Minutes for Meeting Book - June 28, 2023 Board of Trustees Regular Meeting

06/28/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)
EC3 Erie West

College/Other Attendees (9)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President William Jeffress; Treasurer Dennis Matthews via Zoom; HR Director Luisa Heifner; IT Director Chris Ray via Zoom; Dean Blacklaw; and Solicitor Tom Tupitza

Call to Orde

Time: 5:00PM

Roll Call

Trustee	Roll Call
Justin Gallagher	Y
Kurt Hersch	Y
Robert Merrill	Y @ 5:01PM
Rev. Dr. Charles Mock	Y via Zoom
Msgr. David Rubino	Y
Dr. Michael Victor	Not Present
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, M.D.	5:07PM via Zoom
Chairperson Cheryl Rush Dix	Y

Pledge of Allegiance

Approval of May 24, 2023, Regular Meeting Minutes (pg. 29-36)

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

Public Participation

None

Communication

A. President's Report- Dr. Gray highlighted the mission moment in his report. He stated that enrollment numbers for summer continue to outpace projections. He assured the Trustees that the College would continue to be conservative with enrollment projections due to the budget. He also noted the College's outreach dates at festivals and parades and asked for Board participation in those events if their schedules allowed. Dr. Gray went on to explain that the College van is now wrapped in our branding and was already used in the Corry parade where there was positive feedback. Finally, Dr. Gray pointed Trustees to the Uniquely Abled Academy flyer explaining the new non-credit workforce program.

B. Academic Committee-No report.

C. Personnel Committee-Vice Chairperson Vogel noted that the committee met on June 12th and were joined by the College's Benefits Coordinator who explained the current benefits coverage. Vice Chairperson Vogel said that the College was continuing with their current healthcare provider for the upcoming fiscal year, UPMC Health Plan. She explained that there is an increased cost for the current coverage and that some of the increase was being passed onto the employee, but there will be a cost-of-living adjustment that should

offset the cost. Vice Chairperson Vogel said the College will hopefully get rates back at an earlier date to have time to contemplate a comparison of carriers to choose the best plan for employees in coverage and cost in the next fiscal year 2024-2025.

D. Finance Committee-Chairperson Gallagher noted that the standard finance reports were in the meeting packet. He also reported that the committee had a special meeting on June 15, 2023, at 8:30am for final budget discussions prior to presenting it to the full board. Per Chair Gallagher, the committee and staff have been working diligently on the budget for the last several months. Trustee Gallagher continued saying that the College had been using a basic budget for the last three years and now the budget has a greater level of detail. He also noted that the budget proposed tonight is tentative as the College waits on the state budget to pass and has established cash reserves while the College waits on that approval. Trustee Gallagher said the budget can be adjusted as it sees fit and that every year there is cost of living and inflation factors included with 5% budget increase.

E. Ad Hoc

1. **Advisory Committee-**Chairperson Pastor Mock informed the Trustees that the Committee is meeting Monday, July 10th at 4pm. Trustee Rubino notified the Trustees that he may be in London and unavailable. Chair Mock also reminded the Board that the Quarterly Breakfast was scheduled for Tuesday, July 11th at 7:30am at EC3 Erie West.

F. Chairperson of the Board- Chairperson Rush Dix reported that the College's first commencement continued to be a proud moment with full board participation. She also noted that she and the President have not met due to schedule conflicts, but that there were several public events where board participation would be appreciated. The Chairperson attended the PACCC Board of Trustees meeting virtually as well as the monthly College committee meetings. She also reminded the Trustees of the Quarterly Breakfast on Tuesday, July 11th at 7:30am. Chairperson Rush Dix also thanked Trustee Merrill for completing the AGB Board Development course and asked the other Trustees to complete it when they are able.

G. Other-None

Presentation-KPI End of Semester Update (pg. 8-9)

Vice President Guy Goodman provided the Trustees with a high-level overview of the College's KPIs as requested at the end of the semester and at the end of the overall academic year. It was also noted that Vice President Goodman would be putting together a Data Book for the Trustees that will compare the College with the National Average to put the numbers into perspective. Currently the College uses Guttman Community College in New York City (America's newest community college with inaugural classes in September 2012) and Pennsylvania Highlands Community College (Pennsylvania's newest community college with inaugural classes in September 1994) in comparison as the College continues to develop baseline data.

See **Exhibit A** for the PowerPoint presentation.

Resolution to Approve the Practical Nursing Certificate Board Report #23-33 (pg. 10-23)

Vice President Goodman clarified that the program prepares students for the licensure exam, but that it was not a capstone of the program. He also noted that exam success rates and employment would be part of the annual program review. The certificate program is intended to be completed in a year and a half. Vice President Goodman also confirmed that the State Board of Nursing will have to review and accredit the program.

Dr. Gray thanked County Executive, Brenton Davis, as these new programs are the result of organizing meetings between the three area hospitals and the College as well as dedicating funds to build the program.

There was a motion to approve the Practical Nursing Certificate program from Trustee Gallagher and seconded by Trustee Rubino. Prior to the vote Trustee Merrill, who is part of the Academic Committee questioned why a resolution to approve the Patient Care Technician Certificate was not on the agenda since it had been reviewed at the Academic Committee meeting on June 20, 2023. After discussion between Vice President Goodman and Board Secretary, Renee Triana, it was discovered it was removed from the agenda due to a miscommunication.

There was a motion to amend the agenda by Trustee Gallagher, seconded by Trustee Merrill, to add the resolution to approve the Patient Care Technician Certificate along with the Practical Nursing Certificate. Once the motion was amended Dr. Gray and Vice President Goodman gave a verbal report with the details of the Patient Care Technician

Certificate. The Board Packet was updated to reflect both the Practical Nursing and the Patient Care Technician Certificates under Board Report #23-33 in the meeting minutes.

Resolution to Approve the Practical Nursing Certificate and Patient Care Technician Certificate Board Report #23-33.

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

The motion to approve the Practical Nursing and Patient Care Technician Certificates was approved unanimously via voice vote.

Resolution to Amend the Agenda to add the Patient Care Technician Certificate to the Resolution to Approve the Practical Nursing Certificate.

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

The motion to amend the agenda was approved unanimously via voice vote.

Resolution to Approve Fiscal Year 2023-2024 Tentative Budget Board Report #23-34 (pg. 24-25)

Finance Chair Gallagher wanted to remind the Trustees that the budget brought forward is tentative because the state has not passed their budget yet, but the College needed to have it's budget ready for fiscal year 2023-2024.

