



# Minutes for Meeting Book - April 26, 2023 Board of Trustees Regular Meeting

04/26/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

## Attendees (10)

President Chris Gray PhD (Zoom); Assistant to the President/Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President William Jeffress; Dean Stuart Blacklaw; Dean Keri Bowman; Dean Rebecca Walker; Director of HR Luisa Heifner; Treasurer Appointee Dennis Matthews (Zoom); Solicitor Tim Wachter

## Call to Order

Time: 5:01pm

## Roll Call

Trustee	Roll Call
Justin Gallagher	Not Present
Kurt Hersch	Y
Robert Merrill	Y
Dave Mitchell	Y
Rev. Pastor Charles Mock	Via Zoom
Msgr. David Rubino	Y
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, MD	Via Zoom
Chairperson Cheryl Rush Dix	Y

## Pledge of Allegiance

## Approval of March 22, 2023 Regular Meeting Minutes (pg. 24-32)

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

The motion to approve the March 22, 2023, Regular Meeting Minutes passed unanimously via voice vote.

### Public Participation

None

### Communication

**A. President's Report-**Vice President Guy Goodman took the floor to introduce Dennis Matthews, who will be recommended for EC3 Treasurer later in tonight's Board meeting. Mr. Matthews has been working within PACCC system for quite some time, retired as CFO from Bucks County Community College, and has been consulting with EC3 prior to his appointment as Treasurer. Vice President Goodman also reported that there are positive statistics for graduation with twenty-eight potential grads including our two graduates from December and twenty-seven of them agreed to participate in our June 3rd commencement ceremony. The academic standings are also superior with 3.64 being the average GPA. Sixteen of the graduates are at 3.0 or greater, and eight are at a 4.0. This will be distinguished by the color-coded honor cords. Those who graduate with honors, also known as cum laude, will have earned a GPA of 3.2 on a 4.0 scale and will wear a red cord around their neck. Those who graduate with high honors, also known as magna cum laude, will have earned a GPA of 3.5 on a 4.0 scale and will wear a white cord around their neck. Finally, those who graduate with highest honors, also known as summa cum laude, will have earned a GPA of 3.8 on a 4.0 scale and will wear a gold cord around their neck.

**B. Academic Committee-** Trustee Merrill provided the trustees with the report stating that they committee met on April 18<sup>th</sup> and reviewed the policies that are being brought forth on the agenda at tonight's meeting. They concern articulation agreements and how transfer students addressed in those agreements. Academic calendars on agenda too and are represented for two years which is the regular practice.

**C. Personnel Committee-**Vice Chair Vogel reported that the committee met on April 10<sup>th</sup> and that the committee continues to move along analyzing benefits for staff and faculty, there should be recommendations coming forth at the June Board of Trustee meeting prior to the new school year beginning.

**D. Finance Committee-**Trustee Hersch reported that the committee met last Monday and went over actuals verses the budget projections as of March 2023 and they also reviewed the check register. He continued reporting that since the EC3 Controller left the organization there was discussion to hire Dennis Matthews as EC3 Treasurer in the interim. The College has reached out to auditors and other community colleges who recommended hiring a controller first. Vice Chairperson Vogel asked if there was a surplus in a line item does it stay in the fund it was allocated to or is it movable. Trustee Hersch said that the budget is more granular on a line item level and is not seasoned enough to be accurate. Vice Chairperson asked for a future discussion on the budget and how fund balances impact budgeting.

#### **E. Ad Hocs**

1. Advisory Committee-Trustee Mock said there are three items the committee wants to deal with more efficiently and that he was looking forward to next board retreat/in service to discuss items that came up. Trustee Mock is reviewing the committee's work including mission, goals, and objectives and also how to enhance breakfasts with opportunities for input from stakeholders who helped establish the College.

**F. Chairperson of the Board-**Chairperson Rush Dix presented her report listing the activities she has participated in since the last Board meeting including the first face to face conference for TEAM Consortium. Chairperson Rush Dix also noted that the College met the April 1<sup>st</sup> deadline to submit the Accreditation Readiness Report to MSCHE. Vice President Goodman showed the Board the printed submission that is held within two large three ring binders containing over 1000 pages printed front and back. Chairperson Rush Dix thanked the staff for accomplishing the milestone. The Chairperson reminded Trustees to complete the AGB Board Orientation online course by the end of June. This training will be followed up with a board retreat to bring together all the information and training from the previous March

**Chairperson of the Board Continued:** retreat. She also noted that Dr. Kemal Atkins, AGB Senior consultant, will facilitate a discussion on the completed board self-assessments. Chairperson Rush Dix also reported back to the Trustees information on the AGB conference she attended in the beginning of April stating that she attended keynote and panel discussions as listed on the Chair report. Vice Chairperson Vogel asked that someone looks at the conferences available to the Trustees and decide which ones would be a benefit to attend.

**G. Other-**There were no other reports presented.

**Consent Agenda (pg. 8-13)**

- A.** Resolution to Amend Board Policy IV.A.2: Assignment and Use of Grades Board Report #23-21 (pg. 8-10)
- B.** Resolution to Approve the Academic Calendars for Academic Years 2024-2025 and 2025-2026 Board Report #23-22 (pg. 11-13)

Vice Chairperson Vogel asked if the work force development certificate programs and the academic classes fall into that calendar. Vice President Goodman confirmed that the calendar presented is for credit courses and that noncredit courses outside of academic calendar. He continued that If a noncredit course transitions into credit program, then it will fall into academic calendar.

