



September 14, 2022
Board of Trustees
Regular & Annual Meeting

EC3 West

2403 W. 8th Street

Erie, PA, 16505

<https://us02web.zoom.us/j/86479492792?pwd=cWFtNEpQenhbmRiNytLcUdGQXJlEQT09> Meeting

ID: 864 7949 2792, Passcode: 113651



Meeting Book - September 14, 2022 Board of Trustees Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of August 24, 2022 Regular Meeting Minutes & September 1, 2022 Special Meeting Minutes (pg. 8-19)
 - A. August 24, 2022 Regular Meeting Minutes (pg. 8-15)
 - B. September 1, 2022 Special Meeting Minutes (pg. 16-19)
5. Public Participation
6. Communication
 - A. President's Report
Dr. Chris Gray
 - B. Academic Committee
Vice Chairperson Cheryl Rush Dix
 - C. Finance Committee
Trustee Justin Gallagher
 - D. Ad Hoc Committees
 1. Site Committee
Trustee Kay Sintal
 2. Community Advisors Committee
Secretary Christina Vogel
 - E. Chairperson of the Board
 - F. Other
7. New Business-None
8. Future Agenda Items/Summary Comments by Board Members
9. For Information
 - A. Human Resource Board Report #22-74 (pg. 4)
 - B. Office of Diversity Board Report #22-75 (pg. 5-6)
 - C. Workforce Development Board Report #22-76 (pg. 7)
10. Executive Session
11. Election of Officers
 - A. Election of Temporary Chairperson
 - B. Board Chairperson

C. Board Vice Chairperson

D. Board Secretary

12. Affirmation/Reappointment of Committee Structure

A. Executive Committee

B. Academic Committee

C. Finance Committee

D. Personnel Committee

13. Motion to Adjourn

14. Next Regular Meeting October 26, 2022 5PM

Information Report: Human Resource

Summary of Employee Demographics

- Total full-time and part-time staff, 54, as of 9/7/2022

Separations, Promotions & Transfers

Separations:

- None in August, or thus far this month (September).

Promotions:

- None in August, or thus far this month (September).

Transfers:

<u>Employee</u>	<u>Previous Position</u>	<u>New Position</u>	<u>Effective Date</u>
Lamont Higginbottom	Special Ass't. to the President, for DEI	Director of Recruitment & Outreach	8/22/2022
Luisa Heifner	Director, Human Resources	Director, Human Resources and Diversity Officer	8/22/2022

New Hires (through September 12, 2022)

<u>Name</u>	<u>Status</u>	<u>Position</u>	<u>Start Date</u>
Taylor, Ron	FT	Facilities Manager	September 12, 2022

Incoming Hires

<u>Name</u>	<u>Status</u>	<u>Position</u>	<u>Start Date</u>
McDonald-Hildebrand, Kelley	FT	Accountant	September 20, 2022
Abraham, Jamil	FT	Data Systems Coordinator	September 26, 2022
Mercatoris, Adele	PT	Adjunct, Math	October 20, 2022
Potter, Troy	PT	Adjunct, Comp. Info. Systems	October 20, 2022
Seneta, Robin	PT	Adjunct, Math	October 20, 2022
Walker, John	PT	Adjunct, Accounting	October 20, 2022

Open Positions

- Administrative Assistant to Administration
- Dean of Academics
- Information Technology Program Chair, Full-Time
- Adjunct Faculty - *Ongoing to create applicant pool*

Information Report: Office of Diversity

Summary of Student Demographics (as of August 24, 2022)

RACE/ETHNICITY			
	Male	Female	Not Declared
White	79	125	2
Black/African American	34	46	0
Hispanic	7	8	1
Asian	3	2	0
American Indian/ Alaska Native	1	0	0
2 or More Races	8	15	1
Not Disclosed	6	7	9
354	138	203	13

Zip Code	# of Students	Location	Zip Code	# of Students	Location
16401	4	Albion	16501	5	Erie City
16407	9	Corry	16502	32	Erie City
16411	1	East Springfield	16503	51	Erie City
16412	8	Edinboro	16504	22	Erie City/Millcreek
16415	8	Millcreek/Fairview	16505	18	Erie City/Millcreek
16417	3	Girard	16506	25	Millcreek
16423	5	Lake City	16507	28	Erie City
16426	4	McKean	16508	26	Erie City/Millcreek
16427	1	Mill Village (PO Box)	16509	30	Erie City/ Millcreek- Kearsarge
16428	7	North East	16510	35	Erie City/ Millcreek-Belle Valley
16438	5	Union City	16511	14	Erie City
16441	7	Waterford	44240	1	Ohio (Kent)
16442	1	Wattsburg	Unknown	2	
16443	2	West Springfield			

Hispanic Heritage Month

Plans are underway to have an activity for the students and staff.

