



Minutes for Meeting Book - October 26, 2022 Board of Trustees Regular Meeting

10/26/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (9)

President Dr. Chris Gray; Assistant to the President/Secretary to the Board Renee Triana; Treasurer & Controller Phil Forte; Vice President Guy Goodman; Dean Rebecca Walker, Director of HR Luisa Heifner; Marketing & Communications Director Elise Michaux; Director of Enrollment & Outreach LaMont Higginbottom via Zoom; and Solicitor Tim Wachter

Call to Order

Time: 5:04

Roll Call

| Trustee | Roll Call |
|----------------------------------|-------------------|
| Justin Gallagher | Y via Zoom |
| Kurt Hersch | Y |
| Bob Merrill | Y |
| Dave Mitchell | Y |
| Rev. Dr. Charles Mock | Y |
| Vice Chairperson Christina Vogel | Y |
| Secretary Annette Wagner, M.D. | Y via Zoom 5:10pm |
| Chairperson Cheryl Rush Dix | Y |

Pledge of Allegiance

Approval of September 14, 2022 Regular & Annual Meeting Minutes (pg.15-23)

The September 14, 2022 Regular & Annual Meeting Minutes were unanimously approved.

| Trustee | Motion 1 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | | Y |
| Kurt Hersch | 2 | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | 1 | Y |
| 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. Grays report included enrollment; a MOU with the Crime Victim Center to address training and prevention programming to address sexual assault, domestic/dating violence, and stalking; board training for the upcoming MSCH visit; the Jefferson Educational Society reception for Tom Bodett being hosted by EC3 on November 2; EC3 cabinet's tour of SEPCO to see manufacturing in Erie County; and he updated the trustees about his trip to the Council of President's Meeting for the PACCC which included updates concerning the rapidly changing Pennsylvania higher education system.

- B. **Finance Committee**-Trustee Gallagher reported that the committee spent a good amount of time discussing item #14 on the meeting's agenda, Empowerment Grant Distribution Criteria for Tuition Assistance, besides covering the year-to-date budget and check register.

C. Ad Hoc Committees

1. Site-Executive Session for the Purposes of Real Estate held October 6, 2022 at 2403 W. 8th St. Erie, PA and via Zoom at 4:30pm
2. Community Advisors-Chair Vogel reported the first quarterly breakfast was September 27, 2022. It is an opportunity to showcase the College to the public. The next Quarterly Breakfast is December 6th at 7:30am in the Presidential Suite.

D. Chairperson of the Board-Chairperson Rush Dix gave an update of the events she has attended on the College's behalf in addition to the weekly meetings with the President.

1. EC3 Community Advisors Quarterly Breakfast 9/27/22
2. EC3 Hispanic Heritage Program 9/28/22
3. Pennsylvania's Secretary of Education Eric Hagarty Visit 9/30/22
4. Manufacturing Day 10/12
5. Board Effect Training 10/18
6. NACo and National League of Cities Advancing Economic Mobility through Community College Partnerships for Workforce Development Webinar 10/25
7. Regional Chamber Hosts Canadian Consulate General & Staff
8. Ad Hoc Site Committee and Finance Committee Meetings

E. Other-None

Affirmation/Reappointment of Committee Structure

***See the attached Committee Structure**

- A. Academic
- B. Personnel
- C. Finance
- D. Executive

Affirmation/Reappointment of Committee Structure Continued
***See the attached Committee Structure**

| Trustee | Motion 2 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | | Y |
| Kurt Hersch | 1 | Y |
| Bob Merrill | 2 | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

This motion passed unanimously.

Affirmation/Reappointment of Ad Hoc Committee Structure
***See the attached Committee Structure**

It was confirmed that the Ad Hoc Board Policy Committee has been dissolved.

- A. Site/Facility
- B. Advisory

| Trustee | Motion 3 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | 1 | Y |
| Kurt Hersch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | 2 | Y |
| Rev. Dr. Charles Mock | | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

This motion passed unanimously.

Presentation EC3 Key Performance Indicators

Vice President Guy Goodman identified and presented five Key Performance Indicators (KPI) to the trustees including enrollment, success rates, retention rates, graduation rates, job placement, and transfer rates.

EC3's unduplicated headcount is up 74.8% and the Full Time Equivalent (FTE) is up 103.8% from Fall 2021 to Fall 2022. All KPIs are in expected ranges for the College and Mr. Goodman expressed his enthusiasm for the outcomes in Erie County but knows that there is still work to be done.

Trustees inquired how goals were going to be established moving forward now that there was a semester and annual baseline of data. Vice President Goodman responded that the next baseline would be the first graduating class and once accredited IPEDs (Integrated Post-Secondary Education System) will assign a comparison cohort. Vice President Goodman also noted that he has been comparing EC3 to Pennsylvania Highlands Community College the newest community college in Pennsylvania prior to EC3 and to Guttman Community College which is America's newest community college.

Vice President Goodman also answered questions concerning learning support for EC3 students which include tutoring outside of class, Success Coaches within the class that take the initiative to approach a student who needs additional support, and executive coaching and study skills that are all free to the students at EC3.

Presentation Preparing Students and Staff with Emergency Updates Using Regroup Emergency Notification Software

Dr. Gray presented in Vice President William Jeffress' absence. Everyone with a College email is automatically signed up for the Regroup Emergency Notification Software. This is used to communicate important weather and emergency information updates. Messages are limited in the number of characters so it will refer students to messages in Blackboard and employees to emails or to contact their direct supervisor.

New Business- Resolution to Adopt Vice President Guy Goodman as Signatory for PA Department of Education (PDE) Electronic Agreements Board Report #22-77 (pg.7)

| Trustee | Motion 4 | Vote |
|----------------------------------|-----------------|-------------|
| Justin Gallagher | 1 | Y |
| Kurt Hersch | 2 | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

This motion passed unanimously.

New Business-Approval of Tuition Waiver for Employees Added to the Employee Benefits Board Report #22-78 (pg.8)

| Trustee | Motion 5 | Vote |
|----------------------------------|-----------------|-------------|
| Justin Gallagher | 2 | Y |
| Kurt Hersch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | 1 | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

This motion passed unanimously.

