 2022
 2. Policy Review Committee
Trustee Kay Sintal
 - F. Chairperson of the Board
Ronald A. DiNicola, Esquire
 - G. Other
7. Presentation Student Success and Current Enrollment
Guy Goodman VP of Academic and Student Services
8. Consent Agenda
 - A. Resolution to Develop Cost of Living Adjustments and Bonus' Retroactively Effective July 1, 2022 Board Report #22-51 (pg. 6)
 - B. Founding College President, Christopher Gray, PhD, Employment Agreement Board Report #22-52 (pg. 7)

Meeting Book - July 27, 2022 Board of Trustees Regular Meeting

C. Resolution to Remove Heidi Sheehan from All EC3PA Bank Accounts and as an Authorized Signer on the EC3PA Bank Accounts Board Report #22-53 (pg. 8)

D. Approval to Appoint Controller Phil Forte as Treasurer to the Board of Trustees Board Report #22-54 (pg. 9)

E. Approval to Add Controller Phil Forte as an Authorized Signer on EC3PA Bank Accounts Board Report #22-55 (pg. 10)

9. New Business-Resolution to Purchase Personal Property Contents from Villa Maria Cathedral Preparatory Catholic School System up to \$82,100 Board Report #22-56 (pg. 11)

10. New Business-Resolution to Purchase Furniture for EC3PA Various Locations for \$51,614.55 Board Report #22-57 (pg. 12)

11. New Business-Resolution to Approve the Extension of the Alchemy Contract for Workday Training for \$307,500 Board Report #22-58 (pg. 13)

12. New Business-Resolution to Approve Expenditure for EC3PA Staff Training in Workday Implementation Courses Up to \$133,320 Board Report #22-59 (pg. 14)

13. New Business-Resolution to Amend Board Policy V.A.8: Residency Board Report #22-60 (pg. 15-17)

14. New Business-Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation and Commencement Board Report #22-61 (pg. 18-19)

15. New Business-Resolution to Amend Board Policy V.D.1: Sexual Offender Notifications Board Report #22-62 (pg. 20-21)

16. Future Agenda Items/Summary Comments by Board Members

17. For Information

A. Human Resource Board Report #22-63 (pg. 22-24)

B. DEI Board Report #22-64 (pg. 25)

C. Workforce Development Board Report #22-65 (pg. 26 -27)

18. Executive Session

A. Executive Session for the Purpose of Personnel Matters

19. Motion to Adjourn

20. Next Regular Meeting August 24, 2022 at 5PM

BUDGET SUMMARY - FUNDING SOURCES AND APPLICATION OF FUNDS
FOR THE FISCAL YEAR JULY 1, 2021 - JUNE 30, 2022
YTD - 6/30/2022

FUNDING SOURCES	Operating			Capital Budget			Combined		
	Budget	YTD 6/30/22	% of Budget	Budget	YTD 6/30/22	% of Budget	Budget	YTD 6/30/22	% of Budget
Student Tuition - Credit Programs	\$ 528,960	\$ 684,160	129%	\$ -	\$ -	#DIV/0!	\$ 528,960	\$ 684,160	129%
Student Technology/General/Other Fees	\$ 96,900	\$ 111,120	115%	\$ -	\$ -	#DIV/0!	\$ 96,900	\$ 111,120	115%
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	\$ 1,650,000	138%	\$ 225,000	\$ 225,000	100%	\$ 1,418,250	\$ 1,875,000	132%
Commonwealth of Pennsylvania	\$ 1,384,320	\$ 1,385,000	100%	\$ -	\$ -	#DIV/0!	\$ 1,384,320	\$ 1,385,000	100%
Commonwealth of Pennsylvania - Leases	\$ 131,950	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 131,950	\$ -	0%
Commonwealth of Pennsylvania - Start Up Reimbursement (@ 50%)	\$ 541,800	\$ 724,494	134%	\$ 1,250,000	\$ 966,243	77%	\$ 1,791,800	\$ 1,690,737	94%
Miscellaneous Income	\$ 10,000	\$ 36,591	366%	\$ -	\$ -	#DIV/0!	\$ 10,000	\$ 36,591	366%
Totals	\$ 5,287,180	\$ 5,834,977	110%	\$ 1,856,750	\$ 1,572,993	85%	\$ 7,143,930	\$ 7,407,970	104%
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	\$ 7,209,583	108%	\$ 1,856,750	\$ 1,572,993	85%	\$ 8,518,536	\$ 8,782,576	103%
APPLICATION OF FUNDS									
Salaries and Wages	\$ 1,939,081	\$ 1,698,093	88%	\$ -	\$ -	#DIV/0!	\$ 1,939,081	\$ 1,698,093	88%
Staff Benefits	\$ 616,667	\$ 339,475	55%	\$ -	\$ -	#DIV/0!	\$ 616,667	\$ 339,475	55%
Other Operating Budget Expenses:									
-Professional Fees and Contracts	\$ 460,000	\$ 246,458	54%	\$ -	\$ -	#DIV/0!	\$ 460,000	\$ 246,458	54%
-IT Services	\$ 351,484	\$ 265,073	75%	\$ -	\$ -	#DIV/0!	\$ 351,484	\$ 265,073	75%
-Software Leases & Subscriptions	\$ 737,677	\$ 603,845	82%	\$ -	\$ -	#DIV/0!	\$ 737,677	\$ 603,845	82%
-Marketing	\$ 526,750	\$ 433,038	82%	\$ -	\$ -	#DIV/0!	\$ 526,750	\$ 433,038	82%
-Facility Leases & Expenses	\$ 373,980	\$ 372,221	100%	\$ -	\$ -	#DIV/0!	\$ 373,980	\$ 372,221	100%
-Contingency	\$ 395,000	\$ -	0%	\$ -	\$ -	#DIV/0!	\$ 395,000	\$ -	0%
-Other	\$ 451,300	\$ 305,075	68%	\$ -	\$ -	#DIV/0!	\$ 451,300	\$ 305,075	68%
Capital Purchases:									
-Leasehold Improvements	\$ -	\$ -		\$ -	\$ 27,479	#DIV/0!	\$ -	\$ 27,479	#DIV/0!
-Furniture and Fixtures	\$ -	\$ -		\$ 100,000	\$ 61,631	62%	\$ 100,000	\$ 61,631	62%
-IT Equipment	\$ -	\$ -		\$ 250,000	\$ 792,279	317%	\$ 250,000	\$ 792,279	317%
-Software Implementation and one-time costs	\$ -	\$ -		\$ 2,150,000	\$ 815,136	38%	\$ 2,150,000	\$ 815,136	38%
TOTAL APPLICATION OF FUNDS	\$ 5,851,939	\$ 4,263,277	73%	\$ 2,500,000	\$ 1,696,525	68%	\$ 8,351,939	\$ 5,959,802	71%
EXCESS OF REVENUE OVER EXPENDITURES	\$ 809,847	\$ 2,946,306	364%	\$ (643,250)	\$ (123,532)	19%	\$ 166,597	\$ 2,822,774	1694%

