

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 23, 2020 – 6:00 PM
Board Room and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 23, 2020 at the Richland Campus and via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 6:00 pm. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Ms. Jackie Kulback
Mr. Marc McCall
Dr. Kathy O'Rourke
Mr. Mike Puruczky
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Ms. Carissa Itle Westrick
Ms. Sophie Sprankle
Ms. Linda Thomson

ALSO PRESENT

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. Rick Bukoski, Associate Professor, Communication and Media Studies
Ms. Marie Polka, Associate Professor, Mathematics
Ms. Daniella Cope, Professor, Human Services
Ms. Sue Hunt, Payroll Accountant
Mr. Matt Hoffman, Chief Information Officer
Ms. Nicole Robson, Assistant to the President, Recorder

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Jim Foster, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the May 19, 2020 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Program Deletion – Healthcare Information Specialist A.A.S. (AASS 1028-2020)

MOVED: The Board of Trustees approves the deletion of the Healthcare Information Specialist A.A.S. Program effective Fall 2020.

Program Deletion – Medical Coding Diploma (AASS 1029-2020)

MOVED: The Board of Trustees approves the deletion of the Medical Coding Diploma Program effective Fall 2020.

Withdrawal from Classes Policy Deletion (AASS 1030-2020)

MOVED: The Board of Trustees approves the deletion of the Withdrawal from Classes Policy AASS 410 - 1994.

Student Grading and Course Progress Updates Policy Revision (AASS 1031-2020)

MOVED: The Board of Trustees approves the Student Grading and Course Progress Updates Policy Revision with the name change and updated language.

CHAIRPERSON'S REPORT

Mr. Winger thanked the Trustees that were able to attend the retreat this afternoon. There were great discussions which are important for the direction of the College in the future, as well as building their relationship with Dr. Steve Nunez.

Mr. Winger noted the press release from the College for the Fall schedule with five different class offerings. This is a very challenging time, and he complimented Dr. Nunez and the staff for looking at as many feasible options as possible to accommodate our students and meet their needs in the Fall.

PRESIDENT'S REPORT

Dr. Nunez welcomed everyone, and echoed Mr. Winger's comments on the retreat this afternoon.

Celebration of Faculty Promotion and Tenure – Dr. Steve Nunez invited the faculty members that were approved for promotion and tenure at the last meeting to attend this meeting to be celebrated and recognized for their accomplishments. He then asked Dr. Barb Zaborowski to say a few words about each individual. Dr. Zaborowski introduced each faculty member, Dr. Rick Bukoski, Ms. Daniella Cope, and Ms. Marie Polka, and gave a brief history for each of them. All three were very thankful and grateful to be invited and recognized for their accomplishments.

President's Outreach – Dr. Nunez provided highlights from his report and meeting list included in the packet. He noted that with us moving away from The KSA Group, Trustees Mr. Jim Foreman and Ms. Jackie Kulback have agreed to be our political advisors, and we have been meeting regularly via phone every other week.

Strategic Planning Survey – Dr. Nunez provided highlights from his report included in the packet and noted that Mr. Gary Boast will be gathering input from the Trustees for this process.

Budget/Contingency Budget Update – Dr. Nunez provided highlights from his report included in the packet. He noted that we received additional guidance on how we can spend the CARES Act funds, and if necessary, we can use these funds to cover lost revenue.

Top 10 Lists/Report to the Community – Dr. Nunez provided highlights from his report included in the packet, and highlighted a few items from the Top 10 lists, also 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 included in the packet. He noted the discussion in the minutes regarding the presentation of the operational plan in the packet moving forward.

Board Meeting and Retreat Schedule FY 2020-2021 (EXEC 1010-2020) – Mr. Winger introduced the motion. Dr. Nunez reported that Cabinet agreed this schedule better aligns with the College's operations. Mr. Winger reported the retreat will be held annually in April, which will allow more time for planning for the next year. Dr. Nunez also noted that for August 2020, there will not be committee meetings, just a full board meeting.

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

MOVED: The Board of Trustees approves the 2020-2021 Board of Trustees Calendar.

Board Appointed Trustees (EXEC 1011-2020) – Mr. Winger introduced the motion. He thanked these Trustees for agreeing to another term and for their continuing commitment to the College.

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 of Trustees appoint the following individuals to the Board of Trustees for a two-year term effective August 18, 2020:

Jim Foster	Huntingdon County
Tyson Cook	Somerset County
Jim Foreman	Blair County

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported the minutes are included in the packet.

