Minutes for Meeting Book - November 16, 2022 Board of Trustees Regular Meeting

11/16/2022 | 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; Treasurer/Controller Phil Forte; Vice President Guy Goodman; Dean Keri Bowman; Dean Rebecca Walker; HR Director Luisa Heifner; Librarian Mari Howells; Solicitor Tim Wachter

Call to Order

Time: 5:00pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Y via Zoom
Kurt Hersch	Y
Robert Merrill	Y
Dave Mitchell	Y via Zoom
Rev. Dr. Charles Mock	Not Present
Vice Chairperson Christina Vogel	Y
Secretary Annette Wagner, M.D.	Y at 5:08pm
Chairperson Cheryl Rush Dix	Y

Pledge of Allegiance

Approval of Meeting Minutes

Trustee	Motion 1	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Dave Mitchell		Y
Rev. Dr. Charles Mock		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 reported that the College has new articulation agreements. Dr. Gray also visited Allegheny College and discussed several opportunities for partnerships. Dr. Gray also met with County Executive, Brenton Davis along with UPMC Hamot, Allegheny Health Network, and LECOM to discuss county wide partnerships to provide training for the health care industries. Dr. Gray also notified the Board of upcoming PA Commission for Community Colleges (PACCC) trustee meetings that they may attend. Trustee Hersch asked how the articulation agreements work. Dr. Gray explained that the details vary per agreement, but the institutions accept all courses on a one-on-one basis but promise to take the credits.

B. **Academic Committee**-Committee Chair Secretary Wagner, MD announced that the first committee meeting with new members met yesterday. She highlighted that the committee is bringing forth the policy change for Academic Standing tonight that is pro student. She also informed the trustees that standing committee meetings had been set for the new year.

B. **Chairperson-Chairperson Rush Dix reported a list of activities she participated in for the month of November including:**

a. Meeting with the President weekly

b. November 2nd- EC3 Reception for JES speaker Tom Bodette

c. November 3rd-MSCHE Trustee Education Session with Dr. Gray

d. November 7th-MSCHE interview with the EC3 Trustees

e. November 10th-Executive Committee Meeting

f. November 15th-Academic Committee Meeting

Presentation- Erie School District Dual Degree with EC3

Dean Rebecca Walker explained that dual degree means that students are taking one set of courses that count towards two degrees simultaneously. This cohort runs annually. The first cohort has 6 students participating, but, moving forward, the goal is 20 students. She stated that EC3 is the only program where the college credits count towards their core high school credits as well as college credits towards a degree vs general education credits. The first dual degree cohort is with the Erie School District. There are plans to offer a dual degree program for county high schools in the future. High school juniors participate in the program during their junior and senior year. Students come to EC3 Erie West in the afternoon and follow the College's academic calendar. The students qualify for the program by meeting the same assessment that the College applicants are required to meet. If the applicants don't receive a qualifying score on their entrance assessment, they can follow a study plan to improve. When the students graduate from the program, they will have met their requirements for high school graduation and graduate with an Associate of Arts degree. A study time prior to class has been added to the program to allow the students additional time to study and complete assignments. The instructor is present during the hands on and planned study time The first cohort is tuition free for students since the College currently has free tuition to Erie County residents. The Erie School District pays for fees, books, and transportation. The cohorts will continue to evolve in efficiency, cost, and enrollment now that EC3 Erie West is secured.

Presentation- Information Literacy

Librarian and Learning Support Specialist Mari Howell presented. Ms. Howell explained how the library's function has evolved from a traditional library with hard copy books to an information literacy center where students find information on the internet and evaluate it for authenticity in an ethical manner. This knowledge can be used in problem solving at work, life, in addition to education and helps students meet gen ed goals in evaluating solutions. Association of College Research Libraries (ACRL) took MSCHE standards and created a framework for colleges. Ms. Howells explained that her role has evolved as time has gone on, with students initially asking questions concerning technology issues to now asking reference questions. Ms. Howells collaborates with faculty to meet the needs of students and creates an

