

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 19, 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, November 19, 2019 at the Richland Campus.

CALL TO ORDER

Mr. Greg Winger, Chair, called the meeting to order at 6:01 pm. Roll call was taken by Dr. Kathy O'Rourke, and a quorum was established.

TRUSTEES PRESENT

Mr. John Augustine
Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Jack Cavanaugh
Mr. Tyson Cook
Mr. Carl DeYulis

Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Mr. Steve McAneny
Dr. Kathy O'Rourke
Ms. Sophie Sprankle
Mr. Greg Winger

TRUSTEES ABSENT

Dr. Pat Farabaugh
Ms. Carissa Itle Westrick
Ms. Jackie Kulback

ALSO PRESENT

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. Stephanie Stohon, Wessel and Company
Ms. Megan Freidhof, Wessel and Company
Mr. Chris Pribulsky, Director of Finance and Administration, Administrative Senate Representative
Mr. Matt Hoffman, Chief Information Officer, Administrative Senate Representative
Ms. M. Kaye Fink, KEYS Program Coordinator, Administrative Senate Representative
Ms. Sherri Slavick, Associate Professor, Physical Sciences, Faculty Senate Representative
Ms. Nicole Robson, Assistant to the President, Recorder

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the September 24, 2019 meeting were approved.

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the minutes from the October 30, 2019 meeting were approved.

Upon a motion duly made by Mr. Jack Cavanaugh, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the November 9, 2019 meeting were approved.

AUDIT REPORT BY WESSEL & COMPANY

Ms. Stephanie Stohon and Ms. Meghan Freidhof from Wessel and Company presented the 2018-2019 financial audit. There were no findings. They commended the Business Office on a great job, since there were no journal entries and no changes throughout the year. Mr. Carl DeYulis and Mr. Greg Winger also commended Ms. Stohon, Ms. Freidhof, Ms. Lorraine Donahue and the entire Business Office on a job well done.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Program Deletion – Professional Pilot A.S. (AASS 1018-2019)

MOVED: The Board of Trustees approves the deletion of the Professional Pilot A.S. Degree Program effective fall 2020.

Program Revision – Early Childhood Education A.A. (AASS 1019-2019)

MOVED: The Board of Trustees approves the revision to the Early Childhood Education A.A. Program, effective fall 2020.

Program Revision – Child Development A.A.S. (AASS 1020-2019)

MOVED: The Board of Trustees approves the revision to the Child Development A.A.S. Program, effective fall 2020.

Program Advisory Committee Nominees – Medical Assisting Technology (AASS 1021-2019)

MOVED: The Board of Trustees approves the additional nominees (Mary L. Pullin and Karen L. Clites) to the Medical Assisting Technology Advisory Committee.

Deletion of the Non-Duplication of Programs Policy (AASS 1022-2019)

MOVED: The Board of Trustees approves the deletion of Non-Duplication of Programs Policy Number 109-1994.

Deletion of the Contractual Services – Institutional Policy (AASS 1023-2019)

MOVED: The Board of Trustees approves the deletion of Contractual Services - Institutional Policy Number 110-1994.

CHAIRPERSON'S REPORT

Mr. Winger complemented the staff on a letter received from Dr. Mia Ocean at West Chester University who worked with members of our staff on a research project. Mr. Winger read excerpts from this very complimentary letter that was provided to all Trustees.

Mr. Winger also reported that three trustees will be resigning at the end of the year. Mr. Winger thanked Mr. Steve McAneny, Dr. Pat Farabaugh, and Mr. Jack Cavanaugh for their years of service. Mr. McAneny stated that it has been an honor and pleasure working with everyone and wished everyone the best. Mr. Cavanaugh said, after 25 years, it has been a pleasure working with the Trustees and the outstanding staff, and he always feels very welcome when he comes here.

PRESIDENT'S REPORT

Ms. Lorraine Donahue participated in the Council of Presidents meeting on October 24; there was a presentation on performance-based funding. The funding models in Oregon and Tennessee were highlighted but it is far more complicated than they anticipated.

Ms. Donahue participated in a capital workgroup conference call and there is some consideration to approach the Department of Education on changing the way capital funding is provided to the community colleges. The current process is through a lengthy application and they are hoping they can simplify the process. Ms. Donahue also noted that the vote on the 15th community college in Erie, PA did not pass.