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

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

**New Business-Resolution to Appoint Dennis Matthews as EC3 Controller and Treasurer Board Report #23-23 (pg. 14-16)**

Dr. Gray notified the Board that the motion set forth on the agenda was incorrect. The resolution is to appoint Dennis Matthews as EC3 Treasurer only. There was a motion to amend the agenda to “Resolution to Appoint Dennis Matthews as EC3 Treasurer”.

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

The motion to amend the agenda to “Resolution to Appoint Dennis Matthews as EC3 Treasurer” was approved unanimously via voice vote.

**New Business-Resolution to Appoint Dennis Matthews as EC3 Treasurer Board Report #23-23 (pg. 14-16)**

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

The motion to appoint Dennis Matthews as EC3 Treasurer was approved unanimously via voice vote.

**New Business-Resolution to Extend the MOU between Erie School District and the Erie County Community College (EC3) Through the Summer Term Board Report #23-24 (pg. 17)**

Solicitor Tim Wachter clarified that this is a continuation of the Existing after school program. EC3’s term does not match the ESD Term, also known as Tech After Hours. The current MOU ends on June 30. EC3’s summer term ends August 15, 2023. The MOU extension presented tonight coincides with the end of the College’s summer semester.

<b>Trustee</b>	<b>Motion 4</b>	<b>Vote</b>
Justin Gallagher		Not Present
Kurt Hersch		Y
Robert Merrill	2	Y
Dave Mitchell	1	Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Y
Chairperson Cheryl Rush Dix		Y

The motion to extend the MOU between Erie School District and the Erie County Community College (EC3) Through the Summer Term was approved unanimously via voice vote.

**New Business-Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation Board Report #23-25 (pg. 18-20)**

<b>Trustee</b>	<b>Motion 5</b>	<b>Vote</b>
Justin Gallagher		Not Present
Kurt Hersch	1	Y
Robert Merrill		Y
Dave Mitchell	2	Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Y
Chairperson Cheryl Rush Dix		Y

The motion to amend Board Policy IV.C.4: Requirements and Eligibility for Graduation was approved unanimously via voice vote.

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

Vice Chairperson Vogel asked that a more detailed discussion concerning the financials in terms of the budget. Trustee Mock asked for an update on the potential partnership with CVS and Second Baptist Church.

**For Information**

No discussion.

**Executive Session**

The Trustees entered into Executive Session for the Purposes of Personnel matters with no action to be taken immediately following at 5:52pm.

## Motion to Adjourn

Time: 8:40pm

Trustee	Motion 6	Vote
Justin Gallagher		Not Present
Kurt Hersch	1	Y
Robert Merrill	2	Y
Dave Mitchell		Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Y
Chairperson Cheryl Rush Dix		Y

The motion to adjourn was approved unanimously via voice vote.

**Next Regular Meeting May 24, 2023 at 5:00pm**





COMMUNITY  
COLLEGE

## Board of Trustees Regular Meeting

April 26, 2023

EC3 Erie West

2403 W. 8th St.

Erie, PA, 16505

<https://us02web.zoom.us/j/86479492792?pwd=cWFtNEpQenhbmRiNytLcUdGQXJJEQT09>

Meeting ID: 864 7949 2792, Passcode: 113651



## Meeting Book - April 26, 2023 Board of Trustees Regular Meeting

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1. Call to Order

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2. Roll Call

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3. Pledge of Allegiance

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4. Approval of March 22, 2023 Regular Meeting Minutes (pg. 24-32)

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5. Public Participation

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6. Communication

A. President's Report  
Chris Gray, PhD

B. Academic Committee  
Secretary Annette Wagner, M.D.

C. Personnel Committee  
Vice Chairperson Christina Vogel

D. Finance Committee  
Trustee Justin Gallagher

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

2. Confirmation of Bank Statement Reconciliations (pg. 5)

3. March 2023 Check Register (pg. 6-7)

E. Ad Hoc Committees

1. Advisory Committee  
Trustee Rev. Dr. Charles Mock

F. Chairperson of the Board  
Chairperson Cheryl Rush Dix

G. Other

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7. Consent Agenda (pg. 8-13)

A. Resolution to Amend Board Policy IV.A.2: Assignment and Use of Grades Board Report #23-21 (pg. 8-10)

B. Resolution to Approve the Academic Calendars for Academic Years 2024-2025 and 2025-2026 Board Report #23-22 (pg. 11-13)

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8. New Business-Resolution to Appoint Dennis Matthews as EC3 Controller and Treasurer Board Report #23-23 (pg. 14-16)

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9. New Business-Resolution to Extend the MOU between Erie School District and the Erie County Community College (EC3) Through the Summer Term Board Report #23-24 (pg. 17)

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10. New Business-Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation Board Report #23-25 (pg. 18-20)

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11. Future Agenda Items/Summary Comments by Board Members

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12. For Information

A. Human Resource and Diversity Board Report #23-26 (pg. 21-22)

B. Workforce Development Board Report #23-27 (pg. 23)

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13. Executive Session

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14. Motion to Adjourn

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15. Next Regular Meeting May 24, 2023 at 5:00pm

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

(000's US Dollars)

