

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 24, 2020 – 6:00 PM
Richland Campus Board Room and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, March 24, 2020 at the Richland Campus and via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chair, called the meeting to order at 6:03 pm. Roll call was taken by Ms. Nicole Robson, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser (via Zoom)
Mr. Alan Cashaw (via Zoom)
Mr. Jim Foreman (via Zoom)
Mr. Jim Foster (via Zoom)
Dr. Janet Grady (via Zoom)
Ms. Jackie Kulback (via Zoom)

Mr. Marc McCall (via Zoom)
Dr. Kathy O'Rourke (via Zoom)
Mr. Mike Puruczky (via Zoom)
Ms. Sophie Sprankle (via Zoom)
Ms. Linda Thomson (via Zoom)
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Tyson Cook
Mr. Carl DeYulis
Ms. Carissa Itle Westrick

ALSO PRESENT

Dr. Steve Nunez, President
Ms. Lorraine Donahue, Vice President of Finance and Administration
Ms. Trish Corle, Vice President of Student Services (via Zoom)
Dr. Barb Zaborowski, Interim Vice President of Academic Affairs (via Zoom)
Ms. Kathy Morrell, Executive Director of Institutional Advancement & Public Relations (via Zoom)
Mr. Gary Boast, Assistant Vice President of Institutional Research and Assessment (via Zoom)
Mr. Matt Hoffman, Chief Information Officer (via Zoom)
Ms. Nicole Robson, Assistant to the President, Recorder

APPROVAL OF MINUTES

Upon a motion duly made by Dr. Janet Grady, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the January 28, 2020 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Scholarship for Miss Teen Pennsylvania International Pageant (EXEC 1004-2020)

MOVED: The Board of Trustees approves a tuition waiver totaling \$1,500 available for the 2020 Miss Teen Pennsylvania International Pageant.

Program Review – Liberal Arts and Sciences A.A. (AASS 1017-2020)

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

Deletion of Flexible Learning Methodology Policy (AASS 1018-2020)

MOVED: The Board of Trustees approves the deletion of Flexible Learning Methodology Policy AASS 418-1995.

Deletion of Leave of Absence – Students Policy (AASS 1019-2020)

MOVED: The Board of Trustees approves the deletion of Leave of Absence - Students Policy AASS 319-1994.

Deletion of Program Development Policy (AASS 1020-2020)

MOVED: The Board of Trustees approves the deletion of Program Development Policy AASS 105-1994.

Deletion of Final Exams Policy (AASS 1021-2020)

MOVED: The Board of Trustees approves the deletion of Final Exams Policy AASS 411-1994.

Deletion of Good Neighbor Policy (AASS 1022-2020)

MOVED: The Board of Trustees approves the deletion of the Good Neighbor Policy AASS 1009-2014.

CHAIRPERSON'S REPORT

Mr. Winger thanked Dr. Steve Nunez, the President's Cabinet, the department heads, the staff, and everyone at the College involved in the COVID-19 planning in terms of the level of communication and how proactive everyone has been throughout the last few weeks. It's a testament to everyone working together as a team, and the communication has been outstanding. Everyone has worked together with the best interest of the College in mind, as well as keeping the mission of the College alive and moving forward, in order to allow students to continue earning credits to be able to finish their degrees.

Mr. Winger noted the reduced size of the board packet. He thanked everyone involved with getting it down to 60 pages for this meeting, and for including links to the other documents.

PRESIDENT'S REPORT

Dr. Steve Nunez thanked everyone for joining the meeting virtually. He is thinking of everyone going through this tough time, and he appreciates everyone being here.

