

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 20, 2020 – 5:00 PM  
Board Room and via Zoom  
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, October 20, 2020 at the Richland Campus and via Zoom teleconferencing.

**CALL TO ORDER**

Mr. Greg Winger, Chairperson, called the meeting to order at 5:00 PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

**TRUSTEES PRESENT**

Mr. John Augustine  
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. Elizabeth Ruszkoski (Student)  
Ms. Linda Thomson  
Mr. Greg Winger

**TRUSTEES ABSENT**

Mr. Jim Foreman  
Ms. Jackie Kulback

**ALSO PRESENT**

Dr. Steve Nunez, President  
Ms. Lorraine Donahue, Vice President of Finance and Administration  
Ms. Trish Corle, Vice President of Student Services  
Mr. Robert Farinelli, Vice President of Academic Affairs  
Ms. Kathy Morrell, Executive Director of Institutional Advancement  
Mr. Gary Boast, Assistant Vice President of Institutional Effectiveness  
Dr. Barb Zaborowski, Dean of Library Services & Special Projects

Mr. Chris Pribulsky, Director of Finance and Administration  
Ms. Nicole Robson, Assistant to the President, Recorder  
Mr. Reb Brownlee, Director of Facilities Operations  
Ms. Amber Mangus, Service Worker  
Mr. Steve Russo, Service Worker  
Mr. Mark Gyurik, Service Worker  
Mr. Lawrence Maiello, Real Estate Attorney  
Ms. Meghan Freidhof, Wessel & Company  
Ms. Stephanie Stohon, Wessel & Company  
Mr. Josh Byers, Tribune Democrat Reporter

**APPROVAL OF MINUTES**

Upon a motion duly made by Mr. Ed Bowser, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the August 18, 2020 meeting were approved.

**APPRECIATION OF FACILITIES STAFF**

Continuing with our Board appreciations, Dr. Steve Nunez would like to recognize our facilities staff, led by Mr. Reb Brownlee, who is a fabulous leader of this amazing team. They are a collaborative, hardworking, and very caring team and it's great to have them here. He then handed it over to Ms. Lorraine Donahue who thanked the entire team and noted their work has been crucial for us to be able stay open over the summer and this semester, and we are extremely grateful for the spotless building and what they do to maintain that.

Mr. Brownlee personally thanked his entire team. We've heard stories about companies recalling employees back to work and some of them wanting to continue collecting the additional unemployment benefits, but not one member of his team did that. Some of them were recalled and returned within hours or the next day with very short notice. They were then in uncharted waters, but had no issues being in rooms that might have been contaminated, and they all stepped up working at all sites. He is very appreciative of the entire team.

Dr. Nunez noted that sometimes peoples work is invisible, but they do tremendous work here and our building and grounds are in great condition because they care about what they do. Thank you for everything!

### **AUDIT REPORT BY WESSEL & COMPANY**

Ms. Stephanie Stohon and Ms. Meghan Freidhof from Wessel & Company presented the 2019-2020 financial audit. It was an unmodified audit opinion with no journal entries and no findings. They commended the Business Office on a great job. Mr. Carl DeYulis and Mr. Greg Winger also commended Ms. Stohon, Ms. Freidhof, Ms. Lorraine Donahue and the entire Business Office staff on a job well done.

### **CONSENT AGENDA**

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

**MOVED:** To approve the Consent Agenda as presented.

Program Deletion – Criminal Justice A.S. Program (AASS 1032-2020)

**MOVED:** The Board of Trustees approves the deletion of the Criminal Justice A.S. Program effective Fall 2021.

Cambria County COVID-19 Relief Grant Application (FF 1013-2020)

**MOVED:** To authorize submission of a Cambria County Governmental COVID-19 Relief Grant application which is funded by federal CARES Acts funds provided to the County.

Blair County COVID-19 Relief Grant Application (FF 1014-2020)

**MOVED:** To authorize submission of a Blair County Governmental COVID-19 Relief Grant application which is funded by federal CARES Acts funds provided to the County.

Somerset County COVID-19 Relief Grant Application (FF 1015-2020)

**MOVED:** To authorize submission of a Somerset County Governmental COVID-19 Relief Grant application which is funded by federal CARES Acts funds provided to the County.

