



## Minutes for Meeting Book - July 27, 2022, Board of Trustees Regular Meeting

07/27/2022 | 05:00 PM (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

### College and Other Attendees (10)

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 Keri Bowman, Dean Rebecca Walker, Director of HR Luisa Heifner via Zoom, Solicitor Tim Wachter

### Call to Order

5:00pm

### Roll Call

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

### Pledge of Allegiance

**Approval of June 22, 2022 Regular Meeting Minutes and June 30, 2022 Special Meeting Minutes (pg. 28-42)**

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

**Public Participation**

None

**Communication**

Prior to the Communication section of the Agenda the President and Board Chairperson honored Trustee Tom Benson for his work as a Founding Board Member of EC3PA with a crystal plaque in recognition of his visionary guidance, exceptional leadership, and unconditional commitment serving as a founding member of the EC3PA Board of Trustees. Trustee Benson’s term with the Board will be complete at the end of August.

**A. County Council Liaison-Not Present**

**B. President’s Report-**The President notified the Board that County Council Liaison Brian Shank has asked Dr. Gray to present College updates on Wednesday, August 31<sup>st</sup> prior to Council’s Finance Committee Meeting.

Dr. Gray also noted the College’s Welding program is open for enrollment.

Dr. Gray mentioned that the College is participating in Erie Gives. The College will have an outreach/recruiting table at the Save an Eye Football Game. He thanked Secretary Christina Vogel for the connection to the event.

Dr. Gray announced exciting news! The Dual Degree Cohort for the Erie School District will be running from August 22, 2022, until December 16, 2022, at EC3 West on W. 8<sup>th</sup> Street. The cohort will accept 20 students who will be entering their junior year of high school and are college ready in English and Math. Students will attend their normal classes in the morning and then attend classes in the afternoon at EC3 West. If classes are completed through the student's Junior and Senior year, they will graduate with their high school diploma along with an Associates of Arts Degree from EC3PA.

Dr. Gray discussed a new communication tool between the College and current students that consists of a chatbot, live chat and texting component. The College will still send letters to the student's address, but a presentation at the ACCC convention inspired the use of the tool. Vice President Guy Goodman has looked at three companies and will narrow in on recommendations for the Board. Vice Chairperson Rush Dix inquired if the implementation of this function would come out of the IT budget. Dr. Gray responded that more than likely it will come out of the Marketing budget.

**C. Academic Committee**-Vice Chairperson Rush Dix made note of the changes in the day and time of the Academic Committee Meetings. They are now the second Tuesday of the month at 5:30pm with a virtual meeting option on EC3PA's website.

There were three academic policies that are presented tonight for Board approval that the committee is bringing forward. With the good news of EC3PA's advancement in the accreditation process the committee is looking towards the next steps in compliance. Trustee Sintal noted that policy changes should also come to the Ad Hoc Policy Committee to ensure they are in the right format to move forward in the accreditation process.

Vice Chairperson Rush Dix also made mention of the many summer festivals and gatherings that are beginning to happen again after a two-year hiatus during the COVID-19 pandemic and inquired if the College was participating in any of them. Trustee Sintal also questioned the College's participation in enrollment and outreach events throughout Erie County. Dr. Gray answered that the College has compiled a list of events that they have asked to participate in and asked the Board to bring forth any community events they are aware of to add to create an ongoing list. Dr. Gray clarified that there are two different types of events; outreach is showing the College's presence in the community and enrollment activities are to gather student interest cards. Dr. Gray also reminded the Board that volunteers are needed to help man these events as the small staff is doing what they can to participate in these events.

Chairperson Rush Dix confirmed the next Academic Committee meeting will take place on August 9th at 5pm.

**D. Finance-**Trustee Gallagher pointed out the year-to-date budget summary now displays a full year budget summary for the fiscal year 2021-2022. He noted the total surplus of \$2.9M reflects the work that the Finance Committee has put into the budget to ensure the College was not running at a deficit. Trustee Gallagher informed the Board that the upcoming Finance Committee Meeting will be discussing what to do with the reserves to protect the future of the College.

Trustee Gallagher also noted the motion presented to the Board in tonight's Consent Agenda to add Controller, Phil Forte, as College Treasurer and add him to all bank accounts in addition to removing prior Controller, Heidi Sheehan.

Chairperson Ron DiNicola gave congratulations to College, staff, the delegation, government officials, and the College's lobbying firm for securing funds in Harrisburg.

**E. Ad Hoc Committees-**

**1. Site Committee-**Trustee Sintal reported that the committee continues to be available for any issues brought to them while the lease for 2403 W. 8<sup>th</sup> Street is finalized. Trustee Sintal also noted that the committee is continuing to review other sites for the College to expand into.