- Coronavirus Planning and Impact
 - Dr. Nunez echoed Mr. Winger's positive comments about the College's planning and communication throughout the past few weeks and agreed we have a great team. In the early stages a few weeks ago, he tasked Ms. Lorraine Donahue with forming the Coronavirus Response Team and she got the plan off the ground. We have had great deliberations and have been deliberative, thoughtful, careful, and patient in our planning, and at no time was there ever panic; he is very proud of everyone here as we have come together as a family and leaders to help this institution during this crisis. He has received emails from several employees thanking us for our planning and communication.
 - Dr. Nunez provided an overview of the COVID-19 strategy update that was sent out to everyone today.
- Building Relationships
 - Dr. Nunez continues to meet with employees, board members, and community members and a list of these meetings is included in the packet. He may start meeting virtually if it is necessary moving forward. The ones he has enjoyed the most were the four 'Pizza with the President' with students at each of our locations.
 - Dr. Nunez has also developed a monthly newspaper article with the Tribune Democrat; one has been published and the next one will be in Sunday's paper.
- Strategic Planning Update
 - Dr. Nunez has assigned Mr. Gary Boast, Assistant Vice President of Institutional Research and Assessment, to lead the development of a new strategic plan and asked Mr. Boast to provide a summary of his work so far.
 - Mr. Boast formed a team and will take a collaborative approach to strategic planning, which centers around involvement and communication with the right people. Mr. Boast provided a brief overview

including the approach, the timeline, and the outcome. The team was formed in January and a kickoff meeting was held in late February and met again in March. A fully vetted plan will be completed by December to be released to everyone in January 2021. The team consists of two students and 21 employees; every department is represented which demonstrates commitment and how important strategic planning is to the College. The team is using a five-phase model which includes getting organized; data gathering and stakeholder engagement; strategic themes and areas of focus; plan vision formation; and plan goals formation and implementation plan. To date the team has completed an achievement design that allows them to use what has worked well in the past and use those in this process; has identified key stakeholders which includes board members; and has identified a list of capabilities and issues the College faces. Mr. Boast will continue to provide updates as the process continues.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Ms. Sophie Sprankle reported:

- Students are adjusting to the new online class format; it has been difficult, but professors have been very helpful, and faculty and staff have been very supportive during this process.
- Student Senate had been hosting Craft Tuesdays to increase student involvement and help students de-stress. These events will continue in the online format and she will be making instructional videos. The first online craft involved toilet paper rolls.
- Students voiced concerns regarding the awards ceremony and commencement, and expressed they hope these events will be rescheduled.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are in the packet.

Social Media Policy (EXEC 1005-2020) – Mr. Winger introduced the motion. This is a new policy that was developed over the past few months and is timely and needed. Dr. Nunez noted the policy aligns the expectations of employees while at work and while online.

Upon a motion duly made by Ms. Linda Thomson, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Social Media Policy.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported all their motions were on the consent agenda, the full program review of the Liberal Arts and Sciences A.A. is available online, and the minutes as well as enrollment updates are included the packet.

Report from the Interim Vice President of Academic Affairs – Dr. Barb Zaborowski reported:

- Mr. Larry Brugh is working to get more online workforce education training.
- The pre-application for NACEP re-accreditation has been approved and we will move forward with the formal re-accreditation process.
- NAEYC accreditation is also moving forward for the Early Childhood Education program.
- On March 11, she attended an Open Educational Resources (OER) summit at Bucknell University, and as a result of this summit, she will be pushing faculty to adopt more OER resources, which will reduce textbook costs for students.

Report from the Vice President of Student Services – Ms. Trish Corle reported:

- The enrollment report is included in the packet. From what is in the report, we have sold about 100 more credits for the summer, which puts us around 94% of our goal for this year, but we are up 1% from last year at this time. Over the last few weeks, we are seeing some renewed interest in our summer courses. Priority registration opened on the last day we were in the office, so it's been difficult. We are behind by about 1,000 credits from last year at this time, but the staff has been reaching out to students in several different ways.
- UPMC is looking to partner with us in Blair for the Patient Care Technician program. We're hoping this can be a pilot program for other hospitals in the area, especially Conemaugh. UPMC is looking to collaborate with us to bring students into our program and offer them opportunities for signing bonuses, interviews, and tuition reimbursement. They are hoping these students will go on to complete the RN program.