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

The motion to approve the fiscal year 2023-2024 tentative budget was approved unanimously via voice vote.

Future Agenda Items/Summary Comments by Board Members

Vice Chairperson Vogel wanted to ensure the focus on alumni was not going to be neglected. Dr. Gray assured Vice Chairperson Vogel that the alumni were addressed in the College's Operational Plan and alumni would receive more attention once a foundation director is hired. Vice President Goodman verified that alumni information was being collected.

For Information

No Discussion

Executive Session

The Trustees entered Executive Session at 5:57PM for the purpose of personnel matters with no action taken immediately following.

Motion to Adjourn

Time: 6:40PM

Trustee	Motion 4	Vote
Justin Gallagher	2	Y
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino		Not Present- Left the Meeting at 5:55PM
Dr. Michael Victor		Not Present
Vice Chairperson Christina Vogel		Y
Secretary Annette Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The motion to adjourn was approved unanimously via voice vote.

Next Regular Meeting July 26, 2023 5PM

Board of Trustees Regular Meeting

June 28, 2023

EC3 Erie West

2403 W. 8th St.

Erie, PA, 16505

https://us02web.zoom.us/j/86479492792?pwd=cWFtNEpQenhabmRiNytLcUdGQXJEQT09

Meeting ID: 864 7949 2792, Passcode: 113651

ERIE COUNTY

COMMUNITY COLLEGE

Meeting Book - June 28, 2023 Board of Trustees Regular Meeting

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of May 24, 2023 Regular Meeting Minutes (pg. 29-36)

A. May 24, 2023 Regular Meeting Minutes

5. Public Participation

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. May 2023 Bank Reconciliation (pg. 5)

3. May 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

7. Presentation-KPI End of Semester Update (pg. 8-9)
Guy Goodman Vice President of Academic and Student Affairs

8. Resolution to Approve the Practical Nursing and Patient Care Technician Certificate Board Report #23-33 (pg. 10-23)

There was a motion to amend the agenda to include the Patient Care Technician Certificate with in this resolution.

9. Resolution to Approve Fiscal Year 2023-2024 Tentative Budget Board Report #23-34 (pg. 24-25)

10. Future Agenda Items/Summary Comments by Board Members

11. For Information

A. Human Resource and Diversity Board Report #22-35 (pg. 26-27)

B. Workforce Development Board Report #22-36 (pg. 28)

12. Executive Session

13. Motion to Adjourn

14. Next Regular Meeting July 26, 2023 5PM

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

FUNDING SOURCES	Approve Budget July 2022 - June 30, 2023			Actual 2022
	Operating	Capital	Total	May YTD 2023
Student Tuition - Credit Programs	$ 1,036,800.00	$ -	$ 1,036,800.00	$ 998,174.00
Student Fees	$ 179,680.00	$ -	$ 179,680.00	$ 139,479.00
Net Tuition from Noncredit Programs	$ 50,000.00	$ -	$ 50,000.00	$ 6,930.00
County of Erie	$ 3,300,000.00	$ 450,000.00	$ 3,750,000.00	$ 3,812,500.00
Commonwealth of PA	$ 2,900,000.00	$ 850,000.00	$ 3,750,000.00	$ 2,175,000.00
Commonwealth of PA - Recurring Capital	$ 329,588.00	$ -	$ 329,588.00	$ 767,561.00
CoVid Related				$ 552,090.00
Grant Funds				$ 120,572.00
Miscellaneous Income	$ 10,000.00	$ -	$ 10,000.00	$ 11,074.00
		$ -	$ -	
Totals	**$ 7,806,068.00**	**$ 1,300,000.00**	**$ 9,106,068.00**	**$ 8,583,380.00**

APPLICATION OF FUNDS

Salaries and Wages	$ 2,710,690.00		$ 2,710,690.00	$ 2,221,740.00
Staff Benefits	$ 1,279,331.00		$ 1,279,331.00	$ 644,822.00
All Other Operating Budget Expenses	$ 3,782,786.00		$ 3,782,786.00	$ 1,835,711.00
Capital Purchases		$ 1,300,000.00	$ 1,300,000.00	$ 1,535,122.00
TOTAL APPLICATION OF FUNDS	**$ 7,772,807.00**	**$ 1,300,000.00**	**$ 9,072,807.00**	**$ 6,237,395.00**
SURPLUS (SHORTFALL)	**$ 33,261.00**	**$ -**	**$ 33,261.00**	**$ 2,345,985.00**

Erie County Community College
Confirmation of Bank Statement Reconciliations

	Community College of Erie County
Currency	USD

All EC3 Statements - Beginning Date	4/1/2023
All EC3 Statement - End Date	4/30/2023
Bank Statements Status - Reviewed & Reconciled	Reconciled

Balances	
FNB	**Current Balances**
5/31/2023	
Operating	$ 1,690,759.43 *
Savings Account	$ 1,123,494.20 *
CD	$ 1,513,161.06 *
	$ 4,327,414.69

Marquette	
Marquette - Same Balance as of July 2022	$ 29,728.73

Receivable - Funds State and County	
Erie County - Quarterly Funding	$ 937,500.00
State PDE - Leases 50%	$ 279,212.65
	$ 1,216,712.65