<b>FUNDING SOURCES</b>	<b>Approve Budget July 2022 - June 30, 2023</b>			<b>Actual 2023</b>
	<b>Operating</b>	<b>Capital</b>	<b>Total</b>	<b>March YTD 2023</b>
Student Tuition - Credit Programs	\$1,036,800	-	\$ 1,036,800	\$755,819
Student Fees	179,680	-	179,680	87,586
Net Tuition from Noncredit Programs	50,000	-	50,000	
County of Erie	3,300,000	450,000	3,750,000	2,812,500
Commonwealth of Pa	2,900,000	850,000	3,750,000	3,280,945
Commonwealth of Pa - Recurring Capital	329,588	-	329,588	
Miscellaneous Income	10,000	-	10,000	13,861
		-	-	
<b>Totals</b>	<b>\$7,806,068</b>	<b>\$1,300,000</b>	<b>\$9,106,068</b>	<b>\$6,950,711</b>
 <b>APPLICATION OF FUNDS</b>				
Salaries and Wages	\$2,710,690		2,710,690	\$1,759,051
Staff Benefits	1,279,331		1,279,331	94,590
All Other Operating Budget Expenses	3,782,786		3,782,786	1,720,422
Capital Purchases		\$1,300,000	1,300,000	-
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$7,772,807</b>	<b>\$1,300,000</b>	<b>9,072,807</b>	<b>\$3,574,063</b>
 <b>SURPLUS (SHORTFALL)</b>	 <b>\$33,261</b>	 <b>\$0</b>	 <b>\$33,261</b>	 <b>\$3,376,648</b>

<b>Erie County Community College</b>
<b>Confirmation of Bank Statement Reconciliations</b>

	<b>Community College of Erie County</b>
<b>Currency</b>	USD
<b>All EC3 Statements - Beginning Date</b>	3/1/2023
<b>All EC3 Statement - End Date</b>	3/31/2023
<b>Bank Statements Status - Reviewed &amp; Reconciled</b>	<b>Reconciled</b>

<b>Balances</b>		
<b>FNB</b>	<b>Current Balances</b>	
<b>March 31, 2023</b>		
<b>Operating</b>	\$ 1,795,327.37	*
-includes \$937,500.00 from Erie County Recovery Funds		
-includes \$725,500.00 & \$465,462.33 PDE Funding		
<b>Savings Account</b>	\$ 1,118,110.85	*
<b>CD</b>	\$ 1,511,321.81	*
	<b>\$ 4,424,760.03</b>	

<b>Marquette</b>	
<b>Marquette</b>	<b>\$ 29,718.73</b>

<b>* All Bank Statements have been Reconciled with totals equal to bank statement</b>	<b>\$ 4,454,478.76</b>
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Erie County Community College				
Check Register- March 2023				
Payee	Payment Amount	Payment Category	Operating Expense Category	Frequency
AAAI/ISMA Fitness	\$693.00	Certifications	Certification Courses	one time
American Red Cross	\$1,350.00	Certifications	HR	onetime
Benedictine Sisters of Erie Inc	\$6,450.00	Leases	Facility Operations	monthly
Blackgate Security Agency	\$3,217.51	Contracted Services	Security	monthly
Carolina Biological Supply Company	\$12,608.36	Instructional Equipment	Natural Sciences	as needed
Cathedral Preparatory School	\$83,333.34	Leases	Facility Operations	monthly
Cynthia Wolf	\$225.00	Contracted Services	Marketing	as needed
Dennis Matthews	\$700.00	Consultant	Finance	as needed
Epic Web Studios LLC	\$5,450.00	Contracted Services	Marketing	monthly
Erie County Technical School	\$7,244.23	Leases	Facility Operations	monthly
Erie Seawolves	\$12,000.00	Sponsorship	Marketing	monthly
FastSigns	\$642.63	Supplier Payment	Marketing	as needed
Fisher Scientific	\$1,363.59	Instructional Supplies	Natural Sciences	as needed
Flagship Multimedia Inc.	\$666.67	Contracted Services	Marketing	as needed
Flores & Associates, LLC	\$60.00	Medical FSA	HR/Flex plan	monthly
Galloway Management Group	\$945.00	Supplier Payment	Commencement	one time
Gerlach's Garden & Power Equipment	\$270.00	Supplier Payment	Facility Operations	as needed
Goodheart-Wilcox Publisher	\$1,003.78	Instructional Supplies	Student Services	as needed
GovConnection Inc	\$57.92	Contracted Services	IT	monthly
Hagan Business Machines	\$765.32	Contracted Services	Facility Operations	monthly
Incline Alchemy, Inc	\$14,325.01	Contracted Services	IT	monthly
Insurance Management	\$8,915.00	Insurance Coverage	Facility Operations	monthly
KimKopy Printing	\$58.00	Supplier Payment	Marketing	as needed
Knox Law	\$1,343.00	Legal Services	Legal	as needed
LocaliQ	\$1,552.27	Contracted Services	Marketing	monthly
Logicalis	\$29,055.00	Contracted Services	IT	final balance
Manufacturer & Business Assoc Ins	\$655.00	Continuing Education Co	HR	as needed
Marathon Energy	\$3,752.15	Utilities	Facility Operations	monthly
Master Fire & Security Systems	\$671.51	Supplier Payment	Facility Operations	as needed
MBS Direct, LLC	\$2,533.09	Instructional Supplies	Student Services	as needed

