# 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