



# Minutes for Meeting Book - May 24, 2023 Board of Trustees Regular Meeting

05/24/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

## College/Other Attendees (11)

President Chris Gray, Ph.D.; Assistant to the President/Secretary to the Board Renee Triana; Treasurer Dennis Matthews; Vice President Guy Goodman; Dean Stuart Blacklaw; Dean Dr. Keri Bowman; Dean Rebecca Walker; Director of HR Luisa Heifner; Director of Marketing and Communications Elise Michaux; IT Director Chris Ray (Zoom); Solicitor Tim Wachter

## Call to Order

Time: 5:06pm

## Roll Call

Trustee	Roll Call
Justin Gallagher	5:07pm via Zoom
Kurt Hersch	Y
Robert Merrill	Y
Rev. Dr. Charles Mock	5:11pm via Zoom
Msgr. David Rubino	Not Present
Dr. Michael Victor	Y
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, MD	Y @ 5:09pm
Chairperson Cheryl Rush Dix	Y

## Pledge of Allegiance

## Approval of April 26, 2023, Regular Meeting Minutes (pg. 26-33)

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

The motion to approve the April 26, 2023, Regular Meeting Minutes was passed with five votes yes and two abstentions.

### Public Participation

None

### Communication

Chairperson Rush Dix welcomed new trustee Dr. Michael Victor representing District 6 appointed by County Council on April 11, 2023, with his term expiring August 1, 2028. Trustee Victor comes to the College with a wealth of experience as former president of Mercyhurst University and Lake Erie College as well as his experience in manufacturing as the Co-chairman of Fralo Industries. Chairperson Rush Dix announced that he would be on the Ad Hoc Site and Community Advisor's committees. The Chairperson also noted the intention of Trustee Victor being on the soon to be formed "Community College Champions" Ad Hoc Committee.

Chairperson Rush Dix went on to thank David Mitchell (who was not present) for his work in establishing the College as one of the Founding Trustees and being a champion of the rural counties.

**A. President-**Dr. Gray reported that the full focus of the College is on graduation taking place on June 3, 2023. He informed the Trustees that they should arrive at the College by 9:30am. He instructed the Trustees, who will receive an opportunity to present diplomas to

students, that they should present the diploma with left, and shake with their right hand. Dr. Gray expects the graduation to last about an hour and ten minutes with a dessert reception Immediately following the program.

Dr. Gray went on in his report to inform Trustees that the County Government awarded \$1.75M funds for tuition and emergency funding for Erie County residents had been exhausted, but the College is moving forward with free tuition for Erie County residents as Fall registration begins with \$1.5M from the Erie Community Foundation. He continued that the College would continue to watch enrollment projects in relation to the funds available for free tuition.

Dr. Gray also reported the continued success in the College's Welding program with 9 or the 10 graduates securing employment and instructor Luke Hummer receiving the "Teacher of the Year" from the American Welding Society Northwestern Pennsylvania Section and Jahmari Phillip received a "Student of the Year" award from Welder's Supply Company.

**B. Academic Committee**-The Committee did not meet in the month of May.

**C. Personnel**-Vice Chairperson Vogel reported that the committee met this month on May 8<sup>th</sup> and continued their discussion on benefits. They are expecting a presentation from the benefit provider at next month's personnel meeting. Chair Vogel also confirmed that there will be no changes in benefits in the upcoming school year. Chair Vogel also reported that there was an Executive Session of the Personnel Committee on May 23, 2023, at Knox Law Firm to discuss personnel matters with no action being taken.

**D. Finance Committee**-Chair Gallagher referenced the financial reports included in this month's Board packet and notified the Board that budget deliberations are continuing to build a comprehensive 2023-2024 budget. Trustee Gallagher expects to call a special meeting in June to review the budget in anticipation of being brought to the full board at the June 28<sup>th</sup> Regular Board of Trustee meeting.

**E. Ad Hoc Committees**-There were no reports from either committee. It was announced that the next Community Advisors Breakfast is going to be held June 13, 2023, at 7:30am.

**F. Chairperson of the Board**-The Chairperson informed Trustees that they should be receiving information concerning the scheduling of the next board retreat as a follow up to the retreat in March. She also reminded Trustees to complete the AGB board orientation. She also reported that she was happy with the response received from the public concerning graduation.

## **Presentation-Funding Sources**

EC3 Treasurer Dennis Matthews presented a PowerPoint to the Trustees titled the “Sources of Funds & Cash Reserves”. Dr. Gray noted that Mr. Matthews comes to the College with a wealth of knowledge as the CFO of Bucks County Community College and has already helped the College advance tremendously.