MenajErie Studio, LLC	\$2,500.00	Marketing	Marketing	monthly
New Opportunities	\$132.00	Medical benefits	HR/Medical	monthly
Presque Isle Printing, LLC	\$160.00	Supplier Payment	Marketing	as needed
Pro Waste Service	\$1,215.87	Contracted Services	Facility Operations	monthly
Rabe Environmental System	\$440.64	Supplier Payment	Facility Operations	one time
Ridge Policy Group	\$6,641.00	Contracted Services	Legal	monthly
Sample News Group	\$2,801.75	Contracted Services	Marketing	monthly
Sawyer Printing	\$263.00	Supplier Payment	Marketing	as needed
Schaal Glass Company	\$379.00	Supplier Payment	Facility Operations	as needed
Service Master Restoration by Advanced	\$1,040.00	Supplier Payment	Facility Operations	monthly
TestOut	\$3,483.00	Contracted Services	IT	monthly
The Wilkins Co., INC.	\$3,962.00	Supplier Payment	Facility Operations	as needed
Tiffany Blum	\$747.00	Marketing	Marketing	monthly
Velocity Network	\$3,021.40	Service provider	Facility Operations	monthly
Welders Supply	\$4,205.04	Instructional Supplies	MFG Technology	as needed
Workday Inc.	\$2,900.00	Contracted Services	IT	monthly
	<b>\$235,798.08</b>			
Operating Expense Category				
Certification Courses	\$693.00			
Commencement	\$945.00			
Educational Supplies/Student Services	\$21,713.86			
Facility Operations	\$27,750.40			
Finance	\$700.00			
HR/Benefits	\$2,097.00			
IT	\$49,820.93			
Leases	\$97,027.57			
Legal	\$7,984.00			
Marketing	\$27,066.32			
	<b>\$235,798.08</b>			



Resolution to Amend Board Policy IV.A.2: Assignment and Use of Grades

Information

The purpose of the amendment to Board Policy IV.A.2: Assignment and Use of Grades is to provide clarification where no course credit is being provided or, in regard to P/Z (Pass/No Pass) grades, when a specific grade is being applied. Also, the addition of the TR (Transfer Credit Units) grade is being added for use when a student receives transfer credit for work completed at another institution prior to entering Erie County Community College.

Recommendation

The Academic Committee recommends the approval of the policy amendment providing clarity for when grades are factored into the student's grade point average and the addition of the TR grade for transfer credit.





### Policy IV.A.2: Assignment and Use of Grades

Students officially enrolled in a class by the end of the semester must be assigned a final grade for the class by the course instructor. The primary purpose of a grading system is to document evaluation of student learning and inform the student of his or her academic progress.

The following represents grading standards at the College:

A = Academic achievement of superior quality 4.0

B = Academic achievement of high quality 3.0

C = Academic achievement of satisfactory quality 2.0

D = Academic achievement of minimal quality required for course credit 1.0

F = Academic achievement below the minimum required for course credit. 0.0

W = Official Withdrawal. No course credit.

I = Incomplete. **No course credit.** See below for Incomplete Grade policy.

P = Pass. **No course credit For non-credit courses.**

Z = No pass. **No course credit For non-credit courses.**

AU = Audit. No course credit.

**TR = Transfer credit units. Not used in calculating term or cumulative grade point averages.**

#### Repeating Grades

A student has the choice to repeat any course to improve their cumulative grade point average (GPA). Repeating courses is one of the most efficient ways to quickly increase a student's GPA and to improve academic standing with the College. The approval of an Academic Dean is required for the student to repeat a course more than once. In the case of repeating grades, only the highest grade will be used when calculating the student's term and cumulative GPA. However, all attempts and earned grades will remain on the student's official transcript.

When calculating the transfer GPA, some institutions will use all grades including repeated attempts to determine admission or program eligibility. Also, federal financial aid may put limits on the number of attempts of the same course that can be paid for using federal funds. It is important to work with an academic advisor and financial aid staff to obtain the most updated information.

Students may access semester grades and transcripts and shall be notified of the grading system and requirements for academic credit courses by publication in the course outline, course catalog and student handbook and/or other means of communication approved by the College. Students will be responsible for being cognizant of grading policies and requirements, and changes or revisions made to such requirements, in the instructional program or programs in which they are enrolled.

#### Incomplete Grade

After 75% of the course time has been completed and prior to the last class meeting, students with satisfactory academic standing who are unable to complete their coursework due to valid, unforeseen circumstances can seek an incomplete grade of I with the permission of the instructor. If the request is approved, the instructor shall provide an agreement ~~of~~ for the work to be completed and the student must complete the appropriate institutional form. The deadline for completing the course requirements shall be no more than 90 days after the final day of the semester in which the Incomplete grade was issued. An I grade shall be changed to an F grade when the agreement of work is not satisfied or when more than 90 days from the final day of the semester have elapsed.

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

**March 24, 2021**

**January 25, 2023**

**April 26, 2023**

\*Review Deadline: ~~January 25, 2028~~ **April 26, 2028**



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**March 24, 2021**

**January 25, 2023**

**April 26, 2023**

**\*Review Deadline: April 26, 2028**



Resolution to Approve the Academic Calendars for Academic Years  
2024-2025 and 2025-2026

Information

The proposed 2024-2025 and 2025-2026 Academic Calendars are being presented for approval to create the academic framework for teaching and learning at the College. The calendars are representative of the full academic year from the student's perspective.

Recommendation

The Academic Committee recommends that the Board of Trustees approve the 2024-2025 and the 2025-2026 Academic Calendars as submitted.