New Program – Business Management for Manufacturing Certificate (AASS 1027-2020) – Dr. Grady introduced the motion and noted that it was requested by and developed in conjunction with JWF Industries and is designed to be stackable.

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

MOVED: The Board of Trustees approves the Business Management for Manufacturing Certificate Program effective Fall 2020.

Report from the Interim Vice President of Academic Affairs – Dr. Barb Zaborowski reported on the options available for the Fall and noted this took a good team of people to look at the schedule and decide what could work. They surveyed the students and they were pleased with how the Spring Semester went but would prefer to be face-to-face with faculty.

She also reported that her team has been working with Mr. Rob Farinelli, the new VP of Academic Affairs, who starts July 6, to transition him into the position. This will be her last board meeting in the capacity of Interim VP of Academic Affairs. She thanked everyone for allowing her to work with them over the past 2 years and they've done some incredible things. Dr. Grady thanked Dr. Zaborowski on behalf of the AASS Committee for her hard work over the past 2 years.

Report from the Vice President of Student Services – Ms. Trish Corle reported they have begun testing and advising students in person at Richland, Blair, and Somerset. They have found students prefer to do these things in person, so we are glad we can accommodate them now.

For Fall enrollment, we are 19% behind last year at this time, both in credits and headcount. The majority of this is returning students, so we are reaching out to them. This number is down to 140-150 from over 300 students about two months ago.

Summer enrollment is looking pretty good. For Summer A, we moved about six courses to Summer B, thinking we could be face to face. So, when you look at the numbers compared to last year, Summer A is down by about 158 credits, but Summer B is up by 300 credits. Overall, Summer is currently up by 140 credits.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Foreman reported the minutes are included in the packet. The KSA Group contract will be terminated as of June 30, so he and Ms. Kulback will be assisting Dr. Nunez and Ms. Kathy Morrell with Government Relations. There was a lengthy discussion about the \$500,000, as well as a discussion about holding a legislative happy hour event in each county rather than the Legislative Reception in Harrisburg.

Report of the Executive Director of Institutional Advancement & Public Relations – Ms. Kathy Morrell provided highlights from her report included in the committee packet. She reported that the Foundation Retreat was very successful, and we have a great start on the next Strategic Plan.

Ms. Morrell also provided highlights from the Marketing report included in the committee packet presented by Mr. Ray Weible.

FINANCE & FACILITIES COMMITTEE

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

Report from the Vice President of Finance and Administration – Ms. Donahue provided a brief overview of the financial statements included in the committee packet. Overall, the College has a positive Change in Net Position through April 2020 and we anticipate being positive at the end of year as well.

We distributed half the emergency financial aid portion of the CARES Act funding to students in the Spring Semester and will be distributing the remainder in the Fall, and we are continuing to identify items that are eligible under the institutional portion, including a cloud-based phone system and updating our Learning Management System. Mr. Foreman reported that counties are getting \$11 million through the CARES Act as well, but the money must be spent by the end of the year. The counties are having a hard time spending this amount before the deadline, so this may be an opportunity to get additional funding for the College. Mr. Alan Cashaw suggested asking for funds for a solar farm.

Ebensburg construction is moving slowly but the building permit was ready today and should be picked up tomorrow. Once construction resumes, they are optimistic it will move quickly without having a disruption in the Fall Semester. Mr. Ed Bowser asked if there was a plan for the students if the construction does run into the Fall Semester. Ms. Corle reported that they will try to push students to Blair and/or Richland as we can, and give them online or virtual classroom options, if we can.

We are looking at options to replace Metz as the Richland food service provider. Options include a C-Market concept with vending prepackaged items as well as a local provider for food prepared on site. We are hoping to have something in place for the fall semester.

REPORTS/COMMENTS FROM BOARD MEMBERS

In terms of the Foundation's Alumni Association, Mr. Alan Cashaw would like all board members to be considered honorary alumni. It is a great way to keep in touch once they are off the board, as well as continuing to request donations.

Mr. Bowser thanked Dr. Zaborowski for the hard work on the JWFI certificate and program. Mr. Winger also thanked Dr. Zaborowski on behalf of the entire board for her work as the Interim VP.

PUBLIC COMMENT

Mr. Cashaw, on behalf of the NAACP, thanked Dr. Zaborowski for supporting Juneteenth for the past 8 years. She has shared Johnstown African American history with the public in Central Park every year, and even this year she provided history without the Juneteenth event.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Jim Foreman, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 7:10pm.