Sources of revenue include state operating appropriation and state reoccurring capital appropriation; sponsor operating appropriation and sponsor capital appropriation (if applicable); tuition and fees; and other revenues including, but not limited to foundation, government and non-government grants, contracts, gifts, auxiliary bookstore, and cafeteria, auxiliary other, investments, HEERF & GEERS.

Key takeaways from the presentation include an uneven monthly cash inflow requires careful fiscal management of daily operating cash balances and adequate cash reserves are needed for low cash inflow months and start-up growth.

Finance Chair, Justin Gallagher, reported that the Finance Committee will discuss the budget considering the ebbs and flows of cash reserves. After several questions from Trustees, Chair Gallagher notified the board that the College has never been at risk of not paying bills.

## **Presentation- Marketing**

Marketing and Communications Director Elise Michaux presented a PowerPoint to the Trustees titled “Marketing Wins”. She stated that EPIC Web Studios helps the College position itself and capitalize on what people are searching for. All our marketing numbers have increased including organic, “erie county community college”, “erie community college erie pa” searches; homepage impressions; unique users, sessions, geographic sessions, and “apply now” clicks.

Ms. Michaux continued to report that graduation press will include billboards, TV commercials, radio, social media ads, and local TV and radio appearances by Dr. Gray. The College is running a full-page ad in the Erie Times News thanking Erie County for their support on behalf of the Class of 2023. The College is also utilizing its location across West 8<sup>th</sup> Street with signage in front of the building by the road.

**New Business-Resolution to Adopt Board of Trustee Regular Meeting Dates From July 2023-October 2023 Board Report #23-28 (pg. 8)**

There was an amendment to the resolution and to the report within the meeting packet as the meeting dates encompass regular meetings and an annual meeting in September. Motion 2A reflects the approval to amend the wording on the agenda to “Resolution to Adopt Board of Trustees Regular and Annual Meeting Dates from July 2023-October 2023”.

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

The motion to change the resolution was approved unanimously.

Motion 2B reflects a vote to the following: “Resolution to Adopt Board of Trustees Regular and Annual Meeting Dates from July 2023-October 2023”.

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

The motion to Adopt Board of Trustees Regular and Annual Meeting Dates from July 2023-October 2023 was approved unanimously.

**New Business-Resolution to Approve \$68,157.99 to Renovate the Faculty Center Space to include Dean Offices Board Report 23-29 (pg. 9-19)**

Dr. Gray noted that the contractor, W.B. Mason Interiors, is a Costars approved contractor, so the College was not required to seek out any additional quotes or bids. Per the PA Department of General Services website. COSTARS is the **Commonwealth of Pennsylvania's cooperative purchasing program** and serves as a conduit through which registered and eligible local public procurement units (LPPUs) and state-affiliated entities (together "Members") are able to leverage contracts established by DGS to cost-effectively and efficiently identify suppliers with whom to do business. Dr. Gray also thanked the faculty's patience with occupying a make-shift space.

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

The motion to Approve \$68,157.99 to Renovate the Faculty Center Space to include Dean Offices was unanimously approved.

**New Business-Resolution to Amend Board Policy IV.B.2:  
Course/Curriculum Development and Approval Board Report #23-30 (pg.  
20-22)**

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

The motion to Amend Board Policy IV.B.2: Course/Curriculum Development and Approval was unanimously approved.

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

Vice Chairperson Vogel explained how the success of the graduating class, including 9 of 10 welders obtaining employment, should be included in the College’s marketing messaging. She also noted that the College needs to keep the alumni engaged and talking about their experiences at the College. Vice Chairperson Vogel recommended adding the alumni to the blog email distribution list. It was agreed that the College could engage alumni after graduation and Dr. Gray said that the College would continue to build that into the operational plan.

**For Information**

Trustee Vogel was pleased to see the Workforce Development Informational report continues to show the College is establishing and maintaining relationships. She wondered about the data and feedback coming out of the diversity events. Dr. Gray said he would follow up with the committee.

## Executive Session

The Board of Trustees entered Executive Session at 5:06pm for personnel matters with no decisions to be taken.