2024-2025 Academic Calendar (Proposed)

**Fall Semester 2024: August 19 – December 6**

Fall A

Mon	Aug 19	First Day of Fall A Session
<b>Mon</b>	<b>Sep 2</b>	<b>Labor Day (College Closed)</b>
Fri	Sep 6	Fall Semester Census Day
Fri	Oct 11	Last Day of Fall A Session
Fri	Oct 18	Final Grades Available for Fall A Session

Fall B

Mon	Oct 14	First Day of Fall B Session
<b>Thu-Fri</b>	<b>Nov 28-29</b>	<b>Thanksgiving Holiday (College Closed)</b>
Fri	Dec 6	Last Day of Fall B Session
Fri	Dec 13	Final Grades Available for Fall B Session

**Wed-Wed Dec 25-Jan 1 Winter Break (includes Christmas Day & New Year Day recognitions)**

**Winter Semester 2025: December 9, 2024 – January 31, 2025**

Thu	Jan 2	First Day of Winter Session
<b>Mon</b>	<b>Jan 20</b>	<b>Martin Luther King, Jr. Day (College Closed)</b>
Fri	Jan 31	Last Day of Winter Session
Fri	Feb 7	Final Grades Available for Winter Session

**Spring Semester 2025: February 3 – May 30**

Spring A

Mon	Feb 3	First Day of Spring A Session
Fri	Feb 21	Spring Semester Census Day
Fri	Mar 28	Last Day of Spring A Session
Fri	Apr 4	Final Grades Available for Spring A Session

**Mon-Fri Mar 31 – Apr 4 Spring Break**

Spring B

Mon	Apr 7	First Day of Spring B Session
<b>Mon</b>	<b>May 26</b>	<b>Memorial Day (College Closed)</b>
Fri	May 30	Last Day of Spring B Session
Fri	Jun 6	Final Grades Available for Spring B Session

**Summer Semester 2025: June 9 – August 1**

Mon	Jun 9	First Day of Summer Session
<b>Thu</b>	<b>Jun 19</b>	<b>Juneteenth (College Closed)</b>
<b>Fri</b>	<b>Jul 4</b>	<b>Independence Day (College Closed)</b>
Fri	Aug 1	Last Day of Summer Session
Fri	Aug 8	Final Grades Available for Summer Semester



2025-2026 Academic Calendar (Proposed)

**Fall Semester 2025: August 19 – December 6**

Fall A

Mon	Aug 18	First Day of Fall A Session
<b>Mon</b>	<b>Sep 1</b>	<b>Labor Day (College Closed)</b>
Fri	Sep 5	Fall Semester Census Day
Fri	Oct 10	Last Day of Fall A Session
Fri	Oct 17	Final Grades Available for Fall A Session

Fall B

Mon	Oct 13	First Day of Fall B Session
<b>Thu-Fri</b>	<b>Nov 27-28</b>	<b>Thanksgiving Holiday (College Closed)</b>
Fri	Dec 5	Last Day of Fall B Session
Fri	Dec 12	Final Grades Available for Fall B Session

**Thu-Thu Dec 25-Jan 1 Winter Break (includes Christmas Day & New Year Day recognitions)**

**Winter Semester 2026: December 8, 2025 – January 30, 2026**

Mon	Jan 5	First Day of Winter Session
<b>Mon</b>	<b>Jan 19</b>	<b>Martin Luther King, Jr. Day (College Closed)</b>
Fri	Jan 30	Last Day of Winter Session
Fri	Feb 6	Final Grades Available for Winter Session

**Spring Semester 2026: February 2 – May 29**

Spring A

Mon	Feb 2	First Day of Spring A Session
Fri	Feb 20	Spring Semester Census Day
Fri	Mar 27	Last Day of Spring A Session
Fri	Apr 3	Final Grades Available for Spring A Session

**Mon-Fri Mar 30 – Apr 3 Spring Break**

Spring B

Mon	Apr 6	First Day of Spring B Session
<b>Mon</b>	<b>May 25</b>	<b>Memorial Day (College Closed)</b>
Fri	May 29	Last Day of Spring B Session
Fri	Jun 5	Final Grades Available for Spring B Session

**Summer Semester 2026: June 8 – August 14**

Mon	Jun 8	First Day of Summer Session
<b>Thu</b>	<b>Jun 19</b>	<b>Juneteenth (College Closed)</b>
Fri	Jul 31	Last Day of Summer Session
Fri	Aug 7	Final Grades Available for Summer Session



Resolution to Appoint Dennis Matthews as EC3 Treasurer

Information

Dennis Matthews is a consultant brought on in March 2023. Mr. Matthews will replace Philip Forte as Treasurer. Please see Mr. Matthews attached resume.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Dennis Matthews as EC3 Treasurer.



**Dennis W. Matthews**  
**112 Royal Mews**  
**Bensalem, PA 19020**  
**Cell (267) 446-0947**  
[dmatthews6847@outlook.com](mailto:dmatthews6847@outlook.com)

**Professional Experience:**

**1/06 to 12/21**

**Bucks County Community College**

Vice President for Administrative Affairs and CFO

- Direct all the administrative and finance functions of a four-campus system. Departments include accounting, budget planning, capital plan development, human resources, purchasing, facilities management, security, and auxiliary services.
- Increased fund balance from \$24 million to \$63 million.
- Managed over \$100 million in new facilities construction and campus renovations.

**7/02 to 1/06**

**DeVry University**

Dean of Finance & Administration

- Directed all the administrative and finance functions of the main campus and three satellite campus operations in Philadelphia, Pittsburgh and Valley Forge.
- Part of the local management team responsible for implementing the strategic plan of opening four sites in the Pennsylvania region within two years.

**10/94 to 7/02**

**University of Pennsylvania - School of Nursing**

Director of Fiscal Operations – 2/00 to 7/02

Group Practice Financial Administrator – 10/94 to 2/00

- Managed the financial operations relating to education, research and practice.
- Responsible for the development and implementation of long- and short-range strategic business plans and related grant, capital and operating budgets.
- Directed the preparation, analysis and presentation of monthly financial performance reports to faculty directors, senior management and overseers.



**5/92 to 10/94**

**Ashland Regional Medical Center**

Chief Financial Officer

- Provided management for the start up and implementation of the total finance division. Prior to divestiture from the State of Pennsylvania, all finance systems and controls existed at the State level.