The Ad Hoc Diversity Event Committee is looking into speakers, food, and, possibly, music. Potential speakers include Hispanic/Latino individuals who are known in the community and could share their Erie experiences with others.

Keeping in mind that Hispanics/Latinos are not a homogeneous group, and the Erie area is limited in their representation of all these groups, the planned activity may not represent all countries involved.

Event Date: Wednesday, September 28, 2022

Event Location: St. Benedict Education Center, 330 E. 10th Street, Erie

Event Time: 12:00pm – 1:00pm

Recruitment and Outreach Submitted by LaMont Higginbottom

EC3 is in communication with the Office of Vocational Rehabilitation (OVR) regarding enrollment of their clients. These are clients with slight disabilities but have the aptitude to work and learn in a business environment. OVR offers services and funding for their clients. Reaching out to this special population is in line with our strategic enrollment management plan.

Information Report : Workforce Development

Information

Workforce Coordinator Doug Massey has been actively meeting and forming partnerships with businesses from various industries throughout the Erie County region who have an interest in collaborating with EC3. The companies listed in this report are new businesses, additional meetings and partnerships that have taken place since the August 2022 board meeting.

New/Recurring Meetings

Manufacturing

Wabtec	Electrical Technician Program
Cyient Inc	Apprenticeship/Internship Opportunities

Business

Just In Time Staffing	Direct hire positions for EC3 Students
Erie Insurance	Apprenticeship Program
EMTA	Driver Training/Apprenticeship Program
Visit Erie	Career Opportunities/Internships

Workforce Partnerships

- EC3 is forming a partnership with Wabtec to create an Electrical Technician Training Program. Wabtec is offering both internal and external training and skills upgrade opportunities as Electrical Techs. The company has 200 positions to fill over the next year and is partnering with EC3 to develop the ET program. Wabtec is offering the use of its space for classroom training and lab as well as the use of its equipment. An advisory group is currently forming with other industry partners with Wabtec as the lead partner.
- The Fiber Optics Program will have its first Advisory Committee meeting on 9/8/2022. The industry partners will discuss their needs and advise on the curriculum that they need for success followed by a needs survey. The project is expected to move forward and roll out in the new year.



Minutes for Meeting Book - August 24, 2022 Board of Trustees Regular Meeting

08/24/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

Gannon ETI Building

College and Other Attendees (9)

President Dr. Chris Gray, Assistant to the President/Secretary to the Board Renee Triana, Vice President Bill Jeffress, Treasurer and Controller Phil Forte, Vice President Guy Goodman, Dean Keri Bowman, Dean Rebecca Walker, Director of HR Luisa Heifner, Solicitor Tim Wachter

Call to Order

Time: 5:00pm

Chairperson Ron DiNicola welcomed new Board Member Robert Merrill who was appointed by the County Executive at the August 16, 2022, County Council Meeting. He comes to the EC3 Board with over thirty years of Human Resource experience. The Board welcomes him and will support him in his role any way they can.

Roll Call

Trustee	Roll Call
Trustee Justin Gallagher	Y via Zoom
Trustee Bob Merrill	Y
Trustee Dave Mitchell	Y
Trustee Rev. Dr. Charles Mock	Y Via Zoom 5:03pm
Vice Chairperson Cheryl Rush Dix	Y
Trustee Kay Sintal	Y
Secretary Christina Vogel	Y 5:17pm
Trustee Dr. Annette Wagner	Y
Chairperson Ron DiNicola	Y

Pledge of Allegiance

Approval of July 27, 2022 Regular Meeting Minutes (pg. 14-24)

Trustee	Motion 1	Vote
Trustee Justin Gallagher		Y
Trustee Bob Merrill		Y
Trustee Dave Mitchell		Y
Trustee Rev. Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix		Y
Trustee Kay Sintal	1	Y
Secretary Christina Vogel		Y
Trustee Dr. Annette Wagner	2	Y
Chairperson Ron DiNicola		Y

Public Participation

None

Communication

A. County Council-None

B. President's Report-The President delivered the staff Dairy Queen for their job well done for doubling enrollment. Dr. Gray gave an update of the College’s accreditation process indicating that the College is continuing to prepare the Accreditation Readiness Report while waiting the MSCHE to schedule a site visit. He commended the good work on creating Board policies and bylaws. Trustee Mitchell mentioned that the College should have representation at the county fairs that would soon be taking place. Dr. Gray said that Vice President, Guy Goodman’s team would reach out for details concerning those events but enforced that the College needs help with staffing these events as it requires a small group of staff to work nights and weekends on top of their normal work week. Many of the executive staff have volunteered their times at events. Dr. Gray noted that Cabinet has approved a recruiter position to focus on the rural areas. Several Trustees noted they would be willing to help at these events. Dr. Gray said that a combined recruitment and outreach calendar had been created as well as College talking points that will be shared with the Board so they could sign up for events.

