



Minutes for Meeting Book - August 23, 2023 Board of Trustees Regular Meeting

08/23/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/ Other Attendees (7)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President William Jeffress; Dean Rebecca Walker; HR Director Luisa Heifner; Solicitor Tim Wachter

Call to Order

Time: 5:05pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Y via Zoom
Kurt Hersch	Y
Robert Merrill	Y
Rev. Dr. Charles Mock	Y via Zoom
Msgr. David Rubino	Y
Dr. Michael Victor	Y
Vice Chairperson Christina Vogel	Y
Secretary Annettee Wagner, M.D.	Y
Chairperson Cheryl Rush Dix	Y

All Trustees were present.

Pledge of Allegiance

Approval of July 26, 2023 Regular Meeting Minutes (pg. 12-16)

Trustee	Motion 1	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino		Y
Dr. Michael Victor		Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.	2	Y
Chairperson Cheryl Rush Dix		Y

The motion to approve the July 26, 2023, regular meeting minutes passed unanimously via voice vote.

Public Participation

None

Communication

A. President's Report- Dr. Gray reported that he was attending the County Council's Finance meeting tomorrow where the Committee will vote to award EC3 \$2M in a collaboration between the county, LECOM, UPMC, and AHN. These funds, doubled by our RACP funds, will allow us to realize Nursing and Allied Health training facilities to support the recently approved programs of CAN, PCT, LPN, and DMS.

Dr. Gray spoke of his PACCC Council of President's Retreat that occurred on August 8th and 9th where Dr. Kate Shaw, Deputy Secretary and Commissioner of Postsecondary and Higher Education, Pennsylvania Department of Education was a guest speaker. Dr. Shaw will be visiting EC3 to meet with Dr. Gray on September 1st as one of the stops as she tours Pennsylvania.

B. Finance Committee-Committee Chairperson Gallagher pointed to the usual finance reports within the meeting packet. Trustee Gallagher noted the one change that the Trustees will see is in financial summary (pg. 3) as this is the first opportunity to see financial (actual

and budgeted) variances with the new higher-level budget. He also said the Committee may continue to tweak the report with an additional column or 2. Trustee Gallagher also told the Trustees that the Committee is in the initial conversations of reviewing the College's tuition structure moving forward and that a recommendation will be coming forth at some point from the Committee.

C. Chairperson of the Board-Chairperson Rush Dix thanked Knox Law firm for the invitation to the Erie Club picnic and the chance to represent the College at the function. Chairperson Rush Dix also reported that she met with the President regularly in July and August. The Chairperson represented the College at the Erie Community Foundation Erie Gives Day Parking Lot Party on August 8th and thanked the Trustees who donated to the College on Erie Gives Day. She continued reporting that she was present on August 9th when the College hosted a tour for the County Commissioners and Brenton Davis. She also thanked Dean Rebecca Walker for her collaboration on an interview with RAND Research Group concerning the College's participation with Team Consortium. She reminded the Board of the Mercyhurst University Dedication in honor of Trustee Michael Victor on September 15th and that the AGB Board Orientation portal would close out on September 27th.

D. Other-There were no other reports.

New Business-Resolution to Extend the MOU between Erie School District and the Erie County Community College (EC3) from August 1, 2023-June 30, 2024 Board Report #23-39 (pg. 7)

Dr. Gray clarified that the instructor, equipment, and building all belonged to the Erie High School/Erie School District and that EC3 is using it until we can purchase our own equipment. It was also noted that the previously approved Industrial Maintenance program has not been offered yet because EC3 has not yet found the space to do so.

New Business-Resolution to Extend the MOU between Erie School District and the Erie County Community College (EC3) from August 1, 2023-June 30, 2024 Board Report #23-39 (pg. 7) CONTINUED

Trustee	Motion 2	Vote
Justin Gallagher		Y
Kurt Hersch	2	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino	1	Y
Dr. Michael Victor		Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The resolution to extend the MOU between ESD and EC3 from 8/1/2023-6/30/2024 passed unanimously via voice vote.

Future Agenda Items/Summary Comments by Board Members

Trustee Msgr. Rubino said he would like the Trustees to consider meeting less frequently as the College is moving out of start up mode. Trustee Msgr. Rubino stated that staff can carry out policy set forth by the Board and that the Board should not be involved in the operations of the College. He also noted that the Committees could take up much of the work.