**5/90 to 5/92**

**Northeastern Hospital of Philadelphia**

Vice President of Finance

- Increased annual revenues and cash collections from \$40 million to \$51 million, while reducing days in patient receivables from 100 to 75 days.

**Other Experience:**

**2003 to 2011**

**DeVry University**

Adjunct Professor – Undergraduate Program & Graduate Programs

**1995 to 2002**

**Philadelphia University/Jefferson University**

Adjunct Professor – Graduate Program

**1994 to 1999**

**Arcadia University**

Adjunct Professor – Undergraduate Program

**Education:**

Philadelphia University/Jefferson University – MBA, 1989

Philadelphia University/Jefferson University – BA in Accounting, 1981





Resolution to Extend the MOU between  
Erie School District and the Erie County Community College (EC3) Through the Summer Term

Information

This extension of the Memorandum of Understanding (MOU) is being submitted on behalf of Erie School District for use of the CNC machining labs through summer term, which ESD approved at their last board meeting. This is an extension of the MOU Board Report Board Report #22-67 that was approved at August 24, 2022, EC3 Board of Trustees meeting.

Recommendation

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Erie School District and Erie County Community College for use of the CNC machining labs through summer term.



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

Information

The proposed change to the graduation honors criteria is being presented in order to provide more focused honors recognition for students who have attained excellent academic standards throughout their career at Erie County Community College. Using data from other PACCC institutions, the requirements, to fall within the three levels of graduation honors, have been adjusted for added recognition.

Recommendation

The Academic Committee recommends the approval of the policy amendment providing focused recognition for students exhibiting academic excellence by raising the standards for honors designation.



Erie County Community College  
Redline Version

Board Report #23-XX  
April 26, 2023

**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 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.~~ **grade point average** 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~~ Students who completed their requirements at the end of the preceding Fall semester, the current Spring semester, or are scheduled to complete their requirements in the upcoming Summer semester will be invited to participate in 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~~ 3.500 to 3.749 - With Honor

~~3-5~~ 3.750 to 3.949 - With High Honor

~~3-8~~ 3.950 to 4.000 - With Highest Honor

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

**March 24, 2021**

**July 27, 2022**

**April 26, 2023**

\*Review Deadline: ~~July 27, 2027~~ **April 23, 2028**



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***\*Review Deadline: April 23, 2028***



Information Report: Human Resources/Diversity Office

**HUMAN RESOURCES**

**Summary of Employee Count**

Total full-time and part-time active faculty and staff, 53\*, as of 4/20/2023.

\*Includes adjuncts currently active Spring 2023 semester; excludes those not presently teaching

**Separations, Promotions & Transfers**

Separations:

- Forte, Philip (Controller) – 3/21/2023
- Jones, Marieka (Student Support Specialist) – 3/23/2023

Promotions and Transfers:

None in March, and thus far this month, April.

**Personnel Committee**

The Personnel Committee met on 4/24/2023.

**New Hires**

<b>Name</b>	<b>Status</b>	<b>Position</b>	<b>Start Date</b>
Goodman, Denise	PT temporary	Student Support Specialist	March 28, 2023
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
Rowe, Timothy	PT	Adjunct, Psychology	April 1, 2023
Borgia, Brandon	PT as needed	Innovation Center Technician	April 17, 2023
Hodson, Theodore	FT	Custodian	April 17, 2023

**Incoming Hires**

<b>Name</b>	<b>Status</b>	<b>Position</b>	<b>Start Date</b>
Fellinger, Michael	PT	Adjunct, Math	6/1/2023
Mando, Marti	PT	Adjunct, English	6/1/2023
Wilson, Benjamin	PT	Adjunct, Sociology	6/1/2023

**Open Positions**

- College Recruiter
- Adjunct Faculty - *Ongoing for applicant pool*



**OFFICE OF DIVERSITY**

April 2023

*Arab-American Heritage Month*

*Celebrate Diversity Month*

In-house TV is showcasing notable Arab-Americans.

Social media posts.



## 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 companies listed in this report are new businesses, additional meetings and partnerships that have taken place since the March 2023 board meeting.

### Upcoming Trainings

Fiber Optics Installer Training

Starting in May 2023

### **Workforce Partnerships/Updates**

- **Fiber Broadband Association:** Workforce Development has partnered with Fiber Broadband Association to provide curriculum and national certifications for the Fiber Optics Technician training program.
- **Pittsburgh Flag MAST Project:** Workforce Development partnered with the Pittsburgh Flag Talent Pipeline Project on a Talent Recruitment and Retention Workshop for regional employers in April. There were 16 participants with manufacturers from across NW Pennsylvania and Ohio. The workshop identified best practices for workforce recruitment and retention as well as provided proven tools for successful outcomes. The one-day workshop ran from 9am to 3pm and concluded with a tour of the EC3 Summit facility and the welding lab.
- **Erie Insurance:** Apprenticeship program is moving forward and will start in the Customer Service department. More updates to come as the initiative is solidified.
- **VNet:** The Fiber Optics Installer Tech program is scheduled to start the third week of May 2023. The partner agreements are being finalized and the first cohort of 10-12 will be held at EC3 Erie West. VNet has graciously offered the use of their equipment and has agreed to be the lead partner for the project. An advisory committee consisting of employers across Northwest PA is forming with possible apprenticeship and direct hire agreements for participants of this program. EC3 Workforce Development and VNet have plans to add additional levels of skills training for FOI in the near future, once this current program is under way.



