

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 24, 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, September 24, 2019 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. Kathy O'Rourke, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady

Ms. Carissa Itle Westrick
Ms. Jackie Kulback
Mr. Steve McAneny
Dr. Kathy O'Rourke
Ms. Sophie Sprankle (Student)
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Jack Cavanaugh
Dr. Pat Farabaugh
Mr. Jim Foreman

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. Kathy Morrell, Executive Director of Institutional Advancement & Public Relations
Ms. Kay-Leigh Malzi, Associate Dean of School Partnerships
Ms. Kaye Fink, KEYS Program Coordinator, Administrative Senate Representative
Ms. Marie Polka, Assistant Professor of Mathematics, Faculty Senate Representative
Ms. Sue Hunt, Payroll Accountant, Staff Senate Representative
Ms. Nicole Robson, Assistant to the President, Recorder

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the minutes from the June 25, 2019 meeting were approved.

Dr. Walter Asonevich introduced Ms. Kathy Morrell, the new Executive Director of Institutional Advancement & Public Relations, and asked the guests listed above to introduce themselves.

EDUCATIONAL/TRAINING TOPIC – DUAL ENROLLMENT

Ms. Kay-Leigh Malzi presented an overview of the Dual Enrollment ACE program. The program received NACEP accreditation in 2014 and we are working on reaccreditation under the new standards implemented in 2017. We are partners with 56 high schools for these programs, and we offer three different pathways for high school students: ACE pathway, Academy pathway and Associate in High School pathway. Current credits for this semester are at 5,240, which is slightly ahead of last year. Registration closes on Friday so that number will continue to increase.

25TH ANNIVERSARY EVENTS UPDATE – DR. BARB ZABOROWSKI

Dr. Barb Zaborowski provide an updated calendar of the 25th Anniversary events and gave a brief overview. This year's Commencement will be held at the War Memorial.

CONSENT AGENDA

No items

CHAIRPERSON'S REPORT

Board Self-Assessment – Mr. Winger reported the Self-Assessment is included in the packet and 13 responses were received. He noted the positive comments about the work of the External Affairs Committee this past year in our ask for additional funding, as well as the overall board involvement comments.

Mr. Winger provided an updated on the Presidential Search:

- We received 67 applications from all over the country and a few from other countries.
- The next meeting is September 27 with the ACCT Consultant, Mr. Brad Ebersole, to narrow the candidates down to 12-14 for the next round which will be phone interviews.
- The final 3-4 candidates will be selected for in person interviews with the Trustees in November.

Mr. Winger noted the Corks & Kegs fundraising event is next Thursday and encouraged everyone to attend.

PRESIDENT'S REPORT

Update on Activities – Dr. Asonevich's full activity report is included in the board packet. He reported:

- Senator Langerholc and the County Commissioners will be presenting commendations for the 25th Anniversary next week at Corks & Kegs.
- Ms. Judy Ebberts informed him that our default rate on student loans has decreased from 16.1% to 14.7%.
- The \$500K in additional funding we received is in the form of a jobs training grant that we have to apply for and Dr. Barb Zaborowski is heading that up. He is concerned that since it's in grant form, this may be the only year we can receive it. He met with Mr. Lou Crocco and Mr. Tom Simmons and they suggested working with the Governor's office to get it put into his budget.
- The PA Commission has created a committee, which Mr. Gary Boast sits on, to look at the current funding formula and to work with the Education Commission, which Senator Langerholc is a member of.
- He and Ms. Kathy Morrell will be meeting with the KSA Group to see if their services are necessary again.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Ms. Sophie Sprankle reported on student activities including the largest new student orientation so far, an activities and club fair to get more student participation, homecoming week and Family Day, the first ever student senate forum, bingo, intermural spike ball and dodgeball, a magician, and a NYC trip which is scheduled for November 2. She also reported the women's volleyball team is 3-4.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes from the meeting are in packet. He had no additional report.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Ms. Janet Grady reported they had no actions but had very good reports from Dr. Zaborowski, Ms. Corle, and Ms. Sophie Sprankle.

Report from the Interim Vice President of Academic Affairs – Dr. Zaborowski reported on the continuous progress with STEM ecosystem. On October 16, there will be a computer science summit at the Blair County Convention Center with several different speakers. As part of the ecosystem's plan, they hired a consultant to help the group get national STEM status, as there are only 4 other groups recognized nationally. She also reported that we continue to work with Intuit on different programs, including the free tax filing through the VITA program at the Central Park Center.

Report from the Vice President of Student Services – Ms. Trish Corle provided an overview of enrollment numbers included in the packet. She also reported we should have 25-30 more new students this fall than we had last fall. Our FT retention rate is down 3% but PT retention rate is up by 11%. She is making connections in Blair County with business that would like to provide training programs. She met with Juniata College to talk about articulation agreements and other ways we can share students.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Steve McAneny provided a brief overview of the detailed marketing budget and plan included in the packet. He encouraged everyone to review this and provide any feedback. Dr. Azonevich noted that Ms. Kathy Morrell has a very strong marketing background which will be an asset to help enhance our marketing efforts. Mr. McAneny welcomed Ms. Morrell and offered her the services of the External Affairs Committee. He also noted that the Committee will start looking towards next year to work on getting additional funding. He also encouraged all Trustees to attend Corks & Kegs next week.

FINANCE & FACILITIES COMMITTEE

Financial Statements ending June 30, 2019 (FF 1008-2019) – Ms. Lorraine Donahue provided a brief overview of the financial statements ending June 30, 2019, which are included in the packet. These are preliminary statements, but Wessel & Company will be giving a full report on them during their audit presentation at the November meeting.

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

MOVED: To approve the Financial Statements for the period ending June 30, 2019.

A new motion was added to the packet this morning and had not been reviewed previously by any committee.

Upon a motion duly made by Mr. Alan Cashaw, seconded by Ms. Janet Grady, and unanimously carried by voice vote, it was:

MOVED: To suspend the rules of order.

Unemployment Compensation Plan (FF 1009-2019) – Mr. DeYulis read the background of this motion and gave a brief overview of it. By switching unemployment funds, the College could save approximately \$20,000 a year. There was a discussion regarding the College's usage over the past few years, and that the reserve of approximately \$750,000 built up could be an asset of the college that we could lose. Other questions raised included: is there an impact on the rate going forward, and what happens if we opt back in? It was agreed to find a 3rd party consultant to get the answers to these questions. The motion was withdrawn.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Ed Bowser, seconded by Mr. Steve McAneny, and unanimously carried by voice vote, all non-board members and Ms. Sophie Sprankle were excused except Dr. Walter Azonevich, 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. Alan Cashaw, seconded by Ms. Janet Grady, and unanimously carried by voice vote to adjourn the meeting at 7:48 pm.