## Motion to Adjourn

**Time:** 7:10pm

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

**Next Regular Meeting June 28, 2023, 5PM**





COMMUNITY  
COLLEGE

May 24, 2023

## Board of Trustees Regular Meeting

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



COMMUNITY  
COLLEGE

Meeting Book - May 24, 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 April 26, 2023 Regular Meeting Minutes (pg. 26-33)

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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. April 2023 Check Register (pg. 6-7)

E. Ad Hoc Committees

1. Site Committee

2. Advisory Committee  
Trustee Rev. Dr. Charles Mock

F. Chairperson of the Board  
Chairperson Cheryl Rush Dix

G. Other

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7. Presentation-Funding Sources

President Chris Gray, PhD and Consultant Dennis Wilkins

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8. Presentation- Marketing  
Elise Michaux, Marketing and Communications Director
- 
9. New Business-Resolution to Adopt Board of Trustee Regular Meeting Dates From July 2023-October 2023 Board Report #23-28 (pg. 8)
- 
10. New Business-Resolution to Approve \$68,157.99 to Renovate the Faculty Center Space to include Dean Offices Board Report 23-29 (pg. 9)
- 
11. New Business-Resolution to Amend Board Policy IV.B.2: Course/Curriculum Development and Approval Board Report #23-30 (pg. 20-22)
- 
12. Future Agenda Items/Summary Comments by Board Members
- 
13. For Information
- A. Human Resource and Diversity Board Report #23-31 (pg. 23-24)
  - B. Workforce Development Board Report #23-32 (pg. 25)
- 
14. Executive Session
- 
15. Motion to Adjourn
- 
16. Next Regular Meeting June 28, 2023 5PM

<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 2022</b>
	<b>Operating</b>	<b>Capital</b>	<b>Total</b>	<b>April YTD 2023</b>
Student Tuition - Credit Programs	\$1,036,800	-	\$ 1,036,800	\$855,740
Student Fees	179,680	-	179,680	118050
Net Tuition from Noncredit Programs	50,000	-	50,000	6800
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	2,640,462
Commonwealth of Pa - Recurring Capital	329,588	-	329,588	
Miscellaneous Income	10,000	-	10,000	14,361
		-	-	
<b>Totals</b>	<b>\$7,806,068</b>	<b>\$1,300,000</b>	<b>\$9,106,068</b>	<b>\$6,447,913</b>

**APPLICATION OF FUNDS**

Salaries and Wages	\$2,710,690		2,710,690	\$2,038,756
Staff Benefits	1,279,331		1,279,331	622,800
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>\$4,381,978</b>

<b>SURPLUS (SHORTFALL)</b>	<b>\$33,261</b>	<b>\$0</b>	<b>\$33,261</b>	<b>\$2,065,935</b>
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<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>	4/1/2023
<b>All EC3 Statement - End Date</b>	4/30/2023
<b>Bank Statements Status - Reviewed &amp; Reconciled</b>	<b>Reconciled</b>

<b>Balances</b>
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FNB	Current Balances
<b>4/30/2023</b>	
<b>Operating</b>	\$ 1,471,981.06
<b>Savings Account</b>	\$ 1,120,669.47
<b>CD</b>	\$ 1,513,161.06
	<b>\$ 4,105,811.59</b>

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<b>Marquette</b>
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<b>Marquette - Same Balance as of July 2022</b>	<b>\$ 29,728.73</b>
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<b>Receivable - Funds State and County</b>
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<b>Erie County - Quarterly Funding</b>	\$ 937,500.00
<b>State PDE - Leases 50%</b>	\$ 279,212.65
	<b>\$ 1,216,712.65</b>

<b>* All Bank Statements have been Reconciled</b>	
<b>Projected as at Today 4/30/2023</b>	<b>\$ 5,352,252.97</b>