New Business-Resolution to Create Professional Development Practices for Current Employees Board Report #22-79 (pg.9)

Vice Chairperson Vogel asked if there was a limitation to how many times an employee could take the same class and receive a failing grade. Dr. Gray responded that it was not in writing but would not be supported. Chairperson Rush Dix reminded trustees that the College would not disburse funds until the passing grade was obtained. Payment for failed courses would fall upon the employee. This is clarified in the last paragraph of the document.

| Trustee | Motion 6 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | 1 | Y |
| Kurt Hersch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | 2 | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

This motion passed unanimously.

New Business-Discussion of Empowerment Grant Distribution Criteria for Student Tuition Assistance

Dr. Gray suggests the Board establish an Ad Hoc Committee to provide strategic direction and guidance which will allow the administration to create and administer the student scholarship funds. Chairperson Rush Dix noted that EC3 students can access Federal Student Aid once the College achieves candidacy status for accreditation with the Middle States Commission on Higher Education (MSCHE), which Dr. Gray is confirming. An EC3 pre-candidate visit from MSCHE is taking place Monday, November 7, 2022. The Ad Hoc Committee was not created at this meeting.

Future Agenda Items/Summary Comments by Board Members

Trustee Michell notified the trustees that Brody Howard is leaving the Corry Higher Education Council at the first of the year and will help the new director, once chosen, transition into their position.

Trustee Mock asked if the trustees would see a diversity report. Dr. Gray reminded trustees that according to the College Policies diversity now falls under human resources and is included in that informational report. Dr. Gray also told the trustees that diversity events are internal and based around EC3 students. There is an employee/staff committee in place to organize those events.

For Information

Trustee Mitchell inquired about the library services available for students at EC3 now that EC3 Erie West is being utilized. Dr. Gray said that Mari Howells, EC3 Librarian, can make a future presentation to the Board. Chairperson Rush Dix also reminded the trustees about the MOU with EC3 and the Erie County Library, Penn West University Edinboro, and Penn State Behrend.

Executive Session

None

Motion to Adjourn

| Trustee | Motion 7 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | | Y |
| Kurt Hersch | | Y |
| Bob Merrill | 2 | Y |
| Dave Mitchell | | Y |
| Rev. Dr. Charles Mock | 1 | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Annette Wagner, M.D. | | Y |
| Chairperson Cheryl Rush Dix | | Y |

Time: 6:43pm

Next Regular Meeting November 16, 2022 5PM



**Board of Trustee Committees
2022-2023**

Standing Committees

“Only the Standing Committees shall constitute committees authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act, unless the resolution establishing an ad hoc committee expressly provides otherwise.”

“Only the Standing Committees shall constitute committees authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act, unless the resolution establishing an ad hoc committee expressly provides otherwise. The Chairperson of the Board shall appoint the chairperson of each committee, and, unless otherwise determined by the Board, the members of each committee. Committee member eligibility shall be limited to Trustees.”

Standing Committees need to meet in a physical location, an agenda, and give public notification in the newspaper 24 hours in advance of the meeting (unless executive session). If a meeting is cancelled or rescheduled notify the Assistant to the President immediately to make public notification of the change.

Executive Committee Members*:

- Cheryl Rush Dix-Chair
- Christina Vogel
- Annette Wagner, M.D.
- Justin Gallagher

Academic Committee Members*:

- Annette Wagner, M.D.-Chair
- Kurt Hersch
- Robert Merrill

Finance Committee Members*:

- Justin Gallagher-Chair
- Kurt Hersch
- Rev. Dr. Charles Mock

Personnel Committee*:

- Christina Vogel-Chair
- Robert Merrill
- Rev. Dr. Charles Mock

***Chairperson Cheryl Rush Dix is the ex officio on all committees**



**Board of Trustee Committees
2022-2023**

Ad Hoc Committees

“Such groups shall not be authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act.” ... “unless the resolution establishing an ad hoc committee expressly provides otherwise.”

Site/Facility*

- Dave Mitchell-Chair
- Christina Vogel
- Annette Wagner, M.D.

“The Board of Trustees may, in consultation with the President, create advisory groups, which may include non-Trustee members, to serve without compensation to assist the Board and/or President on focused subjects. Such groups shall not be authorized to take official action or render advice on matters of College business for purposes of the Sunshine Act.

Advisory*

- Rev. Dr. Charles Mock-Chair
- Justin Gallagher
- Dave Mitchell

***Chairperson Cheryl Rush Dix is the ex officio on all committees**



October 26, 2022

Board of Trustees Regular Meeting

EC3 West

2403 W. 8th Street

Erie, PA, 16505

Meeting ID: 864 7949 2792, Passcode: 113651



Meeting Book - October 26, 2022 Board of Trustees Regular Meeting

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of September 14, 2022 Regular & Annual Meeting Minutes (pg. 15-23)
 - A. September 14, 2022 Regular & Annual Meeting Minutes
5. Public Participation
6. Communication
 - A. President's Report
Dr. Chris Gray
 - B. Finance Committee
Trustee Justin Gallagher
 1. YTD Budget Summary 2022-2023 (pg. 4)
 2. August and September 2022 Check Register (pg. 5-6)
 - C. Ad Hoc Committees
 1. Site Committee
 1. Executive Session for the Purposes of Real Estate held October 6, 2022 at 2403 W. 8th St. Erie, PA and via Zoom at 4:30pm
 2. Community Advisors Committee
Vice Chairperson Christina Vogel
 - D. Chairperson of the Board
Cheryl Rush Dix
 - E. Other
7. Affirmation/Reappointment of Committee Structure
 - A. Academic Committee
 - B. Personnel Committee
 - C. Finance Committee
 - D. Executive Committee
8. Affirmation/Reappointment of Ad Hoc Committee Structure
9. Presentation EC3 Key Performance Indicators
Vice President of Academic and Student Affairs Guy Goodman
10. Presentation Preparing Students and Staff with Emergency Updates Using Regroup Emergency Notification Software
Vice President of Administration William Jeffress
11. New Business- Resolution to Adopt Vice President Guy Goodman

as Signatory for PA Department of Education (PDE) Electronic Agreements Board Report #22-77 (pg. 7)