open, welcoming atmosphere for students. The EC3 library, while nontraditional, is used by students in a very traditional manner, serving as an area to study and a place to write and research papers. It is the academic hub of EC3. Students can have information overload when using the internet and are not familiar with the tools available to them. Ms. Howells demonstrates website evaluation, strategic researching with Google, scholarly vs. popular, article database (Academic Search Elite) and e-book database, plagiarism, and citations for the students. She provides a structure for students to research in the correct way. Through this one-on-one help students become comfortable and build trust within the library environment. Ms. Howells shared that the library can be accessed off campus and that her contact information is provided at the bottom of all syllabi. Ms. Howells also informed the Trustees that most of the classes use Open Educational Resources (OER) and that she provides these resources to faculty. This saves the EC3 students a significant amount of money while meeting their educational goals. The Trustees asked for a future presentation on OERs.

New Business-Resolution to Adopt Board Policy: V.A.2: Academic Standing Board Report #22-82 (pg. 4-6)

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

New Business-Approval of Lease Agreement between EC3 and The Benedictine Sisters of Erie, Inc. for the Property at 330 E. 10th Street (EC3 Erie East) January 1, 2023-December 31, 2023 Board Report #22-83 (pg. 7)

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

The approved lease agreement is on file in the President's Office.

Future Agenda Items/Summary Comments by Board Members

The Trustees would like a presentation on Open Educational Resources (OER) at the January Board Meeting.

Chairperson Rush Dix reminded Trustees that the Quarterly Breakfast for College updates to the community is Tuesday, December 6th at 7:30am in the Presidential Suite at EC3 Erie West and to please invite friends. Dr. Gray said potential topics may include success coaches, the CNC program, and student testimonials. The program will start right at 8:00am and finish at 8:45am.

For Information

Executive Session

None

Motion to Adjourn

Time: 6:02pm

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

Next Regular Meeting, January 25, 2022, at 5:00pm

EC3 Board of Trustees

Regular Meeting

November 16, 2022

EC3 Erie West

2403 W. 8th St

Erie, PA, 16505

Meeting ID: 8647949 2792

Passcode: 113651

Meeting Book - November 16, 2022 Board of Trustees Regular Meeting

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Meeting Minutes

   A. Approval of October 26, 2022, Regular Meeting Minutes (pg. 12-19)

5. Public Participation

6. Communication

   A. President's Report
   Dr. Chris Gray

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

   C. Chairperson of the Board
   Chairperson Cheryl Rush Dix

   D. Other

7. Presentation- Erie School District Dual Degree with EC3
Rebecca Walker Dean of Applied Programs, Student Success, Innovation

8. Presentation- Information Literacy
Mari Howells Library and Learning Support Specialist

9. New Business-Resolution to Adopt Board Policy: V.A.2: Academic Standing Board Report #22-82 (pg. 4-6)

10. New Business-Approval of Lease Agreement between EC3 and The Benedictine Sisters of Erie, Inc. for the Property at 330 E. 10th Street (EC3 Erie East) January 1, 2023-December 31, 2023 Board Report #22-83 (pg. 7)

11. Future Agenda Items/Summary Comments by Board Members

12. For Information

    A. Human Resource and Diversity Office Board Report #22-84 (pg. 8-10)

    B. Workforce Development Board Report #22-85 (pg. 11)

13. Executive Session

14. Motion to Adjourn

15. Next Regular Meeting, January 25, 2022, at 5:00pm

Resolution to Amend Board Policy V.A.2: Academic Standing

Information

The College is committed to the academic success of its students. College Policy V.A.2 Academic Standing is designed to ensure that students make adequate progress toward a degree. Students are expected to be in good academic standing to continue at the College. The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows: A=4, B=3, C=2, D=1, F=0. Developmental, transfer credit and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

A red-lined version of this policy is attached herewith reflecting all the changes mentioned above for review.

