



Minutes for Meeting Book - March 27, 2024 Board of Trustees Regular Meeting

03/27/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (10)

Founding President Chris Gray PhD; Executive Assistant and Secretary to the Board of Trustees Renee Triana; Executive Vice President Guy Goodman; CFO Frank Moore; Assistant Vice President Keri Bowman; Dean Stuart Blacklaw; Dean Rebecca Walker; Director Chris Ray (via Zoom); Faculty Toni Mazanowski; and Solicitor Patricia J. Kennedy.

Call to Order

Time: 5:01pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Y
Kurt Hersch	Y @ 5:02pm
Robert Merrill	Y
Rev. Dr. Charles Mock	Not Present
Msg. Dr. David Rubino	Y
Vice Chairperson Dr. Michael Victor	Y via Zoom until 6:30pm
Christina Vogel	Y
Annette Wagner, M.D.	Not Present
Chairperson Cheryl Rush Dix	Y

Approval of January 24, 2024 Regular Meeting Minutes (pg. 30-37)

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

The motion to approve the January 24, 2024 Regular Meeting Minutes was passed unanimously via voice vote.

Public Participation

None

Communication

A. President's Report: Dr. Gray introduced Solicitor Pat Kennedy, who was sitting in for Solicitor Tim Wachter. Dr. Gray noted the positive results of the First Graduate Survey Executive Summary. Half our graduates are earning at least \$45,000 a year, 83% are receiving health care benefits, 90% are satisfied EC3 prepared them for their current position and would recommend EC3 for career training. For transfer students 100% were satisfied with their pre-transfer preparation and would recommend EC3 prior to transferring to a college/university. Dr. Gray also reported that 582 students are enrolled for the mid spring term starting April 8th. He pointed the Trustees to the West Campus renovation timeline and reported that the committee would bring a recommendation for architects to the full board. There is enough criterion in EC3 Board policy to narrow down the choice of contractors. He is hoping for construction to begin in early fall following Board approvals. Dr. Gray also highlighted the Pennsylvania Auditor General Tim DeFoor was confirmed as the graduation keynote speaker and that EC3 is expecting 60-70 graduates this spring.

B. Academic Committee: Executive Vice President Guy Goodman provided the report and shared that the committee met on March 19th. Two new programs were reviewed and are brought forth on tonight's agenda. He also noted that more information concerning these programs will be provided during the presentation portion of the meeting. VP Goodman also reported that Dean Walker is working to develop general education guidelines for the manufacturing certificate programs that will

allow a student to progress to earn an associates degree. The committee continues to develop a strategic direction for credit and non-credit courses.

C. Personnel Committee: Chair Merrill reported that the committee met on March 11th, and they compared medical plans that were brought forth by the consultant, Jon Bergurt. The best options were to go with UPMC or Highmark. The benefits were comparable. The committee also reviewed a short term disability and life insurance plan. The dental plan is a two-year contract and will remain the same. The committee will bring the recommendations to the finance committee and the full board once all the pricing is available. The committee was also introduced to Erik Hunt from Hunt Consulting Group who was brought on to develop a handbook and review the College policies related to human resources.

D. Finance Committee: Chair Gallagher reported that the committee met March 18th and pointed out the items within the packet including the budget summary and the audit firm's one-year renewal. He stated that the College will put out an RFP next year for audit firms. Trustee Gallagher also mentioned the committee will bring a recommendation forward in May concerning the plan around tuition dollars. The Chair also welcomed the College's CFO, Frank Moore, who was attending the meeting in person.

E. Chairperson of the Board: Chairperson Rush Dix reported that the Board attended College events such as the Quarterly Breakfast, Open House, etc. The Chairperson also noted Congressman Mike Kelly's visit to EC3, and Lt. Governor Austin Davis's press conference held at EC3. She asked that the Board review their calendars to attend other College events. She also informed the Board of the PACCC Annual Conference next week and advised the Trustees to attend if their schedules allowed.

F. Other: None

Presentation -Information Technology Program Updates (Exhibit A)

Full time Computer Science Faculty, Toni Mazanowski, presented Information Technology Program updates. The updates emerged from job market research, community, and advisory committee feedback. It was noted that these degree program changes do not impact the current certificate programs. See Exhibit A for the presentation.

Presentation-EC3's Operational Plan and Mission, Vision, Values (Exhibit B)

Executive Vice President Guy Goodman presented an update on the progress of the Operational Plan. He affirmed that the Operational Plan are the specific activities that support the goals and priorities of the approved Strategic Plan and that EC3's Mission, Vision, and Values are the driver. There were ten additional items added from the Presidential Evaluation. VP Goodman referred the Trustees to a sample color coded tracking sheet that is updated quarterly with the responsible party identified. Each color represents how successful the College is in completing that activity. He noted

that the original plan had 65-70 activities and some activities needed to be realigned or adjusted as the College has grown. See Exhibit B.

Consent Agenda (pg. 6-24)

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

Resolution to Approve the Combination of the Associate in Applied Science in Programming and Associate in Applied Science in Mobile App Development into the Associate of Applied Science in Software Development; Approve Associate in Applied Science in Industrial Technology Degree; and Approve a One Year Renewal of Audit Firm MaherDuessel for \$34,750 were approved unanimously on the Consent Agenda via voice vote.

New Business-Resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year [Board Report #24-13] (pg. 25)

Trustee Rubino noted that the Mission of the organization should not change drastically from year to year, but the Vision and the Values would need reviewed more frequently. Review of these items would be a beneficial topic during the board retreat.

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

The resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year was approved unanimously via a roll call vote.

New Business-Resolution to Direct the Chairperson’s Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force Information [Board Report #24-14] (pg. 26)

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

The resolution to Direct the Chairperson’s Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force Information was passed unanimously via a roll call vote.

New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)

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

Discussion ensued with a decision to table the motion.