**2. Policy Review Committee-**No additional updates from prior meeting minutes.

**F. Chairperson Ron DiNicola-**Chairperson DiNicola informed the Trustees they received the final Evaluation of the President via email. He thanked all of those who participated in the process. Chairperson DiNicola asked the Board to bring forward any significant issues prior to Friday.

## **Presentation Student Success and Current Enrollment**

Guy Goodman, Vice President of Academic and Student Affairs provided the Board with a report with the year one academic calendar completed as of this past Monday. EC3PA served duplicated 694 students. The College was excited to extend its footprint throughout the county and continues to grow in the Fall of 2022 serving the population in different locations and in different ways. In terms of Student Success EC3PA students struggled in Math and English which is commonplace for most college students. EC3PA students outperformed in CIS 113-120. The core success rates increased 10% from fall to spring with an overall rate for AY22 of 64.2%. EC3PA students are coming into their own as community college students and hopefully will continue exceeding goals at the community college level. Enrollment for Fall 2022 is just shy of 2,000 credit hours enrolled which has significantly increased from last fall. The stretch goals are set, and Dean Bowman and Dean Walker are doing a good job of leading the staff towards them.

Vice Chairperson Rush Dix asked Vice President Goodman what the 694-enrollment number is in Full Time Equivalent (FTE). Vice President Goodman said he did not have those numbers handy but would provide that information to her.

## **Consent Agenda**

Chairperson Ron DiNicola noted that Consent Agenda Items #8 A-B have all been previously discussed under the committees. Under Consent Agenda Item #8C 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.

Chairperson DiNicola also noted that the following line is struck for Consent Agenda Item #8D Board Report #22-54 "The Treasurer is a member of the Executive Committee" prior to approval of the Consent Agenda. The College Bylaws state "The Board Executive Committee shall consist of the officers of the Board and the chairperson of the Finance Committee".

**Consent Agenda CONTINUED**

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

**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)**

CRD-Listing resources to understand what is in some of these grouped items-DG-no resource, one blanket price for everything included vs individual items. Walked through and clarified that there were some pieces they were up to taking out. \$63 St Bens and hire co to assemble. Significant amt of furniture. Remove switches, but leave wiring-IT not included-thousands, but not significant-new vs used. Compatible to cloud base and routers and there is enough to cover classrooms, are switches Bluetooth enabled. Kay consult when MCPc comes with recommendations. May request special mtg to order that and get it in. If less than \$50k will move forward. Aug 22nd need something functioning. Written report from MCPc CRD-Equip in stages. Move in at once, but will work in configuring, Behind on construction at Prep but will work collaboratively with them. Front facing staff until the end of the term be with students at St Bens.

**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) CONTINUED**

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

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

This motion (Motion 4) was struck from the agenda.

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

Dr. Gray explained to the Board that some key staff, but not faculty would be part of this training and that Workday is a complex system with super user modules. Dr. Gray noted the College was behind in building the Workday program because the College didn't know what to ask for in terms of functionality. After a meeting with Alchemy, it was decided to switch the College to ticketing system so that it could move forward with processes and then move back into to full implementation. The areas of finance, student billing, and academics are further along than others. The training ensures the right info to the right people. Heidi Sheehan continued to explain that the database was facilitated by Alchemy, a subcontractor of Workday, and the system was set up with controls but has room to grow. The auditors will sign off on the use of Workday and has confidence in the Alchemy and Workday products.

Vice Chairperson Rush Dix asked what this amount is in comparison to the previous year’s amount. Heidi Sheehan responded that the College budgeted for more than these costs, but the College did not extend the full contract extremely and this budget was underspent. Workday training is crucial in running and operating the program.

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

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

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



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

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

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

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

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

<b>Trustee</b>	<b>Motion 9</b>	<b>Vote</b>
Tom Benson		Y
Justin Gallagher		Y
Dave Mitchell		Not Present
Rev. Dr. Charles Mock		Y
Vice Chairperson Rush Dix	2	Y
Kathryn Sintal		Y
Secretary Christina Vogel	1	Y
Dr. Annette Wagner		Not Present
Chairperson Ron DiNicola		Y

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

None

**For Information**

None

**Executive Session**

None. Executive Session for the Purpose of Personnel Matters was struck from the agenda.

**Motion to Adjourn**

6:10pm

## Motion to Adjourn CONTINUED

Trustee	Motion 10	Vote
Tom Benson	2	Y
Justin Gallagher		Y
Dave Mitchell		Not Present
Rev. Dr. Charles Mock		Y
Vice Chairperson Rush Dix		Y
Kathryn Sintal	1	Y
Secretary Christina Vogel		Y
Dr. Annette Wagner		Not Present
Chairperson Ron DiNicola		Y

**Next Regular Meeting August 24, 2022, 5PM**