(100% through the fiscal year)

Erie Community College			
June 30, 2022			

(000's US Dollars)

Check #	Pay Date	Payee	Payment Amount
ACH	6/1/2022	Square Processing Fee	\$ 1.03
ACH	6/1/2022	Square Processing Fee	\$ 21.63
ACH	6/1/2022	UPMC Health	\$ 19,929.06
ACH	6/2/2022	SharpSpring Blade	\$ 600.00
510	6/5/2022	Amazon	\$ 82.95
509	6/5/2022	Rebecca Walker	\$ 208.96
508	6/5/2022	Heidi Sheehan	\$ 508.17
513	6/5/2022	Cynthia Wolf	\$ 600.00
512	6/5/2022	Crystal Lander	\$ 631.25
516	6/5/2022	Service Master Restoration	\$ 1,335.00
517	6/5/2022	Springshare LLC	\$ 1,499.00
514	6/5/2022	GovConnection Inc	\$ 4,418.00
515	6/5/2022	Mike Tetreault	\$ 9,525.00
511	6/5/2022	Benedictine Sisters	\$ 14,408.33
ACH	6/6/2022	Square Processing Fee	\$ 20.02
ACH	6/6/2022	Anlysis Charges May 2022	\$ 60.42
ACH	6/6/2022	Sam's Club	\$ 36.36
ACH	6/8/2022	Square Processing Fee	\$ 3.65
ACH	6/10/2022	Square	\$ 327.95
519	6/11/2022	Jefferson Educational Society of Erie	\$ 500.00
518	6/11/2022	Avalon	\$ 3,750.00
521	6/12/2022	William Jeffress	\$ 104.95
522	6/12/2022	Amazon	\$ 395.48
520	6/12/2022	Christopher Gray	\$ 435.26
524	6/12/2022	GECAC Golf Classic	\$ 770.00
523	6/12/2022	Blackgate Security	\$ 1,159.14
525	6/12/2022	Knox Law	\$ 1,532.00
527	6/12/2022	Sample News Group	\$ 2,472.75
526	6/12/2022	Ridge Policy Group	\$ 7,111.00
ACH	6/13/2022	Square Processing Fee	\$ 13.58
ACH	6/13/2022	VWR International	\$ 940.99
ACH	6/14/2022	Square Processing Fee	\$ 2.78
ACH	6/15/2022	Verizon	\$ 453.49
ACH	6/15/2022	AFLAC	\$ 752.16
ACH	6/16/2022	UPS Store	\$ 23.82
ACH	6/17/2022	PA Background Check	\$ 110.00
ACH	6/21/2022	Microsoft	\$ 17.91
ACH	6/21/2022	United States Postal Service	\$ 68.38
ACH	6/22/2022	Square Processing Fee	\$ 0.50
530	6/22/2022	Amazon	\$ 27.59
534	6/22/2022	Flores & Associates, LLC	\$ 60.00
535	6/22/2022	New Opportunities	\$ 60.00
528	6/22/2022	Keri Bowman	\$ 150.00
531	6/22/2022	Emmaus Ministries	\$ 345.00
529	6/22/2022	William Jeffress	\$ 357.10
537	6/22/2022	Realize Coaching	\$ 720.00
538	6/22/2022	Service Master Restoration	\$ 1,335.00
ACH	6/22/2022	Promos LLC	\$ 1,439.28
533	6/22/2022	Erie Technology Incubator	\$ 3,807.00
532	6/22/2022	Epic Web Studios LLC	\$ 5,450.00
536	6/22/2022	R Brilliant Media	\$ 10,590.00
ACH	6/24/2022	FastSigns	\$ 420.93
ACH	6/27/2022	Square Processing Fee	\$ 8.90
ACH	6/27/2022	Hampton Inn	\$ 206.00
ACH	6/27/2022	Staples	\$ 413.39
ACH	6/27/2022	Dollar General Store	\$ 18.98
ACH	6/27/2022	Facebook	\$ 1,015.84
ACH	6/27/2022	Manufacturer & Business Assoc Ins	\$ 1,460.14
ACH	6/28/2022	Giant Eagle	\$ 54.98
ACH	6/28/2022	LinkedIn	\$ 308.84
540	6/29/2022	Amazon	\$ 22.52
ACH	6/29/2022	Walmart	\$ 26.89
546	6/29/2022	LocalIQ	\$ 155.71
543	6/29/2022	Creative Imprint Systems	\$ 415.00
541	6/29/2022	Avalon	\$ 600.00
539	6/29/2022	Luisa Heifner	\$ 926.40
547	6/29/2022	MBS Direct, LLC	\$ 987.18
550	6/29/2022	Parchment LLC	\$ 1,000.00
552	6/29/2022	TestOut	\$ 1,290.00
549	6/29/2022	Narcisa Inc.	\$ 2,000.00
553	6/29/2022	Velocity Network	\$ 2,400.00
548	6/29/2022	MenajErie Studio, LLC	\$ 2,437.50
545	6/29/2022	Erie Metropolitan Transit	\$ 3,285.00
551	6/29/2022	Quinn Law Firm	\$ 6,212.10
544	6/29/2022	EBSCO	\$ 19,325.00
542	6/29/2022	Blackboard Inc.	\$ 25,750.00
ACH	6/29/2022	FEDEX	\$ 276.72
ACH	6/30/2022	ANYPROMO	\$ 2,330.43
ACH	6/30/2022	Staples	\$ 128.83
ACH	6/30/2022	MBI (Beneflex) FSA	\$ 689.09
ACH	6/30/2022	Google	\$ 2,909.35
			\$ 176,247.66

Resolution to Develop Cost of Living Adjustments and Bonus' Retroactively Effective July 1, 2022

Information

A motion is presented to the Board to authorize the President to develop an employee salary adjustment process that includes a Cost of Living Adjustments (COLA) retroactive to July 1, 2022, and a performance bonus regime implemented through the Human Resources Department pursuant to the recommendation of the Personnel Committee.

