



Minutes for Meeting Book - February 22, 2023 Board of Trustees Regular Meeting

02/22/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (11)

President Chris Gray PhD; Assistant to President/Secretary to the Board Renée Triana; Treasurer/Controller Philip Forte; Vice President Guy Goodman; Vice President William Jeffress; Dean Dr. Stuart Blackwell; Dean Dr. Keri Bowman; Dean Rebecca Walker; HR Director Luisa Heifner; IT Director Chris Ray (Zoom); Solicitor Tim Wachter.

Call to Order

Time: 5:02pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Not Present
Kurt Hersch	Y
Robert Merrill	Y
Dave Mitchell	Y
Rev. Dr. Charles Mock	Not Present
Msgr. David Rubino	Y
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, M.D.	Y @ 5:10pm
Chairperson Cheryl Rush Dix	Y

Pledge of Allegiance

Approval of January 25, 2023, Regular Meeting Minutes (pg. 15-35)

Trustee	Motion 1	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill	2	Y
Dave Mitchell	1	Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The minutes were approved unanimously via voice vote.

Public Participation

None

Communication

A. President's Report-Dr. Gray notified the Trustees that he would start each President's Report with a Mission Moment that relays the different ways the College is meeting our mission in situations that are happening every day at the College between staff, faculty, and students. Dr. Gray continued to point out that enrollment is strong, and that the College is outpacing where we thought it would be, with the expectation that it will continue to increase with the 2nd 8 week of classes. Dr. Gray is looking for upfront feedback from the Trustees concerning the invitation list for the College's first commencement on June 3, 2023.

Dr. Gray thanked those in the room that have contributed to the College's success in the accreditation journey and who are feverishly working to meet the April 1st submission date. He further elaborated that there is a good chance the College could be a candidate for accreditation by the end of 2024. Dr. Gray also discussed various workforce initiatives and negotiations that the College is in actively engaging in.

B. Personnel Committee-Chairperson Vogel informed the Trustees that the committee met on February 13th for their monthly meeting. She said the committee is looking at the entire benefit structure of the College since the initial benefits were put in place quickly to meet the

College's opening date. The committee is looking at other Community College's that are comparable to ours and making sure that EC3 has competitive offerings.

C. Finance Committee-Trustee Hersch provided the Trustees with the Finance Committee report in Trustee Gallagher's absence. The committee reviewed year-to-date financials for January 2023 versus the approved fiscal budget. There is an expectation that income statement and balance sheet will be made available quarterly for FY based on the new budget format Treasurer Forte is building. The committee also reviewed the January check register and expenses. It was decided that the check register should also categorize expenses including a notation for future items that are one-time, non-recurring expenses. There was also a discussion on the efficacy of our marketing dollars. Dr. Gray suggested a future board presentation.

D. Ad Hoc Committees

1. **Site Committee**-Chair Trustee Mitchell informed the Trustees that the committee met briefly just prior to tonight's Board meeting and discussed the lease at Erie County Technical School's Skills Center. He also noted that the St. Benedict's Education Center was set to expire at the end of the calendar year and the site committee would begin considering options to serve the east portions of the County. The charge of the Board is to look at the criteria that are required for the college and come back to the committee for feedback and review.

The site committee will also consider the architectural feasibility study recently completed for the Erie West campus. The feasibility study will serve as the initial basis for the creation of a Facilities Master Plan which is the next logical step after securing the West campus. The committee will review and make recommendations on how to proceed developing the Facilities Master Plan.

2. **Advisory Committee**-Chair Reverend Mock was not present at the meeting, but Trustee Mitchell read an update from Trustee Mock. The Community Advisors committee is meeting Wednesday, March 1st at 5pm. As a reminder the Quarterly Breakfast is going to be March 14th at 7:30am in the Founder's Room 307 where key stakeholders will be present to hear College updates. Please forward the invitation out to anyone who may have an interest.

E. Chairperson of the Board- Chairperson Rush Dix noted her activities for the month of February which included the following:

- President & BoT Chair Weekly – Monday mornings, 9:00am: date and format revised, as needed
- February 15, 2023 – MicroMold Tour & Press Conference
- February 16, 2023 – UPMC Foundation Breakfast
- February 24, 2023 - Accreditation team meeting observations
- February 27, 2023: TEAM Consortium scheduled for March 31, 2023 in Cranberry, PA.

Chairperson Rush Dix also informed the Board that their Association of Governing Boards [AGB] membership is active. And confirmed that the date of Board retreat is Saturday, March 11th from 9am-4pm. The Board will contribute to the ARR development (due April 1st) pending Retreat & Education sessions. There will also be a follow up session to complete Board tasks in the third quarter.

F. Other-None

Presentation Review of EC3 Key Performance Indicators

Guy Goodman, Vice President of Academic and Student Affairs presented a review of the Key Performance Indicators (KPI). The KRP's were last presented at the October 26, 2022 Board meeting and an update including Fall 2023 was requested by the Board at a previous meeting. The plan is to give the Board an update following the end of each semester. Today's presentation is covering KPI 1-3 and Vice President Goodman hopes to hit on KPI's 4 & 5 at the end of next semester. *See Exhibit A for Vice President Goodman's presentation.

It was noted that the college added an additional recruiter and that the Academic and Student Affairs area is actively using the Strategic Enrollment Management Plan (SEM) that was presented to the Trustees at the April 27, 2022, Board meeting. The team is spreading awareness by attending community events, fairs, festivals, and college fairs as much as scheduling allows for their small staff. The additional recruiter gives the College the ability to apply more targeted hours in the rural communities.