* All Bank Statements have been Reconciled

Projected as at Today 5/31/2023	$ 5,573,856.07

Erie County Community College Check Register- May 2023

Payee	Payment Amount	Payment Category	Expense Category	Frequency
Benedictine Sisters of Erie Inc	$6,450.00	Leases	Leases	monthly
Blackgate Security Agency	$2,582.25	Contracted services	Security	monthly
Cathedral Preparatory School	$41,666.67	Leases	Leases	monthly
Creative Imprint Systems	$921.16	Supplier Payment	HR/Marketing	as needed
Cynthia Wolf	$300.00	Contracted services	Marketing	monthly
Dan Rice Committee	$75.00	Supplier Payment	Marketing	one time
Dennis Matthews	$1,075.00	Consultant	Finance	monthly
Epic Web Studios LLC	$5,450.00	Contracted services	Marketing	monthly
Erie County Technical School	$3,844.23	Leases	Leases	monthly
Erie Seawolves	$9,000.00	Sponsorship	Marketing	final payment
FastSigns	$1,954.69	Supplier Payment	Commencement	as needed
Flagship Multimedia Inc.	$1,466.67	Contracted services	Marketing	monthly
Flores & Associates, LLC	$60.00	Benefits	HR	monthly
Glass Growers Gallery	$1,020.00	Supplier Payment	Commencement	one time
GovConnection Inc	$6,524.61	Contracted services	IT	monthly
Haines Printing	$45.00	Supplier Payment	Marketing	as needed
Incline Alchemy, Inc	$3,719.78	Contracted services	IT	monthly
Iron Empire Clothing	$284.50	Supplier Payment	Marketing	as needed
Jason Boring	$262.50	Consultant	Academics	as needed
Knox Law	$2,447.00	Legal services	President	monthly
Layers of Cake	$445.00	Supplier Payment	Commencement	one time
LocaliQ	$499.30	Contracted services	Marketing	monthly
MBS Direct, LLC	$1,655.32	Supplier Payment	Academics	as needed
MenajErie Studio, LLC	$2,500.00	Educational textbooks	Academics	as needed
MHR Presque Isle	$683.04	Supplier Payment	Commencement	one time
New Opportunities	$132.00	Benefits	HR	monthly
Oak Hall Industries	$1,553.52	Supplier Payment	Commencement	one time
Otis Elevator Company	$2,514.83	Contracted services	Facilites	annual
Pro Waste Service	$240.00	Contracted services	Facilities	monthly
Raymond Romanski	$352.00	Accountant	Finance	as needed
Ridge Policy Group	$6,000.00	Contracted services	President	monthly
Sample News Group	$1,848.00	Contracted services	Marketing	monthly
Service Master	$1,040.00	Contracted services	Facilities	monthly
Student Refunds	$3,220.00	Student Refunds	Academics	as needed

TestOut	$3,483.00	Contracted services	IT	monthly
The Warren Company	$2,084.95	Educational equipment	Academics	as needed
Velocity Network	$3,026.23	Contracted services	IT	monthly
Vision Benefits of America Inc.	$284.32	Benefits	HR	monthly
Welders Supply	$1,851.52	Educational supplies	Academics	as needed
Workday Inc.	$1,627.50	Contracted services	IT	monthly
	$124,189.59			

Operating Expense Category	Amount
Academics	$11,573.84
Commencement	$5,656.25
Facilities	$3,794.83
Finance	$1,427.00
HR	$476.32
IT	$18,381.12
Leases	$51,960.90
Marketing	$19,890.08
President	$8,447.00
Security	$2,582.25

2022-2023 Key Performance Indicator Summary

Key Performance Indicator #1: Enrollment

The word of Erie County Community College is making its way through the City of Erie and throughout the entire county. Also, we are seeing a positive impact through spreading the word to our 4-year academic partners as they are encouraging students to consider summer enrollment at EC3 in larger numbers this year. EC3's enrollment for the 2022-2023 academic year has continued to trend upward. EC3 enrolled 379 unduplicated students for AY21-22. This academic year (as of the time of authoring this document), 548 unduplicated students have enrolled throughout the academic year. The college has enrolled a total of 271 new students during AY22-23. This number has the potential to increase as we continue to enroll for the summer 2023 term. Anecdotally, many of the new students for summer 2023 are visiting students enrolled full time at a 4-year institution and will transfer our credit back to their home institution at the end of the summer.

The year-over-year enrollment growth percentage currently stands at 44.6% and will grow as summer enrollments continue to increase.

Key Performance Indicator #2: Course Success Rates

EC3 students continue to exhibit quality in the classroom. Course success rates remain on an upward trajectory from our first term in Fall 2021 where 64.5% of the grades earned were at the A-C level. In Fall of 2022, that number jumped to 73.6%. Comparing spring semesters, we see a similar trend with spring 2022 having a course success rate of 64.7% and spring 2023 markedly increasing to 85.2%. While the overall percentage of course success continues to rise, so does the number of students receiving the highest grade in a course. In Fall 2021, 38.5% of student grades were at the A level. In Fall of 2022, that percentage jumped to 46%. Taking into consideration the fact that we have continued to add courses to our schedule, students are responding very well academically as we increase our program and course offerings.

Key Performance Indicator #3: Retention Rates

Retention rates are a leading indicator of graduation rates as the higher percentage of students that are retained from semester to semester and year to year, the greater the opportunity for students to complete degrees that have plans spanning multiple years. Semester to semester retention rates are a good leading measure for success and completion in certificate programs. Overall, the fall-to-spring retention rate during 2021-2022 was 53.45% and fall-to-fall retention rate from 2021 to 2022 was 41.81%. This may have been low, in part, because of fall 2021 being the institution's first term and

students were unaware of the community college mission, role, and purpose. The fall-to-spring retention rate during the first part of this academic year was 58.70% and we are anticipating that fall-to-fall retention rates also continue to rise from last year's percentages.

The shorter-term retention rates have strong comparisons that are trending positively. The retention rate of students from Fall 2021 to Spring 2022 was 53.4%. The comparable rate of students enrolled in Fall 2022 re-enrolling for Spring 2023 was 58.7%. 72.4% of students enrolled in Spring 2022 subsequently enrolled in Fall 2022. This number will be compared to the Spring-to-Fall retention rate that becomes available at the beginning of the second 8-week session of the Fall 2023 term. Again, the importance of these rates is that with higher retention percentages, students have a higher percentage chance of completing certificate and degree programs at EC3.
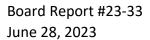
Key Performance Indicator #4: Graduation Rates

Now that we are completing our fourth semester of offering classes at EC3, we will begin to evaluate graduation rates for the College. Providing context, the Integrated Postsecondary Education Data System (IPEDS) calculates graduation rates using 150% of the normal or expected time for completion as the milestone measure.

Because EC3 has only reached the 100% expected time for completion for degrees, there is not a graduation rate for first-time, full-time students in degree-seeking programs (using the IPEDS definition). However, at the end of the summer 2023 term, we will begin reporting graduation rates for certificate programs that are designed to be completed in two semesters. Although we have program completers, for consistency purposes we report the cohort of first-time degree/certificate seeking students together; namely, those entering at the point that a program was first offered. For instance, in fall 2021, first-time degree seeking students included those in the three initial degree programs of Associate of Arts, Associate of Applied Business, and Associate of Applied Science in IT/Network Systems. For welding, a three-semester certificate program, first-time certificate seeking students began in fall 2022.