**Erie County Community College**  
**Check Register- April 2023**

<b>Payee</b>	<b>Payment Amount</b>	<b>Payment Category</b>	<b>Expense Category</b>	<b>Frequency</b>
Benedictine Sisters of Erie Inc	\$6,450.00	Leases	Leases	monthly
Blackgate Security Agency	\$1,641.75	Contracted services	Security	monthly
Carolina Biological Supply Company	\$39.28	Educational supplies	Academics	as needed
Cathedral Preparatory School	\$41,666.67	Leases	Leases	monthly
Cheryl Rush Dix	\$183.19	Expense Payment	President	one time
Community Access Media	\$400.00	Contracted services	Commencement	one time
Cynthia Wolf	\$450.00	Contracted services	Marketing	monthly
Epic Web Studios LLC	\$5,450.00	Contracted services	Marketing	monthly
Erie County Technical School	\$8,944.23	Leases	Leases	monthly
Erie Otters Enterprises	\$1,500.00	Sponsorship	Marketing	seasonal
Erie Seawolves	\$12,000.00	Sponsorship	Marketing	3 of 4 payments
Flagship Multimedia Inc.	\$666.67	Contracted services	Marketing	monthly
GECAC Golf Classic	\$1,000.00	Sponsorship	Marketing	one time
Gerlach's Garden & Power Equipment	\$630.00	Supplier Payment	Facility Operations	as needed
GovConnection Inc	\$233.87	IT	IT/Contracted services	monthly
Incline Alchemy, Inc	\$8,678.03	IT	IT/Contracted support	as needed
Janitors Supply Co. Inc.	\$1,103.39	Supplier Payment	Facility operations	as needed
KimKopy Printing	\$485.00	Supplier Payment	Marketing	as needed
Knox Law	\$1,407.00	Legal services	President	monthly
LANCASTER - LEBANON IU 13	\$12,000.50	Contracted services	IT	annual
LocalIQ	\$567.40	Contracted services	Marketing	monthly
MBS Direct, LLC	\$355.36	Educational textbooks	Academics	as needed
MenajErie Studio, LLC	\$2,500.00	Contracted services	Marketing	monthly
New Opportunities	\$132.00	Benefits- medical	HR	monthly
Oak Hall Industries	\$435.47	Supplier Payment	Commencement	as needed
PA Comm for Community Colleges	\$29,306.00	Institutional memberships	President	annual
Presque Isle Printing, LLC	\$35.00	Supplier Payment	HR	as needed
Pro Waste Service	\$240.00	Contracted services	Facility Operations	monthly
Rotary Club of Erie	\$175.00	Institutional memberships	President	annual
Sample News Group	\$2,699.00	Contracted services	Marketing	monthly
Service Master	\$1,040.00	Contracted services	Facility Operations	monthly
Student Refunds	\$3,475.00	Student Refund	Finance	as needed
TestOut	\$258.00	Contracted services	IT	monthly

The Warren Company	\$646.58	Educational equipment	Academics	as needed
Velocity Network	\$3,026.23	Service provider	IT	monthly
Welders Supply	\$415.55	Educational supplies	Academics	as needed
Workday Inc.	\$662,938.00	Contracted services	IT	annual
<b>TOTAL</b>	<b>\$813,174.17</b>			

<b>Operating Expense Category</b>	<b>Amount</b>
Academics	\$4,931.77
Commencement	\$835.47
Facility Operations	\$3,013.39
HR	\$167.00
IT	\$687,134.63
Leases	\$57,060.90
Marketing	\$27,318.07
President	\$31,071.19
Security	\$1,641.75
<b>TOTAL</b>	<b>\$813,174.17</b>



Resolution to Adopt Board of Trustee Regular Meeting Dates From July 2023-October 2023

Information

The proposed Board of Trustee regular meeting dates listed from July 2023-October 2023 are being presented for approval verses the full fiscal year of dates to create alignment with the September Annual Meeting. Therefore, the new Executive Board can suggest, establish, and gain approval of meeting days and times from the entire board at the October Board of Trustee meeting.

- i. Regular Board Meeting on Wednesday, July 26, 2023, at 5:00 PM
- ii. Regular Board Meeting on Wednesday, August 23, 2023, at 5:00 PM
- iii. Regular Board Meeting on Wednesday, September 27, 2023, at 5:00 PM
- iv. Regular Board Meeting on Wednesday, October 25, 2023, at 5:00 PM

Recommendation

It is recommended that the Board of Trustees approve the Board of Trustee Regular Meeting Dates from July 2023-October 2023 as submitted.





Resolution to Approve \$68,157.99 to Renovate the Faculty Center Space to include Dean Offices

Information

As the College continues to grow there is a need to renovate Room 215 which was previously a weight room. The space has not been renovated in any way since staff and faculty moved into the campus in October of 2022. The room is currently an open floor plan used as the Faculty Center and will be renovated to add Dean's offices.

Attached is a bid from W.B. Mason Costars approved contractor for \$68,157.99 and the renderings of the space.

Recommendation

It is recommended that the Board of Trustees approve the renovations within the Faculty Center for the amount of \$68,157.99.