C. Academic Committee-Vice Chairperson Rush Dix reported that the committee did not meet in August, but Board Report #22-67 in the Board Packet will reflect the work that the committee has accomplished the past month.

D. Finance Committee-Trustee Gallagher also pointed to Board Report #22-66 in the Board Packet is the 2022-2023 College Budget. He reminded the Trustees that the proposed budget was voted on and approved during the March 10, 2022, Special Meeting. At that time the College could not confirm the dollar amount the state was going to allocate to the College and used a projected amount. Since then, the state has passed the budget. It was confirmed on August 4, 2022, that the State was indeed allocating the projected amount that was written into the original approved College budget voted on in March. Vice Chairperson Rush Dix asked if there were any changes to Board Report #22-66 from the approved budget from March 10, 2022, vote. Trustee Gallagher responded that there was no significant difference between the two budget reports. Dr. Gray indicated that the College receives \$3.2 million from the state that it submits receipts for reimbursement. It is not clear if the funds for lease payments comes from reimbursement from the state. PDE (PA Department of Education) and the PACCC Council of President's have differing answers.

Trustee Gallagher also confirmed that the committee is working on the 2023 calendar year budget request to submit to the County Council. The request is expected to be consistent with last year's, \$3.3 million in operating and \$450,000 in capital.

Dr. Gray asked the Board for feedback, but not a formal vote, on budget request strategy as the county hearing is coming up soon. Trustee Mock felt that the College should request more since the focus has been switched to operational. Trustee Mitchell advised the Board that the budget process is grueling and there is competition from various agencies. He pointed out the current economic climate holds a lot of weight during the decision-making process as state and federal funding effects the county and in addition there is a new administration and a new council. He continued that the status quo would put the College in good standing this year. Chairperson Ron DiNicola mentioned the College's successes of funding to this point and was cautious to not be overly aggressive when requesting funds. Dr. Gray explained that the College is allocated \$3.75 million that was broken out arbitrarily by the former controller to \$450,000 capital expenditures and \$3.3 million in operating costs, but the total can be used for either.

Vice Chairperson Rush Dix agreed that the College would need a compelling issue to ask for an increased amount. Dr. Gray indicated that the forecast for the 2023 budget does build in growth for the College. There was discussion about the county government ARP funds used to cover student tuition and the plan once those monies are exhausted.

E. Ad Hoc Site-Trustee Sintal reported that the committee did not meet this month. She noted the attorneys are moving things forward with the acquisition of 2403 W. 8th Street with no outstanding issues. The College is slated to take possession of the building on September 1st and the lease at Gannon's ETI expires at the end of September. Trustee Sintal reminded the Board that Phase I was getting the College open and operating. Phase II was now completed with the leases of EC3 East, EC3 Summit, EC3 Corry, and EC3 West. Phase III would now involve the maintenance of the facilities and customizing spaces to meet the needs of the College's programs.

E. Ad Hoc Community Advisors-Secretary Vogel said the committee was going to have a quarterly meeting in September. She acknowledged that the committee was a way for the College to communicate broadly with its stakeholders. Secretary Vogel also expressed her and the committee's willingness to help at outreach events if they know where the needs are. She also asked Dr. Gray for an updated definition of the committee's scope of duties once the new Board Officers are elected at next month's meeting.

F. Chairperson-Chairperson Ron DiNicola, realizing that this could be his last board meeting as Chairperson, bid his colleagues well in the future. He thanked Carl Anderson, who was present, for what he's done for the College. Chairperson DiNicola continued to say that it was a great privilege to work with the Board and the people in room. He noted all the good work that has been accomplished by the board, staff, and advisors from creating structure and processes from the ground up. He indicated that the College is more than education and opportunity, but that it was also justice and equality for all of Erie County's citizens. Chairperson DiNicola continued to say that he is lucky to live in a community with enough resources to make this happen, with President Obama noting that community colleges were the unsung movement of American educational system. Chairperson DiNicola said he will continue to play a role in the College going forward and it would be his pleasure to help where ever he can. Dr. Gray responded that Chairperson DiNicola needs to attend one more meeting so that all in the room can properly thank him for all he's achieved while helping to establish the college and as the founding Chairperson of the Board. A round of applause then filled the room.