Recommendation

It is recommended that the Board of Trustees approves the resolution to develop cost of living adjustments and bonus' retroactively effective July 1, 2022.

Founding College President, Christopher Gray, PhD, Employment Agreement

Information

Pursuant to the Employment Agreement with the Founding College President, Christopher Gray, PhD, and in recognition of his performance and the performance of the College during its inaugural year, the Board of Trustees hereby approves the Presidents salary for the 2022-2023 year at a total annual amount of \$199,500, retroactive to July 1, 2022.

Recommendation

It is recommended that the Board of Trustees approves the employment agreement reflecting the Presidents salary for the 2022-2023 year at a total annual amount of \$199,500, retroactive to July 1, 2022.

Resolution to Remove Heidi Sheehan from All EC3PA Bank Accounts and
as an Authorized Signer on the EC3PA Bank Accounts

Information

Incidental to the hiring of Phil Forte to the position of Controller in June 2022, Heidi Sheehan is removed from all EC3PA bank accounts. Ms. Sheehan is also removed as a signatory granting signing and borrowing authority with respect to all such accounts and credit cards.

The College wishes to express its gratitude to Ms. Sheehan for all her dedication to the College and wishes her well in her future endeavors.

Recommendation

It is recommended that the Board of Trustees approves the motion to remove Heidi Sheehan from all EC3PA bank accounts and remove Ms. Sheehan as an authorized signer on all EC3PA bank accounts.

Resolution to Appoint Phil Forte Treasurer

Information

The College's Bylaws state, "The President and Treasurer, who shall not be Trustees, shall serve as officers of the College concurrently with their employment by the College in those positions." The Treasurer is a member of the Executive Committee.

Phil Forte was hired as the College Controller in June of 2022. Mr. Forte will replace Heidi Sheehan as Treasurer due to the change in positions.

Recommendation

It is recommended that the Board of Trustees approves the change of officers from Heidi Sheehan to Phil Forte as Treasurer.

Resolution to Add Controller Phil Forte to the EC3PA Bank Accounts and
as an Authorized Signer on the EC3PA Bank Accounts

Information

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

Recommendation

It is recommended that the Board of Trustees approves the motion to add the Controller, Phil Forte, to the EC3PA bank accounts and add Mr. Forte as an authorized signer.

Resolution to Purchase Personal Property Contents from Villa Maria Cathedral Preparatory Catholic School System up to \$82,100

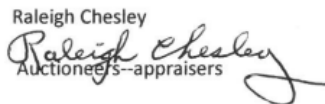
Information

Villa Maria Cathedral Preparatory Catholic School System has had their personal property contained within 2403 West Eighth Street, Erie, PA appraised by Raleigh Chesley at Chesley Auctioneers who then provided a list and estimated value of the items as listed below.

Villa Maria Cathedral Preparatory Catholic School System is willing to sell this personal property at the value Chesley Auctioneers has assigned to it.

Prior to payment the College will ensure that the bank has released the personal property listed from any and all liens.

APPRAISAL OF CONTENTS	
Oak rolling files, 8 Rolling Tables, File -----	\$400.00
Lathe, files, stools, -----	600.00
Air Cond., Stools, 20 folding tables-----	800.00
Swivel Chairs (40), -----	400.00
10 Desks & Sinks—swivel chairs (40)-----	800.00
SS Refrig.---cabinets---pop corn machine---7 stands(water & ele.---etc.-----	1,500.00
Contents office, medical room, ladies' office-----	1,400.00
Lounge, Locker Room, -----	1,200.00
7 Stationary Centers w/chairs, classroom contents, etc.-----	6,500.00
Contents (files, instruments, piano, eq., etc.)-----	15,000.00
Shelving, chairs, etc.-----	3,000.00
Tables, TV, classroom(13 tables), desks, classroom contents, etc.-----	5,000.00
SS 3 bay sink---ss coolers---walk-in cooler-ice o matic,--fryer---etc.-----	20,000.00
(Dispensers---ss kitchen items---etc.)	
SS refrig.---all kitchen items-----	6,000.00
SS refrig.---Hobart Mixer, Slicer, tables & chairs, cooler, etc.-----	4,000.00
30 Folding chairs---TVs, 50 tables, chairs, etc.-----	8,000.00
Class room items, chairs sets, tables, rollers, contents, etc., desks, swivels, etc.--	7,500.00
 Approx. value of contents (not fixed items)-----	 \$ 82,100.00

Raleigh Chesley

 Auctioneers--appraisers

Recommendation

It is recommended that the Board of Trustees approves the purchase of the listed personal property from Villa Maria Cathedral Preparatory Catholic School System contained within 2403 West Eighth Street, Erie, PA up to \$82,100.

Resolution to Purchase Furniture for EC3PA Various Locations for \$51,614.55

Information

The College received a quote from School Specialty to purchase desks and chairs for classrooms in various locations for replacements and additions.

The quote is for \$51, 614.55 for 273 pieces of various furniture including desks and chairs. School Specialty is part of the COSTARS program.

Recommendation

It is recommended that the Board of Trustees approves the purchase of furniture for EC3PA various locations for \$51, 614.55.

Resolution to Approve the Extension of the Alchemy Contract for Workday Training for \$307,500

Information

Alchemy is the implementation mechanism behind Workday. It is necessary to extend the Alchemy contract to continue with the College's multiyear plan to make Workday fully operational and functional for the College's needs.

The continuation of the Alchemy contract to support the Workday implementation for two years includes 1500 hours at \$205 per hour in the amount of \$307,500.

Recommendation

It is recommended that the Board of Trustees approves the funding of the continuation of Alchemy contract to support the Workday implementation which includes two years for 1500 hours at \$205 per hour in the amount of \$307,500.

Resolution to Approve Expenditure for EC3PA Staff Training in Workday Implementation Courses Up to \$133,320

Information

This item is an extension of the implementation training for Workday courses per credit hours as the College continues to complete the required training modules to implement Workday for the upcoming year. The cost of the extension is \$133,320.

Recommendation

It is recommended that the Board of Trustees approves the funding of the continuation of Workday implementation courses up to \$133,320.

Resolution to Amend Board Policy V.A.8: Residency

Information

This recommendation is to amend and clarify the language in the board policy specific to students making residency changes after the beginning of the term. The College does not officially offer 15-week or 6-week sessions. By removing the descriptor, the policy remains unaffected and is clearly understood.