**W.B. Mason**  
1809 Pittsburgh Avenue  
Erie, PA 16502



**Quote Number:** ECC-041423  
**Date:** 5/5/23  
**Prepared By:** Tori Bell

**Contact:** Tori Bell  
**Email:** victoria.bell@wbmason.com  
**Phone:** 917-299-0993  
[www.wbmasoninteriors.com](http://www.wbmasoninteriors.com)

**Prepared For:** Erie County Community College

# Quotation

**PA COSTARS: COSTARS-035-E23-198**

Line	Location	QTY	Manufacturer	Product Description	Part #	Unit Price	Ext. Unit Price
1	Cubicles	1	Hon	14 Cubicles - Each cubicle will have the following: 24"x48" Worksurface, Box/Box/File Locking Pedestal, 48"W Overhead, 65"H Panels, Connectors, Brackets, Trim, 2 Outlets Per Cubicle, 1 Infeed Per Grouping, Standard L1 Laminate, P1 Paint and Grade A Panel Fabric	Multiple	\$ 37,261.47	\$ 37,261.47
2	Cubicles	14	Hon	Ignition, Multi-Purpose Guest Chair, Mesh Back, Armless, Grade 2 Upholstery	HIGS6	\$ 290.74	\$ 4,070.36
3	Cubicles	14	Hon	Solve, Mid-Back Task Chair, Reactiv Back, Basic Synchro-Tilt, Height/Width Adjustable Arms, Adjustable Lumbar, Grade 2 Upholstery	HSLVTMR	\$ 426.13	\$ 5,965.82
4	Private Offices	2	Hon	Ignition 2.0, Mid-Back Task Chair, Mesh Back, Synchro-Tilt with Seat Slider, Height and Width Adjustable Arms, Grade 2 Upholstery	HIWMM	\$ 441.71	\$ 883.42
5	Private Offices	2	Hon	20"D x 24"H x 60"W Low Credenza, 2 File/Open, Footed, L1 Laminate	HLSL2060LD2F	\$ 970.91	\$ 1,941.82
6	Private Offices	2	Hon	30"D x 72"W Desk with O Legs, L1 Laminate	HLSL3028O (2), HLSLR3072, HLSLZ5SC72	\$ 879.33	\$ 1,758.66

7	Private Offices	4	Hon	Ignition, Multi-Purpose Guest Chair, Mesh Back, Arms, Grade 2 Upholstery	HIGS6	\$ 306.32	\$ 1,225.28
8	Small Cubicle	1	Hon	36" Round Table and Base, Standard L1 Laminate, P1 Paint	HCWTRND36G, HCWTSBM29	\$ 641.87	\$ 641.87
9	Small Cubicle	2	Hon	Flock Guest Chair, Grade 2 Upholstery	HFCG6	\$ 411.52	\$ 823.04
10	Small Cubicle	1	Hon	80"H Panels, Glass Stackers, Sliding Door, Connectors, Brackets, Trim, Standard P1 Paint and Grade A Panel Fabric	Multiple	\$ 8,283.66	\$ 8,283.66
11	Reception	1	Hon	L Shaped Reception Desk, Corner Cover Worksurface 72"W x 36" x 24", Return 24"D x 42"W, Box/Box/File and File/File Locking Pedestals, 42"H Panels, Connectors, Brackets, Trim, 2 Receptacles, 1 Base Infeed, Standard L1 Laminate, P1 Paint, Grade A Panel Fabric	Multiple	\$ 4,876.46	\$ 4,876.46
12	Reception	1	Hon	Solve, Mid-Back Task Chair, Reactiv Back, Basic Synchro-Tilt, Height/Width Adjustable Arms, Adjustable Lumbar, Grade 2 Upholstery	HSLVTMR	\$ 426.13	\$ 426.13

**TOTAL: \$ 68,157.99**

\* Please Note That WB Mason Company Guarantees It's Position As A Low Cost Provider Versus Any Equal Product or Service

\* Pricing Includes Delivery and Install



**WHO BUT**  
**W.B. MASON**  
**INTERIORS**

Your Complete Contract  
Furniture Resource

**Erie County Community College**  
*Preliminary Floor Plans*

Renderings are created for conceptual purposes only. Actual colors and textures of final products may vary from those shown.