Key Performance Indicator #5: Job Placement and Transfer Rates:

Although the College is yet to identify graduation rates, it is possible to celebrate actual graduates that have completed their program within 100% of the expected timeframe. EC3 had their first two graduates with conferred degrees in December 2022. It is expected that 26 additional students will have their degree or certificate conferred either in June for spring graduates or August for summer graduates. Half of these students have plans to enter directly into the workforce while the other half have plans to continue studies as transfer students into 4-year institutions. The "big win" of the Class of 2023 is the fact that of the 10 students receiving the welding certificate, nine are currently employed in industry. The lone student not that did not accept employment did not have an intent to do so after completing his certificate. This is an example of community members studying at the community college for a variety of reasons, not just for employment. Congratulations to all 28 members of the Class of 2023.

Resolution to Approve the Practical Nursing Certificate

Information

The Academic Committee is submitting a New Program Proposal to add the Practical Nursing certificate to the College's available offerings starting Fall 2023.

The Practical Nursing (3-semester) program prepares learners to sit for national licensure for entry-level careers in nursing. Graduates will be prepared to function as a member of the healthcare team by exercising sound nursing judgment based on preparation, knowledge, experience in nursing, and competency. The LPN participates in the planning, implementation, and evaluation of nursing care using focused assessment in settings where nursing takes place.

Program-Specific Courses
NUR 111: Practical Nursing I
NUR 112: Practical Nursing II
NUR 113: Practical Nursing III
NUR 114: Practical Nursing IV
HSC 111: Pharmacology I
HSC 112: Pharmacology II
HSC 113: Pharmacology III

Total Credit Hours for Certificate: 48

Recommendation

The Academic Committee recommends the Board of Trustees approves the Practical Nursing Certificate as part of the Erie County Community College's course curriculum beginning Fall 2023.

EC3 New Program Proposal

Program Name: Practical Nursing Certificate

Allied Health Department

The Practical Nursing Program falls under the Allied Health and Nursing Programs at Erie County Community College and will offer a certificate that develops skills needed to go directly into the workforce in the local nursing industry.

Program Description

Erie County Community College's Practical Nursing Program will offer a certificate that can be completed in three semesters and prepares students to sit for national licensure for entry-level careers in nursing.

In EC3's Practical Nursing program, you will be prepared to function as a member of the healthcare team by exercising sound nursing judgment based on preparation, knowledge, experience in nursing, and competency. The LPN participates in the planning, implementation, and evaluation of nursing care using focused assessment in settings where nursing takes place.

Instructors will be registered nurses (RNs) licensed through the Pennsylvania State Board of Nursing (PA SBON) and bring substantial real-world experience to the classroom, lab, and clinical settings. Daytime and evening classes may be available to accommodate the busy schedule of students.

Industry Outlook

Employment of LPNs is projected to grow 6 percent from 2021 to 2031, about as fast as the average for all occupations. About 58,800 openings for LPNs are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as retiring. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs will be needed in residential care facilities and in-home health environments to care for older patients. Several chronic conditions have become more prevalent in recent years. LPNs and licensed vocational nurses will be needed to assist and care for patients with these and other conditions. In addition, many procedures that once could be done only in hospitals are now being done outside of hospitals, creating demand in other settings, such as outpatient care centers.

Labor Market Need - Local

Practical Nursing is a 2023 High Priority Occupation (HPO) for the Northwest Workforce Development Area in PA.
SOC* code: 29-2061 Licensed Practical & Vocational Nurses
CIP** code: 51.3901 Licensed Practical/Vocational Nurse Training

*Standard Occupational Classification (SOC) system is used by federal agencies to classify workers into occupational categories (source: U.S. Bureau of Labor Statistics: Standard Occupational Classification (SOC) System (bls.gov))

**The Classification of Instructional Programs (CIP) was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020, (source: CIP user site (ed.gov))

Job growth:

Employment			
Estimated 2020	Projected 2030	Percent Change	Annual Demand
1,640	1,670	1.8%	128

Wages for NW Workforce Development Area:

Wages (2021)		
Entry Level	Annual Average	Exper. Level
$38,500	$46,910	$51,120

Local Employers & Advisory Committee

EC3 has been in conversations with three hospital systems that employ LPNs (UPMC-Hamot, LECOM, and AHN-St.Vincent). These employers have expressed interest in receiving graduates from the Practical Nursing program and also being active partners in the development and implementation of the program. Other private long-term care facilities will be available to receive graduates as the program is developed.

EC3 has met with representatives from UPMC-Hamot, LECOM, and AHN to determine the viability of the Practical Nursing program, to begin discussions to share resources, and to develop student and faculty opportunities to make the program a success. These partnerships will continue through strong advisory conversations for faculty, program representatives, and community groups involved in community care as the program is implemented and continually evaluated. The nurse in charge of the practical nursing program will be an active member of the advisory committee.

Similar Programs at Other Colleges

Butler County Community College:
https://www.bc3.edu/programs-classes/degrees-certificates/health-care/practical-nursing-certificate.html
Harrisburg Area Community College:
https://www.hacc.edu/ProgramsandCourses/Programs/HealthCareers/nurse_lpn.cfm
Mercyhurst University
Practical Nursing LPN Undergraduate Certificate | Mercyhurst University
Northampton Community College:
https://www.northampton.edu/nursing.htm
Reading Area Community College:
https://catalog.racc.edu/preview_program.php?catoid=16&poid=2643

Program Learning Outcomes

The Practical Nursing Certificate prepares students for entry-level careers in practical nursing. Graduates are eligible to take the licensing examination for licensed practical nurses (NCLEX-PN). Upon successful completion of this program, students will be able to:
- identify and understand common health problems in a variety of patients
- provide direct care to individual clients and their families
- function as an effective member of the healthcare team
- collect and organize healthcare data