Continued: New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)

There was discussion concerning an in-person board retreat and the expenditure of \$5,000+ for a facilitator from ACCT. Quotes were obtained from AGB and a private consultant. ACCT provided the lowest quote for the services. The Board of Trustees currently is budgeted for \$10,000 without a specific breakdown in spending. There were concerns that the full board has not provided feedback on development topics as well as the time spent on the training if there aren't any productive topics to cover. The board consensus was to use a consistent board assessment tool through AGB to find areas in which the board can have specific areas to address during an in person retreat who could be facilitated by a regional moderator at a lower cost. Dr. Gray asked for one collective vision and one voice from the board. He also noted that the board is currently in compliance with any MSCHE accreditation standards that have to do with board development. The Board decided to table the motion giving time to complete an assessment using the AGB tool and finding a local moderator/consultant to facilitate an in-person retreat based on those results.

Motion to Table New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)

Trustee	Motion 5a	Vote
Justin Gallagher	2	Y
Kurt Hersch		Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino	1	Y
Vice Chairperson Dr. Michael Victor		Not Present
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		N

The motion to table the New Business Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses was approved via voice vote with five ayes and one nay. The motion passed.

New Business-Resolution to Approve the Submission of Projects to PDE Including Windows and Parking Lot Repaving for the West Campus in the Amounts of \$820,000 and \$350,000 Respectively [Board Report #24-16] (pg. 28)

Trustee	Motion 6	Vote
Justin Gallagher		Y
Kurt Hersch		Y
Robert Merrill	1	Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino	2	Y
Vice Chairperson Dr. Michael Victor		Not Present
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The resolution to approve the Submission of Projects to PDE Including Windows and Parking Lot Repaving for the West Campus in the Amounts of \$820,000 and \$350,000 Respectively was approved unanimously via voice vote.

New Business-Resolution to Approve the Contract with Scobell Company Inc. in the Amount of \$82,860 For Boiler Removal and Installation [Board Report #24-17] (pg. 29)

Dr. Gray noted that the building was down to one boiler so this was a necessary replacement and that the College will receive half of the amount back from the state.

Trustee	Motion 7	Vote
Justin Gallagher	1	Y
Kurt Hersch	2	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Not Present
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The resolution to approve the Contract with Scobell Company Inc. in the Amount of \$82,860 For Boiler Removal and Installation was approved unanimously via voice vote.

Executive Session

The Board of Trustees entered Executive Session at 6:38pm. The Board of Trustees returned to the Regular Meeting at 7:33pm.

New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office [No Board Report-Discussed in Executive Session]

Trustee	Motion 8	Vote
Justin Gallagher	1	
Kurt Hersch		
Robert Merrill		
Rev. Dr. Charles Mock		
Msg. Dr. David Rubino	2	
Vice Chairperson Dr. Michael Victor		
Christina Vogel		
Annette Wagner, M.D.		
Chairperson Cheryl Rush Dix		

Discussion ensued with a decision to table the motion with an amendment.

Motion to Table New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office with the Amendment to Review the Lease at a Special Meeting to be Scheduled in April Where All Trustees Can be Present.

Trustee	Motion 8a	Vote
Justin Gallagher		N
Kurt Hersch	1	Y
Robert Merrill	2	Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		N
Vice Chairperson Dr. Michael Victor		Not Present
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The motion to table New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office with the Amendment to Review the Lease at a Special Meeting to be Scheduled in April Where All Trustees Can be Present was approved via voice vote with four ayes and two nays. The motion passed.

Future Agenda Items/Summary Comments by Board Members

None

Motion to Adjourn

Time: 7:35pm

Trustee	Motion 9	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill	2	Y
Rev. Dr. Charles Mock		Not Present
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Not Present
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The motion to adjourn the meeting was passed unanimously via voice vote.

Next Regular Meeting May 22, 2024 5PM



COMMUNITY
COLLEGE

Board of Trustees

Regular Meeting

March 27, 2024

EC3 Erie West

2403 West 8th Street

Founder's Room 307

Erie, PA, 16505

Meeting ID: 864 7949 2792, Passcode: 113651



COMMUNITY
COLLEGE

Meeting Book - March 27, 2024 Board of Trustees Regular Meeting

1. Call to Order

2. Roll Call

3. Approval of January 24, 2024 Regular Meeting Minutes (pg. 30-37)

4. Public Participation

5. Communication

A. President's Report
Chris Gray, PhD

B. Academic Committee
Trustee Msg. David Rubino, Ph.D Ph.D.

C. Personnel Committee
Trustee Robert Merrill

D. Finance Committee
Trustee Justin Gallagher

1. YTD Budget Summary 2023-2024 (pg. 4)

2. February 2024 Bank Reconciliation (pg. 5)

E. Chairperson of the Board
Chairperson Cheryl Rush Dix

F. Other

6. Presentation -Information Technology Program Updates
Toni Mazanowski, Computer Science Faculty

7. Presentation-EC3's Operational Plan and Mission, Vision, Values
Guy Goodman, Executive Vice President

8. Consent Agenda (pg. 6-24)

A. Resolution to Approve the Combination of the Associate in Applied Science in Programming and Associate in Applied Science in Mobile App Development into the Associate of Applied Science in Software Development [Board Report #24-10] (pg. 6-7)

B. Resolution to Approve Associate in Applied Science in Industrial Technology Degree [Board Report #24-11] (pg. 8-9)

Consent Agenda Continued Next Page

C. Resolution to Approve a One Year Renewal of Audit Firm
MaherDuessel for \$34,750 [Board Report #24-12] (pg. 10-24)

9. New Business-Resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year [Board Report #24-13] (pg. 25)

10. New Business-Resolution to Direct the Chairperson's Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force Information [Board Report #24-14] (pg. 26)