- The KEYS budget will more accurately reflect our expenses for the program. With the changes made to SNAP and TANF, we are seeing more students participating in the program. We also received a recommendation from the State to hire a part time data entry clerk, so that will be included in the budget as well.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman reported this was his first meeting as Chair. Dr. Nunez reviewed his list of meetings which was discussed earlier, there were no action items, and the main discussion item regarding raising money specifically following up on the \$1 million ask from year. The Legislative Dinner was planned with the assistance of KSA, which has since been postponed. Ms. Kathy Morell presented the PR Crisis Plan and provided an update on Institutional Advancement and Mr. Ray Weible provided the Marketing report.

Report of the Executive Director of Institutional Advancement & Public Relations – Ms. Kathy Morrell reported:

- Marketing created a helpful resources page on the website for students transiting to online learning.
- Marketing posted a video with Dr. Nunez on social media yesterday.
- Free Wi-Fi is now available in the parking lot.
- Student Services is creating new ideas like Zoom homework chats, teacher one-on-one chats via Zoom, as well as student encouragement videos from our counselors.
- Marketing for summer course since first session will be online, as well as marketing for paralegal and liberal arts.
- We may be able to recoup some of the lost revenue from Puttapalooza from the stimulus package, and we may do an online auction for the donated items we already received.
- The 25th Anniversary Gala will be rescheduled for the Fall.
- EITC donation letters will be sent soon.
- KSA has suggested waiting to contact legislators about the ask for this year.

Mr. Winger noted that Dr. Nunez is working with Mr. Dave Mordan, Foundation Board President, to look for new members of the Foundation Board. Dr. Nunez believes that long term viability of the College depends on a growing Foundation. He hopes to have 15-17 members by end of summer up from the current 9 to help us raise friends and funds. We will also be developing the next Strategic Plan for the Foundation.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are in the packet.

Central Park Center Lease Agreement Renewal (FF 1002-2020) – Mr. Winger introduced the motion. Ms. Lorraine Donahue gave an overview of the current lease versus the new lease.

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

MOVED: The Board authorizes the College to exercise a three-year lease renewal option, not to exceed a 10% increase, for the Central Park Center located at 425 Main St., Johnstown, PA.

PDE Capital Application Classroom and Instructional Furniture for Ebensburg Center (FF 1003-2020) – Ms. Donahue introduced the motion and gave an overview of the PDE Capital Application process.

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

MOVED: The Board authorizes the College to apply for 2020-2021 capital funding through PDE for classroom and instructional furniture for the Ebensburg Center at a cost not to exceed \$165,000.

PDE Capital Application Richland Auditorium Repairs and Upgrades (FF 1004-2020) – Ms. Donahue introduced the motion.

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

MOVED: The Board authorizes the College to apply for 2020-2021 capital funding through PDE for Richland auditorium repairs and upgrades at a cost not to exceed \$455,400.

Ebensburg Center Lease Amendment (FF 1005-2020) – Ms. Donahue introduced the motion and explained this will reduce our square footage and our lease payment and will save \$80,000 a year.

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

MOVED: The Board authorizes the College to execute the lease amendment for the Ebensburg Center which will reduce the size of the center resulting in cost savings.

Report from the Vice President of Finance and Administration – Ms. Donahue reported:

- Construction is underway in Ebensburg. We were ahead of schedule last week, but with the current situation is has slowed down. June 15 was the original completion date.
- Budget development meetings are underway, and the budget and tuition and fees schedule will be presented at the next meeting.
- The search committee for Vice President of Academic Affairs are currently reviewing applications.
- We are also looking at updating the signage in Ebensburg and Blair.

Mr. Winger noted the financial statements are included in the packet.

PUBLIC COMMENT

No public comments provided.

ADJOURN

With no further business to be discussed, a motion was made by Dr. Kathy O'Rourke, seconded by Mr. Jim Foster, and unanimously carried by voice vote to adjourn the meeting at 7:14 pm.