Mr. Goodman said that there are currently 5 high school students enrolled in the College through the Dual Degree program with the Erie School District, but is hoping to have more

students enrolled in the program once similar programs are developed with other high schools in Erie County.

Vice Chairperson Vogel asked what the Trustees could do to support these recruiting efforts. Dr. Goodman responded that word of mouth is still the best way to educate the public that we are a comprehensive community college serving as a provider of academic instruction and a major supplier of vocational preparation and workforce development. The College will continue to build strong, on-going relationships with the high schools; reach out to special populations.

Guy Goodman clarified that the 5 high school students are included within the numbers provided and withdrawn students are removed from the numbers in the beginning of the semester.

Consent Agenda (pg. 6-8)

A. Resolution to Amend Board Policy V. A. 2: Academic Standing
Board Report #23-09

Trustee	Motion 2	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino	1	Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, M.D.	2	Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the Consent Agenda 8.A was approved unanimously via voice vote.

New Business-Resolution to Approve Lease for Network Equipment in the Amount of \$81,765.55 from PC Connection, Inc. Board Report #23-10 (pg. 9)

Dr. Gray confirmed that the state would cover half of the expenditures in perpetuity.

Trustee	Motion 3	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill		Y
Dave Mitchell	2	Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel	1	Y
Secretary Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion passed unanimously via roll call vote.

New Business-Resolution to Enter into an Agreement with the Erie Community Foundation to Establish the Community College of Erie County Special Projects Fund Board Report #23-11 (pg. 10)

The Trustees asked for clarity of this motion. Solicitor Wachter explained that this is a legal structure whereas the Erie Community Foundation will function as the business partner to what would otherwise be EC3's foundation. Solicitor Wachter continued to explain that the Special Project Fund has more traditional investment opportunities. The money sits with the Erie Community Foundation, but the College has direct access to the funds. The College will review and approve where the money is invested. The investment portfolio is chosen by the College from the range of investments that the Erie Community Foundation has access to. The Erie Community Foundation takes a 1.1% fee for the administrative work which is less than what the College predicts it would cost to administer the funds ourselves. The College is allowed to access the principal funds as well as the additional interest earned. Dr. Gray thanked the Erie Community Foundation for their flexibility in the negotiations with establishing this fund and their desire to see the College succeed.

Trustee	Motion 4	Vote
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill		Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel	2	Y
Secretary Annette Wagner, M.D.	1	Y
Chairperson Cheryl Rush Dix		Y

The motion passed unanimously via roll call vote.

Future Agenda Items/Summary Comments by Board Members

Trustee Mitchell and Solicitor Wachter reminded the board that it was time to compile their Statement of Financial Interests and turn them into Ms, Triana by May 1st.

Dr. Gray noted the College's "Live here. Learn here." Campaign and welcomed ideas from the trustees in ways to communicate the campaign.

Dr. Gray also notified the Board that Commencement plans are being formed and will be discussed at the next meeting.

For Information

The

Executive Session

None

Motion to Adjourn

Time: 6:04pm

Trustee	Motion 5	Vote
Justin Gallagher		Not Present
Kurt Hersch	1	Y
Robert Merrill		Y
Dave Mitchell	2	Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion to adjourn the meeting passed unanimously via voice vote.

Next Regular Meeting March 22, 2023, at 5:00PM



COMMUNITY
COLLEGE

February 22, 2023 Board of Trustees Regular Meeting

EC3 Erie West

2403 W. 8th St.

Erie, PA, 16505

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

Meeting ID: 864 7949 2792, Passcode: 113651



Meeting Book - February 22, 2023 Board of Trustees Regular Meeting

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of January 25, 2023, Regular Meeting Minutes (pg. 15-35)

A. January 25, 2023 Regular Meeting Minutes

5. Public Participation

6. Communication

A. President's Report
Chris Gray, PhD

B. Personnel Committee
Vice Chairperson Christina Vogel

C. Finance Committee
Trustee Justin Gallagher

1. YTD Budget Summary 2022-2023 (pg. 4)

2. January 2023 Check Register (pg. 5)

D. Ad Hoc Committees

1. Site Committee
Trustee Dave Mitchell

2. Advisory Committee
Trustee Rev. Dr. Charles Mock

E. Chairperson of the Board
Chairperson Cheryl Rush Dix

F. Other

7. Presentation Review of EC3 Key Performance Indicators
Vice President of Academic and Student Affairs, Guy Goodman

8. Consent Agenda (pg. 6-8)

A. Resolution to Amend Board Policy V. A. 2: Academic Standing
Board Report #23-09 (pg. 6-8)

9. New Business-Resolution to Approve Lease for Network Equipment
in the Amount of \$81,765.55 from PC Connection, Inc. Board Report
#23-10 (pg. 9)

10. New Business-Resolution to Enter into an Agreement with the Erie
Community Foundation to Establish the Community College of Erie
County Special Projects Fund Board Report #23-11 (pg. 10)

11. Future Agenda Items/Summary Comments by Board Members

12. For Information

A. Human Resource and Diversity Board Report #23-12 (pg. 11-
13)

B. Workforce Development Board Report #23-13 (pg. 14)

13. Executive Session

14. Motion to Adjourn

15. Next Regular Meeting March 22, 2023, at 5:00PM

ERIE COUNTY COMMUNITY COLLEGE
2022 -2023 BUDGET - FUNDING SOURCES AND APPLICATION OF FUNDS
FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023

(000's US Dollars)