11. New Business-Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses [Board Report #24-15] (pg. 27)

12. New Business-Resolution to Approve the Submission of Projects to PDE Including Windows and Parking Lot Repaving for the West Campus in the Amounts of \$820,000 and \$350,000 Respectively [Board Report #24-16] (pg. 28)

13. New Business-Resolution to Approve the Contract with Scobell Company Inc. in the Amount of \$82,860 For Boiler Removal and Installation [Board Report #24-17] (pg. 29)

14. Executive Session

15. New Business-Resolution to Approve Lease Agreement as Presented and On File in the President's Office #24-18]

16. Future Agenda Items/Summary Comments by Board Members

17. Motion to Adjourn

18. Next Regular Meeting May 22, 2024 5PM

<i>Erie County Community College</i>					
YEAR-TO-DATE OPERATING & CAPITAL BUDGET REPORT					
<i>Fiscal Year 2023-24 as of February 29, 2024</i>					
	YTD	YTD	Actual vs.	%	
	Actual	Budget	Budget	Variance	Anticipated
					Comments
OPERATING & CAPITAL REVENUES					
Student Tuition & Fees	\$ 1,089,798	\$ 1,076,836	\$ 12,962	1.2%	
Student Tuition & Fee Allowance	(980,818)	(969,152)	(11,666)	1.2%	
Tuition from Noncredit Programs	2,500	12,100	(9,600)	-79.3%	
County of Erie - Operating	1,899,367	1,899,367	-	0.0%	
County of Erie - Recurring Capital	476,252	476,252	-	0.0%	
County of Erie - One-Time Capital	624,381	624,381	-	0.0%	
Commonwealth of PA - Operating	1,455,570	1,455,570	-	0.0%	
Commonwealth of PA - Recurring Capital	686,510	686,510	-	0.0%	
Commonwealth of PA - One-Time Capital	615,631	624,381	(8,750)	-1.4%	
Commonwealth of PA - SS Reimbursement	176,506	162,425	14,081	8.7%	
Grants	-	-	-	0.0%	
UAA Grant Reimbursement	22,445	25,933	(3,488)	-13.5%	
Investment Income	72,738	37,898	34,840	91.9%	
Miscellaneous Income	8,989	10,350	(1,361)	-13.1%	
Total Operating & Capital Revenues	\$ 6,149,869	\$ 6,122,851	\$ 27,019	0.4%	
APPLICATION OF FUNDS					
Salaries	\$ 1,800,178	\$ 1,900,757	\$ 100,579	5.3%	
Staff Benefits	474,244	516,231	41,987	8.1%	
Other Expenses	263,780	364,734	100,954	27.7%	
Contracted	270,902	262,377	(8,525)	-3.2%	
Insurance	61,738	69,626	7,887	11.3%	
Travel	3,086	7,839	4,752	60.6%	
Maintenance & Repairs	27,861	20,143	(7,718)	-38.3%	
Marketing	368,441	329,552	(38,889)	-11.8%	
Contingency	-	42,858	42,858	100.0%	
Grant Related Expenses	-	-	-	0.0%	
Non-Lease Equipment & Software	163,417	417,729	254,312	60.9%	
Facility Operations	138,722	115,291	(23,431)	-20.3%	
Lease Facilities & Equipment	550,630	635,000	84,370	13.3%	
Capital Equipment Additions	1,008,516	1,356,435	347,919	25.6%	
TOTAL EXPENSES	\$ 5,131,516	\$ 6,038,571	\$ 907,055	15.0%	
Surplus/(Deficit)	\$ 1,018,353	\$ 84,280	\$ 934,073	1108.3%	

Erie County Community College		
Confirmation of Bank Statement Reconciliations		
	Community College of Erie County	
Currency	USD	
All EC3 Statements - Beginning Date	2/1/2024	
All EC3 Statement - End Date	2/29/2024	
Bank Statements Status - Reviewed & Reconciled	Reconciled	
Operating Account Balances		
FNB	February 2024 Current Balances	
Operating	\$ 372,908.02	
Investment Account	\$ 2,443,362.11	
Total Operating Account Balances	\$ 2,816,270.13	
Designated Purpose Account Balances		
FNB		
Designated Purpose Account	\$ 1,540,825.13	
Board Designated Reserves	\$ 1,250,000.00	
Total Designated Account Balances	\$ 2,790,825.13	
Total Operating and Designated Account Balances	\$ 5,607,095.26	
Other Designated Purpose Account Balances		
Foundation Agency Fund <i>(not included in College account balances)</i>	\$ 1,540,928.53	as of 11/30/2023
Receivable - Funds State and County		
Erie County - Quarterly Funding	\$ -	
State PDE - Operating & Capital	\$ -	
	\$ -	



**Resolution to Approve the Combination of
the Associate in Applied Science in Programming and Associate in Applied Science in Mobile
App Development into the Associate of Applied Science in Software Development**

Information

While continuing the academic review process the Information Technology Program Advisory Committee determined the Associate of Applied Science in Programming and Associate of Applied Science in Mobile App Development degree programs were almost identical except for two different courses within each degree. The committee recommended consolidating the two programs into one Associate of Applied Science in Software Development and adding coursework focused on Artificial Intelligence.

By adding the Associate in Applied Science in Software Development degree, the Associate in Applied Science in Programming and Associate in Applied Science in Mobile App Development degrees will be discontinued. The discontinuation of the separate degree programs has no bearing on the continuation of the separate certificate programs currently offered.

Recommendation

It is recommended that the Board of Trustees moves to approve the combination of the Associate in Applied Science in Programming and Associate in Applied Science in Mobile App Development into the Associate of Applied Science in Software Development.