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**YOUR COMPLETE FURNITURE RESOURCE**

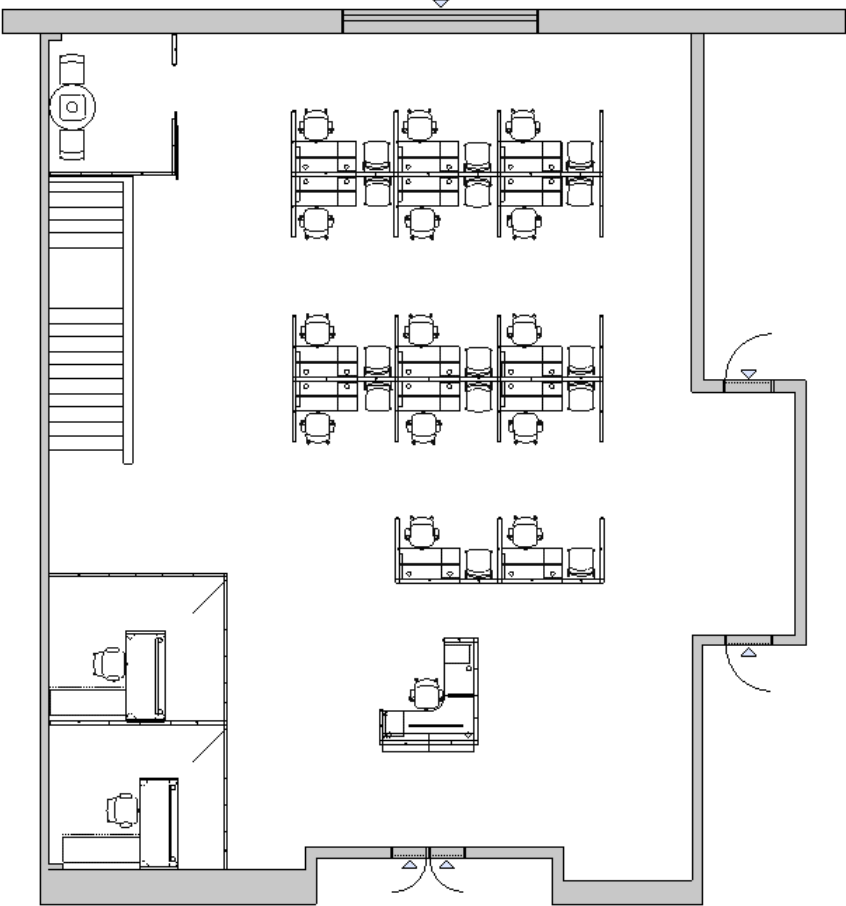




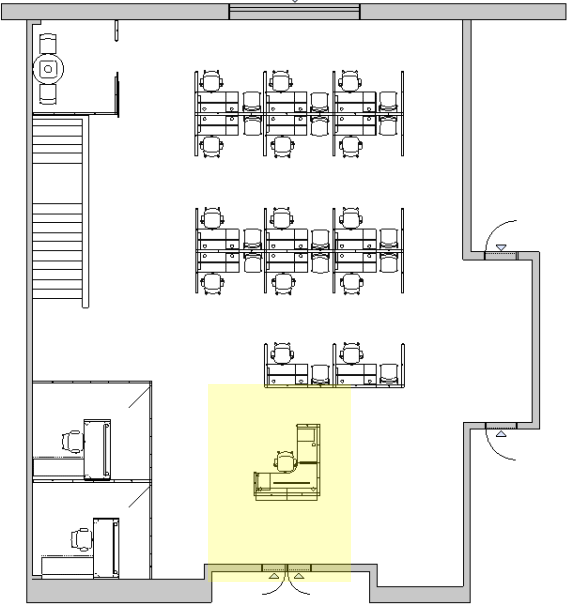
## Option 1



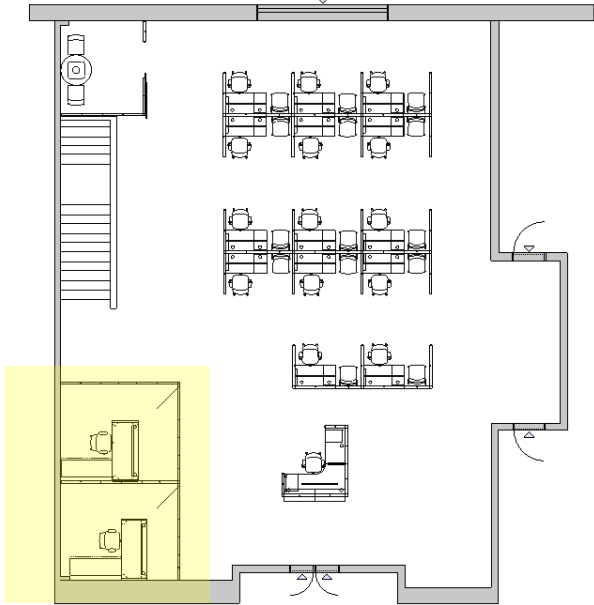
# Floor Plan



# 3D View – Reception/Entry

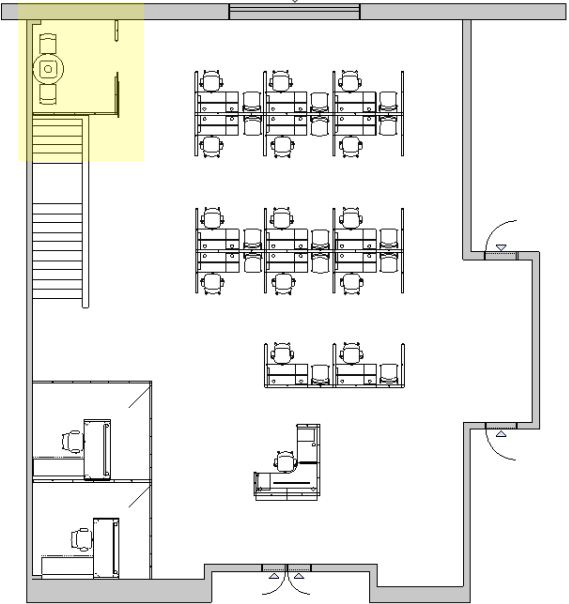
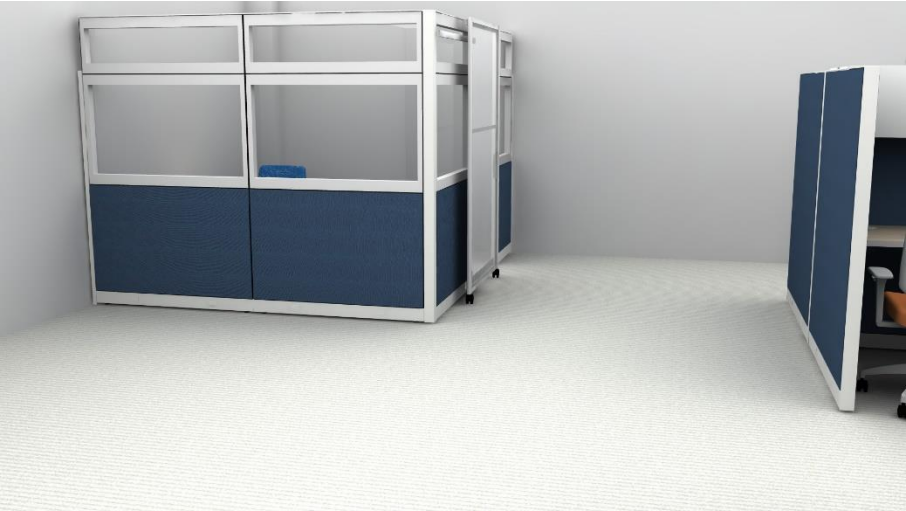


# 3D View – Private Offices

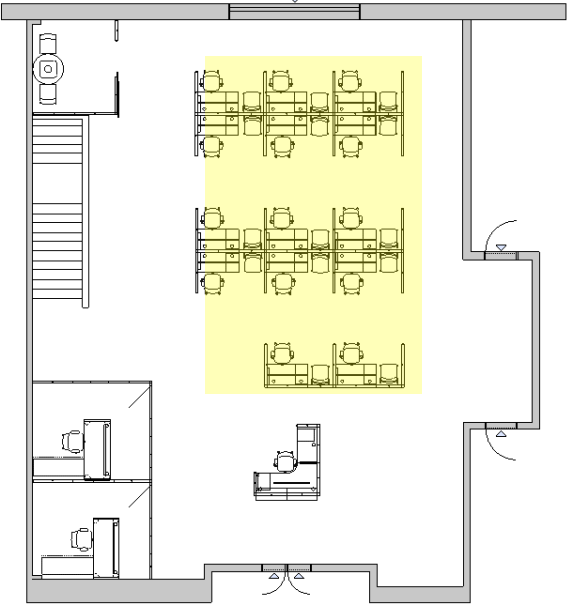




# 3D View – Small Cubicle



# 3D View –Cubicle





*We Thank You For The Opportunity to Service  
Your Contract Furniture Needs.*

**Contact Information**

Name: Tori Bell  
Cell: (917) 299-0993  
Email: [Victoria.bell@WBMason.com](mailto:Victoria.bell@WBMason.com)





Resolution to Amend Board Policy IV.B.2: Course/Curriculum Development and Approval

Information

The purpose of this revision is to specify appropriate signatories for the approval of new programs and courses. Additionally, this information carries to the process of updating current programs and courses.