Recommendation

It is recommended that the Board of Trustees approves the changes as presented to Policy V.A.2: Academic Standing.

Policy: V.A.2: Academic Standing

The College is committed to the academic success of its students. This Academic Standing Policy is designed to ensure that students make adequate progress toward a degree. Students are expected to be in good academic standing to continue at the College. The grading system at the College is a letter system with associated quality points, which are used to compute cumulative grade point averages as follows. A=4, B=3, C=2, D=1, F=0. Developmental and non-credit courses will not be calculated in the student's cumulative grade point average (GPA). ~~A student's academic standing is determined by the GPA required to meet academic standards based on credits successfully completed at the College. Students with a cumulative GPA of 2.0 or above are considered in Good Academic Standing.~~ To remain in Good Academic Standing, a cumulative GPA of 2.0 or better must be maintained.

~~Credits Hours Toward GPA*~~	~~Academic Warning Cumulative GPA~~	~~Academic Probation Cumulative GPA~~
~~Fewer than 17 credits~~	~~Below 2.0~~	~~N/A~~
~~17-34 credits~~	~~1.8 or greater and below 2.0~~	~~Below 1.80~~
~~More than 34 credits~~	~~N/A~~	~~Below 2.0~~
~~*Credits Hours toward GPA include all letter grades ("A" through "F")~~		

~~NOTE:~~
- ~~The federal government has established regulations regarding satisfactory academic progress and eligibility for Financial Aid.These standards are separate from the College's policy on academic standing.~~
- ~~Students in selective programs may need to meet additional program requirements to be considered in good academicstanding. Refer to the program policies for specific information.~~

~~Students whose cumulative GPA falls below a 2.0, but above the probationary level, are considered to be on Warning Status, as~~
~~shown in the table above. Students on Warning Status are encouraged to take advantage of College support services.~~

~~A student is placed on Academic Probation if his/her cumulative GPA falls below the designated Probation threshold as listed inthe table above. Students have two consecutively enrolled semesters including semesters of attendance, not to include summersessions, to raise their GPA to a level above Probation. Students are encouraged to take advantage of the College's support services for assistance. A student who does not raise his/her GPA above Probation after two consecutively enrolled semesters of attendance will have to stop out for one semester during which time the student is encouraged to use the College's support services for assistance.~~

~~The College shall establish an Appeals process to enable students to request reconsideration of the requirement to stop out for asemester.~~

Academic Caution:

If, before a total of nine (9) attempted hours, a student's term GPA is below 2.0, the student will be placed on Academic Caution status. This status serves as an alert, or caution, to ensure that the student is aware that their GPA does not meet EC3's minimum requirements. Students on Academic Caution status *are strongly encouraged* to meet with academic advising staff to discuss strategies for improving their GPA.

Academic Warning:

If a student has attended more than one semester and their cumulative GPA is below a 2.0, they will be placed on Academic Warning Status. Students on Academic Warning Status *are strongly encouraged* to meet with an academic advisor to devise a plan to improve their GPA. To be removed from Academic Warning status, the student

must earn a term GPA of 2.0 or higher and a cumulative GPA of 2.0 or higher. If the student earns a term GPA of 2.0 or higher but still has a cumulative GPA of less than 2.0, they will remain on Academic Warning status.

Academic Probation:

If a student has been on Academic Warning status for at least one semester (cumulative GPA is less than 2.0) and earns a term GPA of 2.0 or less, they will be placed on Academic Probation status. A student on Academic Probation status has two (2) consecutive semesters, not to include summer sessions, to raise their GPA to a level above a 2.0. Students on Probation *are required* to meet with an academic advisor before they can register for the next semester.

Academic Suspension:

A student that fails to meet the cumulative 2.0 GPA minimum after two (2) consecutive semesters will be placed on Academic Suspension from the College for one (1) semester. A student on Academic Suspension may re-enter after one (1) semester but *is required* to meet with an academic advisor prior to registration. A student on Academic Suspension who has been re-admitted to the College must maintain a term GPA at or above 2.0 to be allowed to enroll in each subsequent semester until such time that their cumulative GPA reaches 2.0 or higher.