A red-lined version of this policy is attached herewith reflecting all the changes mentioned above for review.

Recommendation

It is recommended that the Board of Trustees approves the changes as presented to Policy V.A.8: Residency.

Resolution to Amend Board Policy V.A.8: Residency

Policy V.A.8: Residency

Definition of Domicile

Tuition rates at Erie County Community College are determined by a student's domicile. Domicile is defined as "the place where one intends to and does, in fact, permanently reside."

An applicant or student under the age of 18 shall be presumed to have the domicile of parents or guardian. A minor may prove emancipation and independent domicile through convincing evidence.

Commonwealth of Pennsylvania Residency

To establish Commonwealth residency, one must demonstrate continuous residence in the Commonwealth for a period of twelve (12) months prior to registration as a student.

Erie County Residency

To establish Erie County residency, an applicant must meet all of the following requirements:

1. Must be a citizen or a permanent resident alien of the United States or be admitted on an immigrant visa to the United States.
2. Must have resided in Pennsylvania for at least 12 months prior to registration.
3. Must have resided in Erie County for at least 12 months prior to registration.

The following documentation may be used to provide evidence toward meeting the residency policy requirements:

Important Note: Name and address must be present on all documents.

1. Current apartment lease or mortgage from the permanent independent residence.
2. Copy of a city/state tax bill.
3. Copies of bank statements, automobile registration, or other registered property.
4. Current Pennsylvania driver's license or state ID.
5. High school transcript showing an Erie County home address.
6. Pay stubs with Erie County home address showing payment of Erie County taxes.

Cases shall be decided on the basis of documentation submitted, with qualitative rather than quantitative emphasis. The determination of residency in each case is one of the subjective intentions of the student to reside indefinitely in this Commonwealth and in the County.

International Students

International students holding an F-1 or J-1 visa cannot be classified as legal residents of Erie County or Pennsylvania.

United States Veterans, United States Military and Civilian Personnel, and Their Dependents

All eligible veterans of the United States Armed Forces and their spouses and dependents will receive the in-county residency rate for tuition. For veterans to be eligible, they must have served in the United States Armed Forces, including reserve component or National Guard, and must have been discharged or released from service under conditions other than dishonorable.

All active United States military personnel, including their spouses and dependents, who are assigned to an active-duty station in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled

at the College, even if there is a subsequent change in the permanent duty station of the member to a location outside of Pennsylvania.

All active United States civilian personnel, including their spouses and dependents, who reside in Pennsylvania or who are employed or transferred to a United States Department of Defense facility in Pennsylvania and reside in Pennsylvania will receive the in-county residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the assigned employment of the member to a location outside of Pennsylvania.

All active military personnel, including the spouses and dependents will receive the in-county residency rate for tuition for online courses.

Veterans and active military and civilian personnel must verify their affiliation with the United States Armed Services. Spouses and dependents must verify the veteran, military or civilian member's status with the United States Armed Services and provide proof of dependent status.

Change of Residency

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes ~~made~~ to residency ~~affected~~ ~~tuition charges~~ ~~made~~ after the last day of the term's refund period (~~15-week during fall/spring, 6-week during summer~~) will be reflected in the following semester.

**Policy approved by Erie County Community College Board of Trustees: ~~June 30, 2021~~ July 27, 2022*

**Review Deadline: ~~June 30, 2026~~ July 27, 2027*

Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation and Commencement

Information

Recognizing transfer credit from other institutions is important for students to maintain progress toward degree or certificate attainment. The College's acceptance of a set number or percentage of hours needed to complete a degree or certificate from EC3PA allows students to combine previously completed coursework with courses completed at EC3PA for the purposes of receiving the appropriate degree or certificate awarded from the College.

A red-lined version of this policy is attached herewith reflecting all the changes mentioned above for review.

Recommendation

It is recommended that the Board of Trustees approves the changes as presented to Policy IV.C.4: Requirements and Eligibility for Graduation and Commencement.

Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation and Commencement

Policy IV.C. 4. Requirements and Eligibility for Graduation

Graduation and Commencement

The College will grant degrees and academic certificates only to students who have earned at least ~~30 credit hours in residence for a degree and 15 credit hours in residence for an academic certificate~~ 50% of the required credit hours for a degree or academic certificate in residence. Credits awarded for experiential learning can be counted towards the residency requirement. In order to qualify for a degree or certificate a student must attain a minimum G.P.A. of 2.0 and satisfy all requirements of his/her program of study.

One formal commencement ceremony shall take place annually, at the conclusion of the Spring Semester. Students who have completed their requirements at the end of the previous Summer or Fall, in addition to those who have completed their requirements in the Spring semester shall be considered eligible to attend the ceremony.

The College President shall certify the list of candidates who have met requirements for graduation.

Students may pursue as many certificates and/or degrees as their circumstances permit. Students must fulfill all prerequisite, major and related course requirements for the program.

Students who intend to meet the requirements for graduation at the end of any semester or summer session must apply to graduate according to appropriate College procedures.

Graduation Honors

Students shall be awarded Honors who complete their work with outstanding academic records according to the following cumulative grade point averages:

3.2 - With Honor

3.5 - With High Honor

3.8 - With Highest Honor

**Policy approved by Erie County Community College Board of Trustees: ~~March 24, 2021~~ July 27, 2022*

**Review Deadline: ~~March 24, 2026~~ July 27, 2027*

Resolution to Amend Board Policy V.D.1: Sexual Offender Notifications

Information

The wording for this policy is inaccurate to the actual process of communicating information concerning registered sex offenders to the College community. The following statement can be posted on the College's website to meet any requirements set forth by the Commonwealth of Pennsylvania or the U.S. Department of Education.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

The federal law requires state law enforcement agencies to maintain a registry of sexual offenders. In Pennsylvania the Pennsylvania State Police maintain such a registry at the following website: www.pameganslaw.state.pa.us.

All EC3PA students, faculty and staff can access this site and view not only the registry but all the associated information including policy and restrictions on divulging various information about individuals. The law also states procedures requiring local law enforcement to make specific notifications to institutions of higher education when certain conditions exist. In the event that EC3PA receives such notification the appropriate information will be made available to the campus community.

A red-lined version of this policy is attached herewith reflecting all the changes mentioned above for review.

Recommendation

It is recommended that the Board of Trustees approves the changes as presented to Policy V.D.1: Sexual Offender Notifications.