Chairperson Rush Dix mentioned that the AGB conference recommended 3-6 meetings per year. Solicitor Wachter reviewed the College bylaws which state that “Regular meetings shall be held at least six (6) times per year, on such dates and at such times and locations as are directed by the Board”. They also state that an annual meeting is to be held during the month of September each year where the Board will elect it’s officers. There was discussion on how to amend the bylaws should the Trustees decide to do so, on how meetings would be called complying with the Sunshine Law requirements, and on the cost of publishing multiple notices in the newspaper.

The Trustees agreed it should be a discussion item on next month’s Annual Meeting agenda so that regular meetings can be set up following the October 2023 Regular Meeting. They

asked to have a white paper guideline from the solicitor concerning any legal information they may need.

For Information

No comments

Executive Session

Motion to recess into Executive Session for the purposes of personnel matters at 5:48pm.

Trustee	Motion 3	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino		Y
Dr. Michael Victor		Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

The Trustees voted unanimously to recess into Executive Session for the purposes of personnel matters.

Motion to Amend the August 23, 2023 Regular Meeting Agenda

The Trustees returned from Executive Session at 6:50pm. There was a motion to amend the agenda to approve the contract terms as discussed in Executive Session and agreed to by the President, to authorize the Personnel Committee to finalize contract language with the President, and to direct and authorize the Chair of the Trustees to execute the final contract as approved by the Personnel Committee. The agenda was amended to add this item at this time as the Trustees and the President finalized the terms of a contract during the Executive Session.

Trustee	Motion 4	Vote
Justin Gallagher		Y
Kurt Hersch		Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino	1	Y
Dr. Michael Victor	2	Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

Motion to amend the August 23, 2023 Regular Meeting Agenda was approved unanimously via voice vote.

Motion to Approve the President’s Contract Terms

Motion to approve the contract terms as discussed in Executive Session and agreed to by the President, to authorize the Personnel Committee to finalize contract language with the President, and to direct and authorize the Chair of the Trustees to execute the final contract as approved by the Personnel Committee.

Trustee	Motion 5	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino		Y
Dr. Michael Victor		Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

Motion to approve the President’s contract terms was approved unanimously via voice vote.

Motion to Adjourn

Time: 6:52pm

Trustee	Motion 6	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msgr. David Rubino	2	Y
Dr. Michael Victor		Y
Vice Chairperson Christina Vogel		Y
Secretary Annettee Wagner, M.D.		Y
Chairperson Cheryl Rush Dix		Y

Next Annual Meeting September 27, 2023 5PM



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting

August 23, 2023

EC3 Erie West

Founders Room

2403 W. 8th St.

Erie, 16505

Meeting ID: 864 7949 2792, Passcode: 113651



Meeting Book - August 23, 2023 Board of Trustees Regular Meeting

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1. Call to Order

 2. Roll Call

 3. Pledge of Allegiance

 4. Approval of July 26, 2023 Regular Meeting Minutes (pg. 12-16)
 - A. July 26, 2023 Regular Meeting Minutes

 5. Public Participation

 6. Communication
 - A. President's Report
Chris Gray, PhD
 - B. Finance Committee
Trustee Justin Gallagher
 1. YTD Budget Summary 2023-2024 (pg. 3)
 2. July 2023 Bank Reconciliation (pg. 4)
 3. July 2023 Check Register (pg. 5-6)
 - C. Chairperson of the Board
Chairperson Cheryl Rush Dix
 - D. Other

 7. New Business-Resolution to Extend the MOU between Erie School District and the Erie County Community College (EC3) from August 1, 2023-June 30, 2024 Board Report #23-39 (pg. 7)

 8. Future Agenda Items/Summary Comments by Board Members

 9. For Information
 - A. Human Resource and Diversity Board Report #23-40 (pg. 8-10)
 - B. Workforce Development Board Report #23-41 (pg. 11)

 10. Executive Session

 11. Motion to Adjourn

 12. Next Annual Meeting September 27, 2023 5PM

Erie County Community College
MONTHLY OPERATING & CAPITAL BUDGET REPORT
Fiscal Year 2023-24 as of July 31, 2023