EC3

Associate of Applied Science (AAS) in Software Development

General Education Core (15 CR)

Credits Completed

1 - Communication and/or English (3 CR) [Category 1 & 2 of PA TRAC]	3	_____
1 - Computer Literacy: (3 CR) CIS 100 - Computer Applications and Concepts	3	_____
1 - Math or Science: (3-4 CR) [Category 3 & 4 of PA TRAC]	3 or 4	_____
1 - Social & Behavioral Sciences/History: (3CR) [Category 5 of PA TRAC]	3	_____
1 - Philosophy/Language/Artistic Expression: (3CR) [Category 6 of PA TRAC]	3	_____

Electives (15 CR) *Recommended Options*

CIS 119	Introduction to Programming - Python	4	_____
CIS 150	Java Programming Level I	3	_____
CIS 245	Android App Development	4	_____
CIS 248	iOS App Development	4	_____
CIS 130	Adobe Photoshop	3	_____

Major Requirements (31 CR)

CIS 113	IT Hardware Essentials and Support	3	_____
CIS 117	Operating System Interfaces	3	_____
CIS 135	HTML/CSS Web Development	3	_____
CIS 138	JavaScript for Web Development	3	_____
CIS 140	Windows Development Level I [C#]	4	_____
CIS 215	Database Design and App Development	3	_____
CIS 220	Systems Development	3	_____
CIS 240	Windows Development Level II [C#]	3	_____
CIS 250	Internet/Intranet Networking	3	_____
CIS 125	Introduction to Artificial Intelligence and Robotics	3	_____

Programming track
 Mobile App Development track
 Current course added as requirement for degree
 New course





Resolution to Approve Associate of Applied Science in Industrial Technology

Information

The Associate of Applied Science in Industrial Technology is being offered as a continuation of the current and future certificate programs within advanced manufacturing. The program advisory committee for each of the existing manufacturing programs has expressed the need for students to obtain the associate degree as an “add-on” to the certificate allowing employment mobility.

The degree plan requires the completion of at least one manufacturing certificate program.

Recommendation

It is recommended that the Board of Trustees moves approve the Associate of Applied Science in Industrial Technology.

EC3

Associate of Applied Science (AAS) in Industrial Technology

General Education Core (16 CR)		Credits	Completed
1 - Communication and/or English (3 CR) [Category 1 & 2 of PA TRAC]		3	
1 - Computer Literacy: (3 CR) CIS 100 - Computer Applications and Concepts		3	
1 - Math: (3 CR) [Category 3 & 4 of PA TRAC] MAT 107 - Technical Math		3	
1 - Social & Behavioral Sciences/History: (3CR) [Category 5 of PA TRAC]		3	
1 - Science (4 CR with Lab)		4	
Free Electives (14-15 CR)			
General Education & Free Elective TOTAL CREDITS			30-31

Major Requirements (30 CR)

At least ONE fully completed for-credit CERTIFICATE in an EC3 Applied Program, including, but not limited to:
(IMT, IMM, WEL)

(9-25cr)

PLUS: Additional Applied Program coursework, up to 30 total credits, including the above certificate: (with below courses required if not already taken as part of above certificate.)

IMT 114	Intro to Print Reading	1	
		3	
		3	
TOTAL CREDITS			60-61





Resolution to Approve a One Year Renewal of Audit Firm MaherDuessel for \$34,750

Information

The audit firm MaherDuessel has been utilized since the College's inception. Their contract term is up for renewal. The finance committee recommends that the College continues with MaherDuessel for an additional year for continuity. A one-year renewal is \$34, 750.

Recommendation

It is recommended that the Board of Trustees moves to approve a one-year renewal of the audit firm MaherDuessel for \$34,750



March 8, 2024

Board of Trustees
Mr. Francis G. Moore, Jr.
Erie County Community College of Pennsylvania
2403 West 8th Street
Erie, PA 16505

Dear Board of Trustees and Mr. Moore:

We are pleased to confirm our understanding of the services we are to provide for Erie County Community College of Pennsylvania (Organization) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the business-type activities, and the disclosures, which collectively comprise the basic financial statements of the Organization as of and for the year ended June 30, 2024.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Organization's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Organization's RSI in accordance with generally accepted auditing standards. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis

Erie County Community College of Pennsylvania
March 8, 2024
Page 2

This engagement letter assumes that an audit in accordance with *Government Auditing Standards* and Uniform Guidance is not required as the Organization will not expend more than \$750,000 of federal financial assistance for the year ended June 30, 2024. If the Organization requires an audit in accordance with *Government Auditing Standards* and Uniform Guidance for either period listed, a separate addendum to this letter will be executed.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (GAAP).

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with auditing standards generally accepted in the United States of America, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the financial statement disclosures (if applicable), and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories (if applicable), and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, customers, creditors, and financial institutions. We may also request written representations from your attorneys and confirmations from financial institutions as part of the engagement, and they may bill you directly or indirectly through us for responding to this inquiry.

In the event that representation by legal counsel, during the term of this agreement or subsequently, is deemed necessary by Maher Duessel in connection with any aspect of this engagement, fees and expenses for counsel will be reimbursed to the auditor as out-of-pocket expenses. In addition, you shall compensate Maher Duessel for all time we expend in connection with such legal responses at normal and customary hourly rates.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

The Organization and Maher Duessel agree that any claim arising from this agreement shall be commenced within one year of the date of the auditor's report or the date of the engagement letter if no report has been issued. Maher Duessel's responsibility for any claims, damages or cost shall be limited to the amount of fees paid for the services rendered under this engagement letter.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will assist in preparing the financial statements (as defined in the audit scope and objectives section above), including the required supplementary information of the Organization in conformity with the basis of accounting previously defined, based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the basis of accounting described above.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

As an attest client, Maher Duessel cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the AICPA Code of Professional Conduct. The Organization is responsible for maintaining its own data and records.

Suralink is used solely as a method of exchanging information and is not intended to store the Organization's information. Upon completion of the engagement, data and other content will either be removed from Suralink or become unavailable to Maher Duessel within a reasonable

time frame. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws and regulations.