Resolution to Amend Board Policy V.D.1: Sexual Offender Notifications

Policy V.D.1: Sexual Offender Notifications

Erie County Community College will meet the requirements of The Campus Sex Crimes Prevention Act which provides for the tracking of convicted sex offenders enrolled at, employed by, or carrying on a vocation at institutions of higher education. This Act requires colleges to issue a statement advising the College community where information concerning registered sex offenders may be obtained. ~~and makes the college responsible for providing the name, address, birth date, place of employment, school attended, and offense to any individual on campus requesting information concerning sex offenders attending, employed by, or carrying on a vocation at the college.~~ Sex offenders are required to take certain steps upon enrollment in an institution of higher education, regardless of whether their enrollment is full or part time. Pursuant to the Campus Sex Crimes Prevention Act, individuals are required register as a sex offender in the jurisdiction where their residence is located and, in the jurisdiction, where the college they attend is located. In addition, the Commonwealth of Pennsylvania maintains a system for making certain registry information on violent sex offenders publicly available. Pennsylvania's Megan's Law, 42 PaC.S 9799.1, requires the state police to create and maintain a registry of persons who have either been convicted of or entered a plea of guilty to, or adjudicated delinquent of certain sex offenses listed in Megan's Law. The Pennsylvania State Police is required to make certain information on registered sex offenders available to the public.

~~The chief community law enforcement officer is required to notify the community of the presence of a violent predator by a community notification flyer. Megan's law requires notification of the president of each higher education institution located within 1,000 feet of a sexually violent predator's residence. Upon receiving a community notification, the College will take appropriate steps to notify the College community.~~

**Policy approved by Erie County Community College Board of Trustees: ~~April 14, 2021~~ July 27, 2022*

**Review Deadline: ~~April 14, 2026~~ July 27, 2027*

Information Report: Human Resources

Summary

- Total full-time and part-time staff, 48, as of 7/22/2022
- Staff diversity demographics follow this report

Separations, Promotions & Transfers

- Separations:
 - Data Systems Coordinator – Michelle Jaggi LDW 7/21/2022
- Promotions: None in June 2022, or thus far this month (July).
- Transfers: None in June 2022, or thus far this month (July).

New Hires (through July 22, 2022)

- Philip Forte – Controller – Start 6/21/2022

Incoming Hires:

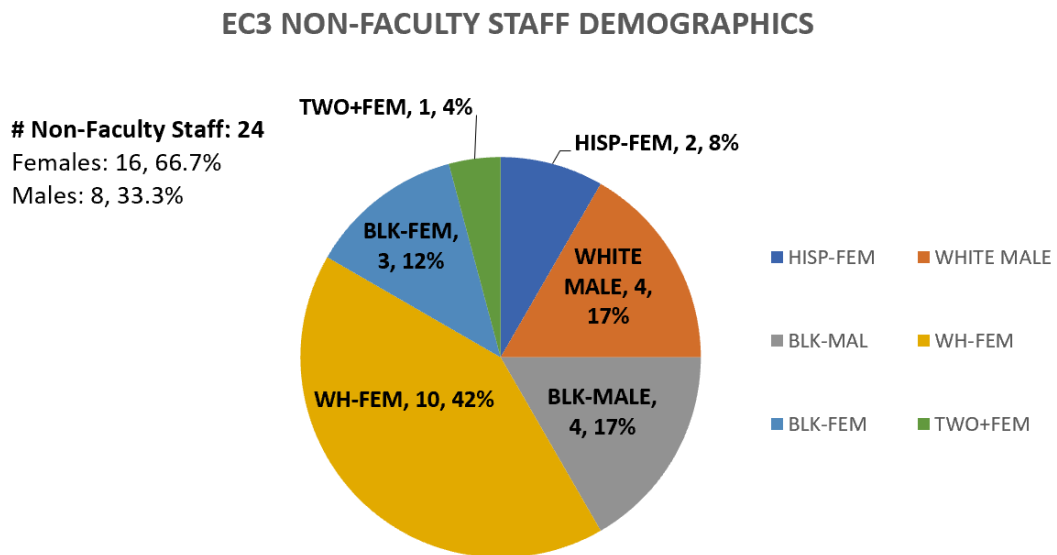
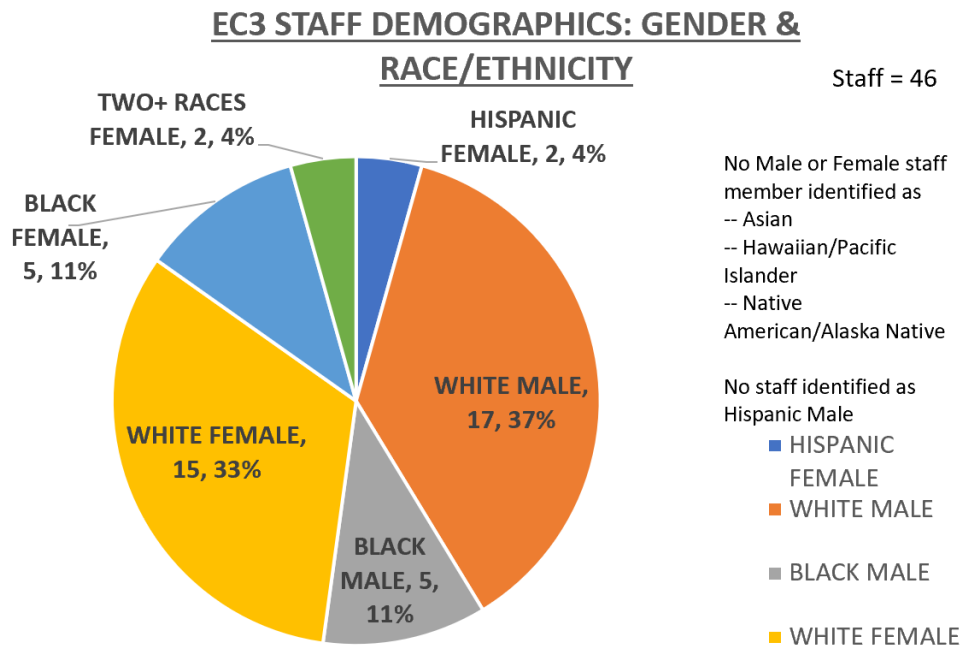
Position	Status	Name	Start Date
Faculty, Welding	Full-time	Luke Hummer	August 8, 2022
Faculty, Math	Full-time	Dr. Sheldon Bailey	August 8, 2022
Adjunct, Criminal Justice	Part-time	Charles Page	August 8, 2022