Students will have the opportunity to appeal for reconsideration of the Academic Suspension requirement to stop out for a semester.

NOTE:

• The federal government has established regulations regarding satisfactory academic progress and eligibility for Financial Aid. These standards are separate from the College's policy on academic standing.

Policy approved by Erie County Community College Board of Trustees:

March 10, 2021

November 16, 2022

Review Deadline: **March 10, 2026 November 16, 2027**

Approval of Lease Agreement between EC3 and The Benedictine Sisters of Erie, Inc. for the Property at 330 E. 10th Street (EC3 Erie East) January 1, 2023-December 31, 2023

Information

EC3 will enter into a lease agreement with The Benedictine Sisters of Erie, Inc. effective January 1, 2023-December 31, 2023 for the property at 330 E. 10th Street, EC3 Erie East. The lease will include space on the third floor including 301, 303, 305, 306A, 306B, 307, 308, and utility expenses associated with those areas; restrooms of the three-story educational and community resource building; and four off-street parking spaces. The Lessee may offer to renew the Lease for two (2) additional one-year terms.

Lessee agrees to pay to Lessor as rent for the Leased Premises the base sum of Seventy-Seven Thousand Four Hundred and 00/100 Dollars ($77,400.00) per year, payable in equal monthly installments of Six Thousand Four Hundred Fifty and 00/100 Dollars ($6,450.00) in advance on or before the 1st day of each and every calendar month during the Initial Term of this Lease.

Recommendation

It is recommended that the Board of Trustees approve the lease agreement between EC3 and The Benedictine Sisters of Erie, Inc. for the property at 330 E. 10th Street (EC3 Erie East) January 1, 2023-December 31, 2023

Information Report: Human Resources/Diversity Office

HUMAN RESOURCES

Summary of Employee Count
- Total full-time and part-time active faculty and staff, 59, as of 11/11/2022

Separations, Promotions & Transfers
  o None in October, or thus far this month (November).

New Hires

Name	Status	Position	Start Date
Capers, Daisha	FT	Admin. Ass't. to VPs & Administration	October 24, 2022
Vollant, Carter	FT	IT Systems Administrator	October 31, 2022

Incoming Hires

Name	Status	Position	Start Date
Blacklaw, Stuart	FT	Dean of Academics	December 5, 2022

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

<u>OFFICE OF DIVERSITY</u>

<u>November 2022</u>

Native American Heritage Month:

Emails recognizing Native American heritage are being shared with students and employees.