With regard to publishing the financial statements on your website (if applicable), you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the website with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maher Duessel, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement. With regard to an exempt offering document with which Maher Duessel is not involved, you agree to clearly indicate in the exempt offering document that Maher Duessel is not involved with the contents of such offering document.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you

Erie County Community College of Pennsylvania

March 8, 2024

Page 7

decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

You agree to assume all management responsibilities for all nonaudit services we provide as defined in the Other Services section of this letter. You will be required to acknowledge in the management representation letter the following related to our nonaudit services:

- Management is responsible for the substantive outcomes of the work and therefore, has a responsibility to be in a position in fact and appearance to make an informed judgment on the results of these services.
- Management has designated a management-level individual to be responsible and accountable for overseeing these services who possesses skill, knowledge, and/or experience to oversee our services.
- Management will establish and monitor the performance of these services to ensure that it meets management's objectives.
- Management will evaluate the adequacy and will review and accept responsibility for the services performed.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely

manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

Elizabeth E. Krisher is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. To ensure that Maher Duessel's independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel. In addition, in recognition of the investment made into training and developing our employees, in the event that any of our employees who were part of your engagement team accept a position of employment with your organization, or any of its related parties at any time while we are performing services for you or within one year thereafter, you agree to pay us a placement fee equal to fifty percent of the employee's annual salary in effect on the date such employment was contracted. This fee would be payable at the time the employee accepts a position.

Professional standards require Maher Duessel to establish policies and procedures designed to provide it with reasonable assurance that it deals appropriately with complaints and allegations. It is Maher Duessel's policy that any complaints or allegations should be reported to the managing partner, or any other partner as identified on our website at www.md-cpas.com.

Audit Meetings

Management will arrange for Maher Duessel to meet with the Organization's Board of Trustees or an appropriate committee thereof, as requested, in connection with the audit(s). Generally, the meeting can occur in advance of and following the completion of year-end fieldwork for the audit of the Organization's financial statements.

Use and Distribution of Reports

Maher Duessel will provide draft reports to management for review and approval before issuance. Final reports for internal use and external distribution will be delivered to the Organization. The Organization's use and distribution of reports is expected to be limited to (1) filings routinely required by government agencies, (2) lenders, and (3) internal use. If the Organization intends to publish or otherwise reproduce the financial statements and make reference to our firm name, the Organization agrees to provide Maher Duessel with printer's proofs or masters for our review and approval prior to printing. The Organization also agrees to provide Maher Duessel with a copy of the final reproduced material for our approval before it is distributed.

Reporting

We will issue a written report upon completion of our audit of the Organization's financial statements which will also address other information in accordance with AU-C 720, The Auditor's Responsibilities Relating to Other Information Included in Annual Reports (if applicable). Our report will be addressed to the governing body of the Organization. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgement prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Confidentiality

The audit documentation for this engagement is the property of Maher Duessel and constitutes confidential information. However, we may be requested to make certain audit documentation available to grantor agencies and/or regulatory bodies pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Maher Duessel personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other government agencies. The AICPA requires members who practice public accounting to participate in either a Quality Review or Peer Review practice-monitoring program. Maher Duessel is enrolled in such a program. The Organization grants permission for Maher Duessel to respond fully to inquiries and allow review of working papers in connection with practice monitoring program activities.

Other Services - Agreed-Upon Procedures

We will apply the agreed-upon procedures which were agreed to by management based on the criteria recommended by the Pennsylvania Commission of Community Colleges and in conjunction with the Statement of Auditing and Accounting Standards for Community Colleges

for use by the Pennsylvania Department of Education of the State of Pennsylvania (PDE), with respect to the schedules required by agreements with the Organization and the PDE as of and for the year ended June 30, 2024. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we obtain your written agreement to the procedures to be applied and your acknowledgment that those procedures are appropriate for the intended purpose of the engagement, as described in the section below. Your agreement and acknowledgment are evidenced by your agreement to this engagement letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation that the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose.

The procedures are as follows:

- a. Verify, by comparison, the amounts and classifications that the schedules required by Pennsylvania Commission of Community Colleges and in conjunction with the Statement of Auditing and Accounting Standards for Community Colleges for use by the Pennsylvania Department of Education of the State of Pennsylvania, which summarize amounts reported to the County of Erie for fiscal year ended June 30, 2024, have been accurately compiled and reflect the audited books and records of the Organization. We have also verified, by comparison to the example schedules, that these schedules are presented, at a minimum, at the level of detail and in the format required by the Pennsylvania Department of Education of the State of Pennsylvania.
- b. Inquire, of management, regarding adjustments to reported revenues or expenditures which were not reflected on the reports submitted to the Pennsylvania Department of Education of the State of Pennsylvania for the period in question.
- c. Disclose adjustments to the reported amounts or any other audit findings pertaining to the schedules outlined in (a).

Because the agreed-upon procedures do not constitute an examination or review, we will not express an opinion or conclusion on the supplemental schedules. In addition, we have no obligation to perform any procedures beyond those to which you agree.

We will issue written reports upon completion of our engagement that lists the procedures performed and our findings. Our reports will be addressed to the Organization and the Pennsylvania Department of Education of the State of Pennsylvania. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the

restrictions are appropriate we will disclose the restrictions in our report. You understand that the reports are intended solely for the use of the appropriate parties listed above and for the Organization and should not be used by anyone other than those specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

There may exist circumstances that, in our professional judgement, will require we withdraw from the engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge that they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representations, or we conclude that there is sufficient doubt about the competence, integrity, ethical values, or diligence of those providing the written representations, or we conclude that the written representations provided are otherwise not reliable.
- We determine that the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine that restrictions on the performance of procedures are not appropriate.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention that contradict the supplemental schedules, we will communicate such matters to you.

You agree to the procedures to be performed and acknowledge that they are appropriate for the intended purpose of the engagement.