	July 31, 2023 Actual	July 31, 2023 Budget	Actual vs. Budget	% Variance
OPERATING & CAPITAL REVENUES				
Student Tuition	\$ 135,773	\$ 63,128	\$ 72,645	115.1%
Student Technology Fee	2,500	3,946	(1,446)	-36.6%
Student General Fee	29,148	5,918	23,229	392.5%
Other Student Fees	-	7,000	(7,000)	-100.0%
Tuition from Noncredit Programs	-	17,667	(17,667)	-100.0%
County of Erie	1,000,000	1,000,000	-	0.0%
Commonwealth of PA - Operating	-	738,666	(738,666)	-100.0%
Commonwealth of PA - Recurring Capital	-	-	-	0.0%
Commonwealth of PA - SS Reimbursement	-	-	-	0.0%
UAA Grant Reimbursement	-	953	(953)	-100.0%
Miscellaneous Income	7,532	5,167	2,366	45.8%
Total Operating & Capital Revenues	\$ 1,174,952	\$ 1,842,445	\$ (667,492)	-36.2%
APPLICATION OF FUNDS				
Salaries	\$ 189,122	\$ 233,434	\$ 44,311	19.0%
Staff Benefits	36,964	90,393	53,429	59.1%
Other Expenses	28,672	92,328	63,656	68.9%
Contracted	30,427	18,933	(11,493)	-60.7%
Insurance	29,574	6,667	(22,908)	-343.6%
Travel	39	3,917	3,878	99.0%
Maintenance & Repairs	-	1,880	1,880	100.0%
Marketing	36,050	42,229	6,180	14.6%
Contingency	-	16,667	16,667	100.0%
Reserves	-	41,667	41,667	100.0%
Other Designated	-	10,625	10,625	100.0%
Leased Equipment & Software	33,265	80,508	47,243	58.7%
Facility	55,132	106,375	51,243	48.2%
TOTAL EXPENSES	\$ 439,245	\$ 745,621	\$ 306,377	41.1%
Surplus/(Deficit)	\$ 735,708	\$ 1,096,823	\$ (361,116)	-32.9%

Erie County Community College
Confirmation of Bank Statement Reconciliations

	Community College of Erie County
Currency	USD
All EC3 Statements - Beginning Date	7/1/2023
All EC3 Statement - End Date	7/31/2023
Bank Statements Status - Reviewed & Reconciled	Reconciled

Balances

FNB	Current Balances
7/31/2023	
Operating	\$ 2,403,519.90
Savings Account	\$ 1,131,117.69
CD	\$ 1,513,161.06
	\$ 5,047,798.65

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

Receivable - Funds State and County	
Erie County - Quarterly Funding	
State PDE - Leases 50%	
	\$ -

* All Bank Statements have been Reconciled	
Projected as at Today 7/31/2023	\$ 5,077,527.38

