

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 25, 2019 – 6:00 PM
Richland Campus Board Room
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 25, 2019 at the Richland Campus.

CALL TO ORDER

Mr. Greg Winger, Chair, called the meeting to order at 6:02 pm. Roll call was taken by Dr. Kathy O'Rourke, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Jack Cavanaugh
Mr. Tyson Cook
Mr. Carl DeYulis
Dr. Pat Farabaugh

Mr. Jim Foreman
Ms. Jackie Kulback
Mr. Steve McAneny
Dr. Kathy O'Rourke
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Alan Cashaw
Mr. Jim Foster
Dr. Janet Grady
Ms. Carissa Itle Westrick

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
Mr. Gary Boast, Administrative Senate Representative
Ms. Nicole Robson, Assistant to the President, Recorder

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Carl DeYulis, seconded by Mr. Steve McAneny, and unanimously carried by voice vote, the minutes from the April 23, 2019 meeting were approved.

Upon a motion duly made by Mr. Steve McAneny, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the May 8, 2019 meeting were approved.

EDUCATIONAL/TRAINING TOPIC – CHANGES IN ACCREDITATION

Dr. Barb Zaborowski presented the changes in the Middle States accreditation process including moving from a 10-year cycle to an 8-year cycle, and the reduction of 14 standards to 7 standards. The 8-year cycle will now include an annual update and a mid-point review.

CONSENT AGENDA

Upon a motion duly made by Mr. Steve McAneny, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, it was:

MOVED: To approve the Consent Agenda as presented.

Tenure: Dr. Matthew Sisak (EXEC 1017-2019)

MOVED: The Board of Trustees awards Dr. Matthew Sisak tenure at Pennsylvania Highlands Community College effective August 1, 2019.

Tenure: Robin Hughes (EXEC 1018-2019)

MOVED: The Board of Trustees awards Robin Hughes tenure at Pennsylvania Highlands Community College effective August 1, 2019.

Tenure: Michelle Myers-Claypole (EXEC 1019-2019)

MOVED: The Board of Trustees awards Michelle Myers-Claypole tenure at Pennsylvania Highlands Community College effective August 1, 2019.

Tenure: Dr. Russell Newman (EXEC 1020-2019)

MOVED: The Board of Trustees denies tenure to Dr. Russell Newman and grants him a one year terminal contract to include Fall 2019 and Spring 2020 semesters.

Scholarship for Miss PA High School America (EXEC 1022-2019)

MOVED: The Board of Trustees approves a tuition waiver totaling \$2,000 available for the winner of the Miss Pennsylvania High School America Pageant.

Program Review - Psychology AA (AASS 1011-2019)

MOVED: The Board of Trustees approves the continuation of the Psychology A.A. Degree Program and timely implementation by the College of the recommendations listed.

Program Review - Medical Assisting Technology AAS (AASS 1012-2019)

MOVED: The Board of Trustees approves the continuation of the Medical Assisting Technology A.A.S. Degree Program and timely implementation by the College of the recommendations listed.

Re-Admission Policy Motion (AASS 1013-2019)

MOVED: The Board of Trustees approves the Re-Admission Policy with the updated language.

Graduation Requirements Policy Motion (AASS 1014-2019)

MOVED: The Board of Trustees approves the language revision to the Graduation Requirements Policy.

Registration and Records Policy Deletion Motion (AASS 1015-2019)

MOVED: The Board of Trustees approves the deletion of the Registration and Records Policy AASS 317-1994.

Registration Policy Motion (AASS 1016-2019)

MOVED: The Board of Trustees approves the new Registration Policy.

Records Policy Motion (AASS 1017-2019)

MOVED: The Board of Trustees approves the new Records Policy.

CHAIRPERSON'S REPORT

Board Retreat Date – Mr. Winger announced the Board Retreat will be held on Tuesday, August 13 from 3-6pm. This retreat will focus on facilities planning, and LR Kimball's report will be reviewed as well as the Vision 2025 plan.

Board Self-Assessment – Mr. Winger reminded the Trustees that Ms. Nicole Robson will be sending out the Board Self-Assessment survey via email in mid-July. Please complete by the end of July.

Presidential Search – Mr. Winger reported we've received about 25 applicants so far, and he will be following up with Dr. Brad Ebersole from ACCT. Applications will be accepted until September 4. The Search Committee will review the applications and identify 3 or 4 qualified candidates to meet with in November.

PRESIDENT'S REPORT

Update on Activities – Dr. Asonevich's full activity report is included in the board packet. He reminded the trustees that when meetings are set up with outside individuals, his office needs to be aware to ensure the proper personnel are available and that the proper rooms are available as well.