You are responsible for the supplemental schedules and that they are in accordance with procedures specified by the Pennsylvania Department of Education of the State of Pennsylvania; In addition, you are responsible for providing us with (1) access to all information of which you or the appropriate party are aware that is relevant to the performance of the agreed-upon procedures on the subject matter, (2) additional information that we may request from the appropriate party for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain evidence relating to performing those procedures.

At the conclusion of our engagement, we will require certain representations in the form of a representation letter from management that, among other things, will confirm management's responsibility for the supplemental schedules in accordance with the Pennsylvania Department of Education of the State of Pennsylvania.

Fees

The professional fees for the scope of services will be:

Financial Statements	\$	28,250
Agreed-Upon Procedures - PDE		<u>6,500</u>
	\$	<u>34,750</u>

Out-of-pocket expenses associated with these services will be reimbursed.

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Federal, State, and Local rule-making bodies may at times make changes that require us to modify our scope of work. Such changes require monitoring and evaluation by Maher Duessel, and often result in new and/or expanded procedures on our part. To the extent these required changes will significantly impact the time required to complete our procedures, an adjustment to the fee will be necessary. Should such a situation occur, we will meet with you to discuss a revised fee estimate.

Erie County Community College of Pennsylvania

March 8, 2024

Page 13

Additional Services

Maher Duessel may provide additional services which can be either non-recurring matters or changes to the scope of recurring services, including matters such as: (1) changes to the body of compliance and other requirements applicable to the Organization; (2) changes in the nature or scope of programs that comprise the reporting entity; (3) changes in the application of accounting principles or the application of new principles; (4) changes to auditing standards of a nature that results in an increase in the audit effort required; (5) management requests for procedures of a nature and extent beyond those necessitated for an audit; (6) consent letters; (7) changes to accounting software; (8) costs related to required surcharges; and (9) matters of management responsibility (e.g. the condition of records) or other matters beyond Maher Duessel's reasonable control that impair the efficient conduct or expand the scope of effort beyond the audit procedures necessary for the scope of recurring services.

In the event that the Organization requires additional services, the Organization may request that Maher Duessel provide such additional services and pay fees based upon professional hours.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the document, and return it to us.

Sincerely,

Maher Duessel

BY: 

Elizabeth E. Krisher, Partner

Erie County Community College of Pennsylvania
March 8, 2024
Page 14

The arrangements described above are accepted by the Organization.

BY:

Signature

Name of authorized signer

Title

Date



Resolution to Reaffirm EC3's Mission, Vision, and Values for the 2024-2025 Academic Year

Information

The Mission, Vision, Values of EC3 were adopted at the April 22, 2022, Board of Trustees meeting along with the Strategic Plan and reaffirmed at the Board of Trustee's retreat in 2023. We are asking the Board to review and reaffirm.

Our Mission

The mission of the Erie County Community College is to develop dynamic and diverse learners to advance their quality of life and Erie County's economic growth through affordable access, innovative education and workforce training.

Our Vision

EC3 uplifts the region as a catalyst to transform lives, to promote social and economic stability in both rural and urban areas, and to develop lifelong learners and a strong workforce that contributes to a thriving economic landscape for all.

Our Values

- **Diversity** – EC3 promotes equitable treatment of all people and respect for all academic thought.
- **Innovation** – EC3 forges new learning paths to provide innovative, creative, and modern methods for 21st century student success.
- **Employability** – EC3 produces graduates who have the knowledge, skills, and confidence needed to reach their career goals.
- **Developing Erie County's Workforce** – EC3 graduates are skilled, able, and ready to help Erie County and the greater region's potential education, workforce, and economic development.
- **Community** – EC3 proudly serves the region as Erie County's college for advancing collaborations and mutual partnerships, serving the needs of an ever-changing population and workforce.
- **Excellence** – EC3 sets the highest standard of post-secondary education quality through the establishment of ambitious goals, efficient processes, value-added delivery, and innovative programs of study.
- **Sustainable Business Model** – EC3 follows an improved business model to ensure financial viability and meet the challenges facing higher education.
- **Future Ready** – EC3 pursues a workforce readiness consistent with the emergent needs of the community.

Recommendation

It is recommended that the Board of Trustees moves to reaffirm EC's Mission, Vision, and Values for the 2024-2025 Academic year.



Resolution to direct the Chairperson's Appointment of a Liaison from the Board of Trustees to the Yet to Be Formed Presidential Strategic Planning Task Force

Information

A Presidential Strategic Planning Task Force will be formed to develop the EC3's next Strategic Plan, as the current plan expires at the end of the 2024-2025 academic year. The President requests the Chairperson appoints liaison from the Board of Trustees to the Presidential Strategic Planning Task Force.

Recommendation

It is recommended that the Board of Trustees moves to direct the Chairperson's appointment of a liaison from the Board of Trustees to the Presidential Strategic Planning Task Force.



Resolution to Approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses

Information

The Board of Trustees participated in a virtual board development session with an ACCT consultant on February 20, 2024. Board expenditures to date are as follows:

Company	Category	Cost	Renewal Date	Notes
Association of Governing Boards (AGB)	Membership	\$4,200	January 2025	
Association of Community College Trustees	Membership	\$415	June 2024	Joined in Feb 2024 (Prorated)
Board Effect	Subscription	\$4,774.05* (Expense Charged to IT Software)	February 2025	*This amt has been removed from the totals shown.
ACCT Consultant	Virtual Training	\$1,500	February 20, 2024	
Spent to Date: \$6,115*				
ACCT Consultant	In Person Training	\$5,000	Pending April 20, 2024	+Travel
Courtyard Erie Bayfront	Hotel	\$145.77	Pending April 20, 2024	Corp Rate
American Airlines	Airfare	\$487.20	Pending April 20, 2024	Estimate from Frank's flight from PHL
Enterprise	Car Rental		Pending April 20, 2024	Needed?
The Cork	Room Rental	\$100	Pending April 20, 2024	Based on LY Quote
The Cork	Breakfast	\$165	Pending April 20, 2024	Based on LY Quote
The Cork	Lunch	\$220	Pending April 20, 2024	Based on LY Quote
The Cork	Drinks	\$55	Pending April 20, 2024	Based on LY Quote
Total Projected Expenditures \$12,286.97*				

Recommendation

It is recommended that the Board of Trustees moves to approve a Board Development in Person Retreat at a Date to be Determined for \$5,000 Plus Travel, Facilities, and Hospitality Expenses for a date to be determined.