12. New Business-Approval of Tuition Waiver for Employees Added to the Employee Benefits Board Report #22-78 (pg. 8)

13. New Business-Resolution to Create Professional Development Practices for Current Employees Board Report #22-79 (pg. 9)

14. New Business-Discussion of Empowerment Grant Distribution Criteria for Student Tuition Assistance

15. Future Agenda Items/Summary Comments by Board Members

16. For Information

A. Human Resource and Diversity Office Report Board Report #22-80 (pg. 10-13)

B. Workforce Development Board Report #22-81 (pg. 14)

17. Executive Session

18. Motion to Adjourn

19. Next Regular Meeting November 16, 2022 5PM

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

(000's US Dollars)

| FUNDING SOURCES | Proposed Budget July 2022 - June 30, 2023 | | | Actual |
|---|---|------------------|--------------------|--------------------|
| | Operating | Capital | Total | 30-Sep |
| Student Tuition - Credit Programs | \$1,036,800 | | \$1,036,800 | \$597,480 |
| Student Technology Fee | 64,800 | | 64,800 | 41,000 |
| Student General Fee | 97,200 | | 97,200 | 57,000 |
| Other Student Fees | 17,680 | | 17,680 | |
| Net Tuition from Noncredit Programs (net of expenses) | 50,000 | | | |
| County of Erie | 3,300,000 | \$450,000 | 3,750,000 | 937,000 |
| Commonwealth of Pennsylvania Calendar year budget | 2,900,000 | | 2,900,000 | 725,000 |
| Commonwealth of Pennsylvania - Leases | 329,588 | | 329,588 | |
| Commonwealth of Pennsylvania - Start Up Reimbursement | | | 0 | |
| Miscellaneous Income | 10,000 | | 10,000 | 2,400 |
| Totals | \$7,806,068 | \$450,000 | \$8,206,068 | \$2,359,880 |
| APPLICATION OF FUNDS | | | | |
| Salaries and Wages | \$2,710,690 | | \$2,710,690 | \$597,000 |
| Staff Benefits | 884,331 | | 884,331 | 385,000 |
| All Other Operating Budget Expenses | 4,177,786 | | 4,177,786 | 1,226,000 |
| Capital Purchases | | \$450,000 | \$450,000 | - |
| TOTAL APPLICATION OF FUNDS | \$7,772,806 | \$450,000 | \$8,222,806 | \$2,208,000 |
| SURPLUS (SHORTFALL) | \$33,262 | | | \$151,880 |

September Year-To-Date Check Register

Finance Committee Report October 25, 2022

| | |
|--|--------------|
| AACRAO | \$568.00 |
| Absolute Infrared Inspection Services | \$800.00 |
| AdmitHub PBC DBA Mainstay | \$22,000.00 |
| Amazon | \$200.42 |
| Avalon | \$600.00 |
| Benedictine Sisters of Erie Inc | \$14,408.33 |
| Blackgate Security Agency | \$5,502.87 |
| Cathedral Preparatory School | \$89,824.50 |
| City of Erie | \$3,285.00 |
| CopyRight | \$2,714.00 |
| Corry Journal | \$57.00 |
| Crystal Lander | \$356.25 |
| Cynthia Wolf | \$750.00 |
| Dan Rice Committee | \$70.00 |
| Donna Newell | \$1,500.00 |
| Epic Web Studios LLC | \$6,590.00 |
| Erie Blues & Jazz Festival | \$500.00 |
| Erie Technology Incubator Inc. | \$3,807.00 |
| FastSigns | \$2,059.51 |
| Flagship Multimedia Inc. | \$30,060.00 |
| Goodheart-Willcox Publisher | \$4,427.98 |
| GovConnection Inc | \$2,424.00 |
| Hagan Business Machines | \$797.21 |
| ID123 Inc. | \$1,875.00 |
| Incline Alchemy, Inc | \$22,510.38 |
| Insurance Management | \$383.00 |
| JPS Consulting Services LLC | \$250.00 |
| Keri Bowman | \$37.09 |
| Knox Law | \$6,264.00 |
| Kona Ice of Erie | \$255.79 |
| LocaliQ | \$809.45 |
| LocaliQ | \$2,056.50 |
| Manufacturer & Business Assoc Ins | \$2,790.00 |
| MBS Direct, LLC | \$457.66 |
| MCPc | \$1,393.75 |
| Memic Indemnity Company | \$10,918.00 |
| MenajErie Studio, LLC | \$2,437.50 |
| Narcisa Inc. | \$2,000.00 |
| P&A Administrative Services Inc. | \$560.00 |
| PA Commission for Community Colleges | \$584.99 |
| Printing Concepts Inc. | \$575.00 |
| Quinn Law Firm | \$22,505.01 |
| R Brilliant Media | \$17,025.00 |
| Ridge Policy Group | \$6,000.00 |
| Rotary Club of Erie | \$175.00 |
| Sample News Group | \$3,954.75 |
| Service Master Restoration by Advanced | \$1,335.00 |
| TestOut | \$9,546.00 |
| The Nonprofit Partnership | \$675.00 |
| The Original Popcorn House | \$119.60 |
| The Warren Company | \$6,925.45 |
| Union City Pride Inc. | \$25.00 |
| Velocity Network | \$2,400.00 |
| Vision Benefits of America Inc. | \$717.36 |
| Welders Supply | \$246,306.84 |
| Workday Inc. | \$8,000.00 |