Credential Earned
Certificate in Practical Nursing

Recommended Program Sequencing and Course Descriptions

Semester 1 14 weeks 17 credits	Lecture Hours/ Week	Lab Hours/ Week	Total Classroom Hours	Clinical Hours/ Week	Total Clinical Hours	Credits
NUR 110 - Practical Nursing I	6	5	154	16	224	9
HSC 105 - Practical Nursing Pharmacology I	2	0	28	0	0	1
PSY 101 – Introduction to Psychology	3	0	42	0		3
BIO 201 - Human Anatomy and Physiology I	3	3	84	0		4
Semester 2 **15 weeks** **17 credits**						
NUR 111 - Practical Nursing II	7	5	180	16	240	9
HSC 106 - Practical Nursing Pharmacology II	2	0	30	0	0	1
PSY 210 – Lifespan Development	3	0	45	0		3
BIO 202 - Human Anatomy and Physiology II	3	3	90	0		4
Semester 3 **15 weeks** **14 credits**						
NUR 112 - Practical Nursing III (10 weeks)	7.5	5	125	20	200	9
HSC 107 - Practical Nursing Pharmacology III (10 weeks)	2	0	20	0	0	1
ENG 101 – English Composition I	3	0	45	0		3
NUR 113 - Practical Nursing IV (5 weeks)	2	0	10	0	0	1
			853		**664**	**48**

Anticipated Faculty/Student Ratios

Clinical 1:8   Lab 1:10   Lecture 1:40

Description of Anticipated Resources

1. A full-time nurse director or nurse coordinator meeting the following requirements:
   a. Graduate from an approved school of professional nursing
   b. Current registration as a professional nurse in this Commonwealth
   c. A minimum of a baccalaureate degree, preferably in nursing
   d. Experience in the areas of nursing, nursing education, and educational administration
   e. A specific plan for completing work toward a master's degree with evidence of consistent effort toward completion of the plan

2. Faculty
   a. Employed by and responsible to EC3
   b. Graduate from an approved school of professional nursing
   c. Current registration as a professional nurse in this Commonwealth
   d. A baccalaureate degree, preferably in nursing, with additional preparation for teaching appropriate to the teaching of practical nursing
   e. Nursing experience involving direct patient care or teaching experience within 2 years of employment
   f. Evidence of maintaining expertness in clinical and functional areas of responsibility. Faculty with less academic preparation may be employed if qualified personnel is not available, provided that less qualified faculty and instructors shall function under the direct guidance of a fully qualified faculty member and shall give evidence of continuing their academic preparation.

3. Resources
   a. Appropriate and adequate space and equipment essential for the attainment of the objectives of the program.
   b. The number and size of accessible classrooms, conference rooms, and laboratories sufficient to meet the needs of the program. The number and size of classrooms will be determined by the maximum student enrollment.
   c. Equipment and supplies necessary to meet the teaching and learning requirements of both students and teachers.
   d. The curriculum outline and instructional methods will determine the selection and maintenance of the facilities needed in the individual practical nursing program
   e. Policies for the replacement of equipment, furnishings, and supplies
   f. Adequate and appropriate library opportunities for students
   g. Advisor staff available to assist students with program questions and to encourage program completion

4. Financial aid

Fiscal Support Summary

	Year 1	Year 2	Year 3
Faculty, FT & Adjunct	$54,500	$60,500	$60,500
Equipment	$181,442	$20,000	$20,000
Supplies	$30,000	$5,000	$5,000
Lab Assistant (10 hr/wk)	$7,800	$7,800	$7,800
Secretary	Shared	Shared	Shared
Accreditation fees (initial)	$10,000		
PA SBON fees (initial)	$4,000		
TOTAL:	**$287,722**	**$93,300**	**$93,300**

Additional Cost/Notes:

Space requirements will be dependent on if it is move-in ready or requires infrastructure investment.
ACEN accreditation fee schedule: https://www.acenursing.org/for-programs/general-resources/acen-accreditation-fees/2023-schedule-of-fees/

Enrollment & Tuition Projections

	Year 1	Year 2	Year 3
Fall 2023	20	30	30
Spring 2024	20	30	30
Summer 2024	20	30	30
Total Unduplicated Headcount	**20**	**30**	**30**
Total Credits Projected	**680**	**1300**	**1440**
Tuition Generated* ($160/credit)	**$108,800**	**$208,000**	**$230,400**

*Tuition based on in-county residence rate of $160 per credit.
**Credits, or Units of Instruction are based on course sequencing plan

Economic Impact in Erie County

	Year 1	Year 2	Year 3
# of certificate completers	17	26	26
Median Wage	$46,910	$46,910	$46,910
Earning Potential Generated	$797,470	$1,219,660	$1,219,660
Cumulative Earning Potential Generated in Erie County	$797,470	$2,017,130	$3,236,790

Projected Implementation Timeline

Program Development Planning	January 2023 – April 2023
Industry & Partner Advisory Committee Input	December 2022 – February 2023
President's Cabinet Review	May 2023
Curriculum Committee Approval	June 2023
Vice President Student & Academic Affairs Approval	June 2023
Board of Trustees Approval	June 2023
Effective Date	**Determined by PA SBON**

Future Development

LPN to RN 1-year program

Estimated Student Out-of-Pocket Costs:

	Semester 1	Semester 2	Semester 3	
Repository for health records (CastleBranch)	$140			
Uniform/shoes	$300			
Lab fees	$50	$50	$50	
Textbooks	$1500			
CPR certification	$110			
Supply tote (Pocket Nurse)	$120			**$4040**
Clearances	$60			
Physical exam	$300			
Drug test	$85			
NCLEX preparation resource (ATI)	$400	$400	$400	
Liability Insurance	$25	$25	$25	
TOTAL:	**$3090**	**$475**	**$475**	

New Course Descriptions:

NUR 110: Practical Nursing I – 9 credits
This course introduces students to principles of nursing practice as well as medical/surgical disease pathophysiology. The focus is on providing basic nursing care to individuals in a variety of health care settings within the role of practical nursing. The student learns basic skills and builds confidence to practice nursing in a safe manner. Clinical experiences are obtained in a variety of health care settings.
Corequisite: HSC 105, BIO 201, and PSY 101
Prerequisite: Admission to the Nursing Program

NUR 111: Practical Nursing II – 9 credits
This course prepares the student to apply the nursing process to adults and children with alterations in physical, emotional and mental health needs. Maternal, newborn, and childcare are included with an emphasis on family centered care. Students will use evidence-based practice in providing and managing safe nursing care for: maternity patients and their newborns, pediatric patients, and adult patients with mental health disorders.
Corequisite: HSC 106, BIO 202, and PSY 210
Prerequisite: NUR 110, HSC 105, BIO 201 and PSY 101

NUR 112: Practical Nursing III – 9 credits
This course prepares the nursing student to deliver holistic nursing care to adults with health alterations arising from a disruption in homeostasis. The focus is delivery of nursing care to the client with medical-surgical alterations and/or normal processes of aging. Clinical focus is for clients who need assistance coping with health problems or recovering from disease or injury. Clinical settings include clients in long term, home health and transitional care settings.
Corequisite: HSC 107, ENG 101
Prerequisite: NUR 111, HSC 106, BIO 202, and PSY 210

NUR 113: Practical Nursing IV – 1 credit
This practical nursing course assists the student with the transition from the role of student nurse to the role of graduate practical nurse. The student has the opportunity to integrate the knowledge and standards of practical nursing practice necessary to fulfill the practical nurse role.

