

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 19, 2020 – 6:00 PM  
via Zoom  
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, May 19, 2020 via Zoom teleconferencing.

**CALL TO ORDER**

Mr. Greg Winger, Chairperson, called the meeting to order at 6:03 pm. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

**TRUSTEES PRESENT VIA ZOOM**

Mr. Ed Bowser  
Mr. Alan Cashaw  
Mr. Tyson Cook  
Mr. Carl DeYulis  
Mr. Jim Foster  
Dr. Janet Grady  
Ms. Carissa Itle Westrick  
Mr. Marc McCall  
Dr. Kathy O'Rourke  
Mr. Mike Puruczky  
Ms. Linda Thomson  
Mr. Greg Winger

**TRUSTEES ABSENT**

Mr. John Augustine  
Mr. Jim Foreman  
Ms. Jackie Kulback  
Ms. Sophie Sprankle

**ALSO PRESENT VIA ZOOM**

Dr. Steve Nunez, 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  
Mr. Gary Boast, Assistant Vice President of Institutional Research and Assessment  
Mr. Chris Pribulsky, Director of Finance and Administration  
Mr. Matt Hoffman, Chief Information Officer  
Mr. Ron Rhoades, Director, Technology Support Services & Systems Administration  
Mr. Todd Oswalt, Network Administrator  
Mr. John Zlater, Web Applications Analyst  
Ms. Diane Smith, Systems Analyst  
Mr. Steve Bender, Application Support Analyst  
Mr. Brian Boland, Desktop Systems Administrator  
Mr. Rob Obetts, Help Desk Technician  
Ms. Daniella Cope, Associate Professor, Human Services  
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 March 24, 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.

Advancement in Rank: Richard Bukoski (EXEC 1006-2020)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Dr. Richard Bukoski from Assistant Professor to Associate Professor, Communication and Media Studies effective August 1, 2020.

Advancement in Rank: Daniella Cope (EXEC 1007-2020)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Daniella Cope from Associate Professor to Professor, Human Services effective August 1, 2020.

Advancement in Rank and Tenure: Marie Polka (EXEC 1008-2020)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Marie Polka from Assistant Professor to Associate Professor of Mathematics and to grant her tenure effective August 1, 2020.

Revisions to the Sustainable Hydroponic Agriculture and Rural Entrepreneurship (SHARE) Certificate (AASS 1023-2020)

**MOVED:** The Board of Trustees approves the revisions to the SHARE Certificate effective fall 2020.

Articulation for Transfer of Credit Policy Revision (AASS 1024-2020)

**MOVED:** The Board of Trustees approves the Articulation for Transfer of Credit Policy revision with the updated language.

Early Admission Policy Revision (AASS 1025-2020)

**MOVED:** The Board of Trustees approves the Early Admission Policy revision with the updated language.

Student Conduct Policy Revision (AASS 1026-2020)

**MOVED:** The Board of Trustees approves the Student Conduct Policy revision with the updated language.

## **CHAIRPERSON'S REPORT**

**Board of Trustees Self-Assessment** – Mr. Winger reported that the results of the self-assessment are in the board packet. He thanked everyone for 100% participation this year. Trustees were more self-reflective and objective this year. This will be used for the board retreat as well.

**Board Retreat** – Mr. Winger reported that the board retreat will be June 23<sup>rd</sup> beginning at 1:30pm. We've engaged Dr. Brad Ebersole from ACCT to provide training, and he is working through the agenda. He reminded everyone to respond to the questionnaire that was sent and return it to Dr. Ebersole.

The virtual Commencement Ceremony was Friday evening and he encouraged everyone to view it. The Marketing Department did another fantastic job with the set up and production. All the speakers, especially Ms. Sophie Sprinkle, did a tremendous job. For the calendar year of 2020, we graduated 362 students, which is tremendous, and he credited all faculty and staff at the College for all their hard work in that accomplishment, especially during this difficult time.

## **PRESIDENT'S REPORT**

**Appreciation of Information Technology Staff** – Dr. Steve Nunez stated that it is important to celebrate accomplishments, and the past few months have been difficult for all of us, but faculty and staff have done an amazing job and he's very proud of everyone. He handed it off to Ms. Lorraine Donahue to take a few moments to talk about the tremendous Information Technology (IT) staff. Ms. Donahue noted that all eight members of the IT Staff are present this evening. They have worked very hard and gone above and beyond for everyone for the last few months, not just with students but all employees as well. They have facilitated thousands of Zoom meetings in that time; they've made sure employees had laptops, monitors, and access