Open Positions

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

Information Report: Human Resources

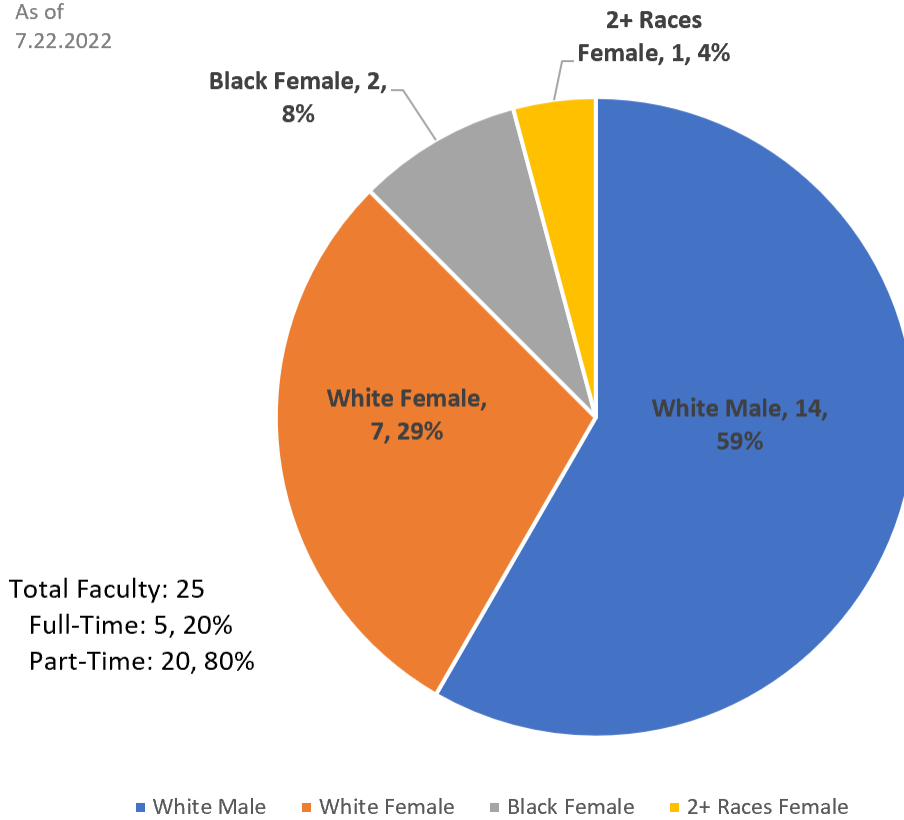
Staff Diversity Demographics, as of 7/22/2022



Information Report: Human Resources

EC3 Active Faculty Demographics

As of
7.22.2022



Information Report: Diversity, Equity, and Inclusion

Information

In the Month of July, the office of DEI teamed up with our enrollment office and extended educational opportunities to special populations including those who struggle with poverty, the LGBTQIA communities, as well as individuals that have criminal backgrounds. The results of these recruiting events were phenomenal. Enrollment was able to raise awareness of EC3PA to greater Erie County, as well as impact the fall enrollment numbers. DEI is also focused on bringing these programs and opportunities the Corry, Summit, and North East areas.

The College will Celebrate Minority Businesses in the month of August. DEI and Workforce Development are going to connect with small business incubators and highlight minority businesses. The offices plan on providing class opportunities to the small business owners and anyone interested in starting a new business.

In the month of September, we will launch the first series of our Professional Development Training courses. This certificate course will focus on boundaries in the workplace.

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 June 2022 board meeting.

Manufacturing

McInnes Rolled Rings

Industrial Maintenance Program

Business

Building & Construction Trades Union

Trades Pre-Apprenticeship Program

Erie County Probation Department

The Pardon Project ex-offender in workforce

Healthcare

CVS Health

Pharmacy Tech Program: Pittsburgh tour July

Workforce Partnerships

- Workforce Development has formed a partnership with Achiever's Entrepreneurship Program to provide an entrepreneurship incubator to support the AAB in Management and Entrepreneurial Thinking cohorts. Space and supportive services will be available in August 2022.
- EC3 Workforce Development is forming a partnership with CVS Health to develop a Pharmacy Tech Pre-apprenticeship Program that would be a pipeline to an apprenticeship with CVS and its affiliates.
- EC3 Workforce Development has formed a partnership with the PA Pardon Project to be a consultant to assist individuals with criminal backgrounds to expunge records and eliminate the barrier to employment. Services will be available once training is complete in August 2022.
- The Workforce Development Department is working on a partnership with the Building and Construction Trades union to develop a pre-apprenticeship program that would provide exposure to all the various trades and create career pathways for each of them. The Estimated timeframe is winter2022.
- Workforce Development has formed a partnership with the Erie Sports Commission and Visit Erie on an Internship Program in Business, Marketing and Communications currently in progress.

Information Report: Workforce Development

Workforce Non-Credit Programs in Development

- Financial Literacy- Fall 2022
- Introduction to Computers- Fall 2022
- Financial Planning- Fall 2022
- Estate Planning- Fall 2022
- Fiber Optics Technician- Spring 2023
- CompTIA Network + -TBD
- CompTIA A + -TBD
- CompTIA Cyber Security –TBD
- Pharmacy Tech- Winter 2022
- Class A & B Driver Training- TBD



Minutes for * Erie County Community College of PA

06/22/2022 | 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, Controller Phil Forte, Vice President Guy Goodman, Dean Rebecca Walker, Director of IT Luisa Heifner, Solicitor Tim Wachter

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Tom Benson	Y
Justin Gallagher	Y via Zoom
Dave Mitchell	Y @ 5:01
Rev. Dr. Charles Mock	Not Present
Vice Chairperson Cheryl Rush Dix	Not Present
Kathryn Sintal	Y
Secretary Christina Vogel	Y via Zoom
Dr. Annette Wagner	Y via Zoom
Chairperson Ron DiNicola	Y

Pledge of Allegiance

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

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

Public Participation

None

Communication

A. County Council Liaison-Not Present

B. President's Report-Dr. Gray introduced the College’s new Controller, Phil Forte. He and Ms. Sheehan are working together during the transition of positions. Dr. Gray pointed to his report for the enrollment stats, student success information, and the College being in good standing with PDE for the audit. In addition, the Board will be invited to help the College engage in outreach opportunities at a number of different events throughout Erie County. Dr. Gray gave special thanks to employees who were at the outreach booth during the Juneteenth Celebration in downtown Erie that brought in 50 interest cards from potential students. Mercy Center for Women’s WEAR project was selected as one of two fund finalists for the Erie Community Foundation grant. If awarded, some of the funds will be directed to the College to hire an instructor for the program. The College is working with MCPc Talent Solutions as their IT administrator and is currently waiting for recommendations from them. There is also a call out to Board Members to be a part of a small team that can work on articulating the College’s core values. It would also include members of College faculty and staff. This is a short-term project that could be completed in two meetings.