Attracting New Talent at EC3PA Presentation by Luisa Heifner Director of Human Resources

Director of Human Resources shared that the administration was looking to institute tuition reimbursement for employees and tuition waivers for employees and immediately family members to attract employees to the College. She shared that this request would normally go through the Personnel committee but given the upcoming annual meeting and the need to move swiftly to respond to the current employment situation facing the country, she was asking to board for guidance as to whether to bring forward proposed procedures. Dr. Gray asked the Board if they wanted to wait for the reseeded

Personnel Committee to bring it to the Board or if they wanted a Board agenda item coming from staff. Director Heifner shared that out of the onslaught of the pandemic came the Great Resignation and employees wanting more of a work/life balance.

Trustee Gallagher indicated that the initial benefit package agreed on by the Finance Committee early in the College’s development included tuition waivers for employee’s family.

Vice Chairperson Rush Dix also suggested researching the standard in the Erie area for current hiring strategies and benefits afforded to educators.

Trustee Wagner noted that the College tuition is free right now and questioned how long that would last. Dr. Gray responded that the money would run out in the middle of the Spring 2023 semester. He also said that the College is working on an alternative but will need to have the final financial commitments from the County. Dr. Gray said as more details develop, he will bring them forward to the Board. Trustee Mock asked if there was a committee who is in charge of deciding how the money would be in used. Dr. Gray responded that it could fall under several.

New Business-Approval of EC3PA 2022-2023 Budget Board Report #22-66 (pg. 6-7)

See previous discussions in the notes from the Finance Committee Report (Letter D. under Communication)

Trustee	Motion 2	Vote
Trustee Justin Gallagher		Y
Trustee Bob Merrill		Y
Trustee Dave Mitchell		Y
Trustee Rev. Dr. Charles Mock		N
Vice Chairperson Cheryl Rush Dix	1	Y
Trustee Kay Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr. Annette Wagner	2	Y
Chairperson Ron DiNicola		Y

New Business-Memorandum of Understanding with Erie Center for Arts and Technology and the Erie School District Board Report #22-67 (pg. 8)

Trustee Sintal asked if there were any other programs this would apply to besides welding and CNC? Dr. Gray responded that the College is becoming the Tech After Dark exclusive program and that the College is just asking for access to the CNC equipment now that the welding is at EC3 Summit. Dr. Gray thanked Dean Walker and Vice President, Guy Goodman for negotiating this agreement. Vice Chairperson Cheryl Rush Dix asked if this agreement allowed flexibility during the transition of program offerings. Solicitor, Tim Wachter responded that his firm represented all three parties in the deal and could provide some clarification. The Tech After Hours program is independent adult training program separate from ECAT. The programs that were provided through their original agreement included welding, CNC (advanced machining), and construction trades. ECAT will continue the construction trades only, with the exception of four students who did not complete welding will finish with ECAT, all other welding will go to EC3. Dr. Gray affirmed that the College would succeed by continued partnering with programs in the community. Vice Chairperson Rush Dix was pleased to see that this agreement puts the student at the center of the arrangement.

Trustee	Motion 3	Vote
Trustee Justin Gallagher		Y
Trustee Bob Merrill		Y
Trustee Dave Mitchell		Y
Trustee Rev. Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kay Sintal		Y
Secretary Christina Vogel	1	Y
Trustee Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

**New Business-Erie County Technical School Skills Center Second Lease
Amendment Board Report #22-71 (pg. 9)**

Dr. Gray clarified that this second lease amendment is totally separate from the Site Committee’s pursuance of using ECTS during day. Vice Chairperson Rush Dix asked if this lease amendment would change the dollar amount of what was previously approved lease agreement. Dr. Gray responded that with increased enrollment comes increased expenses. Vice President Goodman clarified that enrollment will not cause an increase because the area is leased for use per day.

Trustee	Motion 4	Vote
Trustee Justin Gallagher		Y
Trustee Bob Merrill		Y
Trustee Dave Mitchell	2	Y
Trustee Rev. Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix		Y
Trustee Kay Sintal		Y
Secretary Christina Vogel		Y
Trustee Dr. Annette Wagner	1	Y
Chairperson Ron DiNicola		Y

Future Agenda Items/Summary Comments by Board Members

Trustee Sintal vocalized that the Board Policy Committee wanted to report the need for the policy to more user friendly online and asked the Board if she should move forward in looking for solutions to this. Dr. Gray said that Trustee Sintal could look into other ways to post the policy to the website, but that it would have to be manageable.