\$1,156,013.92

| |
|---------------------------------------|
| Erie County Community College |
| YTD August 2022 Check Register |
| (000's US Dollars) |

| | |
|------------------------------|---------|
| AACRAO | \$ 568 |
| Absolute Infrared Inspection | 800 |
| Amazon | 777 |
| Avalon | 600 |
| Benedictine Sisters of Erie | 28,816 |
| Blackgate Security Agency | 7,330 |
| Cathedral Preparatory | 89,825 |
| City of Erie | 3,285 |
| Consortium Tom Ridge Ctr. | 3,000 |
| CopyRight | 2,714 |
| Corry Journal | 57 |
| Creative Imprint Systems | 2,116 |
| Crystal Lander | 356 |
| Cynthia Wolf | 1,275 |
| Dan Rice Committee | 70 |
| Donna Newell | 1,500 |
| Elise Michaux | 134 |
| Epic Web Studios LLC | 12,040 |
| Erie Blues & Jazz Festival | 500 |
| Erie Technology Incubator | 7,651 |
| FastSigns | 2,060 |
| Flagship Multimedia Inc. | 5,000 |
| Flores & Associates, LLC | 60 |
| Goodheart-Willcox Publisher | 4,428 |
| ID123 Inc. | 1,875 |
| Incline Alchemy, Inc | 45,222 |
| Insurance Management | 18,495 |
| JPS Consulting Services | 250 |
| Keri Bowman | 37 |
| Knox Law | 14,057 |
| Kona Ice of Erie | 200 |
| Liz Brown Enterprises LLC | 56 |
| LocalIQ | 2,866 |
| Maloney, Reed, Scarpitti | 350 |
| MBS Direct, LLC | 972 |
| MCPC | 7,150 |
| Memic Indemnity Company | 15,889 |
| MenajErie Studio, LLC | 2,438 |
| Mfg & Business Assoc Ins | 2,790 |
| Narcisa Inc. | 2,000 |
| New Opportunities | 120 |
| P&A Administrative Services | 650 |
| Printing Concepts Inc. | 575 |
| Quinn Law Firm | 22,505 |
| R Brilliant Media | 53,880 |
| Ridge Policy Group | 12,000 |
| Rotary Club of Erie | 175 |
| Sample News Group | 7,077 |
| Service Master Restoration | 2,670 |
| The Nonprofit Partnership | 675 |
| The Warren Company | 6,925 |
| Union City Pride Inc. | 25 |
| Velocity Network | 2,453 |
| Vision Benefits of America | 717 |
| Welders Supply | 261,595 |
| Workday Inc. | 74,660 |

| |
|-------------------|
| \$ 736,310 |
|-------------------|

Resolution to Adopt Vice President Guy Goodman as Signatory for PA Department of Education (PDE)
Electronic Agreements

Information

The Pennsylvania Department of Education's Division of Higher Education, Access, and Equity (HEAE) invites each postsecondary institution who anticipates applying for the Governor's It's On Us PA or the Hunger-Free Campus grant programs to begin the process of establishing eGrants logins and eSignature authority for this year's application process.

In the past, all applications have been submitted through email via word documents. To streamline the process, HEAE is utilizing the eGrants system this year for the launch of both applications.

The governing body (school board, board of directors, board of trustees, etc.) must adopt the Resolution, identifying and authorizing the administrator (Superintendent, Executive Director, CEO, etc.) to sign electronic agreements with the PA Department of Education (PDE).

Once received, the resolution will be reviewed by the Department's legal office. Once approved by legal, the BMS will grant electronic-signature access in the eGrants system.

Recommendation

It is recommended that the Board of Trustees approve the Resolution to Adopt Vice President Guy Goodman as Signatory for PA Department of Education (PDE) Electronic Agreements.



Approval of Tuition Waiver for Employees Added to the Employee Benefits

Guidelines & Procedures for:

TUITION WAIVER

Effective Date: November 1, 2022

Summary

Providing the benefit of a tuition waiver to employees, and select dependents, of Erie County Community College.

Eligibility

Regular full-time employees, their spouse/domestic partner, and dependents (legal dependent as defined by the IRS*) are eligible for tuition waivers. Eligibility is immediate upon hire.

Qualified part-time employees are eligible for tuition waivers. A qualified part-time employee is defined as an employee who is scheduled to work a minimum of 20 hours per week. Eligibility is after six (6) consecutive months of service to the College. Employees who do not meet these criteria may be considered on a case-by-case basis.

Guidelines

Eligible employees may not be on an approved leave of absence, or have an impending planned leave of absence, at the time the course(s) begins.

There is no maximum number of credit hours eligible employees may be enrolled in. However, employees may not take classes during their scheduled work hours. In the event a course is only offered during the employee's scheduled work hours, written approval must be obtained from their immediate supervisor.

This benefit covers tuition. The user is responsible for all fees, including but not limited to registration fees, lab fees, books, and other course materials.

If employee separates from employment prior completing their commitment to the College or paying any balances due, monies owed may be deducted from their final paycheck.

*As defined by the IRS, a Dependent is a qualifying child (under the age of 19 or under 24 if a full-time student, or any age if permanently and totally disabled) or a qualifying relative. (<https://www.irs.gov/faqs>)



Resolution to Create Professional Development Practices for Current Employees

Guidelines & Procedures

EDUCATIONAL ASSISTANCE BENEFIT

for: Effective Date:

Summary

To help our employees grow and develop professionally, EC3 is providing educational assistance, in the form of reimbursement, to help defray the costs of higher education. This will benefit both the employee and the College by enhancing the employee's performance within their current role.

Eligibility

Regular, full-time employees who have completed a minimum of six (6) months of continuous satisfactory employment with the College at the time of their application for educational assistance are eligible. The benefit is intended to advance academic credentials of the employee. A second degree of the same level may be considered on an individual basis, and if beneficial to the College.

Guidelines

All requests must be made via the Educational Assistance form. Employees must be actively employed on the day the College issues the reimbursement. Employees on a leave of absence are not eligible to apply for educational assistance. Employees who begin a leave of absence after a course has started will be reimbursed a prorated amount based on the course start/end date and the leave of absence period.

Courses are required to be taken through an accredited educational institution. Reimbursement will not be provided for any course taken at another institution for which an equivalent course is offered by Erie County Community College.