Recommendation

The Academic Committee recommends the approval of the policy amendment providing clarification of signatory responsibilities for course and curriculum development and approval.



**Policy IV.B.2: Course/Curriculum Development and Approval**

The Middle States Commission on Higher Education sets standards for design and delivery of the student learning experience: An institution shall provide students with learning experiences that are characterized by rigor and coherence at all program, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, level, and setting shall be consistent with higher education expectations.

This policy sets the minimum requirements to approve a new credit course or program in order to ensure that the College meets the requirements of Pennsylvania Department of Education regulations as defined by Chapter 35 and 335 (effective July 1, 1997) as well as Middle States Commission on Higher Education accreditation standards and quality measures.

All credit courses and programs must reside in an academic unit. Faculty **signatory** shall bear responsibility for developing courses and programs, followed by administrative review and approval. Final approval shall reside with the College President **or their designee**.

All courses and curricula shall include clearly defined student learning outcomes and plans for evaluation of these outcomes. These outcomes will in turn generate activities and assignments for the course and/or program being developed. Associate degree programs shall be designed to ensure that students have received a broad educational experience through the development and implementation of general education requirements and competencies that support the College's mission and goals. All certificate and degree programs shall be designed to foster a coherent student learning experience and to promote synthesis of learning.

Courses and curricula shall be designed to create a vibrant intellectual experience, expand awareness, and prepare students to make well-reasoned judgments outside as well as within the curricular area. Curricula shall further be developed to ensure that students acquire and demonstrate essential skills including at least oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, technological competency, and information literacy.

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

~~**March 24, 2021**~~

**May 24, 2023**

*\*Review Deadline: ~~March 24, 2026~~ May 24, 2028*



**Policy IV.B.2: Course/Curriculum Development and Approval**

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

***March 24, 2021***

***May 24, 2023***

*\*Review Deadline: May 24, 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 5/18/2023.  
\*Includes adjuncts currently active Spring 2023 semester; excludes those not presently teaching

Separations, Promotions & Transfers

Separations:

Juelz Crosby (PT, Office Assistant, Recruitment & Outreach) – 5/4/2023

*Partial Separation:* LaMont Higginbottom (Director of Enrollment & Outreach) – 4/28/2023  
*LaMont continues on as an online adjunct instructor*

Promotions & Transfers:

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

Personnel Committee

The Personnel Committee met on 5/8/2023. Next meeting will be on 6/12/2023.

New Hires

Name	Status	Position	Start Date
Thomas, Tacie	PT	UAA Program Coordinator	May 17, 2023

Incoming Hires

Name	Status	Position	Start Date
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

May 2023

*Asian-American & Pacific Islander Heritage Month*

*Celebrate Diversity Month*

In-house TV is showcasing notable Asian-Americans and Pacific Islanders.

Social media posts.

June 2023

*Pride Month*

*Juneteenth Holiday (June 19<sup>th</sup>)*

6/17 – CorryFest: Participation

6/18 – Juneteenth Block Party Celebration: Participation

6/24 – PrideFest Erie: Participation

In-house TV to showcase Juneteenth and notable LGBTQIA+ individuals.

Social media posts.

July 2023

*Independence Day Holiday (July 4<sup>th</sup>)*

*National Disability Independence Day (July 26<sup>th</sup>)*

DEI committee is working on participating in area events this month.





### 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 April 2023 board meeting.

#### Upcoming Trainings

Fiber Optics Installer Training  
Spanish for Beginners  
Laser Engraving Workshop

Starting on May 30, 2023  
Starting July 2023  
Starting June 2023

#### **Workforce Partnerships/Updates**

- **Erie Insurance:** Erie Insurance in partnership with EC3 has developed and launched its first Non-Degree Apprenticeship program! The ten-month program is designed to train individuals in First Notice of Loss Customer Service. Additionally, this 25-hour per week program will pay individuals \$16.48/hr. The students, upon completion of the 10-month program, will be employed full-time in Erie Insurance's Customer Service Department. The program will begin once the first cohort of 8 EC3 students is enrolled.
- **City of Erie Redevelopment Authority:** Conversations are now resumed with the Erie City Redevelopment Authority to develop a Lead Paint Abatement Program in collaboration with Professional Training Associates, Inc. This program will train individuals to remediate lead paint in blighted properties throughout Erie County and has the potential to provide workforce training for the Northwest PA Region. Assuming all plans are completed, the program is expected to launch in Fall 2023.



## 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)**

Trustee	Motion 5	Vote
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**