FUNDING SOURCES	Approve Budget July 2022 - June 30, 2023			Actual
	Operating	Capital	Total	January 2023
Student Tuition - Credit Programs	\$1,036,800	-	\$ 1,036,800	794,510
Student Fees	179,680	-	179,680	91,945
Net Tuition from Noncredit Programs	50,000	-	50,000	
County of Erie	3,300,000	450,000	3,750,000	2,200,000
Commonwealth of Pa	2,900,000	850,000	3,750,000	1,900,000
Commonwealth of Pa - Recurring Capital	329,588	-	329,588	
Miscellaneous Income	10,000	-	10,000	13,861
		-	-	
Totals	\$7,806,068	\$1,300,000	\$9,106,068	5,000,316

APPLICATION OF FUNDS

Salaries and Wages	\$2,710,690		\$ 2,710,690	\$ 2,152,000
Staff Benefits	1,279,331		1,279,331	720,922
All Other Operating Budget Expenses	3,782,786		3,782,786	2,105,604
Capital Purchases		\$1,300,000	1,300,000	-
TOTAL APPLICATION OF FUNDS	\$7,772,807	\$1,300,000	9,072,807	\$ 4,978,526
SURPLUS (SHORTFALL)	\$33,261	\$0	\$33,261	\$21,790

Erie County Community College
Operating Expense - Check Register - January 2023

Amazon	\$ 43.00
Amazon	23.00
Bayfront NATO, Inc	1,000.00
Blackgate Security Agency	578.00
Cathedral Preparatory School	41,667.00
Cathedral Preparatory School	617.00
City of Corry	50.00
City of Corry	50.00
Commonwealth of Pa	324.00
Connectivity Comm.	19,680.00
Creative Imprint Systems	11.00
Creative Imprint Systems	22.00
Cynthia Wolf	450.00
Diligent Corporation	4,635.00
Epic Web Studios LLC	5,450.00
Erie Otters-JAW Hockey	1,556.00
FastSigns	2,171.00
Flagship Multimedia Inc.	667.00
Flores & Associates, LLC	60.00
Goodheart-Willcox Publisher	1,658.00
Knox Law	60.00
Logicalis	50,574.00
Manufacturer & Bus Assoc	450.00
Manufacturer & Bus Assoc	280.00
New Opportunities	60.00
Presque Isle Printing, LLC	100.00
Pro Waste Service	230.00
R Brilliant Media	2,200.00
R Brilliant Media	9,944.00
Ridge Policy Group	6,000.00
Sample News Group	2,099.00
TestOut	258.00
The Wilkins Co., INC.	283.00
Velocity Network	26.00
Velocity Network	3,000.00
Weber Murphy Fox (WMF)	4,082.00

Function	\$
Facilities	\$7,928.00
IT	\$73,280.00
HR	\$850.00
Marketing	\$35,692.00
Rent	\$42,284.00
Office Supplies	\$324.00
	\$160,358.00

\$ 160,358.00



Resolution to Amend Board Policy V. A. 2: Academic Standing

Information

The purpose of the revision is to include all revisions and additions to the representative board policy that were recommended by the Academic Committee at the January 17, 2023 meeting. The redlined version of the policy is attached herewith. The expectation that a student who is not meeting acceptable academic standards to meet with an advisor requires more clarification. Also, the change to allow credits completed during the summer term to be used in determining academic standing is explicitly stated.

Recommendation

It is recommended that the Board of Trustees approve the policy amendment providing clarity in defining steps within the academic standing process as submitted by the Academic Committee after their January 17, 2023 meeting.



Policy: V.A.2: Academic Standing

The College is committed to the academic success of its students. This Academic Standing Policy is designed to ensure that students make adequate progress toward a degree. Students are expected to be in good academic standing to continue at the College. The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows: A=4, B=3, C=2, D=1, F=0. Developmental, transfer credit and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

Academic Caution:

If, before a total of nine (9) attempted hours, a student's term GPA is below 2.0, the student will be placed on Academic Caution status. This status serves as an alert, or caution, to ensure that the student is aware that their GPA does not meet EC3's minimum requirements. Students on Academic Caution status *are strongly encouraged* to meet with academic advising staff to discuss strategies for improving their GPA.

Academic Warning:

If a student has attended more than one semester and their cumulative GPA is below a 2.0, they will be placed on Academic Warning Status. Students on Academic Warning Status *are strongly encouraged* to meet with an academic advisor to devise a plan to improve their GPA. To be removed from Academic Warning status, the student must earn a term GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher. If the student earns a term GPA of 2.0 or higher but still has a cumulative GPA of less than 2.0, they will remain on Academic Warning status.

Academic Probation:

If a student has been on Academic Warning status for at least one semester (cumulative GPA is less than 2.0) and earns a term GPA of 2.0 or less, they will be placed on Academic Probation status. A student on Academic Probation status has two (2) consecutive **enrolled** semesters, **not to include including** summer sessions, to raise their GPA to a level above a 2.0. Students on Probation *are required* to meet with an academic advisor **to discuss strategies for improving their GPA and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success** before they can register for the next semester.

Academic Suspension:

A student that fails to meet the cumulative 2.0 GPA minimum after two (2) consecutive semesters will be placed on Academic Suspension from the College for one (1) semester. A student on Academic Suspension may re-enter after one (1) semester but *is required* to meet with an academic advisor prior to registration **to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success**. A student on Academic Suspension who has been re-admitted to the College must maintain a term GPA at or above 2.0 to be allowed to enroll in each subsequent semester until such time that their cumulative GPA reaches 2.0 or higher.

Students will have the opportunity to appeal for reconsideration of the Academic Suspension requirement to stop out for a semester. **If the appeal is granted, the student is still required to meet with an academic advisor prior to registration to discuss strategies for improving their GPA, and to develop an academic plan that will include limits on the number of credit hours attempted to offer the best opportunity for success.**

NOTE:

- The federal government has established regulations regarding satisfactory academic progress and eligibility for Financial Aid. These standards are separate from the College's policy on academic standing.