Approved requests hold a maximum reimbursable amount of \$6,000 per academic year. Reimbursement is for the cost of tuition only. The employee will be responsible for fees, materials, and books that may be required.

Final approval for all courses must be obtained by the employee's area Vice President prior to enrollment. Employee should ensure that their enrollment does not negatively affect their current role and responsibilities at EC3.

Prior to the beginning of the course, the employee will be notified of the amount of reimbursement they've been approved for, after their application is submitted and approved. Reimbursement will be dependent on the grade attained: a "C" grade or better or its equivalent. In courses where no formal grade or measurements are normally provided, the employee must obtain documentation from the institution indicating successful completion of the course.

Information Report: Human Resources/Diversity Office

HUMAN RESOURCES

Summary of Employee Demographics

Total full-time and part-time staff, 64, as of 10/22/2022

Separations, Promotions & Transfers

Separations

- Walaa Ahmad – Administrative Assistant to the Deans 10.12.2022

Promotions

- None in September, or thus far in October.

Transfers:

- None in September, or thus far in October.

New Hires

| Name | Status | Position | Start Date |
|-----------------------------|--------|--|--------------------|
| McDonald-Hildebrand, Kelley | FT | Accountant | September 20, 2022 |
| Abraham, Jamil | FT | Data Systems Coordinator | September 26, 2022 |
| Moon, Kayla | FT | Human Resources Assistant | September 28, 2022 |
| Eggleston, Jason | FT | Temporary IT Support | October 3, 2022 |
| Crosby, Juelz | PT | Office Assistant, Recruitment & Outreach | October 17, 2022 |
| Sutlic, Angela | FT | College Recruiter | October 17, 2022 |
| Diab, Imad | PT | Adjunct, FYE | October 20, 2022 |
| Ida, Pasha | PT | Adjunct, CIS | October 20, 2022 |
| Johnson, Timothy | PT | Adjunct, Behavioral Sciences | October 20, 2022 |
| Jeffress, Adrianna | PT | Adjunct, Surg Tech | October 20, 2022 |
| Mercatoris, Adele | PT | Adjunct, Math | October 20, 2022 |
| Potter, Troy | PT | Adjunct, CIS | October 20, 2022 |
| Rial, Alfred | PT | Adjunct, Math | October 20, 2022 |
| Seneta, Robin | PT | Adjunct, CIS | October 20, 2022 |

Incoming Hires

| Name | Status | Position | Start Date |
|------------------|--------|---------------------------------------|-------------------|
| Capers, Daisha | FT | Admin. Ass't. to VPs & Administration | October 24, 2022 |
| Vollant, Carter | FT | IT Systems Administrator | November 7, 2022 |
| Blacklaw, Stuart | FT | Dean of Academics | November 14, 2022 |

Organizational Charts

Updated organizational charts are attached.

Open Positions

- IT Networking Program Chair, Full-Time
- Administrative Assistant to the Deans
- Director of IT
- Adjunct Faculty - *Ongoing to create applicant pool*