GEER (Governor's Emergency Education Relief) Grant Application (FF 1016-2020)

**MOVED:** To authorize submission of a Pennsylvania Governor's Emergency Education Relief (GEER) grant application which is funded by federal CARES Acts funds provided to the State.

### **CHAIRPERSON'S REPORT**

**Appointment of Officer Nominating Committee** – Mr. Winger reported Dr. Kathy O'Rourke has agreed to be our nominating committee again and she will be emailing the Trustees in the next few days. The slate of officers will be presented at the December meeting.

**Review of Trustee Term Limits and Officer Eligibility** – Mr. Winger reported that no one has an expiring term this year. If the by-law revisions are approved later in the meeting, all trustees will be eligible to serve as an officer, but only those with two years on the board are eligible for the Chairperson position. And, again, if the by-law revisions are approved, officers would now serve a two-year term, so the remaining terms for Trustees must be considered when making a nomination.

**Call for Officer Nominations** – Mr. Winger reported the nominations are now open and will close at the December meeting.

### **PRESIDENT'S REPORT**

**Financial Ratio Analysis** – This is another way to look at financial health and strength of the institution. Dr. Nunez handed it over to Mr. Gary Boast to provide an overview of this analysis. Mr. Boast shared a

presentation on Assessing Fiscal Health which focused on four indicators: return on net assets ratio, net operating revenue ratio, primary reserve ratio, and viability ratio. These four core ratios are weighed and combined into a single score of institutional financial health called the composite financial indicator (CFI) score. The ideal CFI is above 3 and we are currently at 4.170.

**College/Budget Update** – Dr. Nunez provided highlights from his report included in the packet. For the fall semester, we currently have a \$250,000 loss in revenue, but this is not unexpected. We have received several grants due to COVID-19 and this has allowed us to offset lost tuition/fee revenue and to modernize some technology infrastructure. Some items we have expended these funds on include a new learning management system D2L, added 10 Zoom rooms, upgraded technology in the LGI, purchased laptops for all faculty, purchased OWL cameras, moved to a cloud based phone system called RingCentral, increased our bandwidth, designed a mobile app, upgraded cyber-security, and we are purchasing electronic signature software. We've also been able to move some employee salary packages to these funds to offset the operating budget for this year.

**Governance Process** – Dr. Nunez provided highlights from his report included in the packet and gave an overview of how policies will flow through the governance system moving forward.

**Report to the Community** – In August, as part of the Annual Report, Dr. Nunez presented the Top 10 Lists to the board. The other part of that is a Community Report that the Marketing department has created. Ms. Kathy Morrell presented the report and gave an overview of what is included. This will be printed and mailed to the community as well as electronically on our website. The Marketing department worked very hard on this and did a great job creating this from scratch in a short amount of time.

**President's Outreach** – Dr. Nunez provided highlights from his report included in the packet. He also reported that he, Mr. Rob Farinelli, and Ms. Trish Corle met with Dr. James Troha, President of Juniata College and some exciting things might be in the works for Huntingdon County. Also, Congressman GT Thompson and the US Department of Agriculture Undersecretary, Bill Northey will be coming to the campus next week for a roundtable meeting.

**Teaching Modality Distribution** – Dr. Nunez provided highlights from his report included in the packet. Mr. Boast gave an overview of the chart included in Dr. Nunez's report.

## **EXECUTIVE COMMITTEE**

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

**Board of Trustees By-Laws Revisions (EXEC 1013-2020)** – Mr. Winger introduced the motion. Mr. Winger thanked the members of the committee, Dr. Steve Nunez and Trustees, Mr. Tyson Cook, Mr. Mark McCall, Mr. Mike Puruczky, and Ms. Linda Thomson for their hard work on this. These were presented to the Executive Committee last week and they agreed with about 90% of the changes and recommended a few additional changes. Dr. Nunez thanked the committee for their work as well, and noted the committee looked at the by-laws holistically. Their goals were to make them more succinct and to make sure the practice of the board matched what the by-laws state.

Dr. Nunez provided a detailed overview of the major changes being recommending including the additional revisions requested by the Executive Committee, which are included in the packet.