**Policy approved by Erie County Community College Board of Trustees:*

March 10, 2021

November 16, 2022

February 22, 2023

**Review Deadline: ~~November 16, 2027~~ February 22, 2028*



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NOTE:

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**Policy approved by Erie County Community College Board of Trustees:*

March 10, 2021

November 16, 2022

February 22, 2023

Review Deadline: **February 22, 2028*



Resolution to Approve Lease for Network Equipment in the Amount of \$81,765.55 from PC Connection, Inc.

Information

EC3 is seeking to enter into a lease agreement with PC Connection, Inc, a COSTARS approved vendor, for network infrastructure equipment including server, wireless access points, and networking switches for student labs and classrooms in the amount of \$81,765.55.

Recommendation

It is recommended that the Board of Trustees approves the lease agreement with PC Connection, Inc., a COSTARS approved vendor, in the amount of \$81,765.55.



Resolution to Enter into an Agreement with the Erie Community Foundation to Establish the
Community College of Erie County Special Projects Fund

Information

EC3 would like to use the second portion (approximately \$1.5M) of Erie Community Foundation dollars which is scheduled to be released to the College in 2024 to be used to seed a Special Projects Fund at the Erie Community Foundation. Essentially, this is the formal structure which will allow us to start a fundraising arm of the College.

Dr. Gray has reviewed options with Solicitors Tupitza and Wachter and recommends using the Erie Community Foundation umbrella for the first few years until we determine if we would like to create an EC3 Foundation as a separate legal entity.

The agreement ensures the College retains authority over how and when the funds can be distributed. Treasurer Forte believes the administration fees (approximately 1.1%) are within industry standards and well below what the College's cost would be if we managed the funds independently.

Recommendation

It is recommended that the Board of Trustees approves the resolution to enter into an agreement with the Erie Community Foundation to establish the Community College of Erie County Special Projects Fund.



Information Report: Human Resources/Diversity Office

HUMAN RESOURCES

Summary of Employee Count

- Total full-time and part-time active faculty and staff, 47*, as of 2/17/2023
*Includes 12 adjuncts active 1st 8 weeks of semester Spring 2023; excludes adjunct faculty not presently teaching

Separations, Promotions & Transfers

Separations:

Eggleston, Jason (CNC Instructor/Interim IT Systems Admin) – 1/27/2023

Transfers:

January: Jones, Marieka: from Accounting Assistant to Student Support Specialist

February: Tate, Leatra: from FT Faculty to PT Adjunct

New Hires

Name	Status	Position	Start Date
Abreu-Baker, Brenda	PT	Adjunct, First Year Exp.	February 2, 2023
Ollinger-Riefstahl, Alison	PT	Adjunct, Political Science	February 2, 2023
Kanjula, Srujana	PT	Adjunct, Sociology	February 2, 2023

Incoming Hires

Name	Status	Position	Start Date
Nicholson, Erik	PT	Adjunct, CIS	April 1, 2023
Olsson, Patricia	PT	Adjunct, Music	April 1, 2023
Smith, Sierra	PT	Adjunct, Psychology	April 1, 2023
Walker, John	PT	Adjunct, Business	April 1, 2023
Culver, Garrett	PT	Adjunct, CIS	April 1, 2023

Open Positions

- School Custodian, FT
- Adjunct Faculty - *Ongoing for applicant pool*



OFFICE OF DIVERSITY

February 2023

Black History Month

Celebrating the month with “What Does Black History Month Mean to You” – question posed to staff in order to share their thoughts and stories via social media throughout month.

Email shares to students and employees of notable Black/African Americans

March 2023

National Women’s History Month



STUDENT DEMOGRAPHICS

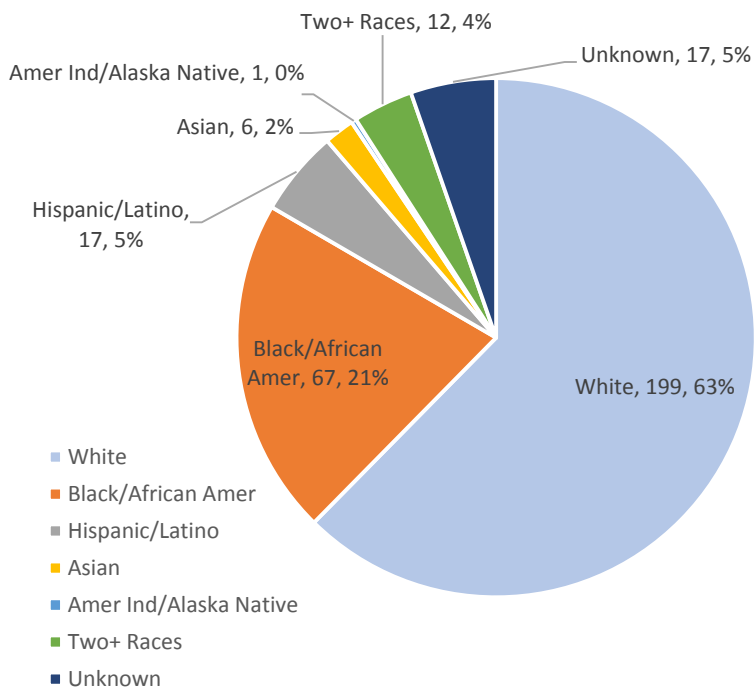
Spring 2023, 1st 8 weeks = **319 students**

RACE/ETHNICITY	NUMBER	PERCENTAGE
White	200	62.70%
Black/African Amer	67	21.00%
Hispanic/Latino	17	5.33%
Asian	6	1.88%
Amer Ind/Alaska Native	1	0.31%
Two+ Races	12	3.76%
Unknown	17	5.33

GENDER	NUMBER	PERCENTAGE
Female	178	55.80%
Male	133	41.69%
Unknown	8	2.51%

Average Student Age	31.5 years
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Spring 2023 Student Demographics





Information Report: Workforce Development

Information

Workforce Coordinator Doug Massey and 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 following are partnerships that have taken place since the January 2023 board meeting.