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

03/22/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

### College/Other Attendees (11)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President William Jeffress; Dean Dr. Keri Bowman; Dean Dr. Stuart Blackwell; Dean Rebecca Walker; HR Director Luisa Heifner (Zoom); Marketing & Communications Director Elise Michaux; Faculty Jacob Korte (Zoom); Solicitor Tim Wachter

### Call to Order

Time: 5:00pm

### Roll Call

Trustee	Roll Call
Justin Gallagher	Y 5:01pm via Zoom
Kurt Hersch	Y
Robert Merrill	Y
Dave Mitchell	Y
Rev. Pastor Charles Mock	Y 5:05pm via Zoom
Msgr. David Rubino	Y
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, MD	Not Present
Chairperson Cheryl Rush Dix	Y

### Pledge of Allegiance



## Approval of February 22, 2023, Regular Meeting Minutes (pg. 43-50)

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

The minutes were approved unanimously via voice vote.

### Public Participation

None

### Communication

**A. President's Report**-EC3's spring to fall enrollment percentage is higher than most and there is an expectation it will continue to increase with the second 8 week semester. EC3 has articulation agreements with three Erie County career and technical centers including Erie County Technical School, Erie High School, and the Corry Area High School. The College has a commencement committee working on all details of the graduation on June 3<sup>rd</sup> and hopes to work with Grise and CAM to stream the graduation. Save the dates are being sent out and there are up to 25 students graduating. Special shout out to all staff present at tonight's meeting and Liberal Arts Division Chair Kimber Forrester for all their hard work in gathering the supporting material for the College's Accreditation Readiness Report to MSCHE. There is an employee bowling event in early April thanking them for all their hard work in the last year.

**B. Academic Committee**-No report.

**C. Personnel Committee**-Vice Chairperson Vogel reported that the committee met on 3/13/23 and reviewed benefits, the plan for the presidential evaluation, and discussed the

change in the College harassment policy that is coming forth tonight. It was noted that the changes in the harassment policy had been reviewed by the solicitor. Dr. Gray also explained to the Board that each board policy needs to be reviewed every 5 year to ensure the College is in compliance and that they still make sense as the College evolves their operations. Solicitor Wachter reported to the Board that there are proposed recommendations out for changes to Title IX right now, and that the College Policies will change as federal regulations change.

**D. Finance Committee**-Chair, Trustee Gallagher, asked the Trustees to take note of the financial reports on page 4 & 5 of the packet. He noted that the actual miscellaneous income was than projected because of interest income. He noted that either the rates were higher, or a CD paid out.

**E. Ad Hoc**

**1. Site Committee**-Sr. Gray reported for Chair, Trustee Mitchell, that the College has met with the Erie County Technical School concerning EC3's access to the building. The College should have more access to the building that previously thought. It was noted that the CNC and Welding programs are full, and the College will consider other leases and creative scheduling to accommodate more classes. Dr. Gray said there should be more information in the next few weeks solidifying the use of the spaces. Dr. Gray thanked Mr. Tarasovitch for being a supporter of the College and for regularly attending the College's Quarterly Breakfasts.

**2. Community Advisors**-Chair, Trustee Mock, mentioned that the breakfast has had good turn out and presentations. He is pleased by the remarks and good questions from the attendees. He noted that it's very important to stay in contact with community leadership and enhance the relationships between the college and stakeholders.

**F. Chairperson of the Board**-Chairperson Rush Dix reported that the Trustees came together on Saturday, March 11th for their annual Board Retreat. During the retreat the Trustees updated their Board profile, completed self-assessments, board education, annual requirements and governance obligations. Chairperson Rush Dix said she deployed AGB resources that are provided with the College's membership and plans on using more in the near future. The annual Board Assessment showed results had improved from the previous year and there were areas that still needed strengthening. There will be follow up to Board education during the Executive Committee meeting in April. The Board Retreat sessions also contributed to the MSCHE ARR report. March 20, 2023, was the Team Consortium meeting

and there is a Tri-State Conference on March 31<sup>st</sup> in Cranberry, PA. All the Board committees met as well.

**G. Other-None**

**Presentation- Operational Plan**

Vice President of Academic and Student Affairs, Guy Goodman reported that there are five strategic priorities or pillars in the College's Operational Plan. The College has taken each priority and developed specific operational tasks around the pillars. It was decided who's responsible, when the task should be completed, the metric, the target goal as a deliverable-process or data that can be understood. The Cabinet reviews the plan quarterly for updates, add-ons, supplements, and replacements. The Board has seen a lot of these in previous Board presentations. These are the things the College is doing and connecting its work to.

Marketing and Communications Director, Elise Michaux, and Dean of Student Services, Dr. Keri Bowman took item 1.2.2. Create a 3-pronged Marketing Plan to address the College's needs for brand recognition, partnership, and enrollment and provided an example to the Board how the College is making this pillar a reality.

Dean Keri Bowman presented information **(Exhibit A)** to the Board concerning EC3's academic partnerships. She stated that the biggest challenge in securing the agreements is the newness of the College, but we are communicating to the public through various forms of marketing and outreach including our Quarterly Breakfasts. Dean Bowman said that while the College was new, it is not new to providing high quality education to our students.