July 2023 Check Register

<u>Payee</u>	<u>Payment</u>	<u>Payment Category</u>	<u>Expense</u>	<u>Frequency</u>
Allburn Florist	\$ 1,025.00	Supplier Payment	Commencement	As Needed
Benedictine Sisters of Erie Inc	\$ 6,450.00	Lease	Lease	Monthly
CAFE	\$ 500.00	Sponsorship	Marketing	As Needed
Cathedral Preparatory School	\$ 41,666.67	Lease	Lease	Monthly
Creative Imprint Systems	\$ 1,332.00	Supplier Payment	Marketing	As Needed
Cynthia Wolf	\$ 300.00	Contracted Services	Marketing	Monthly
Dennis Matthews	\$ 5,125.00	Contracted Services	Finance	Monthly
ECCA	\$ 150.00	Supplier Payment	HR	One Time
Epic Web Studios LLC	\$ 6,590.00	Contracted Services	Marketing	Monthly
Erie Lions Club	\$ 1,000.00	Sponsorship	Marketing	One Time
Erie Otters-JAW Hockey Enterprises	\$ 5,000.00	Sponsorship	Marketing	Monthly
FastSigns	\$ 167.20	Supplier Payment	Marketing	As Needed
Flagship Multimedia Inc.	\$ 9,466.67	Contracted Services	Marketing	As Needed
Flores & Associates, LLC	\$ 60.00	Benefits	HR	Monthly
GovConnection Inc	\$ 28,884.80	Contracted Services	IT	Monthly
Hagan Business Machines	\$ 443.29	Contracted Services	Facilities	Monthly
Incline Alchemy, Inc	\$ 7,604.25	Contracted Services	IT	Monthly
Insurance Management	\$ 29,574.33	Insurance	Facilities	Quarterly
Janitors Supply Co. Inc.	\$ 895.53	Supplier Payment	Facilities	As Needed
Jefferson Educational Society of Erie	\$ 1,000.00	Sponsorship	Marketing	One Time
Julie Paul	\$ 3,420.00	Contracted Services	Academics	As Needed
Knox Law	\$ 4,447.50	Legal	President	As Needed
LocalIQ	\$ 3,467.39	Contracted Services	Marketing	Monthly
Manufacturer & Business Assoc Ins	\$ 1,000.00	Sponsorship	Enrollment	As Needed
MBS Direct, LLC	\$ 3,265.70	Supplier Payment	Academics	As Needed
McCarl's Services Inc.	\$ 8,635.00	Supplier Payment	Facilities	One Time
MenajErie Studio, LLC	\$ 2,500.00	Contracted Services	Marketing	Monthly
New Opportunities	\$ 132.00	Benefits	HR	Monthly
Ohio Bureau of Workers Compensation	\$ 123.00	Benefits	HR	As Needed
Otis Elevator Company	\$ 725.00	Contracted Services	Facilities	As Needed
P&A Administrative Services Inc	\$ 500.00	Benefits	HR	Annual
PA Dept of Labor & Industry- E	\$ 328.10	Supplier Payment	Facilities	Annual
Parson's Penn Glass Co.	\$ 9,500.00	Supplier Payment	Facilities	One Time
PASCO Scientific	\$ 5,277.03	Supplier Payment	Academics	As Needed
Pro Waste Service	\$ 240.00	Contracted Services	Facilities	Monthly
R Brilliant Media	\$ 1,500.00	Contracted Services	Marketing	Monthly
Ridge Policy Group	\$ 6,000.00	Contracted Services	President	Monthly
Sample News Group	\$ 3,159.75	Contracted Services	Marketing	Monthly
Service Master Restoration by Advanced	\$ 1,040.00	Contracted Services	Facilities	Monthly
Springshare LLC	\$ 1,551.00	Memberships	IT	Annual
TestOut	\$ 1,290.00	Memberships	IT	Monthly

July 2023 Check Register Continued

The NROC Project	\$ 5,400.00	Memberships	Academics	Annual
TRAK Machine Tools	\$ 21,122.40	Supplier Payment	Academics	As Needed
TruAssure Insurance Company	\$ 1,124.94	Benefits	HR	Monthly
Uplift Foundation	\$ 150.00	Supplier Payment	Marketing	One Time
Velocity Network	\$ 3,024.77	Contracted Services	IT	Monthly
Vision Benefits of America Inc.	\$ 315.27	Benefits	HR	Monthly
	\$ 236,473.59			
Academics	\$ 38,485.13			
Commencement	\$ 1,025.00			
Enrollment	\$ 1,000.00			
Facilities	\$ 51,381.25			
Finance	\$ 5,125.00			
HR	\$ 2,405.21			
IT	\$ 42,354.82			
Lease	\$ 48,116.67			
Marketing	\$ 36,133.01			
President	\$ 10,447.50			
	\$ 236,473.59			



Resolution to Extend the MOU Between
Erie School District and the Erie County Community College (EC3) from August 1, 2023-June 30, 2024

Information

This extension of the Memorandum of Understanding (MOU) is being submitted on behalf of Erie School District for use of the CNC machining labs through the academic year 2023-2024, which ESD approved at their last board meeting. This is an extension of the MOU Board Report Board Report #23-24 that was approved at the April 26, 2023 EC3 Board of Trustees meeting.

Recommendation

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Erie School District and Erie County Community College for use of the CNC machining labs through academic year 2023-2024.