Upcoming Trainings

AAAI Group Fitness Certification	Starting March 17, 2023, details below
SMAW Stick Welding Training	Starting March 11, 2023, details below
Fiber Optics Installer Training	Tentative start date late March/early April

Workforce Partnerships

- **City of Erie Redevelopment Authority:** Workforce Development met with the City of Erie Redevelopment Authority to develop a Lead Paint Abatement Training Program to address the need for remediation of blighted properties throughout the city. Research and logistics are currently in process.
- **Velocity Network:** The Fiber Optics Installer Tech program is scheduled to start in the spring. The maximum cohort will be 10 individuals. The training location is secured, and the equipment will be provided through the partnership with VNet. The start date will be late March or early April.
- **AAAI Group Fitness Certification** Workforce Development has partnered with AAAI/ISMA to provide an internationally recognized Group Fitness Certification Training. This training will provide an entry point to physical health science. At the end of the training, individuals will test and receive a certification that is recognized by all health and fitness entities across the US.
- **SMAW Stick Welding Training:** Workforce Development has formed a partnership with manufacturing companies in the region to provide customized training in stick welding. The cohort will train up to 15 individuals at a time and will begin March 11, 2023.



Minutes for Meeting Book - January 25, 2023 Board of Trustees Regular Meeting

01/25/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (14)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Treasurer/Controller Phillip Forte; Vice President Guy Goodman; Vice President William Jeffress; Dean Dr. Keri Bowman; Dean Dr. Stuart Blackwell; Dean Rebecca Walker (Zoom); HR Director Luisa Heifner; Faculty & Liberal Arts Chair Kimber Forrester; Faculty Jacob Korte (Zoom); EC3 Graduate Alicia Thomas; EC3 Graduate Aidan Tylman; Solicitor Tim Wachter.

Call to Order

Time: 5:01pm

Roll Call

Trustee	Roll Call
Trustee Gallagher	Zoom
Trustee Hirsch	Y
Trustee Merrill	Y
Trustee Mitchell	Zoom
Trustee Mock	Zoom
Trustee Rubino	Y
Vice Chairperson Vogel	Y
Secretary Wagner	Y
Chairperson Rush Dix	Y

Chairperson Rush Dix welcomed the new Trustee Msgr. David Rubino, Ph.D., Ph.D. who is filling the vacancy of Trustee Katheryn Sintal who resigned at the September 14, 2022, Board meeting.

Pledge of Allegiance

Approval of November 16, 2022 Regular Meeting Minutes (pg. 31-36)

Trustee	Motion 1	Vote
Trustee Gallagher		Y
Trustee Hursch		Y
Trustee Merrill	2	Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino		Y
Vice Chairperson Vogel	1	Y
Secretary Wagner		Y
Chairperson Rush Dix		Y

The minutes were approved unanimously via voice vote.

Public Participation

There was no public participation in person or online via Zoom.

Agenda items 7 & 8 were presented next.

Communication

- 1. President's Report**-Dr. Gray asked the Trustees to review the President's Report as presented. He wanted to share exciting news that he just received earlier in the day. Middle States Commission on Higher Education (MSCHE) has accepted the evaluator's visit report and is allowing the College to progress in submitting an application for accreditation. Dr. Gray thanked Vice President Goodman, Dean Dr. Bowman, Dean Walker, and Faculty and Liberal Arts Division Chair Kimber Forrester who have been shepherding the College's process in this journey! The staff is currently working on getting Phase 3 ready.
- 2. Academic Committee**-Chair, Trustee Wagner stated the full committee met on January 17th and discussed several College Policy revisions which are presented as items 9. A, B, and C of the Consent agenda to be voted on later in the meeting.
- 3. Personnel Committee**-Chair, Trustee Vogel stated that the standard committee meetings will be the second Monday of every month through June of 2023. The full committee met on January 9th to review current employee benefits and compare them to other Community Colleges. They will continue to review them in detail in the following months.

Communication Continued

4. **Finance Committee**-Chair, Trustee Gallagher referred the Trustees to agenda item D.1 and 2, the YTD Budget Summary for 22-23 and December check register. He noted that each check that goes out from the College is now assigned an operating expense category, to organize and provide the Trustees with more detail concerning the expenditure. He also informed the Trustees that the Finance Committee meeting was held January 19th where they received a thorough presentation of the audit report from the MaherDuessel auditors.
5. **Ad Hoc**
 1. **Site Committee**-Chair Trustee Mitchell told the Board that the committee has not active, but would like some board input on their vision moving forward in terms of additional locations.
 2. **Community Advisors Committee**-Chair Trustee Mock asked the Board to think of people from the community that might want to serve on the community advisory committee and for attendance at the Quarterly Breakfast. He also asked the Trustees to touch base with the College's Marketing and Communications Director, Elise Michaux, concerning topics that can be featured during the breakfast.
6. **Chairperson**-Chairperson Rush Dix provided updates of her activities since the last Board meeting in November including weekly meetings with the President, the December PACC Trustee meeting, and committee meetings. Chairperson Rush Dix also noted the College's attendance at the 12th Annual Dr. King Awards Dinner January 14, 2023, and the regrouping of the Team Consortium. The Chairperson notified the Board that the Executive Committee met on January 23rd in preparation for tonight's meeting. She welcomed Dr. Rubino again and informed the Board that he would be added to the Personnel and Advisory Committees. The chairperson also notified the Board that the College is joining AGB, the Association of Governing Boards of Universities and Colleges (AGB). It has been the premier membership organization that strengthens higher education governing boards and the strategic roles they serve within their institutions and foundations.
7. **Other**-Dr. Gray welcomed Dr. Blackwell, the College's Dean of Academics. Dr. Gray stated that Dr. Blackwell came from the Community College of Allegheny County with knowledge and expertise of the PA system. Dr. Gray informed the Board that Dean Walker is now focusing on CTE (Career and Technical Education) and workforce programs.

