

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 28, 2018 – 6:00 PM  
Richland Campus Board Room  
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, August 28, 2018 at the Richland Campus.

**CALL TO ORDER**

Mr. Greg Winger, Chair, called the meeting to order at 6:00 pm. Roll call was taken by Dr. Janet Grady, and a quorum was established.

**TRUSTEES PRESENT**

Mr. John Augustine

Mr. Ed Bowser

Mr. Alan Cashaw

Mr. Jack Cavanaugh

Mr. Anthony Cornetti (Student)

Mr. Carl DeYulis

Mr. Jim Foster

Ms. Donna Gority

Dr. Janet Grady

Ms. Carissa Itle Westrick

Ms. Jackie Kulback

Mr. Stephen McAneny

Dr. Kathleen O'Rourke

Mr. John Vataavuk

Mr. Greg Winger

**TRUSTEES ABSENT**

Dr. Patrick Farabaugh

**ALSO PRESENT**

Dr. Walter Asonevich, President

Ms. Lorraine Donahue, Vice President of Finance and Administration

Ms. Trish Corle, Vice President of Student Services

Dr. Barb Zaborowski, Interim Vice President of Academic Affairs

Ms. Michelle Maksymik, Executive Assistant to the President's Office, Recorder

**APPROVAL OF MINUTES**

Upon a motion duly made by Mr. Carl DeYulis, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the minutes from June 26, 2018 meeting were approved.

**CONSENT AGENDA**

**Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Jack Cavanaugh, and unanimously carried by voice vote, it was:**

**MOVED: To approve the Consent Agenda as presented.**

Leave Policy (EXEC 1014-2018)

MOVED: The Board of Trustees approves the Leave Policy as amended.

Compensation Policy (EXEC 1015-2018)

MOVED: The Board of Trustees approves the Compensation Policy as amended.

Emeritus Nomination (EXEC 1017-2018)

MOVED: The Board of Trustees approve Emeritus Status for Marilyn Danchanko.

Revision of the Board of Trustees Academic Scholarships Policy (AASS 1026-2018)

MOVED: The Board of Trustees approves the revisions to the "Board of Trustees Academic Scholarships" policy.

## **CHAIRPERSON'S REPORT**

Mr. Winger reminded Trustees about the two upcoming Foundation events. The Black Bear 5K will be held on September 22<sup>nd</sup> and Corks & Kegs on October 4<sup>th</sup>. He encouraged attendance and support of these events and asked Trustees for 100% participation in the Foundation's Annual Campaign.

Mr. Winger provided an overview of the Association of Community College Trustees event he attended in early August. He commented that many community colleges are facing the same challenges with declining enrollment and demographics. A focus was how trustees can better advocate for their colleges in the political and business community.

He thanked Mr. Cashaw and Mr. DeYulis for agreeing to participate in the Lighthouse reporting process, for anonymous reporting.

## **PRESIDENT'S REPORT**

**Update on Activities** – Dr. Azonevich discussed his work with the KSA lobbyist group and strategies moving forward. The current annual fee for KSA is \$30,000 and it was suggested that this may be better spent on other projects, as the College has not yet benefited from the service financially. He noted that he met with Mr. John Dubnansky, Cambria County's grant writer, who will take a seat on our Foundation Board and provide additional resource opportunities. The Trustees agreed that the College should suspend its agreement with KSA.

## **STUDENT TRUSTEE'S REPORT**

**Update on Student Activities** – Mr. Cornetti discussed the successful orientation activities, the start of the women's volleyball games, and thanked employees for assisting all new students during their first days of class.

## **EXECUTIVE COMMITTEE**

**Report from Committee Chair** – Mr. Winger indicated the Trustee self-assessment is located in the Executive Committee section. He noted two questions related to board advocacy, and this topic was discussed at the board retreat, with plans to build a stronger advocacy plan.

**Board Appointed Trustees (EXEC 1016-2018)** – This action appoints three representatives from each of our counties with a Center for a two-year term. Mr. Jim Foreman of Blair County introduced himself to the Trustees.

**Upon a motion duly made by Mr. John Augustine, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, it was:**

**MOVED: The Board of Trustees appoint the following individuals to the Board of Trustees for a two-year term effective August 28, 2018:**

**Jim Foster Huntingdon County  
John Vatauvuk Somerset County  
Jim Foreman Blair County**

## **ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE**

**Report from Committee Chair** – Dr. Grady noted the changes included the Board of Trustees Academic Scholarship Policy. She explained a new program timeline was created and presented to the committee. This will allow for a better-designed process.

**Report from the Vice President of Student Services** – Ms. Corle reported students are still being enrolled for the fall semester including late start classes but enrollment goals will not be met overall. Students are struggling with providing tax information, which delays their financial aid eligibility. She is going to work with Congressman Rothfus's office to alleviate these issues. Retention campaigns have been implemented including an "Ask Me Anything" campaign and a "Success Coach" effort.

## **EXTERNAL AFFAIRS COMMITTEE**

**Report from Committee Chair** – Mr. McAneny thanked Ms. Corle and Mr. Ray Weible for their marketing presentation at the retreat. Regarding the Foundation's fundraising events, he challenged all board members to attend Corks & Kegs, as this event will recognize former trustee, Mr. Joseph Mangarella. This may be a good opportunity to meet with our local legislators and business leaders. Ms. Maksymik added regarding the Foundation, the employee campaign began last week, and we have 71 employee donors.

## **FINANCE & FACILITIES COMMITTEE**

**Financial Statements ending June 30, 2018 (FF 1008-2018)** – Ms. Donahue provided an overview of the included financial statements. Wessel & Company will present the College's audit at the October meeting. The College ended the year with a positive change in net position.

**Upon a motion duly made by Mr. Carl DeYulis, seconded by Mr. Jack Cavanaugh, and unanimously carried by voice vote, it was:**

**MOVED: To approve the Financial Statements for the period ending June 30, 2018.**

## **EXECUTIVE SESSION**

**Upon a motion made by Mr. Alan Cashaw, seconded by Mr. John Vatavuk, and unanimously carried by voice vote, all non-board members were excused and the Board of Trustees went into executive session.**

## **RETURN TO REGULAR SESSION**

The Trustees came out of executive session.

## **ADJOURN**

With no further business to be discussed, a motion was made by Mr. John Vatavuk, seconded by Mr. Carl DeYulis, and unanimously carried by voice vote to adjourn the meeting at 6:50 pm.