OFFICE OF DIVERSITY

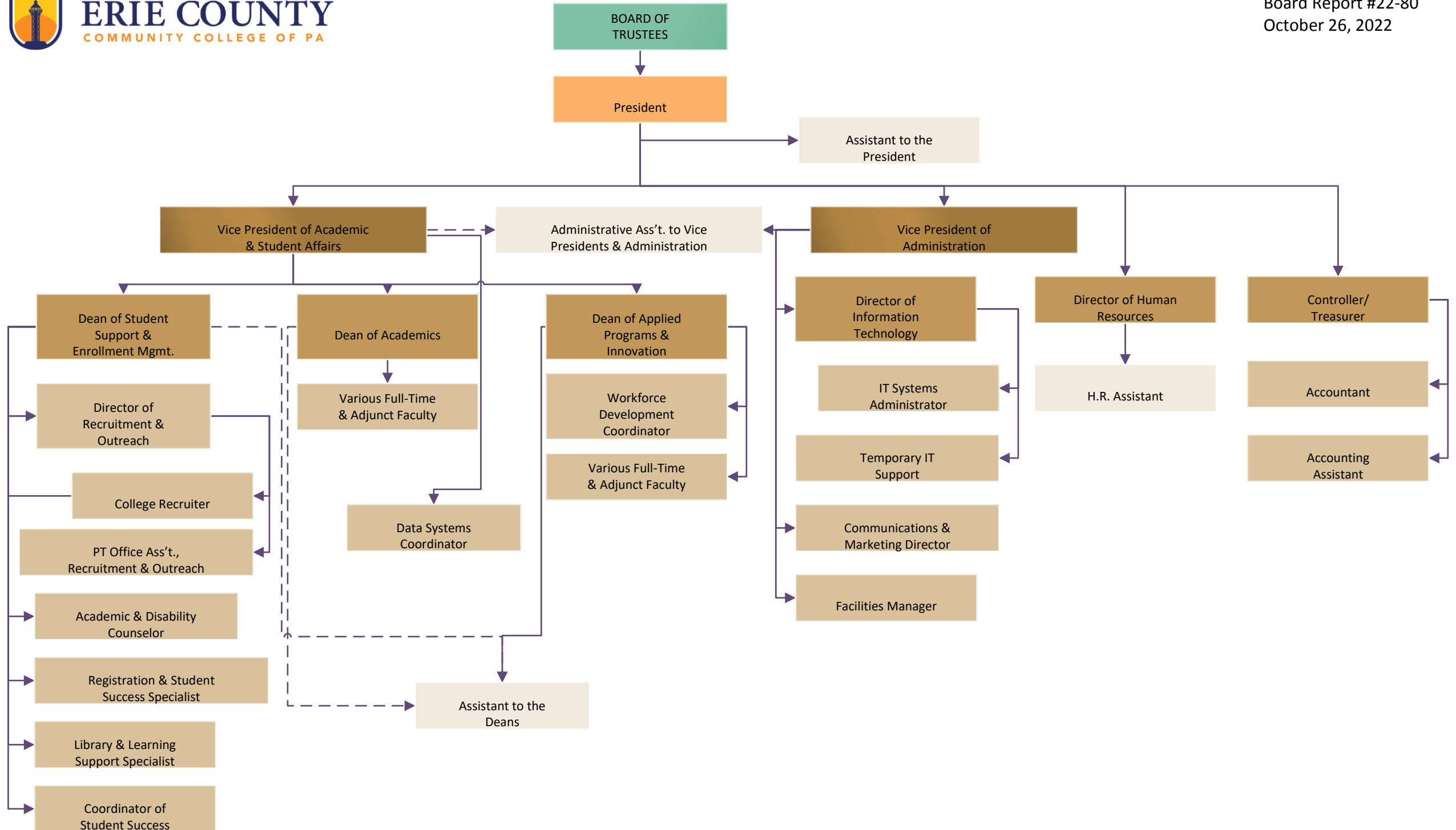
Hispanic Heritage Month

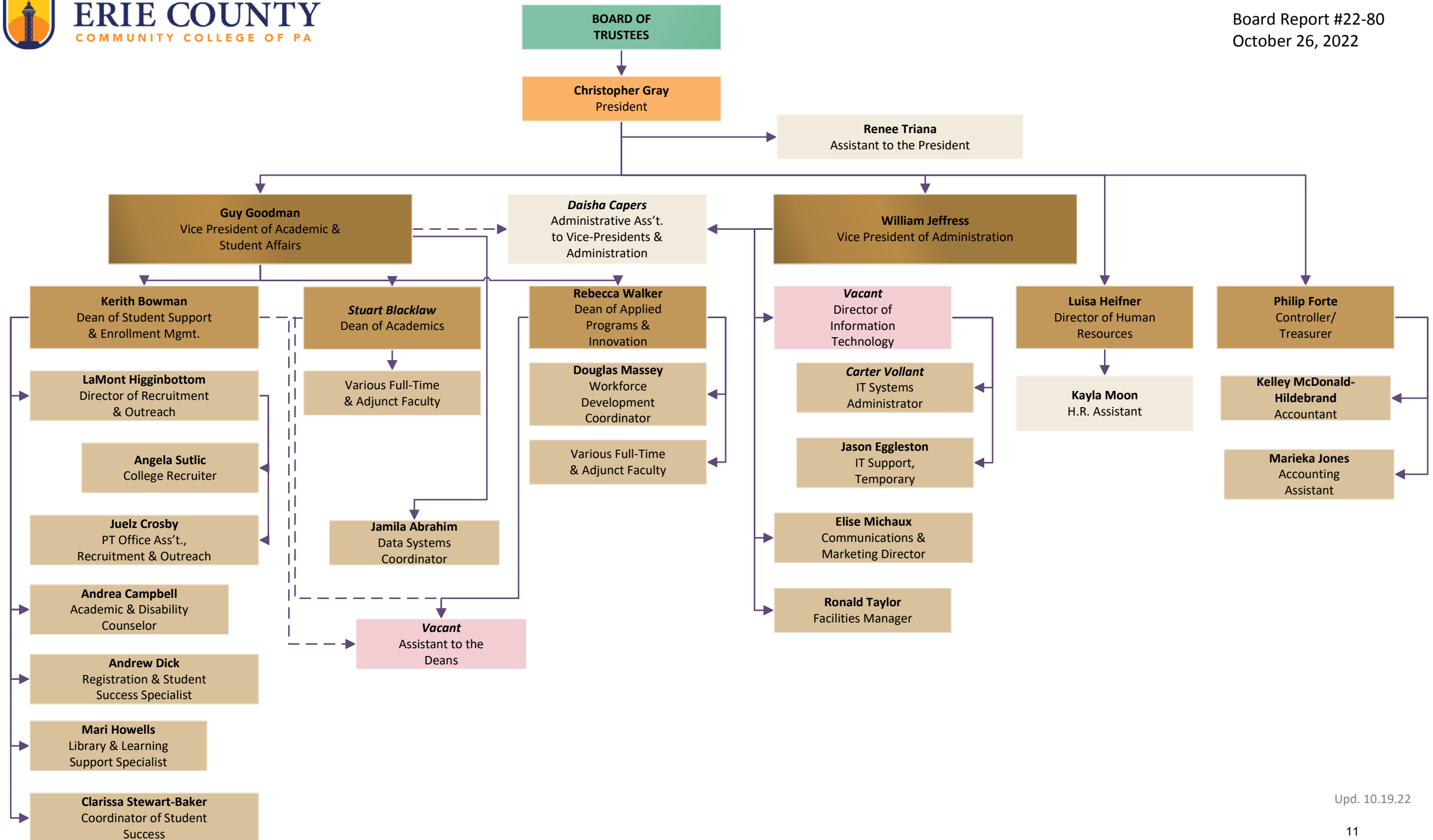
Emails recognizing Hispanic-Americans who made history in the U.S., were shared with students and employees.

On September 28th, three Hispanics well-known in Erie's Hispanic community were invited to speak to our students and staff. Invited were

- Vanessa Belen, co-host of local talk show "Chatting with Sonya and Friends" and an appointed Commissioner on the Governor's Commission on Latino Affairs;
- Jasmine Flores, Erie City Councilwoman, first Latina and the youngest on the Council; and,
- Julio Quezada, Longtime Erie resident and local musician of the Latin fusion group, Mambo.

Food from local Latino eateries/vendors was served. Dominican, Puerto Rican, and Mexican foods and beverages were served.





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 September 2022 board meeting.