Presentation-EC3 Graduate Recognition

The College President, Administration, Staff, and Board of Trustees were thrilled to recognize a defining moment in the College's history with the first graduates of the Erie County Community College being presented with their diplomas at tonight's meeting. Alicia

Thomas and Aidan Tylman both graduated in December of 2022 with an Associate Degree in Applied Science in Management and Entrepreneurial Thinking. They were joined by family and friends to recognize their outstanding achievement. Both are invited back to walk in the College's first official graduation ceremony in June of 2023.

Presentation-Open Educational Resources

Kimber Forrester, Full Time Faculty and Liberal Arts Division Chair presented information on Open Educational Resources (**Attached Exhibit A**) to the Trustees.

Mr. Forrester explained the difference between OAR and OER. Open Access Records (OAR) can be used, but not altered. Open Educational Resources (OER) are free in the public domain, or a special license must be obtained, but then the items can be altered to fit the instructor's needs once the OER's specific guidelines have been met. In addition to saving students money the materials are diverse and innovative, two of the College's Core Values in the Strategic Plan. In one-year EC3 has saved students \$147,090.44. Dr. Gray thanked Dean Walker for bringing the process to the College.

Consent Agenda (pg. 6-24)

The consent agenda was discussed. Item 9. D. Resolution to Adopt EC3 Values Definition Board Report #23-04 was removed from the consent agenda. Items 9. A.,B.,C., and E. were put forth in the motion. Item 9. D. Board Report #23-04 will be discussed later in the meeting and voted on under Motion 5.

Trustee	Motion 2	Vote
Trustee Gallagher		Y
Trustee Hirsch		Y
Trustee Merrill		Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino	1	Y
Vice Chairperson Vogel		Y
Secretary Wagner	2	Y
Chairperson Rush Dix		Y

The motion to approve the Consent Agenda items 9. A., B., C., and E. were approved unanimously via voice vote.

New Business-Presentation and Approval of MaherDuessel Audit Board Report #23-05 (pg. 25)

MaherDuessel auditors, Betsy Krisher and Sara Reed, presented an audit summary (**Attached Exhibit B**) to the Trustees whose details were discussed during the January 19, 2023, Finance Committee meeting. Trustee and Chair of the Finance Committee, Trustee Gallagher thanked the audit firm. It was confirmed that the audit will need to be sent to PDE by the College.

Trustee	Motion 3	Vote
Trustee Gallagher		Y
Trustee Hursch	1	Y
Trustee Merrill		Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino		Y
Vice Chairperson Vogel		Y
Secretary Wagner	2	Y
Chairperson Rush Dix		Y

The motion to approve the MaherDuessel audit was approved unanimously via voice vote.

New Business-Resolution to Lease Computer Equipment from GovConnection, Inc. in the Amount of \$515,334.45 Board Report #23-07 (pg. 26)

Dr. Gray explained the process of leasing the equipment in relation to the College’s funding. The College’s solicitor, Tim Wachter, asked that the motion be amended to include the following: resolution to lease computer equipment from GovConnection, Inc. in the amount of \$515,334.45 **subject to solicitor revision and approval Board Report #23-07**. This amendment was made so the solicitor can review IRS regulations in the lease agreement.

New Business-Resolution to Lease Computer Equipment from GovConnection, Inc. in the Amount of \$515,334.45 Board Report #23-07 (pg. 26) Continued

Trustee	Motion 4	Vote
Trustee Gallagher		Y
Trustee Hursch		Y
Trustee Merrill		Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino		Y
Vice Chairperson Vogel		Y
Secretary Wagner	1	Y
Chairperson Rush Dix	2	Y

The motion to approve the lease of computer equipment from CoStars member, GovConnection in the amount of \$515,334.45 subject to solicitor revision and approval was approved unanimously via roll call.

New Business- Resolution to Adopt EC3 Values Definition Board Report #23-04

This new business item was removed from the Consent Agenda #9. D. The intent of this Administration and Trustees to build upon and continue to develop. The College’s solicitor, Tim Wachter, suggested revised wording for the motion which was accepted. Motion 5 is a **motion to approve the EC3 Value Definitions Board Report #23-04 as a framework and subject to revision by the Administration pursuant to the Board’s direction.**

Trustee	Motion 5	Vote
Trustee Gallagher		Y
Trustee Hursch		Y
Trustee Merrill	2	Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino		Y
Vice Chairperson Vogel		Y
Secretary Wagner	1	Y
Chairperson Rush Dix		Y

The motion passed unanimously via voice vote.

Future Agenda Items/Summary Comments by Board Members

The time frame of College press releases was discussed.

For Information

Chairperson Rush Dix referred the Trustees to the two informational reports within the packet.