<u>January 2023</u>

Dr. Martin Luther King, Jr. Day, January 16, 2023

Discussion and plans are underway to plan a student-centered event, keeping in mind that EC3 classes will not be in session at that time. (The Fall semester ends in December, and Spring classes return in February.)
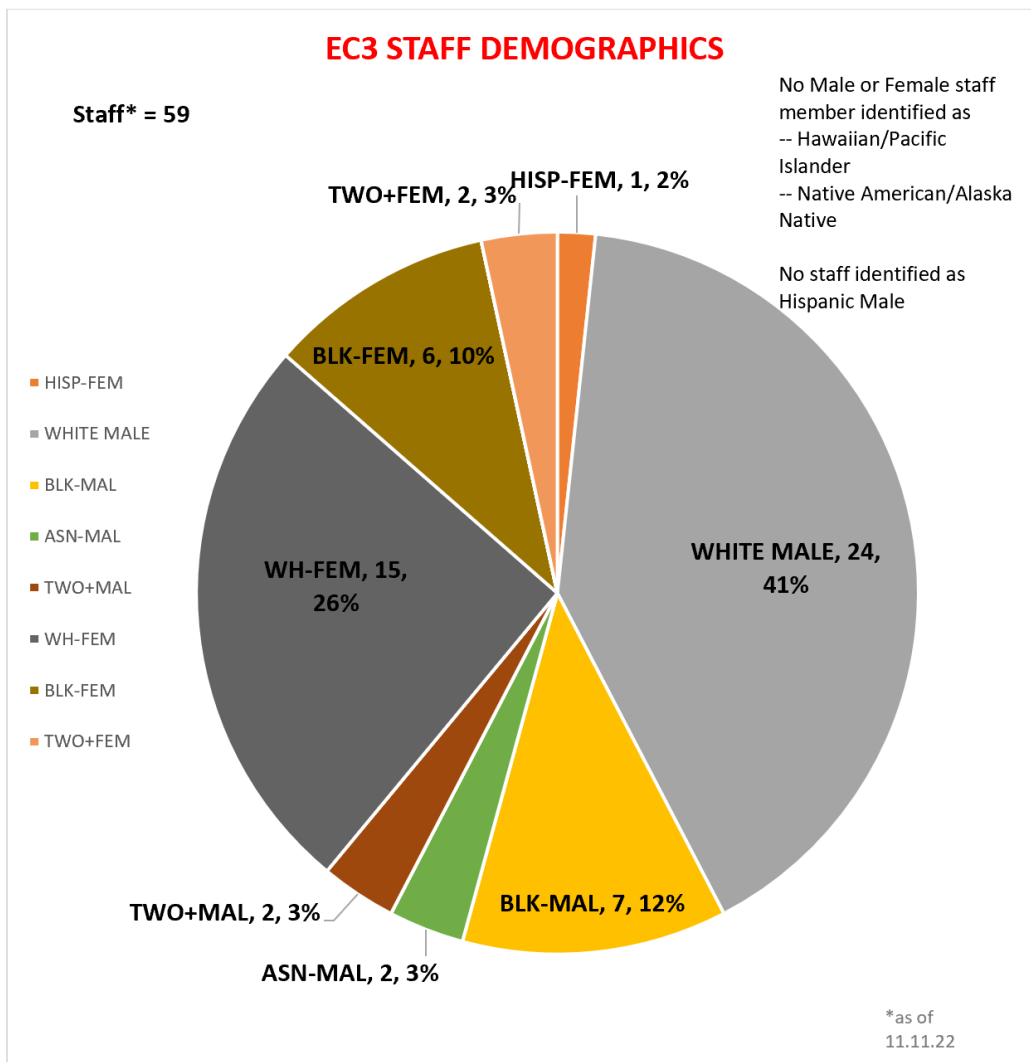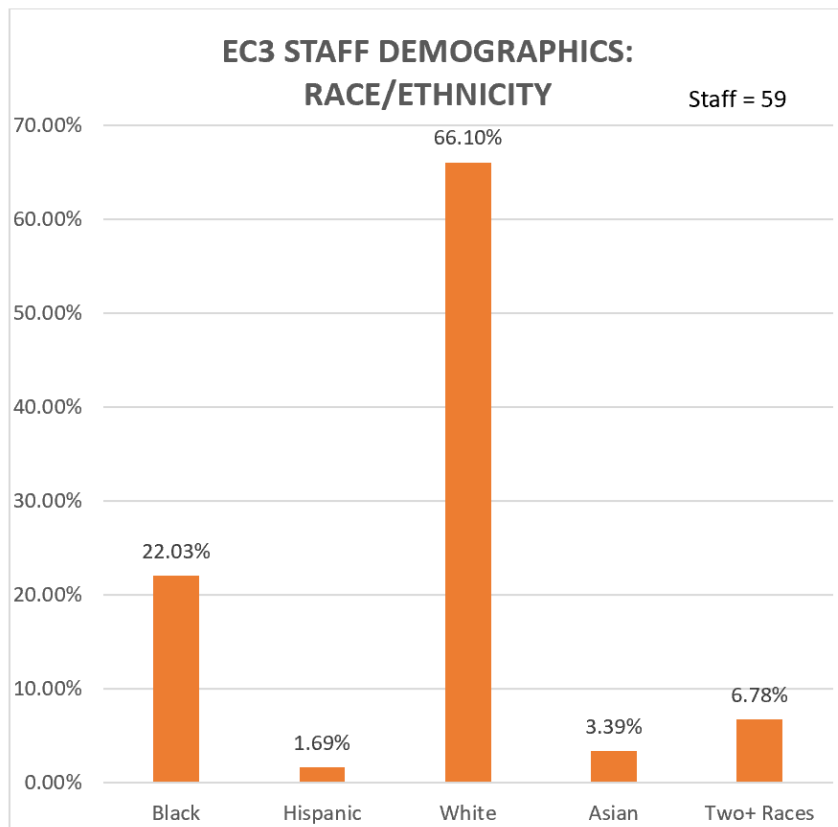
The Diversity Steering Committee is working on a student-centered, interactive event that will bring in the students, since they will not be on campus. We're looking to partner with a local organization where we can involve our students, by paying for their participation and/or providing them with transportation to the event. An additional thought is to have small art exhibit of works by POC, that embodies the Dr. King's values.