Dr. Asonevich reported that the Commission has informed us the state budget has been agreed to and will include a 2% increase for community college. Based on the current funding formula, this will provide us a

2.6% increase equal to \$74,000. We will not know about the \$1 million ask until the fiscal code is passed, but we are optimistic.

The new Engineering Technology Program has not received the enrollment we need to run it for fall, so we will make additional changes and hope to run it in the spring. Students have said it does not have the curriculum they need.

Dr. Asonevich and the senior staff had a conference call with Dr. Mary Hendrick of Western Governor's University this morning. WGU would like to expand the articulation agreement we have with them. WGU is a non-profit online college so they are able to keep costs low. The agreement would allow them to attend 2 years at Penn Highlands, and 2 years at WGU for about the same price.

EXECUTIVE COMMITTEE

Alma Mater Competition Winner (EXEC 1021-2019) – Submission #1, which includes original music and lyrics, was played for the Trustees. Mr. Winger announced that it was written by Mr. Gary Boast.

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

MOVED: The Board of Trustees approves Submission #1 as the winning submission of the College's Alma Mater Competition and adopts it as the College's Alma Mater.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from the Interim Vice President of Academic Affairs – Dr. Zaborowski reported most items were on consent agenda. She also reported we are continuing with the STEM Ecosystem in the region, there will be a date set for a computer science summit in Blair County, and we received the RFP for the Cure Violence Program.

Report from the Vice President of Student Services – Ms. Corle provided a brief overview of the updated enrollment information that was provided today prior to the meeting, and that both summer sessions were above our goal. Our inquiries are up 40%, since changes were made to the website in October 2018. These changes included making it easier for students to submit an inquiry once they were on the program page, as well as geofencing which would show them ads they could click on to take them directly to those program pages. Our accepted applications and headcounts for full-time and part-time enrollment are up as well. We are ahead of where we were last year at this time by about 100 credits for fall.

Ms. Corle also reported Blair enrollment is ahead of where we ended last fall and the new Director, Mr. Chris Farrell started in May. The agreement with Clarion's nursing program has been finalized, and they have 20 applicants right now, and each student will take 7 credits from us. Mr. Corle reported Huntingdon enrollment is down, and since that area is more rural and a recreational environment, most students are just entering the workforce after high school. Some students were taking general education courses at Huntingdon, then attending Blair for their core courses, however, some students are now just going to Blair full-time. Mr. Steve McAneny questioned if a Director of Admissions would be able to work with the centers to increase recruitment and enrollment, since that position is currently vacant. Dr. Asonevich stated that it would be very useful to have a person in this position to oversee an overall recruiting strategy for the entire Southern Alleghenies region.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. McAneny reported there was an article about the state budget on the front page of the paper today. We are anxiously waiting to see what happens. He thanked Ms. Jackie Kulback and Mr. Jim Foreman for their efforts in the \$1 million ask, as the outcome is looking positive. Dr. Asonevich noted that step one is passing the budget, step two is passing the fiscal code which is the language on how to spend the budget.

Mr. McAneny reported that Mr. Ray Weible provided the marketing report at the meeting, including highlights on geofencing and advertising through Spotify. The Committee requested that Mr. Weible provide information on the marketing budget, and he will provide this at the next meeting.

Mr. McAneny reported that he and a few other Trustees met with Mr. Richard Alloway last week. Mr. Alloway is an ex-Senator, that would like to address the Board to explain the services he could provide. This will be a discussion item at the board retreat as to whether we need or desire his services.

FINANCE & FACILITIES COMMITTEE

PA State Public School Building Authority Loan (FF 1007-2019) – Mr. Carl DeYulis reported this motion is for a revolving loan we do every four years.

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

MOVED: To approve borrowing from the State Public School Building Authority Revolving Loan Fund to purchase network equipment upgrades.

Report from the Vice President of Finance and Administration – Ms. Donahue provided a brief overview of the financial statements included in the packet. Despite being under budget in our tuition and fee revenue, we anticipate breaking even this year since we are also under budget in our expenses.

The Committee requested additional information on retention by site and a program enrollment comparison by year, which was provided today prior to the meeting. Ms. Donahue and Mr. Gary Boast provided an overview of this information.

Ms. Corle provide an explanation on why we've seen a large increase in inquiries, due to our increased visibility in Blair as well as the changes made to the website making it easier for students to submit an inquiry.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Jack Cavanaugh, seconded by Mr. Ed Bowser, and unanimously carried by voice vote, all non-board members were excused except Dr. Walter Asonovich, and the Board of Trustees went into executive session. Dr. Walter Asonovich was later excused, and the Board of Trustees remained in 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. Jack Cavanaugh, seconded by Ms. Jackie Kulback, and unanimously carried by voice vote to adjourn the meeting at 8:19 pm.