Executive Session

None

Motion to Adjourn

Time: 6:20pm

Trustee	Motion 6	Vote
Trustee Gallagher		Y
Trustee Hursch	2	Y
Trustee Merrill		Y
Trustee Mitchell		Y
Trustee Mock		Y
Trustee Rubino		Y
Vice Chairperson Vogel		Y
Secretary Wagner	1	Y
Chairperson Rush Dix		Y

The motion to adjourn was approved unanimously via voice vote.

Next Regular Meeting February 22, 2023 at 5PM

The agenda noted the next meeting was on February 23rd which was incorrect. The next meeting is Wednesday, February 22, 2023.

MaherDuessel

Pursuing the profession while promoting the public good®

www.md-cpas.com

Report to the EC3 Governing Board

BETSY KRISHER AND SARA REED

January 25, 2023

Reports Issued

- ❑ Communications to Those Charged with Governance
- ❑ Single Audit Report
- ❑ Management Letter
- ❑ Agreed Upon Procedures

Documents to be Discussed Today

- ❑ Communications to Those Charged with Governance
- ❑ Single Audit Report

Communication to Those Charged With Governance

- ❑ Our Responsibilities under Auditing Standards Generally Accepted in the United State of America, Government Auditing Standards, Uniform Guidance
- ❑ Significant Accounting Policies
- ❑ Accounting Estimates
- ❑ Disclosures
- ❑ Difficulties Encountered in Performing the Audit
- ❑ Corrected and Uncorrected Misstatements

Communication to Those Charged With Governance (cont.)

- ❑ Disagreements with Management
- ❑ Management Representations
- ❑ Management Consultations with Other Independent Accountants
- ❑ Items Discussed Prior to Retention of Independent Auditors
- ❑ Other Matters
- ❑ Other Audit Findings or Issues

Summary of Financial Statements

- ❑ Independent Auditor's Report
 - Unmodified Opinion

- ❑ Financial Statement Highlights
 - Significant capital asset additions
 - Right of use asset – lease; Lease liability
 - Unearned revenues
 - Student tuition and fees
 - County CSLFR Grant

Summary of Footnotes

- ❑ Adopted/Pending accounting standards (FN 2)
 - Adopted GASB 87 – Leases
 - Pending GASB 96 – Information Technology Arrangements

Contact Information

Betsy Krisher, Engagement Partner

bkrisher@md-cpas.com

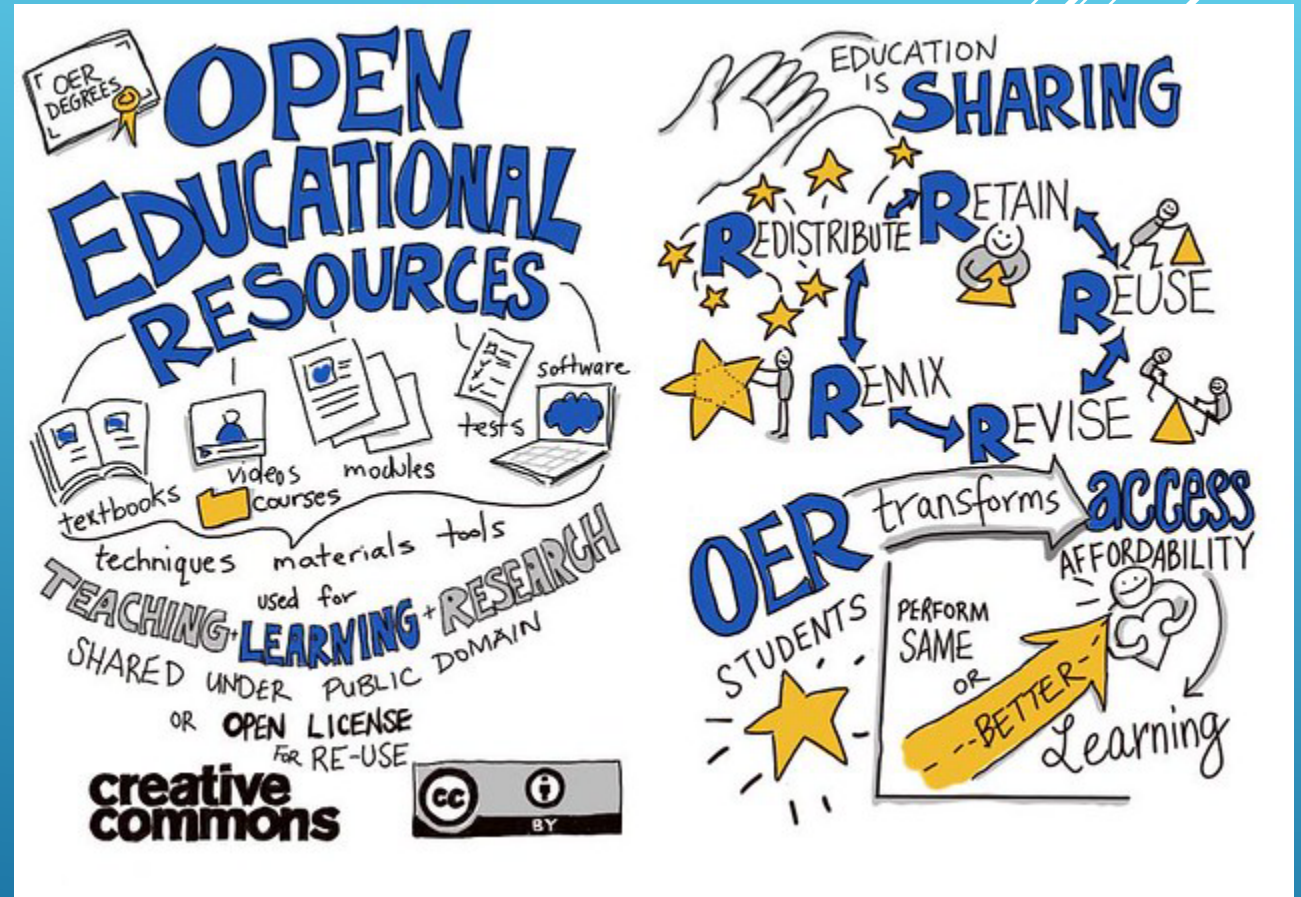
412.535.5503

Sara Reed, Manager

sreed@md-cpas.com

412.315.3571

OPEN EDUCATIONAL RESOURCES (OER)