Information Report: Human Resources/Diversity Office

HUMAN RESOURCES

Summary of Employee Count

- Total full-time and part-time active faculty and staff, 54*, as of 8/17/2023.
*Includes adjuncts currently active Summer 2023 semester; excludes those not presently teaching

Separations, Promotions & Transfers

Separations:

Kelley McDonald-Hildebrand (Accountant) – 8/4/2023

Promotions:

None in July., and thus far this month, August.

Transfers:

Name	Previous Status/Position	New Status/ Position	Position	Start Date
Mazanowski, Toni	PT, Adjunct	FT	Instructor, CIS	8/17/2023

New Hires

Name	Status	Position	Start Date
Olusanya, Omotola	FT	College Recruiter	7/17/2023
Mark Pushinsky	FT	School Custodian	7/24/2023
Brennan, Edward	PT	Adjunct, Criminal Justice	8/17/2023
Gruber, Leo	PT	Adjunct, American Politics	8/17/2023

Incoming Hires

Name	Status	Position	Start Date
Dell, Debbie	FT	Program Director, Allied Health Programs	8/21/2023
Musawi, Sayyed	PT	Adjunct, Sociology	9/18/2023
Woods, Rebecca	PT	Adjunct, Psychology	9/18/2023



Personnel Committee

The Personnel Committee did not meet in August. The committee will meet again on 9/11/2023.

Open Positions

- Accountant
- Adjunct Faculty - *Ongoing for applicant pool*



OFFICE OF DIVERSITY

August 2023

National Black Business Month

Women's Equality Day (August 26th)

In-house TV mentions supporting local Black-owned businesses within different industries.

September 15 – October 15, 2023

Hispanic Heritage Month

October 2023

Learning Disabilities Awareness Month

Oct. 17th – Lunch & Learn: Learning with a Disability

(Presenter: Andrea Campbell, Academic & Disability Counselor)

November 2023

Native American Heritage Month

Veterans Day (November 11th)

Nov. 8th – Lunch & Learn: The Mental Health & Well-Being Connection

(Presenter: Robert Giannamore, Adjunct/Licensed Counselor)



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 July 2023 board meeting.

Training Updates

Fiber Optics Installer Training
Lead Paint Abatement Training

New Cohort Scheduled for October 2023
Scheduled to start September 2023

Upcoming Training

Spanish In the Workplace
Tax Preparer Training

Workforce Partnerships/Updates

- **Fiber Optics Installer Training:** The Fiber Optics Installer training is in its 5th week with 4 weeks remaining. Individuals in the cohort will take their Optic Path Certification Test in the final week and have already been interviewed by VNet Fiber for possible hire. The next cohort is tentatively scheduled to start October 18th and is already generating interest from companies like Thayer Power, Windstream and other local businesses in the broadband industry.
- **Erie Insurance:** The Erie Insurance Certified Insurance Service Representative (CISR) is still under discussion. This nationally accredited insurance licensure program is a career pathway to insurance careers and would be the first local collaboration that would lead to high paying family sustaining careers for our local community.
- **City of Erie Redevelopment Authority:** The Lead Paint Abatement Training initiative is moving forward with training scheduled for September, October, November and December. We are developing training that will be ongoing and could be offered in the rural areas of Erie County.



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

07/26/2023 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

Attendees (9)

President Chris Gray PhD; 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; HR Director Luisa Heifner; Solicitor Tim Wachter.

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Y
Kurt Hersch	Y
Robert Merrill	Y
Rev. Dr. Charles Mock	Not Present
Msgr. David Rubino	Not Present
Dr. Michael Victor	Y
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, M.D.	Y @ 5:15pm
Chairperson Cheryl Rush Dix	Y

Pledge of Allegiance

Approval of June 28, 2023 Regular Meeting Minutes (pg. 10-16)

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

The motion to approve the June 28, 2023 meeting minutes pass unanimously via voice vote.