Resolution to Approve the Submission of Projects to PDE
Including Windows and Parking Lot Repaving for the West Campus
in the Amounts of \$820,000 and \$350,000 Respectively

Information:

The PDE Community College Capital Application Submission requires a Board Resolution to submit up to two projects for consideration of PDE funding 50% of the project. The submitted projects are reviewed by PDE based on a new process known as the Recency Model.

- As a college receives funding; it will move to the bottom of the list of all Community Colleges.
- A college may “defer” funding and hold its position for the next funding cycle. Only one deferment is allowed.
- A college may substitute a project from one on the list ONLY IF the replacement project is of equal or lesser value.

Erie County Community College is currently in the 1st position out of the 15 Community Colleges in Pennsylvania for funding next fiscal year 24-25 (July 1, 2024 – June 30, 2025)

The estimated values for these projects were based on a Conceptual Estimate provided by Weber Murphy Fox Inc.

The capital projects, in priority order, to be submitted to PDE in April 2024 capital application process and estimated costs are:

- EC3 West Campus Window Replacement-\$820,000
- EC3 West Campus Parking Lot Repaving -\$350,000

The Board Resolution today is for approval to submit the projects to PDE for consideration of funding. Final Board of Trustee approval of the project(s) will be submitted with exact funding amounts when approved for funding by PDE. All College policies and procedures will be followed.

-

Recommendation:

It is recommended that the Board of Trustees moves to approve the submission of two cash projects to PDE including EC3 West Campus Window Replacement and EC3 West Campus Parking Lot Repaving in the total amounts of \$820,000 and \$350,000 respectively. Additionally, the Board of Trustees approves the authorization of matching funds for any capital project submitted via the PDE capital application process and approved for funding by PDE for FY 2024-2025.



Resolution to Approve the Contract with Scobell Company Inc.
in the Amount of \$82,860 For Boiler Removal and Installation

Information

The College publicly requested sealed bids to remove the current steam boiler and install a new compatible boiler. There was a contractor site visit on March 1, 2024. The bids were received until March 15, 2024, at which time they were opened. Scobell Company Inc. was the lowest responsible and responsive bid or quote received at \$82,860.

Recommendation

It is recommended that the Board of Trustees moves to approve the contract with Scobell Company Inc. in the amount of \$82,860 for boiler removal and installation.



Minutes for Meeting Book - January 24, 2024 Board of Trustees Regular Meeting

01/24/2024 | 05:00 PM - (GMT-05:00) Eastern Time (US & Canada)

EC3 Erie West

College/Other Attendees (10)

Founding President Chris Gray Ph.D.; Renee Triana Executive Assistant and Secretary to the Board; Executive Vice President Guy Goodman; CFO Frank Moore; Assistant Vice President Keri Bowman; Dean Stuart Blacklaw; Dean Rebecca Walker; IT Director Chris Ray (via Zoom); Consultant Dennis Matthews (via Zoom); and Solicitor Tim Wachter.

Call to Order

Time: 5:04pm

Roll Call

Trustee	Roll Call
Justin Gallagher	Y
Kurt Hersch	Y
Robert Merrill	Y
Rev. Dr. Charles Mock	Y via Zoom @ 5:08pm
Msg. Dr. David Rubino	Y
Vice Chairperson Dr. Michael Victor	Y via Zoom @ 5:20pm
Christina Vogel	Y
Annette Wagner, M.D.	Not Present
Chairperson Cheryl Rush Dix	Y

Approval of November 15, 2023 Regular Meeting Minutes (pg. 67-72)

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

The motion to approve the November 15, 2023 Regular Meeting Minutes was passed unanimously via voice vote.

Public Participation

Solicitor Wachter pointed out that the Chairman of County Council, Terry Scutella, was present. The solicitor and others welcomed him to the meeting as council's liaison to the College. Chairman Scutella briefly spoke about EC3's success in its choice of President, its location as an anchor to the 8th Street corridor, and with the accreditation process.

Communication

A. President's Report: Dr. Gray reported MSCHE updates to the board and noted the articulation agreements that the College currently has. It was noted that an articulation agreement with Gannon University is in draft form and will be forthcoming. He also reported that the EC3 Champions Advancement Director, Carolyn Dunn, was hired in December and that updates on the Champion's progress would be forthcoming.

B. Academic Committee: Chair Msgr. Rubino referred to Vice President Guy Goodman to give the committee report. The committee met on January 16, 2024 and discussed the two items up for approval, agenda items #10 and #11. Vice President Goodman also reported that the committee will continue reviewing college policies.

C. Personnel Committee: Chair Merrill reported that the committee met January 8, 2024. They reviewed the PACE survey results and there was a presentation on the health insurance options for the coming year since open enrollment is in July. Chair Merrill also reported that Hunt Rolland Group was hired to consult in the area of human resources. They will review policies, procedures, and create an employee handbook.

D. Finance Committee: Chair Gallagher reported that the committee met December 11, 2023 and Jan 16, 2024. He reported that the state funding issue had been resolved since the last trustee meeting in November. He also pointed to agenda item #9 where the audit has been finalized and is up for trustee approval. The Chair also pointed out the budget revision, agenda item #8C on the consent agenda which was a procedural accounting adjustment.