Erie County Community College – New Program Proposal: Practical Nursing

Corequisite: ENG 101
Prerequisite: LPN 112, HSC 107, BIO 202, and PSY 210

HSC 105: Pharmacology I – 1 credit
This course introduces students to basic concepts of pharmacology and safe nursing practice in medication administration. Understanding drug therapy modalities in relation to alterations in health homeostasis will begin as the practical nursing student progress in the course. Techniques used to maximize safety in the administration of medications are emphasized.
Corequisite: NUR 110, BIO 201 and PSY 101
Prerequisite: Admission into an Allied Health Program

HSC 106: Pharmacology II – 1 credit
This course emphasizes the nursing role in pharmacological treatment for maternal-child, pediatric, and mental health disorders. It is designed to assist the student to apply critical thinking skills in the administration of medications for individuals in the clinical setting. **Corequisite:** NUR 111, BIO 202, PSY 210
Prerequisite: NUR 110, HSC 105, BIO 201, PSY 210

HSC 107: Pharmacology III – 1 credit
This course emphasizes the nursing role in the pharmacological treatment of medical-surgical disorders in the various health settings while caring for the aging adult. Medication experience is provided to assist the student in the organization of a multiple client assignment and in working with the interdisciplinary team.
Corequisite: NUR 112, ENG 101
Prerequisite: NUR 111, HSC 106, BIO 202, and PSY 210

Resolution to Approve the Patient Care Technician (PCT) Certificate

<u>Information</u>

The Academic Committee is submitting a New Program Proposal to add the Patient Care Technician (PCT) certificate to the College's available offerings starting Fall 2023.

The PCT (one semester) program prepares learners for entry-level employment within a variety of medical settings including hospitals, doctor's offices, nursing homes, and home health care services. Graduates will be prepared to function as a member of the healthcare team under the supervision of an assigned registered nurse, to perform general duties to help patients establish and maintain comfort with the health care setting. Along with generalized care, you will be trained as the first level of medical support as you prepare to handle more technical tasks within the patient care plan and communicate with other nursing team members to meet patient needs.

<u>Program-Specific Courses</u>
HSC 101: Medical Terminology and Body Systems for the Patient Support Provider
HSC 103: Phlebotomy and ECG Skills
PCT 110: Application of Infection Control and Safety Practices
PCT 111: Health Assessment and Patient Care Skills
PCT 115: Clinical Practicum for Patient Care Technicians

Total Credit Hours for Certificate: 16

<u>Recommendation</u>

The Academic Committee recommends the Board of Trustees approves the Patient Care Technician certificate as part of the Erie County Community College's course curriculum beginning Fall 2023.

EC3 New Program Proposal

Program Name: Patient Care Technician (PCT)

Allied Health Department

The PCT Program falls under the Allied Health and Nursing Programs at Erie County Community College and will offer a certificate that develops skills needed to go directly into the workforce in the local nursing industry.

Program Description

Erie County Community College's PCT Program will offer a certificate that can be completed in one semester and prepares students for entry-level employment within a variety of medical settings including hospitals, doctor's offices, nursing homes, and home health care services.

In EC3's PCT program, you will be prepared to function as a member of the healthcare team under the supervision of an assigned registered nurse, to perform general duties to help patients establish and maintain comfort with the health care setting. Along with generalized care, you will be trained as the first level of medical support as you prepare to handle more technical tasks within the patient care plan and communicate with other nursing team members to meet patient needs.

Instructors will be registered nurses (RNs) licensed through the Pennsylvania State Board of Nursing (PA SBON) and bring substantial real-world experience to the classroom, lab, and clinical settings. Daytime and evening classes may be available to accommodate the busy schedule of students.

Industry Outlook

Employment of PCTs is projected to grow 8 percent from 2020 to 2030. According to the 2022 High Priority Occupations list for Northwest Workforce Development, nurse assistants (which the PCT role is included within) are anticipating a 3.6% increase to 2028, with an annual demand of approximate 330 jobs. With the continued aging of the population, health care needs continues to grow. The labor market has yet to rebound from the exodus that occurred as a result of the COVID epidemic and early retirements within the industry. Thus, PCTs are filling roles on health care teams that they likely would not have been expected to fill previously. This added responsibility allows for exposure to additional career opportunities for current PCTs to pursue opening up additional PCT positions for the next wave of graduates. This cycle is expected to continue into the foreseeable future.

Labor Market Need - Local

PCT is a 2022-2023 High Priority Occupation (HPO) for the Northwest Workforce Development Area in PA.
SOC* code: 31-1014 Nurse Assistants
CIP code:** 51.390 Nurse/Nursing Assistants/Aide and Patient Care Assistant

*Standard Occupational Classification (SOC) system is used by federal agencies to classify workers into occupational categories (source: U.S. Bureau of Labor Statistics: Standard Occupational Classification (SOC) System (bls.gov))

**The Classification of Instructional Programs (CIP) was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020, (source: CIP user site (ed.gov))

Job growth:

Employment			
Estimated 2018	**Projected 2030**	**Percent Change**	**Annual Demand**
2,800	2,900	3.6%	329

Wages for NW Workforce Development Area:

Wages (2021)		
Entry Level	**Annual Average**	**Exper. Level**
$27,510	$32,150	$34,470

Local Employers & Advisory Committee

EC3 has been in conversations with three hospital systems that employ PCTs (UPMC-Hamot, LECOM, and AHN-St. Vincent). These employers have expressed interest in receiving graduates from the PCT program and being active partners in the development and implementation of the program. Other private long-term care facilities will be available to receive graduates as the program is developed.