New/Recurring Meetings

Manufacturing

| | |
|------------------------|--|
| Ellwood National Forge | Training for the Navy submarine pipeline project |
| Wabtec | Electrical Technician Program partnership discussions |
| Plastikos Inc | Injection mold training and apprenticeship opportunity |

Business

| | |
|----------------------------|--|
| Widget Financial | Financial literacy and entry level positions |
| Erie Insurance | Apprenticeship Program partnership forming |
| Booker T Washington Center | Discussed partnership on workforce development |

Healthcare

| | |
|----------------|--|
| We Can Code It | Possible partnership on a Healthcare IT coding program |
|----------------|--|

Workforce Partnerships

- Wabtec: Continued discussions on the Electrical Technician Training Program. Outreach to partner businesses to form an advisory committee has begun. Wabtec will champion the partnership and provide training space.
- Fiber Optics Program has shifted and EC3 will take the lead in moving forward with the initiative. Funding from the partnering organizations was not granted. Outreach to the business partners has started. This may push back the original timeline for the project launch.
- MASTP: Matchmaking has begun for the Mid Atlantic Submarine Talent Pipeline Project. Several manufacturing businesses will be visiting the EC3 Summit location to tour the site and discuss their needs. The MAST officials will be at EC3 Summit on November 8th, 2022, for a site visit and to do a Value Stream Mapping for the project.



Minutes for Meeting Book - September 14, 2022, Board of Trustees Regular Meeting

09/14/2022 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 West

College and Other Attendees (8)

President Chris Gray PhD; Assistant to the President/Secretary to the Board Renee Triana; Vice President Guy Goodman; Vice President William Jeffress; Treasurer and Controller Phil Forte; Dean Keri Bowman; Dean Rebecca Walker; Solicitor Tim Wachter

Call to Order

Time: 5:03pm

Vice Chairperson Rush Dix introduced and welcomed new trustee Kurt Hersch. Kurt is beginning his 6-year term as a board member appointed by Erie County Council Terry Scutella of District 1.

Roll Call

| Trustee | Roll Call |
|----------------------------------|----------------------------------|
| Justin Gallagher | Y via Zoom 5:17pm |
| Kurt Hursch | Y |
| Bob Merrill | Y |
| Dave Mitchell | Y |
| Rev Dr. Charles Mock | Y via Zoom & In Person at 5:20pm |
| Vice Chairperson Cheryl Rush Dix | Y |
| Kathryn Sintal | Y |
| Secretary Christina Vogel | Y at 5:06pm |
| Dr. Annette Wagner | Y at 5:16pm |

Pledge of Allegiance

Approval of August 24, 2022, Regular Meeting Minutes & September 1, 2022, Special Meeting Minutes (pg. 8-19)

| Trustee | Motion 1 | Vote |
|----------------------------------|----------|---------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Abstain |
| Bob Merrill | 2 | Y |
| Dave Mitchell | 1 | Y |
| Rev Dr. Charles Mock | | Y |
| Vice Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | Y |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | | Y |

Public Participation

Outgoing Chairperson Ron DiNicola was acknowledged with a video of colleagues, family, and friends as well as an award for his work in starting up the Community College. Carl Anderson spoke as a member of the public thanking the Board and Staff for their work in bringing the Community College to Erie for the betterment of the community and noting the work of outgoing Trustees Ron DiNicola and Tom Benson.

Communication

A. President's Report-Dr. Gray updated student enrollment. The College has 362 students, and the number continues to rise with a robust start to the 12-week classes.

Dr. Gray briefed the Board concerning the American Welding Society hosting their October meeting at EC3 Summit. This will be an exceptional experience for the students and strengthens the relationship with Erie County and AWS.

He also affirmed that EC3 West is going to be a voting site in November. Dr. Gray welcomed Trustees to the new EC3 West location. He informed the Board that two programs are currently running at this location including the Surgical Technology Program and the Dual Degree Program.

Dr. Gray pointed out that the architect, Weber Murphy Fox, has been hired to do a feasibility study on the EC3 West property and that information will be brought before the Board at a future date.

Dr. Gray announced that Lamont Higginbottom has transitioned to Director of Enrollment and Outreach and that an additional staff member would be brought on to focus on the recruitment in the rural communities. Per the College Policies Luisa Heifner, Director of HR, is now the diversity officer. But that Mr. Higginbottom and Elise Michaux were going to be part of a DEI Steering Committee along with Mrs. Heifner.

B. Academic Committee-The committee is continuing to focus on accreditation, new programs, and timelines.

C. Finance Committee-Dr. Gray informed the Board that the Finance Committee had not met due to the September Board Meeting being moved up. He said that there has been no notable change to the finances and that a report would be submitted at the October 26, 2022, Board Meeting.

D. Ad Hoc Committees

1. **Site Committee**-None
2. **Community Advisors Committee**-Secretary and Committee Chair Vogel informed the Board that the College is starting a Quarterly Breakfast for supporters. The first one will be held at EC3 West Campus on September 27th. All trustees were invited.

E. Chairperson of the Board-None

F. Other-None

New Business-None

Future Agenda Items/Summary Comments by Board Members

Trustee Mock commented that now that there was a transition in College staff for the Office of Diversity that he would like to see updates from an employee perspective. Dr. Gray said he would share the internal DEI Calendar with the Trustees.

Trustee Mitchell asked what furniture was purchased within the property at 2403 W. 8th. Dr. Gray responded with the student facing furniture (classroom furniture such as desks etc), stage equipment,

and office equipment. He also informed the Trustees that an inventory would be completed once the move out was completed.

For Information

- A. Human Resource
- B. Office of Diversity
- C. Workforce Development

Executive Session

None

Election of Officers

College Controller, Phil Forte, will continue as the Treasurer as approved at the July 27, 2022, Board meeting.