WHAT IS AN OER

Freely and publicly available teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others

Examples

- ▶ Textbooks
- ▶ Slides
- ▶ Videos
- ▶ Tests/Quizzes

OPEN ACCESS

Freely and publicly available teaching, learning, and research materials that may be used but not changed in any way.

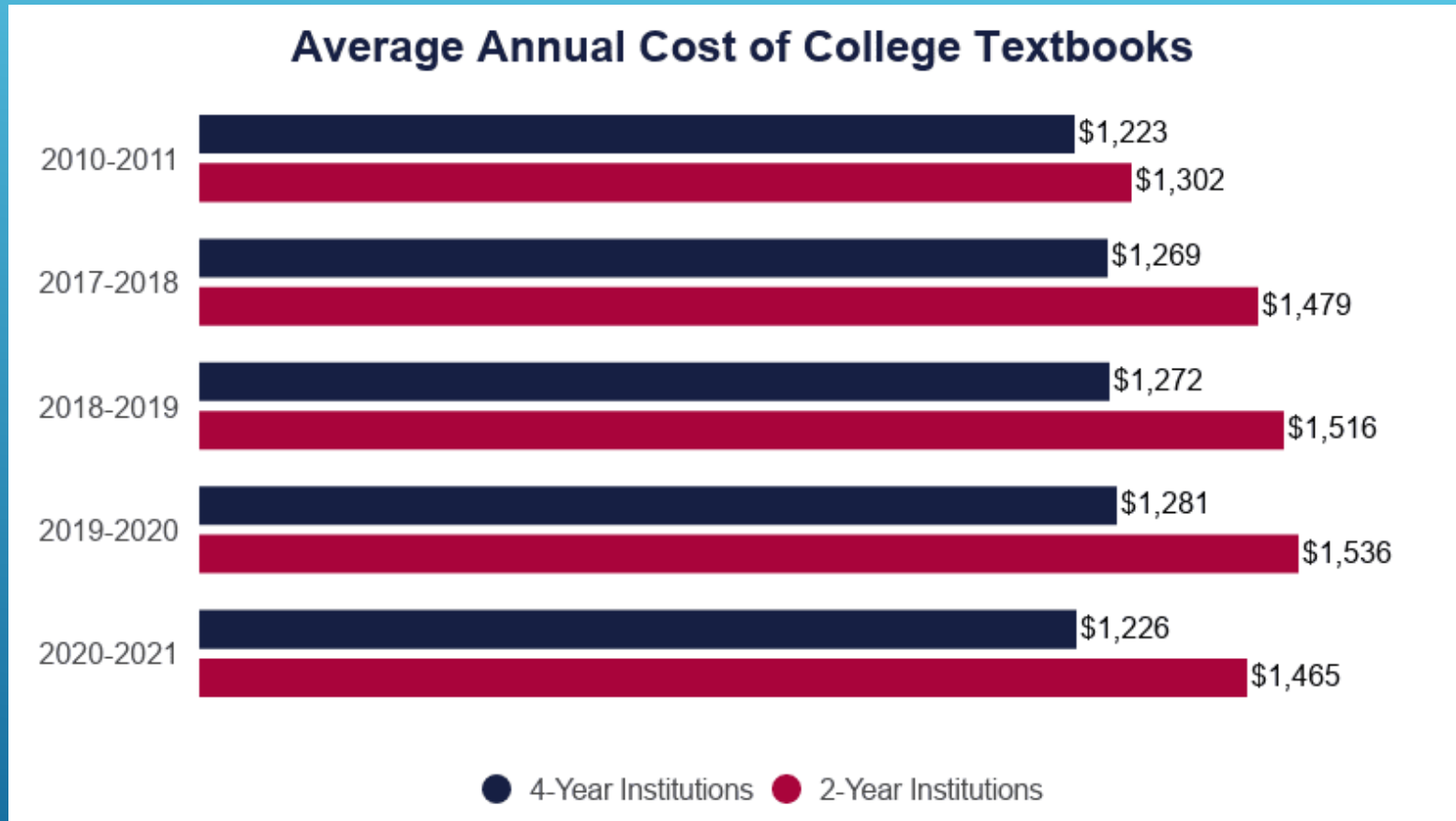
Examples

- ▶ Books
- ▶ Music
- ▶ Journals
- ▶ Government Documents

BENEFITS OF OER

- ▶ **Access**
- ▶ **Augment**
- ▶ **Enhance**
- ▶ **Flexible/Adaptable**
- ▶ **Updated**
- ▶ **Diverse**

COST



Hanson, Melanie. "Average Cost of College Textbooks" EducationData.org, July 15, 2022, <https://educationdata.org/average-cost-of-college-textbooks>

EC3 COST

Fall 2021 Estimated Savings	\$50,973.39
Spring 2022 Estimated Savings	\$46,301.04
Summer 2022 Estimated Savings	\$21,085.11
Fall 2022 Estimated Savings	\$28,730.90
Total Saved	\$147,090.44

Sources

Community College of Philadelphia
Butler County (PA) Community College
Amazon Textbook Ordering Services