EC3 has met with representatives from UPMC-Hamot, LECOM, and AHN to determine the viability of the PCT program, to begin discussions to share resources, and to develop student and faculty opportunities to make the program a success. These partnerships will continue through strong advisory conversations for faculty, program representatives, and community groups involved in community care as the program is implemented and continually evaluated. The Program Director of the Licensed Practical Nursing program will also have oversight of the PCT program.

Similar Programs at Other Colleges

Bucks County Community College:
Patient Care Technician | Bucks County Community College

Penn Highlands Community College:
Patient Care Technician (Certificate) - Pennsylvania Highlands Community College (pennhighlands.edu)

Program Learning Outcomes

The PCT Certificate prepares students for entry-level careers in patient care and nurse assisting. Graduates are eligible to sit for the National Healthcareer Association exam which provides credentialing opportunities in Certified Patient Care Technician (CPCT). Upon successful completion of this program, students will be able to:

- Effectively communicate with patients, families, and other health care team members
- Display professional conduct, appearance, and ethical behavior when providing PCT care.
- Provide basic care to patients of all age groups in a variety of healthcare settings.
- Perform PCT procedures in a safe and therapeutic manner in line with federal and state mandates.
- Implement basic safety and infection control practices in the health care setting.

- Use relevant technology in the implementation of patient care while maintaining compliance with applicable laws and regulations.

Credential Earned

Certificate in Patient Care Technician

Recommended Program Sequencing and Course Descriptions

Course Prefix and Number	Course Title	Credit Hours
HSC 101	Medical Terminology and Body Systems for the Patient Support Provider	4
HSC 103	Phlebotomy and ECG Skills	3
PCT 110	Application of Infection Control and Safety Practices	3
PCT 111	Health Assessment and Patient Care Skills	3
PCT 115	Clinical Practicum for Patient Care Technicians	3
	Total	16

Anticipated Faculty/Student Ratios
Clinical 1:8   Lab 1:10   Lecture 1:20

Description of Anticipated Resources

1. Program Oversight
   a. Program coordination will be addressed by the Program Director of the LPN Program.

2. Faculty:
   a. Faculty requirements for the PCT program are similar enough that registered nurses that are teaching within the LPN program also could teach in the PCT program.

3. Other Resources
   a. Appropriate and adequate space and equipment essential for the attainment of the objectives of the program.
   b. The number and size of accessible classrooms, conference rooms, and laboratories sufficient to meet the needs of the program. The number and size of classrooms will be determined by the maximum student enrollment.
   c. Equipment and supplies necessary to meet the teaching and learning requirements of both students and teachers.
   d. Policies for the replacement of equipment, furnishings, and supplies
   e. Adequate and appropriate library opportunities for students
   f. Shared allied health advising staff available to assist students with program questions and to encourage program completion

Fiscal Support Summary

	Year 1	Year 2	Year 3
Faculty, FT & Adjunct	$12,000	$12,000	$12,000
Equipment	$8,000	$2000	$2000
Supplies	$1,000	$1,000	$1,000
TOTAL:	**$22,000**	**$15,000**	**$15,000**

Enrollment & Tuition Projections

	Year 1	Year 2	Year 3
Fall Semester	15	20	20
Spring Semester	15	20	20
Total Unduplicated Headcount	**30**	**40**	**40**
Total Credits Projected	480	640	640
Tuition Generated* ($160/credit)	**$76,800**	**$102,400**	**$102,400**

*Tuition based on in-county residence rate of $160 per credit.
**Credits, or Units of Instruction are based on course sequencing plan

Economic Impact in Erie County

	Year 1	Year 2	Year 3
# of certificate completers	30	40	40
Median Wage	$32,150	$32,150	$32,150
Earning Potential Generated	$964,500	$1,286,000	$1,286,000
Cumulative Earning Potential Generated in Erie County	$964,500	$2,250,500	$3,536,500

Projected Implementation Timeline

Program Development Planning	January 2023 – April 2023
Industry & Partner Advisory Committee Input	December 2022 – February 2023
President's Cabinet Review	May 2023
Curriculum Committee Approval	June 2023
Vice President Student & Academic Affairs Approval	June 2023
Board of Trustees Approval	June 2023
Effective Date	**Fall 2023**

Future Development

Non-Credit Workforce CNA Program

New Course Descriptions:

HSC 101: Medical Terminology and Body Systems for the Patient Support Provider – 4 credits
This course introduces the student to medical terminology and human anatomy and physiology. Body systems and related terminology are discussed in a primary learning level. Related disease processes, diagnostic procedures, therapeutic measures, and appropriate abbreviations and acronyms are included. This is a basic foundational course for students entering the field of health care, both clinical and administrative.

Erie County Community College – New Program Proposal: CNA

HSC 103: Phlebotomy and ECG Skills – 3 credits
Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, professionalism, ethics, and medical terminology. This course will prepare students for the phlebotomy certification exam.

Students will also learn the skills necessary to obtain quality 12 lead electrocardiograms (ECG) in a variety of medical settings. A blended course including both theory and hands-on instruction. This course will also assist students in preparing for the ECG certification exam. This course is designed to meet the needs of students with the ability to interpret both normal and abnormal ECG, as well as provide an overview of heart anatomy and function. Instruction will be provided on proper use of medical equipment and supplies related to maintaining a safe patient environment.

PCT 110: Application of Infection Control and Safety Practices – 3 credits
The purpose of this course is to give the student a working knowledge of Occupational Safety and Health Administration (OSHA) standards and to educate them on bloodborne pathogen safety as well as other important OSHA standards relative to infection control for health care workers. Students will be instructed on the use of personal protective equipment (PPE) related to disease transmission as well as infection control concepts and strategies for preventing occupational exposure. This course also focuses on patient safety and provides the student with instruction on body mechanics, patient transfer, restraints, and fall precautions. Instruction will be provided on the proper use of medical equipment and supplies related to maintaining a safe patient environment. Student will also be educated on how to respond to emergency situations during this course.

PCT 111: Health Assessment and Patient Care Skills – 3 credits
This course is designed to prepare students with the basic knowledge of patient health assessment. Students who successfully complete this course will be able to provide vital patient care under the direct supervision of a nurse or physician. This course will provide instruction on how to assess vital signs and measurements, how to care for catheters, how to provide oxygen therapy, as well as how to perform ECGs and phlebotomy procedures. Students will learn about the supplies and equipment needed to assist with basic patient care needs such as bathing, toileting, and other activities of daily living (ADL). This course also provides first aid and CPR training. It is important that students have the opportunity to apply the knowledge learned in this course; therefore, students will be expected to participate in role play, simulation skills, and hands-on practice activities during class time.