C. Academic Committee-Trustee Dr. Wagner reported that the committee met yesterday and reviewed the Surgical Tech Program that Vice President Goodman is presenting at today's meeting. The committee is continuing to review programs and present them to the Board for approval moving forward.

D. Finance Committee-Trustee Gallagher presented the normal Board agenda items for the committee including the check registrar and budget to date. He noted a large payment on the check register to Workday and reminded the Board it was an item previously approved and not additional expenditure.

E. Ad Hoc Committee

1. Site Committee-Trustee Sintal commented that her report would be taken up during the Executive Session portion of tonight's meeting.

2. Community Advisors Committee-Secretary Vogel confirmed that the College would announce quarterly updates to the public for transparency and good will to the community. She asked for the staff and faculty to provide any needs to the advisory group who then can find community experts to obtain specific information and industry trends.

3. Policy Review Committee-No Report

F. Chairperson of the Board-No Report

Surgical Technician Diploma Program Partnership with UPMC Presentation

Vice President Guy Goodman introduced Craig Knox Director of Administration for the UPMC School of Surgical Technology to present the partnership with EC3PA to the Board of Trustees.

Mr. Knox relayed that the Surgical Technologist is the most in demand field in health care. It is one of the only allied health fields where a person can have a surgical career without going to medical school. House Bill 81 passed in October 2020 by Governor Wolf requires all newly hired Surgical Technologists in the Commonwealth to have certification and graduate from an accredited surgical technology program. Those employed prior to the enactment are grandfathered in but cannot be employed at a different facility moving forward. This has exacerbated the shortages by reducing applicants. There are currently 14 states that are requiring certification and a minimum associate degree. Being the one of the largest employers in Pennsylvania, UPMC currently has 150 openings, and it takes 82 days to fill a job opening. Additional details are in the PowerPoint presentation added to the end of the meeting minutes.

New Business-Approval of Associate of Applied Science in Surgical Technology in Partnership with UPMC Hamot Board Report #22-46 (pg. 16)

Craig Knox Director of Administration for the UPMC School of Surgical Technology Machines indicated that their program is unique in that it combines book work with patient care. The students shadow in a UPMC operating room which gives them an advantage. Most students would start work without this, and it would take months for them to come up to speed in the actual workplace.

Trustee Sintal asked if there is a path towards future education in this program. Mr. Knox responded that the next level up would be a Surgical Assistant and that there are no programs of that kind 600 miles of Pittsburgh and that it is a more clinical position where the employee can close wounds and things of that nature.

Secretary Vogel asked if there is a plan to start the program this fall and where the program will be located. Dr. Gray responded the program would be located at a UPMC facility and offered to UPMC employees as a “upstart” career path. Partnering with them and using their curriculum is a unique partnership and the wave of the future for preparing students for UPMC specifically. Dr. Gray indicated that this could potentially grow to the College’s own program and then feed students to other hospitals in the area.

Vice Chairperson Rush Dix asked Mr. Knox about enrollment numbers. He said there were currently thirty students enrolled, but that does not include possible drop outs. The last program enrolled fifteen students and graduated ten. Mr. Knox explained that to be accredited there must be a 10 to 1 faculty to student ratio and that he has two instructors that can teach labs. He also specified that the program director can also be an instructor. Dr. Gray detailed that the program has differentiating tuition while the college has fixed tuition. Dr. Gray may recommend charging a higher rate to achieve a breakeven point to accommodate faculty hiring. Dr. Gray specified if the student is Pell Grant eligible those additional costs would not come out of the student’s pocket. This program is necessary as they are shipping Surgical Technicians up to Erie from other areas to keep operating rooms open and running. Dr. Gray thanked Trustee Dr. Wagner for her expertise in this area.

(Continued) New Business-Approval of Associate of Applied Science in Surgical Technology in Partnership with UPMC Hamot Board Report #22-46 (pg. 16)

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

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)

Dr. Gray clarified the loan is a mechanism to pay for the already approved equipment purchase that took place during the May 25, 2022, Board of Trustees Meeting. The College can finance the purchase verses paying the supplier directly and then submit receipts to PDE (Pennsylvania Department of Education) for reimbursement of half the costs. Dr. Gray thanked Treasurer Sheehan for her work in negotiating and discovering this mechanism for financing.

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

For Information

Trustee Sintal mentioned the community is recognizing and communicating workforce needs to the trustees with the possibility of the College filling in the gaps with programs and degrees. One that has recently been communicated to Trustee Sintal is the need for more dental hygienist programs in Erie. Trustee Sintal mentioned a possible collaboration with LECOM’s Dental School in the same way the College is collaborating with UPMC with the Surgical Technology AAS program. The other is a need for pharmacy technicians. Trustee Mitchell also stated the need for veterinary technicians. Dr. Gray said that all these needs could be investigated down the road in terms of cost and need by the Academic Committee.

Executive Session

Chairperson DiNicola noted that the Trustees went into Executive Session for the purposes of real estate and personnel matters on July 14th, 2022 at 4:30pm via Zoom.

He also noted that the Trustees were going into Executive Session again this evening for the purposes of real estate and personnel matters.