A. Motion 2-Nominees for Temporary Chairperson and Motion to Close the Nominations.

Trustee Dave Mitchell was nominated as the Temporary Chairperson unopposed. Motion to close the nominations.

| Trustee | Motion 2 | Vote |
|----------------------------------|-----------------|-------------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | 1 | Y |
| Vice Chairperson Cheryl Rush Dix | 2 | Y |
| Kathryn Sintal | | Y |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | | Y |

Motion 2a-ElectTrustee Dave Mitchell as the Temporary Board Chairperson

Motion passed unanimously.

| Trustee | Motion 2a | Vote |
|----------------------------------|-----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | | Y |
| Vice Chairperson Cheryl Rush Dix | 1 | Y |
| Kathryn Sintal | | Y |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | 2 | Y |

B. Motion 3-Nominees to Elect Board Chairperson and Motion to Close the Nominations

Vice Chairperson Cheryl Rush Dix was nominated as the Board Chairperson unopposed. Motion to close the nominations.

| Trustee | Motion 3 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | 2 | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | 1 | Y |
| Vice Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | Y |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | | Y |

Motion 3a-Elect Vice Chairperson Cheryl Rush Dix as the Board Chairperson

Motion passed with one opposed.

| Trustee | Motion 3a | Vote |
|----------------------------------|-----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | 1 | Y |
| Vice Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | N |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | 2 | Y |

C. Motion 4-Nominees to Elect Board Vice Chairperson and Motion to Close the Nominations

Secretary Christina Vogel was nominated as the Board Vice Chairperson unopposed. Motion to close the nominations.

| Trustee | Motion 4 | Vote |
|-----------------------------|----------|------|
| Justin Gallagher | 2 | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | 1 | Y |
| Rev Dr. Charles Mock | | Y |
| Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | Y |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | | Y |

Motion 4a-Elect Secretary Christina Vogel as the Board Vice Chairperson

Motion was passed unanimously.

| Trustee | Motion 4a | Vote |
|-----------------------------|-----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | 2 | Y |
| Rev Dr. Charles Mock | | Y |
| Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | N |
| Secretary Christina Vogel | | Y |
| Dr. Annette Wagner | 1 | Y |

D. Motion 5-Nominees to Elect Board Secretary and Motion to Close the Nominations

Trustee Dr. Annette Wagner was nominated as the Board Secretary unopposed. Motion to close the nominations.

| Trustee | Motion 5 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | 2 | Y |
| Kurt Hursch | | Y |
| Bob Merrill | 1 | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | | Y |
| Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | Y |
| Vice Chairperson Christina Vogel | | Y |
| Dr. Annette Wagner | | Y |

Motion 5a-Elect Trustee Dr. Annette Wagner as the Board Secretary

Motion was passed unanimously.

| Trustee | Motion 5a | Vote |
|----------------------------------|-----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | 2 | Y |
| Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | N |
| Vice Chairperson Christina Vogel | 1 | Y |
| Dr. Annette Wagner | | Y |

Affirmation/Reappointment of Committee Structure

Motions to elect new committee chairs was tabled until the October 26, 2022, Board meeting, but it was confirmed that Trustee Justin Gallagher will continue as Finance Committee Chair.

- A. Executive Committee
- B. Academic Committee
- C. Finance Committee
- D. Personnel Committee

Prior to the Motion to Adjourn Trustee Kathryn Sintal announced that this was her last board meeting and verbally gave her resignation to the Board.

Motion to Adjourn

Time: 5:56pm

Motion to Adjourn Continued

| Trustee | Motion 6 | Vote |
|----------------------------------|----------|------|
| Justin Gallagher | | Y |
| Kurt Hursch | 1 | Y |
| Bob Merrill | | Y |
| Dave Mitchell | | Y |
| Rev Dr. Charles Mock | 2 | Y |
| Chairperson Cheryl Rush Dix | | Y |
| Kathryn Sintal | | Y |
| Vice Chairperson Christina Vogel | | Y |
| Secretary Dr. Annette Wagner | | Y |

Next Regular Meeting October 26, 2022, 5PM



EC3 Key Performance Indicators

October 26, 2022

EC3 Key Performance Indicators

#1: Enrollment

#2: Success Rates

#3: Retention Rates

#4: Graduation Rates

#5: Job Placement and Transfer Rates



KPI #1: Enrollment

Unduplicated Headcounts

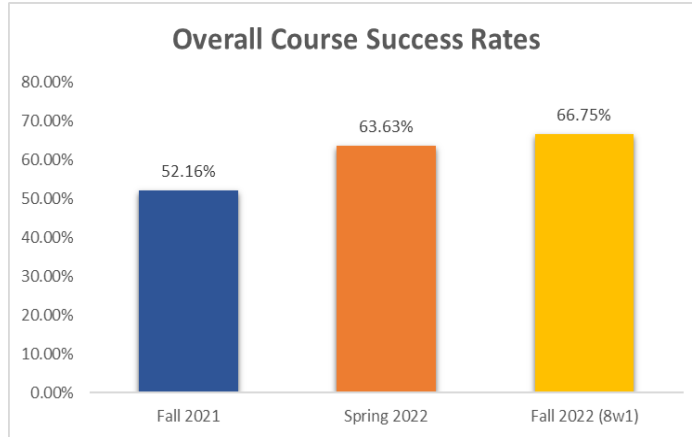
- ❖ Fall 2021: **218**
- ❖ Spring 2022: **210** (-3.7% *fall to spring*)
- ❖ Fall 2022: **381** (+74.8% *fall to fall*)

Full Time Equivalent (FTE)

- ❖ Fall 2021: **128.83**
- ❖ Spring 2022: **124.75** (-3.2% *fall to spring*)
- ❖ Fall 2022: **262.58** (+103.8% *fall to fall*)



KPI#2: Success Rates



Overall Course Success Rates

1. CIS 115: IT Fundamentals (100%)
2. ENG 102: English Composition II (100%)
3. GLG 220: Environmental Geology (100%)
4. BUS 130: Business Communications (92.85%)
5. PHL 101: Introduction to Philosophy (90.9%)

Top 5 classes in course success rates

1. MAT 202: Introduction to Statistics (31.42%)
2. MAT 102: Mathematical Concepts (42.1%)
3. PSY 101: Introduction to Psychology (48.38%)
4. POL 112: Intro to International Relations (48.88%)
5. ENG 110: Public Speaking (50%)

Bottom 5 classes in course success rates

Course success rates: The percentage of students that completed a course with a grade of A, B, or C.



KPI #3: Retention Rates



Fall 2021 to Spring 2022

54.1%



Spring 2022 to Fall 2022

59.5%



Fall 2021 to Fall 2022

42.7%

Retention rates: The percentage of students that were retained from one term to the comparative term at the same institution.