to office phones on their computers; and on top of all of that they remotely did an upgrade to JenzabarOne which upgraded our entire student information system and moved it to the Cloud. Mr. Matt Hoffman thanked Dr. Nunez, Ms. Donahue and all the President's Cabinet. He thanked his entire team for their hard work, noted and it's an amazing pleasure to work with them every day. In recognition of their hard work, he made a donation to the Penn Highlands Foundation today in their names. He greatly appreciates them and Penn Highlands and noted that it is the best employer he has ever worked for. Ms. Kathy Morrell thanked him on behalf the Foundation, and for their hard work. Dr. Barb Zaborowski commented on behalf of the Faculty saying that anytime Faculty called, the response was immediate, and they could not have moved students through this process without the IT Staff. On behalf of the Board, Mr. Winger thanked the entire IT Staff for their hard work, as the operations of the College could not have continued online this semester without them. He also thanked Mr. Hoffman for the donation to the Foundation. Dr. Nunez noted that departments take on the personality of their leaders, and Mr. Hoffman is a tremendous leader of that department; he's very hard working and very focused on customer service. Dr. Nunez thanked the entire IT Staff.

**President's Outreach** – Dr. Nunez provided highlights from his report and meeting list included in the packet. He has met several times with Mr. Dave Mordan, Foundation Board President, and he is a great person and a strong supporter of the Foundation. He and Ms. Kathy Morrell worked with Mr. Mordan to revise the Foundation bylaws, and he's very excited about the direction the Foundation is going. He will be writing another article for the Tribune Democrat. He has communicated a few times with Dr. Anna Weitz, former Penn Highlands President. Over the past few months we've had to reinvent the way we do things. We had the have the Student Recognition Ceremony virtually, we handed out diplomas and signs to our graduates outside at each of our locations, and the Commencement Ceremony is the most important time of the year for him because it is recognition of the hard work that graduates do and a reminder of what we do, which is to change lives. He was thrilled that we were able to do that virtually and thanked Dr. Zaborowski and the Marketing Department as they did a fantastic job of piecing that together, and he is very thankful of all the hard work that went into these events.

**New Vice President of Academic Affairs** – Dr. Nunez provided highlights from his report included in the packet. He noted that Dr. Zaborowski has done a fantastic job in the interim. Dr. Robert Farinelli will be starting the second week of July.

**Coronavirus Planning** – Dr. Nunez noted that it has been tough figuring out how to offer classes in the future. We just don't know what the future will look like, but we continue to be careful and thoughtful in our planning. We have now moved all of Summer A and B online. For the Fall we have not decided what it will look like, but we are being flexible, and if face-to-face is allowed we will have small classes with social distancing guidelines. He thanked the leadership of Academics and Student Services for working through this.

**CARES Funding** – Dr. Nunez provided highlights from his report included in the packet. Half of the funds were distributed to over 900 students last week and the other half will be distributed to students in the Fall. The College only serves as a pass-through for these funds. Regarding the institutional funds, there are very specific guidelines on how to use these funds and the Leadership Team is working through this. We will be looking at reducing the burden of our operating budget next year.

**Board Meeting Dates and By-Law Revisions** – Dr. Nunez provided highlights from his report included in the packet.

## **STUDENT TRUSTEE'S REPORT**

**Update on Student Activities** – Ms. Sophie Sprankle was not in attendance.

## **EXECUTIVE COMMITTEE**

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

**President Authorization to Sign PA DOE Documents (EXEC 1009-2020)** – Mr. Winger introduced the motion. In the position of President, Dr. Nunez has vested powers to sign on behalf of the institution, but this document is a specific request for DOE electronic documents.

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

**MOVED:** The Board of Trustees approves the necessary resolution to give Dr. Nunez authorization to sign any and all contracts, agreements, grants, and/or licenses with the Pennsylvania Department of Education.

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

**Report from Committee Chair** – Dr. Janey Grady reported all their motions were on the consent agenda, and the minutes are included in the packet.

**Report from the Interim Vice President of Academic Affairs** – Dr. Barb Zaborowski reported on the expansion of the WEDnet funding. More business and industry will be able to take advantage of this funding. She also reported that we received word that NACEP has suspended the accreditation cycle for the year, so we will have another year on our accreditation.

**Report from the Vice President of Student Services** – Ms. Trish Corle reported the enrollment report is included in the packet. We have had a great deal of activity in summer courses from students that struggled online during the spring semester and are 200 credits ahead of goal for Summer A, which is right where we were last year, and we hope to end just ahead of last year. We've seen almost 26% growth at Blair from last year, as we continue to build relationships there. We have created a video with the help of the Marketing Department geared to parents about the visiting year, encouraging them to send their children to Penn Highlands for a year until this pandemic is over. They will follow up with a postcard mailing as well as inviting parents to meet virtually to answer questions in "Parent Parties". We are currently behind, at 65% of our goal for Fall, but we are seeing good applications and inquiries and solid leads.