Public Participation

Communication

A. President's Report-Dr. Gray reported that the College had their first “Lunch and Learn” earlier in the day to bring awareness to National Disability Independence Day. He also notified the Board that MSCHE had requested additional clarification and ease of access to some of the documents originally submitted in April of 2023 and that those documents were submitted earlier in today. The next MSCHE Commission meeting is November 15th and 16th where the College could possibly be approved as a candidate for accreditation which would allow students to be eligible for Federal Financial Aid and PHEAA. Dr. Gray continued reporting that the state budget has not passed, but that there is an expectation that funds will be released in mid to late September. The funds will not be available for the quarter and capital payments due in July and that the College is using their reserves. Dr. Gray said he was confident the College would not need a line of credit and pointed out the reserves already built into the budget and the importance of continuing to maintain them. Dr. Gray also informed the Board that the College is continuing talks with the County Executive and the local hospitals concerning the allied health field collaboration efforts.

B. Personnel Committee-Trustee Merrill reported that the committee reviewed the PACE Climate Survey managed by North Carolina State University's Belk Center for Community College Leadership and Research. The survey allows community college leaders to better understand their institution's culture and overall capacity to promote student success by hearing directly from employees about how they perceive and experience their work. In doing so, the survey promotes open and honest communication to inform priorities for change. Trustee Merrill said the survey is recommended to be conducted every 3 to 5 years and that survey results would be expected in 10 weeks. Trustee Merrill noted that there is a cost involved in utilizing the survey and that the Committee will review and bring recommendations to the full board.

C. Finance Committee-Chairperson of the Committee, Trustee Gallagher, noted the packet contained the three normal reports including the 2022-2023 overall budget, the June bank statement reconciliation, and the June check register. Trustee Gallagher concurred that the \$9 million in reserve will help cover costs with the delayed budget coming from the state.

D. Chairperson of the Board-Chairperson Rush Dix thanked the Trustees and the community for their participation in the July 11th Quarterly Breakfast. Trustee Rush Dix also reported that she and President Gray continued to meet weekly and that the Committee meetings continue to take place on a regular basis. She also referred Trustees to the PACCC's Quarterly Trustee report and the remaining list of volunteer opportunities that the College has for outreach included in the Board Meeting packet. Trustee Rush Dix also reminded Trustees of Erie Gives Day on August 8th and encouraged them to complete the Board Orientation on the AGB platform.

E. Other-No other committees had reports.

Presentation-FBA™ OptIC Path; Optical Telecom Installer Certification Program

Dean Rebecca Walker presented information on the history, partnerships, and future of the College's Optical Telecom Installer Certification which is a non-credit workforce program. She reported that with the increasing demand for internet broadband access there is a need for installers. She continued to say the initiative started a year and a half ago in Corry with Impact Corry and Corry Hi-Ed, but the expected grants for the program did not go through and the issue was tabled. Velocity Network (VNET) continued the discussion with the

College and sent one of their current employees to national training in North Carolina (train the trainer). VNET is allowing this employee to flex his time and train more installers at the College while continuing his normal duties at VNET. Dean Walker said the 9-week noncredit cohort started on July 18th (there is a fee to participate, but not tuition) with the expectation that all installers participating will be hired by VNET once the program is completed, although they are open to installers being hired by other companies. This is phase one of the pilot program and in the future additional modules can be tailored for certain niches of the installation process. The FBA requires installers to be recertified every three years so the program can adapt for that future need. The median wage is \$60,000 per year or \$28 per hour. With future success, the program is expected to be extended out to the county starting with Corry. Dean Walker said the program is being advertised through Erie Regional Manufacturing Partnership (ERPM), Infinite Erie, EC3 Advisory group, WIOA and through the city and county construction committees. Trustee Gallagher recommended that VNET also promote it on their website. Dr. Gray reminded the Trustees that the College's non-credit side can meet an immediate need in the workforce, adapt, end, or restart the program as the need changes or diminishes. He also thanked VNET for their participation in this amazing partnership as this is a community, student, and employer win. This is where the college fits since no one provides this level of training.

Future Agenda Items/Summary Comments by Board Members

None

For Information

No comments on the informational reports.

Executive Session

The trustees entered into Executive Session for the purposes of personnel matters with no action being taken immediately following at 5:35pm.

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

The motion to move into Executive Session for the purposes of personnel matters with no action taken immediately following was approved unanimously via voice vote.

Motion to Adjourn

Time: 8:00pm

Trustee	Motion 3	Vote
Justin Gallagher	1	Y
Kurt Hersch	2	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msgr. David Rubino		Not Present
Dr. Michael Victor		Y
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 August 23, 2023 5PM