PCT 115: Clinical Practicum for Patient Care Technicians – 3 credits
This course is a credit worthy clinical experience that will provide the students with the ability to transfer knowledge and skill sets from the classroom to the clinical setting through direct patient care in the acute care setting environment. Students will be supervised by a qualified instructor that has had recent clinical experience in the acute care setting.

Resolution to Approve the Fiscal Year 2023-2024 Tentative Budget

Information

Attached is the Tentative Fiscal Year 2023-2024 Budget in the amount of $9,606,450.00 submitted by the Finance Committee for the Trustees review and approval. The final budget will be put forth to the EC3 Board of Trustees for approval once the state budget is approved.

Recommendation

It is recommended that the Board of Trustees approve the Tentative Fiscal Year 2024 Budget as put forth by the Finance Committee.

EC3 Budget Summary		
Fiscal Year 2023/2024		
		Budget 2023-2024
FUNDING SOURCES:		
Student Tuition		$ 1,262,560.00
Student Technology Fee		$ 78,910.00
Student General Fee		$ 118,365.00
Other Student Fees		$ 140,000.00
Tuition from Noncredit Programs		$ 212,000.00
County of Erie		$ 4,000,000.00
Commonwealth of PA - Operating		$ 2,954,665.00
Commonwealth of PA - Recurring Capital		$ 686,510.00
Commonwealth of PA - SS Reimbursement		$ 80,000.00
UAA Grant Reimbursement		$ 11,440.00
Miscellaneous Income		$ 62,000.00
TOTAL REVENUES		**$ 9,606,450.00**
APPLICATION OF FUNDS:		
SALARIES		**$ 2,801,202.00**
STAFF BENEFITS		**$ 1,084,713.00**
OTHER EXPENSES		**$ 1,107,935.00**
CONTRACTED		**$ 227,200.00**
INSURANCE		**$ 80,000.00**
TRAVEL		**$ 47,000.00**
MAINTENANCE & REPAIRS		**$ 22,560.00**
MARKETING		**$ 506,750.00**
CONTINGENCY		**$ 200,000.00**
RESERVES		**$ 500,000.00**
OTHER DESIGNATED		**$ 127,500.00**
LEASED EQUIPMENT & SOFTWARE		**$ 1,625,090.00**
FACILITY		**$ 1,276,500.00**
TOTAL EXPENSES		**$ 9,606,450.00**
SURPLUS (SHORTFALL)		**$ -**

Information Report: Human Resources/Diversity Office

HUMAN RESOURCES

Summary of Employee Count
- Total full-time and part-time active faculty and staff, **51***, as of 6/23/2023.

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

Separations, Promotions & Transfers

Separations:

  Theodore Hodson (Custodian) – 5/26/2023

Promotions & Transfers:

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

New Hires

Name	Status	Position	Start Date
Fellinger, Michael	PT	Adjunct, Math	6/1/2023
Knox, John	PT	Adjunct, Mfg	6/1/2023
Mando, Marti	PT	Adjunct, English	6/1/2023
Romanski, Raymond	FT	Accountant	6/26/2023
Wilson, Benjamin	PT	Adjunct, Sociology	6/1/2023
Woods, Steve	PT	Adjunct, Mfg	6/1/2023

Incoming Hires

Name	Status	Position	Start Date
Olusanya, Omotola	FT	College Recruiter	7/10/2023
Brennan, Edward	PT	Adjunct	8/1/2023
Gruber, Leo	PT	Adjunct	8/1/2023

Personnel Committee

The Personnel Committee met on 6/12/2023. Next meeting will be on 7/10/2023.

Open Positions
- Adjunct Faculty - *Ongoing for applicant pool*

<u>OFFICE OF DIVERSITY</u>

<u>June 2023</u>

Pride Month: Celebrates the LGBTQ+ Community

Juneteenth Holiday (June 19th)

In-house TV is showcasing notable LGBTQ individuals.

Social media posts.

6/17 – CorryFest: Participation

6/18 – Juneteenth Block Party Celebration: Participation

<u>July 2023</u>

Independence Day Holiday (July 4th)

National Disability Independence Day (July 26th)

In-house TV is showcasing notable LGBTQ individuals.

Social media posts.

7/26 – Lunch & Learn for Students & Employees
with individuals with physical challenges

<u>September 15 – October 15, 2023</u>

Hispanic Heritage Month

Information Report: Workforce Development

Information
Workforce Development Coordinator Doug Massey has been actively meeting and forming partnerships with businesses from various industries throughout the Erie County region who have an interest in collaborating with EC3. The companies listed in this report are new businesses, additional meetings and partnerships that have taken place since the May 2023 board meeting.

Upcoming Trainings
Fiber Optics Installer Training   Starting on July 18, 2023
Erie Insurance Customer Service Apprenticeship Program   Starting mid-July 2023

Workforce Partnerships/Updates

- **Erie Insurance:** The Erie Insurance Apprenticeship is scheduled to launch mid-July. Six EC3 students were referred, which is a combination of recent graduates and current enrollees. The 10-month paid apprenticeship program is designed to train individuals in First Notice of Loss Customer Service and will result in a full-time permanent position at Erie in the Customer Service Department. In addition, EC3 and Erie Insurance are in discussions to develop a training program for a Certified Insurance Service Representative (CISR). This would be a nationally accredited insurance licensure program that could lead to direct hires at Erie Insurance and to create a pipeline and pathways to insurance careers.

- **City of Erie Redevelopment Authority:** The Lead Paint Abatement Training initiative is moving forward. EC3 Workforce Coordinator is forming partnerships with businesses to generate interest in sending individuals to the training. A vendor has been selected to provide curriculum and we are searching for a trainer for the program with plans to launch sometime in the fall.

- **Language Collaborations LLC:** Workforce Development is forming a partnership with Language Collaborations to provide foreign languages courses for business who hire new Americans with language barriers. These courses will provide basic communications training for businesses supervisory staff throughout the Erie region. The courses will vary depending on the language needs and are scheduled to launch in the fall.

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 8th 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 28th 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 8th 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".

Trustee	Motion 2A	Vote
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".

Trustee	Motion 2B	Vote
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.

Trustee	Motion 3	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

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)

Trustee	Motion 4	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

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