<u>EC3 EEO Demographics</u>
- Erie County: (per U.S. Census)
  - Population: Est. July 2021: 269,011

RACE/ETHNICITY	CENSUS	EC3
White, not Hispanic/Latino	83.2 %	66.10 %
Black	8.0 %	22.03 %
Alaska & Native American	0.3 %	0.00 %
Asian	2.1 %	3.39 %
Two+ Races	2.7 %	6.78 %
Hispanic/Latino, any race	4.8 %	1.69 %

- 33.9% of EC3's active faculty and staff are People of Color (POC)
  - Overall, the staff and faculty represent the community we are serving. However, work still needs to be done to increase our Hispanic/Latino and Native American staff/faculty.

EC3 STAFF DEMOGRAPHICS: RACE/ETHNICITY

Staff = 59

Black	22.03%
Hispanic	1.69%
White	66.10%
Asian	3.39%
Two+ Races	6.78%

EC3 STAFF DEMOGRAPHICS

Staff* = 59

No Male or Female staff member identified as
-- Hawaiian/Pacific Islander
-- Native American/Alaska Native

No staff identified as Hispanic Male

Legend:
- HISP-FEM
- WHITE MALE
- BLK-MAL
- ASN-MAL
- TWO+MAL
- WH-FEM
- BLK-FEM
- TWO+FEM

Pie labels:
- HISP-FEM, 1, 2%
- TWO+FEM, 2, 3%
- BLK-FEM, 6, 10%
- WH-FEM, 15, 26%
- WHITE MALE, 24, 41%
- TWO+MAL, 2, 3%
- ASN-MAL, 2, 3%
- BLK-MAL, 7, 12%

*as of 11.11.22

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Erie County Community College   Board Report #22-85
                                                       November 16, 2022

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 October 2022 board meeting.

New/Recurring Meetings

Manufacturing

Sunburst Electronics   Committee for an Electrical Tech Training Program

Bliley Industries   Committee for an Electrical Tech Training Program

Process & Data Automation   Committee for an Electrical Tech Training Program

Great Lakes Automation   Committee for an Electrical Tech Training Program

API Technologies   Committee for an Electrical Tech Training Program

Forefront Solutions   Committee for an Electrical Tech Training Program

Business

CareerLink   Resume Building workshop

Erie Insurance   Follow up discussions on apprenticeship program

Marquette Savings Bank   Financial Literacy Training Workshop

NAIP   Certified Insurance Professional Training partnership

Workforce Partnerships

- **VNet:** The Fiber Optics Installer Tech partnership is moving forward. VNet is the lead entity and outreach to relevant businesses to form a committee is taking place.
- **MASTP:** TMC Inc. came to EC3 Summit to tour the facility and do a Value Stream Mapping for the programs that we offer to support the Mid Atlantic Submarine Talent Pipeline (MASTP) Project. They will provide findings and recommendations for us to better serve the manufacturers that are seeking a qualified workforce through their pipeline.

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