**Consent Agenda (pg. 6-31)**

A. Resolution to Adopt Board Policy II.A.1: Policy Against Discrimination and Harassment Board Report #23-14

B. Resolution to Adopt Board Policy I.A.5. Standards of Conduct for Trustees, Officers, and Senior Administrators Board Report #23-15

**CONTINUED: Consent Agenda (pg. 6-31)**

<b>Trustee</b>	<b>Motion 2</b>	<b>Vote</b>
Justin Gallagher		Y
Kurt Hersch	2	Y
Robert Merrill		Y
Dave Mitchell		Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino	1	Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Not Present
Chairperson Cheryl Rush Dix		Y

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

**New Business-Resolution to Approve the Academic Calendar for 2023-2024 Academic Year Board Report #23-16 (pg. 32-33)**

It was explained that the graduation and commencement for the 2023-2024 academic year has not been established and as of now, has no regular pattern of occurrence.

<b>Trustee</b>	<b>Motion 3</b>	<b>Vote</b>
Justin Gallagher		Y
Kurt Hersch		Y
Robert Merrill	2	Y
Dave Mitchell	1	Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Not Present
Chairperson Cheryl Rush Dix		Y

The motion to approve the Academic Calendar for 2023-2024 Academic Year was approved unanimously via voice vote.

**New Business-Resolution to Approve the College 2023-2024 Recognized Holiday Calendar Board Report #23-17 (pg.34)**

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

The motion to approve the College 2023-2024 Recognized Holiday Calendar was approved unanimously via voice vote.

**Resolution to Approve Board Member Travel to San Diego, CA for AGB 2023 National Conference on Trusteeship for the Amount to Be Determined by the Board of Trustees Board Report #23-18 (pg.35-39)**

Trustee Gallagher noted that the travel item was discussed in the Executive Committee meeting on March 15<sup>th</sup> and that other community colleges had a big range in practice and amount designated for travel.

Chairperson Rush Dix said the purpose of attending the conference was to use the AGB resources and experience to provide the Board with training in areas that were identified in the Board self-assessments. AGB has several resources that the College can use as they grow versus using consultants. Chairperson Rush Dix said she can obtain knowledge in these areas from the conference and bring them back to the Board. Chairperson Rush Dix will be abstaining from the vote.

Dr. Gray noted that the current Board Policy (III.D.2: Reimbursement For Authorized Travel And Business Expenses) states that funds must be available in the budget to support travel and must be approved by the President and the Board Chairperson. Dr. Gray stated that

**CONTINUED: Resolution to Approve Board Member Travel to San Diego, CA for AGB 2023 National Conference on Trusteeship for the Amount to Be Determined by the Board of Trustees Board Report #23-18 (pg.35-39)**

there is currently \$8,000 in the travel line, but it is not designated specifically to the Board or staff. Dr. Gray said in spirit this requested travel does fall under the current travel policy.

Trustee Mitchell commented that the networking and knowledge that can be rough back to the College will be valuable. He stated that he would hope the future budget would support networking opportunities in Pennsylvania. Trustee Msgr. Rubino asked if there was a travel budget in place for the staff to attend the MSCHE or the PACCC conferences. Dr. Gray responded that the College's budget is not mature enough to address those specific line items and that a resolution needs to be brought forth to address the policy for all reasons mentioned. Trustee Msgr. Rubino stated that one of the key things MSCHE is looking for is board training and AGB is a recognized organization in trustee training and leadership development. Trustee Gallagher affirmed that the prospects of attending conferences are valuable but is concerned about the perception of this type of thing and that there are no specific guidelines in place for this type of travel. Vice Chairperson Vogel agreed that Board training and conferences were valuable but did not feel this was the right one. Vice Chairperson Vogel defined valuable as the right audience and right group. The College just joined AGB, and this is putting the cart before the horse. Vice Chairperson Vogel explained that she would like a Board travel policy in place first. Trustee Hersch expressed similar feelings and stated it's essential to have education to make a better board. He continued that the conference was not the issue, but the process. The College should have budget and policy in place before Board travel was approved. If the Board doesn't have conversations about that, it puts itself in an ethically compromised position. Trustee Merrill said he would not want to jeopardize the opportunity and the value that this would bring to the Board. Trustee Mock contributed that the Board should have faith in the present leadership's skill set and knowledge in reporting back the information received at the conference.

**CONTINUED: Resolution to Approve Board Member Travel to San Diego, CA for AGB 2023 National Conference on Trusteeship for the Amount to Be Determined by the Board of Trustees Board Report #23-18 (pg.35-39)**

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

The motion to Approve Board Member Travel to San Diego, CA for AGB 2023 National Conference on Trusteeship for the Amount to Be Determined by the Board of Trustees was approved by a 4 to 3 vote via roll call with Chairperson Cheryl Rush Dix abstaining from the vote. The dollar amount approved for all conference and travel-related taxes, fees, and tips was up to \$4,400.

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

Chairperson Cheryl Rush Dix reminded the trustees to submit names and addresses for commencement invitations. She also informed the board that a more formal report would be forthcoming concerning the findings from the Board Retreat that took place on March 11<sup>th</sup>.

**For Information**

Chairperson Cheryl Rush Dix asked the trustees if they had any questions concerning the information report. No questions were raised.

**Executive Session**

The Board of Trustees motioned to enter into Executive Session for the purposes of personnel matters with no action to be taken immediately following the session. Time: 6:37pm.

Trustee	Motion 6	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Dave Mitchell		Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino	2	Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Not Present
Chairperson Cheryl Rush Dix		Y

## Motion to Adjourn

Time: 7:10pm

Trustee	Motion 7	Vote
Justin Gallagher	1	Y
Kurt Hersch	2	Y
Robert Merrill		Y
Dave Mitchell		Y
Rev. Pastor Charles Mock		Y
Msgr. David Rubino		Y
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, MD		Not Present
Chairperson Cheryl Rush Dix		Y

**Next Regular Meeting April 26, 2023, 5PM**