Motion to Adjourn into Executive Session

Time: 5:32pm

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

Executive Session Adjourned

Time: 6:46pm

Next Regular Meeting July 27, 2022

UPMC

Surgical Technology

Career Field Overview



Commonwealth of Pennsylvania

House Bill 81

Regulatory Changes For Surgical Technologists

- AKA: The Central Service Technician and Surgical Technologist Act
- Requires all newly hired Surgical Technologists in the Commonwealth to have certification and graduated from an accredited surgical technology program
 - This is also the requirement to sit for NBSTSA certification
- ST shortages existed prior, now exacerbated further
- Employed ST's without certification prior to enactment are grandfathered - BUT cannot be employed at a different facility going forward

29

October 2020

Signed into law by Governor Wolf



Overview

Careers & Job

Availability

- ST shortages pre-date House Bill 81's passage
- Impact of House Bill 81 has reduced applicants
 - Grandfathered ST's
- Highly competitive job market for ST's
 - Travel agencies are paying ST's \$80K-\$100K/yr. inflating hospital shortages and creating financial hardships in healthcare
- High dollar sign on bonuses for techs across the country
- Starting rates are seeing continued increases across the country - Anticipate PA wages to increase due to the degree requirement

158+

Open ST positions
across UPMC

82.91+

Average Days to fill ST
job opening

Surgical Tech Careers

By The Numbers

\$50K

MEDIAN ANNUAL WAGE

Outpatient care centers	\$52,120
Offices of physicians	49,670
Hospitals; state, local, and private	49,500
Offices of dentists	46,940

9%

JOB FIELD GROWTH

Projected between &
2020-2030

Source: U.S. Bureau of
Labor Statistics



AST

Association of Surgical Technologists

- AST is the only national organization governing Surgical Technology
- Defines the required core curriculum for surgical technology programs required by not accrediting bodies to ST programs
- Heavily lobbies for legislation on requiring certification
- Provides resources for curriculum, educators, professional resources

CAAHEP

Commission on Accreditation of Allied Health Programs

- Accrediting body for surgical technology programs endorsed by AST
- Programmatic accreditation only

ABHES

Accrediting Bureau Of Health Education Schools

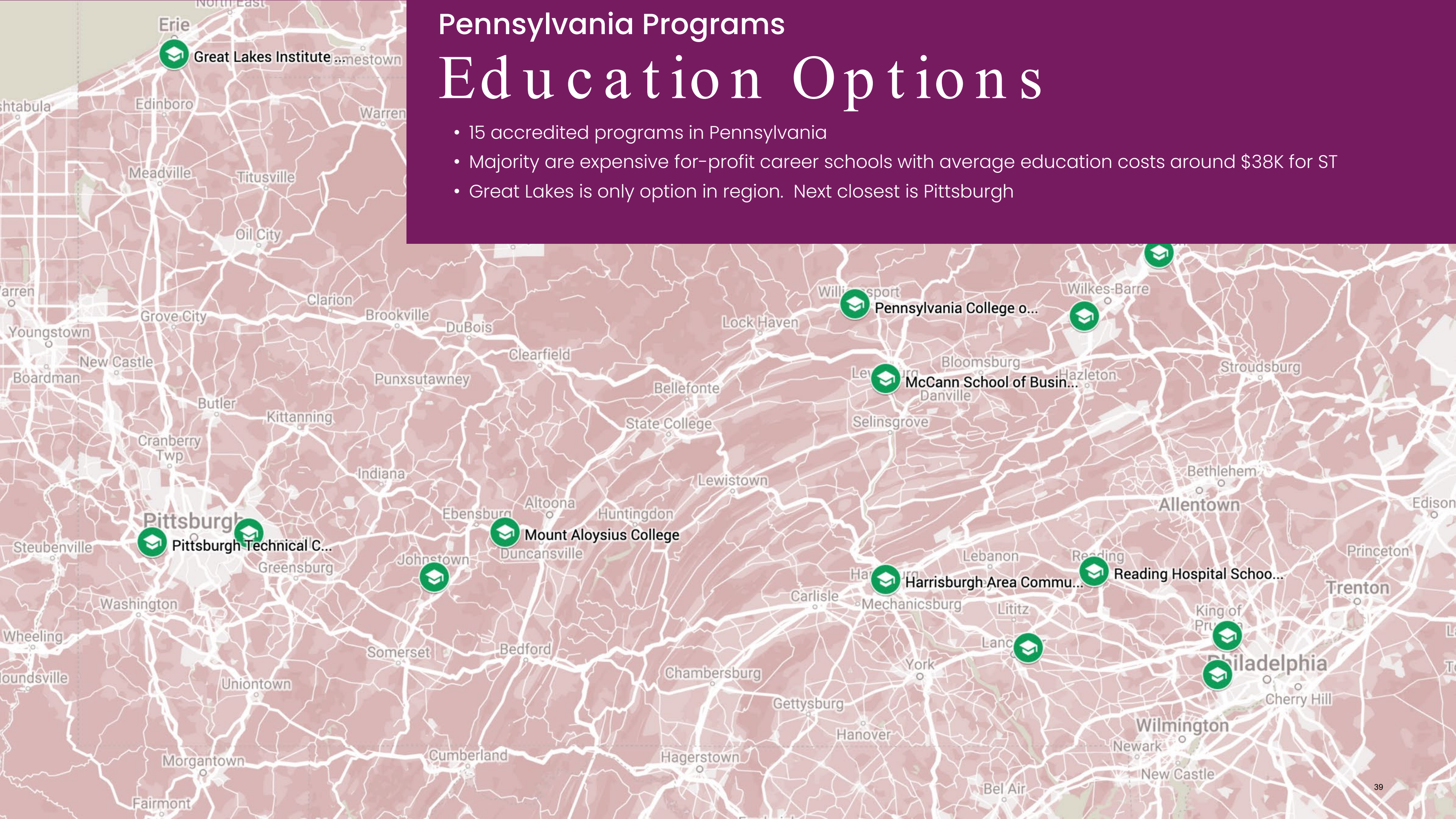
- Only other accrediting body for Surgical Technology. Higher outcome and education standards.
- Programmatic and institutional accreditor

Both CAAHEP and ABHES accredit multiple healthcare programs with some overlap and some distinctions.

Pennsylvania Programs

Education Options

- 15 accredited programs in Pennsylvania
- Majority are expensive for-profit career schools with average education costs around \$38K for ST
- Great Lakes is only option in region. Next closest is Pittsburgh



Minutes for * Meeting Book – June 30, 2022 Special Meeting

06/30/2022 | 10:30 AM - Eastern Time (US & Canada)

900 State Street, Suite 308B Erie, PA 16501

College/Other Attendees

President Dr. Chris Gray; Assistant to the President Renee Triana

Call to Order

Meeting called to order by Chair DiNicola at 10:30 AM

Roll Call

Trustee	Roll Call
Tom Benson	Y
Justin Gallagher	Y via Zoom
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	Not Present
Chairperson Ron DiNicola	Y

Pledge of Allegiance

Executive Session for the Purposes of Real Estate 10:33 AM

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

Motion to End Executive Session for the Purposes of Real Estate 10:55 AM

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

New Business- Approval of Lease Agreement as Presented and on File in the President’s Office

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

Motion to Adjourn 11:00 AM

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