Secretary Vogel asked the President to go through the ad hoc committees and communicate to the Board what is important moving forward so that the Board can efficiently assist the College.

For Information

Executive Session

None

Motion to Adjourn

Time 6:32pm

Trustee	Motion 5	Vote
Trustee Justin Gallagher		Y
Trustee Bob Merrill		Y
Trustee Dave Mitchell		Y
Trustee Rev. Dr. Charles Mock		Y
Vice Chairperson Cheryl Rush Dix	2	Y
Trustee Kay Sintal	1	Y
Secretary Christina Vogel		Y
Trustee Dr. Annette Wagner		Y
Chairperson Ron DiNicola		Y

Next Regular Meeting September 28, 2022 5PM



Minutes for Meeting Book – September 1, 2022 Special Board Meeting

09/01/2022 | 12:00 PM Eastern Time (US & Canada)
 900 State St. Ste 308A, Erie, PA 16501 and via Zoom

College and Other Attendees (3)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Solicitor Tim Wachter

Call to Order

Time: Noon

Roll Call

Trustee	Roll Call
Trustee Gallagher	Y via Zoom
Trustee Merrill	Not Present
Trustee Mitchell	Not Present
Trustee Mock	Y via Zoom
Vice Chairperson Rush Dix	Y via Zoom
Trustee Sintal	Y via Zoom
Secretary Vogel	Y via Zoom
Trustee Wagner	Y via Zoom
Chairperson Ron DiNicola	Y via Zoom

Pledge of Allegiance

Chairperson DiNicola asked if there was any public participation after the pledge was recited. There was none.

New Business-Resolution to Approve the Amendment to the Lease Agreement for 2403 West 8th Street from Villa Maria Cathedral Preparatory Catholic School System Board Report # 22-72 (pg.3)

Trustee	Motion 1	Vote
Trustee Gallagher		Y
Trustee Merrill		Not Present
Trustee Mitchell		Not Present
Trustee Mock		Y
Vice Chairperson Rush Dix	2	Y
Trustee Sintal	1	Y
Secretary Vogel		Y
Trustee Wagner		Y
Chairperson Ron DiNicola		Y

New Business-Resolution to Change September’s Annual Board Meeting date from September 28, 2022 to September 21, 2022 Board Report #22-73 (pg.4)

There was much debate over the change in the Annual meeting date and what would accommodate the Trustee's schedules. There was discussion to move the date to early October, but Solicitor Tim Wachter reminded the Trustees that the College bylaws state that the annual meeting must be held in September. The motion to change the Annual Board meeting date from September 28, 2022, to September 21, 2022, failed.

An alternative date of September 14, 2022 was suggested by Trustee Mock. Solicitor Wachter recommended sending out a poll to help identify a date that would work for all since not all Trustees were present at this Special meeting Dr. Gray asked if there would need to be another special meeting to approve the change of the annual meeting. Chairperson DiNicola asked if there would be any other issues with the bylaws. Solicitor Wachter answered that a new motion could be presented to approve the process of directing the Office of the President to find a new date and the Trustees would have to live with whatever the outcome was. All Trustees found this to be a sound solution.

New Business-Resolution to Change September’s Annual Board Meeting date from September 28, 2022, to September 21, 2022 Board Report #22-73 (pg.4)

Continued

Trustee	Motion 2	Vote
Trustee Gallagher		N
Trustee Merrill		Not Present
Trustee Mitchell		Not Present
Trustee Mock	2	N
Vice Chairperson Rush Dix	1	Y
Trustee Sintal		N
Secretary Vogel		Y
Trustee Wagner		Y
Chairperson Ron DiNicola		N

New Motion-Direct the Office of the President to Identify a Date All Trustees Can Attend the Annual Meeting and It Will be Held at the Date and Time Identified.

Trustee	Motion 3	Vote
Trustee Gallagher		Y
Trustee Merrill		Not Present
Trustee Mitchell		Not Present
Trustee Mock		Y
Vice Chairperson Rush Dix	1	Y
Trustee Sintal	2	Y
Secretary Vogel		Y
Trustee Wagner		Y
Chairperson Ron DiNicola		Y

Motion to Adjourn

Time: 12:23pm

Trustee	Motion 4	Vote
Trustee Gallagher		Y
Trustee Merrill		Not Present
Trustee Mitchell		Not Present
Trustee Mock	2	Y
Vice Chairperson Rush Dix	1	Y
Trustee Sintal		Y
Secretary Vogel		Y
Trustee Wagner		Y
Chairperson Ron DiNicola		Y