Ms. Donahue also reported that an arbitration hearing with the Faculty Union regarding sick leave was ruled in favor of the College.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Ms. Sophie Sprankle reported:

- Students participated in the Campus Works consultation.
- Theater Club had concessions at It's A Good Life, Charlie Brown.
- NSLS held an orientation, a small networking team meeting, leadership training, and speaker broadcasts.
- Cheerleaders, Bowling Team, and Men's Basketball Team participated in the Halloween parade.
- Women's Volleyball Team finished 3rd in WPCC and two players were named to the all-conference team, and one was named to the Region XX honorable mention team.
- Men's Basketball Team is currently 1-3.
- Cross Country runner, Erica Kovalik, was the first ever to capture an individual WPCC title, as well as the NJCAA Region XX Division III Individual Championship.
- Students volunteered for the Community Trick-or-Treat event.
- Three buses went on a NYC trip.

EXECUTIVE COMMITTEE

Report from Committee Chair – Three new motions were added to the packet and have not been reviewed previously by any committee.

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

MOVED: To suspend the rules of order.

Trustee Officer Term Extension and Officer Election Changes (EXEC 1023-2019) – Mr. Winger introduced the motion.

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

MOVED: The Board of Trustees extended the term of its current officers until the January 2020 board meeting and the Board of Trustees shall hold annual officer elections in January.

New Trustee Appointments and Reappointments (EXEC 1024-2019) – Mr. Winger introduced the motion. Mr. Carl DeYulis and Mr. John Augustine would like to be reappointed and the County Commissioners would like to have the three new names by December 19, 2019.

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

MOVED: The Board of Trustees approves submitting three individuals, to be named at a later date, and submitting Mr. Carl DeYulis and Mr. John Augustine to be reappointed as Trustees to the Cambria County Commissioners for terms beginning January 1, 2020 and ending December 31, 2025.

By-Law Changes: New Meeting Dates (EXEC 1025-2019) – Mr. Greg Winger introduced the motion. The changes align the by-laws with the new meeting schedule.

Upon a motion duly made by Mr. Jim Foster, seconded by Dr. Janet Grady, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the changes to the By-Laws: New Meeting Dates.

Election of Officers / Nominating Committee – Mr. Winger reported that Dr. Kathy O'Rourke will serve as the nominating committee again this year. Dr. O'Rourke will be sending an email tomorrow to open nominations which will be open for 30 days.

Presidential Search – Mr. Winger had no new updates.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported that all business is under the consent agenda and gave a brief explanation of the deletion the Professional Pilot Program.

Report from the Interim Vice President of Academic Affairs – Dr. Barb Zaborowski provided highlights from her report included in the packet.

Report from the Vice President of Student Services – Ms. Trish Corle provided highlights from her report included in the packet.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. McAneny reported there was a very nice article on Ms. Kathy Morrell in the paper. She is working with the KSA Group to be introduced to legislators. She is working on a PR Crisis Plan that will be presented at the next meeting. Mr. Ray Weible provided the Marketing report and gave an overview of the Marketing budget.

Report of the Executive Director of Institutional Advancement & Public Relations – Ms. Kathy Morrell provided an overview of the marketing report and her report included in the packet. She reported that marketing will be launching an SAT digital media campaign, and the Foundation's Annual Campaign Brochure and letters will be mailed this week. She also reported that she met with Ms. Gwen Dando in Senator Langerholc's office and Ms. Dando assures us that the \$500,000 will be there every year for us in grant form.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Carl DeYulis reported the committee reviewed the audit with Wessel & Company. He commended Ms. Donahue, Mr. Chris Pribulsky and their staff on a great job.

Unemployment Compensation Plan (FF 1009-2019) – Mr. Carl DeYulis introduced the motion which had been presented at the Board meeting in September. Any questions that were brought up at that meeting have been answered by an insurance advisor.

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

MOVED: To approve an opt-out of the Pennsylvania Unemployment Compensation Fund (PA UC) and entering into the Bonded Service Program unemployment compensation plan administered through First Nonprofit Company. This change will save approximately \$20,000 annually with a two-year rate guarantee.

2018-2019 Financial Audit ending June 30, 2019 (FF 1010-2019) – Mr. Carl DeYulis introduced the motion.

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

MOVED: To accept the financial audit completed by Wessel and Company for the fiscal year ending June 30, 2019.

Report from the Vice President of Finance and Administration – Ms. Donahue's report is in the packet as well as the September financial statements.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Jack Cavanaugh, seconded by Mr. John Augustine, and unanimously carried by voice vote, all non-board members, except Ms. Trish Corle were excused, and the Board of Trustees went into executive session. Ms. Corle was later excused from Executive Session.

RETURN TO REGULAR SESSION

Upon a motion duly made by Mr. John Augustine, seconded by Dr. Janet Grady, and unanimously carried by voice vote the Board of Trustees came out of executive session.

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

MOVED: The Board of Trustees approves the Executive Session discussion. Press Releases regarding this discussion will be sent out tomorrow.

ADJOURN

With no further business to be discussed, a motion was made by Mr. John Augustine, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 7:45 pm.