E. Chairperson of the Board: The Chairperson listed the events she has attended since the last board meeting in November. She noted that a doodle poll would be going out to schedule board development meetings. The Chairperson also noted she was awarded the City & State Magazine-505 Over 50 Honors and received the MLK Center's Woman of Influence Award at the MLK Center's annual dinner.

Presentation- KPI (See Exhibit A)

Executive Vice President Guy Goodman presented his quarterly KPI report which continues to include more data as the College continues to grow. The measures include enrollment, course success, retention rates, graduation rates, and transfer and job placement.

EC3 is outpacing the national data for enrollment. The College currently has 449 students enrolled for spring semester, is serving more zip codes, and could identify as a minority serving institution based on the headcount by gender, race/ethnicity breakdown.

The course success rate for Fall 2023 is 81.2%, which is well above the national standard for both community colleges and large universities. Kudos was given to Assistant Vice President Dr. Keri Bowman and her staff for their hard work in this area.

Dr. Gray thanked Executive Vice President Goodman and the Data Systems Coordinator, Jamilla Abraham for their work in pulling the information together.

Presentation- Allied Health Project and Redevelopment Assistance Capital Program (RACP) Timeline & Process (See Exhibit B)

Consultant Dennis Matthews presented a timeline for the West Campus Renovation Project which included the Architect Selection Process from January-May 2024, the Design & Contractor Selection from May-November 2024, and the Construction Manager Selection from May 2024-September 2025.

The presentation was important for the board to understand the timeline of the project because of several compliance items. The Design and Contractor will be bid out separately, but the same company can bid for both sides of the project. It was clarified that the General Contractor controls the timeline for all subcontractors. The Construction Manager is a third party contracted by the College to ensure the timeline is followed. Solicitor Wachter will share best practices with Dr. Gray concerning advertising the project to diverse populations within the construction trades.

Consent Agenda (pg. 6-9)

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

The resolution to approve the Contract with Welders Supply Company to Purchase CNC Plasma Cutting System and Electrical Upgrades in the Amount of \$46,533; EC3 and Erie County Technical School Lease Amendment to Add the Precision Machining Lab; and Revised Full Year 2024 Budget were approved unanimously on the Consent Agenda via voice vote.

**New Business-Resolution to Approve the MaherDuessel 2023 Final Audit
[Board Report #24-04] (pg. 10-53)**

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

The resolution to approve the MaherDuessel 2023 Final Audit was approved unanimously via voice vote.

**New Business-Resolution to Amend Board Policy V.C.3: Experiential
Education Assessment Services to V.C.3: Credit for Prior Learning
[Board Report #24-05] (pg. 54-55)**

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

The resolution to amend Board Policy V.C.3: Experiential Education Assessment Services to V.C.3: Credit for Prior Learning was approved unanimously via voice vote.

New Business-Resolution to Amend Board Policy IV.C.4: Requirements and Eligibility for Graduation [Board Report #24-06] (pg. 56-58)

Trustee	Motion 5	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor	2	Y
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The resolution to amend Board Policy IV.C.4: Requirements and Eligibility for Graduation was approved unanimously via voice vote.

New Business-Resolution to Adopt a Non-Credit Workforce Development Partnership [Board Report #24-07] (pg. 59-64)

Dr. Gray presented information concerning a non-credit workforce partnership with NPRC. Per a workforce development consultant hired by the College, EC3 currently does not have the infrastructure (mechanism to register, take payment, curriculum, and trainers), to bring in and execute non-credit workforce training and would need 18 months to do so. In the interim, EC3’s current employee would sell training services to businesses in Erie County and use NPRC’s resources to execute it. The partnership would support EC3 in meeting their mission of providing workforce training in Erie County. The discussion of this partnership was introduced at the October 2023 Board of Trustees meeting where it was tabled and was the topic of discussion during two Executive Committee meetings. Income, revenue, branding, and costs were discussed in all meetings including tonight’s. It was clarified that this is a new agreement and not the agreement to sublease instructional space and equipment that was approved at the October 2023 Board of Trustees meeting. The Trustees discussed their concern about the end of the 18-month partnership and asked if a non-compete clause could be added to protect the relationships that the College develops in Erie County over the 18 months. Solicitor Wachter said the motion could be amended to add “revisions as discussed pending legal review”. Both Trustee Gallagher and Trustee Herch amended their motions to “Resolution to adopt a non-credit workforce (continued)

development partnership with revisions discussed pending legal review”. There was a roll call vote that ended in a tie so the motion did not pass.

Trustee	Motion 6	Vote
Justin Gallagher	1	N
Kurt Hersch	2	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		N
Msg. Dr. David Rubino		Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		N
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		N

The resolution to adopt a Non-Credit Workforce Development Partnership ended in a tie via a roll call vote. Per Solicitor Wachter the motion does not pass.

For Information (pg. 65-66)

No questions or comments.

Future Agenda Items/Summary Comments by Board Members

Trustee Msg. Rubino recommended a Strategic Planning Ad Hoc Committee be formed to do long term strategic planning for EC3 that includes a focus on accreditation, sources of revenue, timelines and financial allocation to programs, and non-credit workforce etc. Dr. Gray noted that EC3’s Strategic Plan will be up for review next year.

Executive Session

None

Motion to Adjourn

Time: 6:42pm

Trustee	Motion 7	Vote
Justin Gallagher		Y
Kurt Hersch	1	Y
Robert Merrill		Y
Rev. Dr. Charles Mock		Y
Msg. Dr. David Rubino	2	Y
Vice Chairperson Dr. Michael Victor		Y
Christina Vogel		Y
Annette Wagner, M.D.		Not Present
Chairperson Cheryl Rush Dix		Y

The motion to adjourn the meeting was approved unanimously via voice vote.

Next Regular Meeting March 27, 2024 at 5PM