### **EXTERNAL AFFAIRS COMMITTEE**

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

**Report of the Executive Director of Institutional Advancement & Public Relations** – Ms. Kathy Morrell provided highlights from her report included in the External Affairs packet. The Foundation Board is looking for new members and have one already. The Annual Campaign is down compared to last year, but we are still receiving donations. The additional \$500,000 is no longer on hold and is moving forward; we were told it's waiting on signatures, and we should receive it soon. We found out today that we were awarded a \$10,000 grant through Lee Initiatives, which will be used for a virtual clinical avatar.

Ms. Morrell also provided highlights from the Marketing report included in the External Affairs packet. As mentioned previously, the virtual Commencement Ceremony was held last Friday, and we had over 225 live viewers. She is very proud of what Mr. Ray Weible and Mr. Sean McCool have been able to accomplish with being down a team member. They have been going above and beyond in terms of making sure all requests are completed and they've done an amazing job. The Marketing Team is working on a digital campaign for Fall that will target students with a Johnstown address, but attending any school within a 2-hour driving range, hoping to catch the students that may not be returning to those schools next year. Ms. Morrell also announced that the Marketing Team won an NCMR award for the Black Bear sweatshirt they designed. They have been doing an amazing job in making sure all departments are collaborating.

### **FINANCE & FACILITIES COMMITTEE**

**Report from Committee Chair** – Mr. Carl DeYulis reported the minutes are in the packet.

**Operating and Capital Budget FY 2020-2021 (FF 1006-2020)** – Mr. DeYulis introduced the motion. Ms. Lorraine Donahue provided a PowerPoint budget presentation which outlined a Development Timeline, Request Guidelines, Major Components, Revenue and Expenditure Assumptions, Tuition and Fee Schedule, Cash Reserves, Financial Aid Grant Estimates, and Tuition and Fee Comparisons with other schools.

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

**MOVED:** To approve the Operating and Capital Budget FY 2020-2021 that will be effective July 1, 2020.

**Tuition and Fee Schedule FY 2020-2021 (FF 1007-2020)** – Mr. DeYulis introduced the motion and reported the proposed 2020-2021 Tuition and Fee Schedule was developed as part of the budgeting process and was reviewed and discussed during Ms. Donahue's budget presentation.

**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 Tuition and Fee Schedule FY 2020-2021 that will be effective starting with the Fall 2020 semester.

**Financial Statements ending March 31, 2020 (FF 1008-2020)** – Mr. DeYulis introduced the motion. Ms. Donahue gave an overview of the financial statements included in the packet and reported that the College has a positive Change in Net Position for the period ending March 31, 2020.

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

**MOVED:** To approve the Financial Statements for the period ending March 31, 2020.

**PA State Public School Building Authority Loan (FF 1009-2020)** – Mr. DeYulis introduced the motion and noted that this is a roll-over lease for network and computer upgrades and PDE will fund it indefinitely as long as we renew the request each year.

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

**MOVED:** To approve borrowing an amount not to exceed \$135,000 from the State Public School Building Authority Revolving Loan Fund to purchase network and computer lab equipment upgrades.

**Report from the Vice President of Finance and Administration** – Ms. Donahue reported the Ebensburg Center is currently under construction. It was scheduled to be finished by May, but with the current situation, the contractor has not been able to get supplies, so they are projecting to be completed in July. Since we will not be face-to-face in the summer, this should not be an issue.

#### **REPORTS/COMMENTS FROM BOARD MEMBERS**

Mr. Cashaw commented that the virtual Commencement Ceremony was awesome and encouraged everyone to watch it. He also suggested getting as much feedback from students working online as we can, and we should be lobbying to get more broadband at our locations to help our communities with access to WiFi.

#### **PUBLIC COMMENT**

No public comments were provided.

#### **EXECUTIVE SESSION**

Upon a motion made by Mr. Alan Cashaw, seconded by Ms. Linda Thomson, and unanimously carried by voice vote, all non-board members, except Mr. Steve Nunez and Dr. Barb Zaborowski were excused, and the Board of Trustees went into Executive Session to discuss contractual and personnel issues.

#### **RETURN TO REGULAR SESSION**

Upon a motion made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the Board of Trustees came out of Executive Session.

#### **ADJOURN**

With no further business to be discussed, a motion was made by Dr. Janet Grady, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 7:42 pm.