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

**MOVED:** The Board of Trustees approves the revised Board of Trustees By-laws effective October 20, 2020.

## **FINANCE & FACILITIES COMMITTEE**

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

**Financial Audit ending June 30, 2020 (FF 1011-2020)** – Due to technical issues, Mr. DeYulis had to leave the meeting, so Mr. Winger introduced the motion.

**Upon a motion duly made by Mr. Ed Bowser, 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, 2020.

**Financial Statements ending August 31, 2020 (FF 1012-2020)** – Mr. Winger introduced the motion. Ms. Lorraine Donahue provided an overview of the financial statements ending August 31, 2020 which are included in the board packet.

**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 August 31, 2020.

**Report from the Vice President of Finance and Administration** – Ms. Donahue reported the distribution to students of the CARES Student Emergency Funds have been completed. She also reported that we are moving along with the Greenhouse project at the Richland location and the Ebensburg construction project is complete including new signage and are working on new furniture at that location as well.

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

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

**Report from the Vice President of Academic Affairs** – Mr. Rob Farinelli reported Mr. Rick Bukoski's students are working with Richland Cinema's to produce a video about social distancing and mask wearing to show before all the movies at the theatre. He also reported that he is working with faculty to develop an honors program at the College as we want to acknowledge our exemplary students.

**Report from the Vice President of Student Services** – Ms. Corle provided an update on enrollment. Through Summer B and fall, we are 6.2% behind in credit hours. Fall enrollment to date is 9% down in credits and 9.7% down in headcount. In terms of dual enrollment, we are 8.3% behind compared to last year in total enrollment and 4.7% behind in headcount. To date, we are about 100 credits ahead of the numbers listed in the board packet.

**Report of the Student Trustee** – Ms. Elizabeth Ruszkoski reported that students are halfway through the semester and have been assigned mid-term assignments and exams and this Monday and Tuesday was fall break for students. She also reported that students painted windows downtown for Halloween, the Board Scholars are encouraging students to register to vote, encouraging everyone to wear pink throughout October for Breast Cancer Awareness month, priority registration for spring began this week, career fair will be held virtually this year, asking everyone to wear purple on October 22 for domestic violence awareness, theatre/psychology/media production clubs are creating a short film on domestic violence, student will be participating in the reverse Halloween parade, student senate will be holding a food drive and a tailgating event in November, holding pizza with the President events at all locations, students are looking to start a sustainable greenhouse club, and they are looking to provide much needed support to students due to COVID-19.

#### **EXTERNAL AFFAIRS COMMITTEE**

**Report from Committee Chair** – Mr. Greg Winger reported the minutes are included in the packet. He was happy to report that we have finally received the \$500,000 for the PA Jobs Training Grant and the money is in the bank. He also reported that there have been talks at the state level and an article in the paper this morning that there may be some consolidation in the PASSHE system from six schools to two. Regarding funding, we, more than ever, need to be very strong advocates for the College and know that it's going to be a competitive environment.

**Report of the Executive Director of Institutional Advancement & Public Relations** – Ms. Kathy Morrell provided highlights from her report included in the committee packet. She also reported that we have an energy related pathways consortium planned for November 18. She has been working with Mr. Larry Brugh and the Bravo Group out of Pittsburgh and Energy Transfer is partnering with us to hold this event at the College, but it will be virtual this year. This event will provide information about our regional energy career pathway

programs at all our local educational institutions and will discuss local and national employment opportunities with energy related pathway degrees and certificates. Penn Highlands alumni in energy related fields will be speakers at the event, company representatives from Energy Transfer will be speaking, and will be asking our local elected officials to attend and speak about opportunities in their districts.

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

**REPORTS/COMMENTS FROM BOARD MEMBERS**

None

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

Upon a motion made by Ms. Linda Thomson, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, all non-board members, except Dr. Steve Nunez, Ms. Lorraine Donahue and Mr. Lawrence Maiello were excused, and the Board of Trustees went into Executive Session to discuss purchase or lease of property.

**RETURN TO REGULAR SESSION**

Upon a motion made by Mr. Ed Bowser, 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 Mr. Marc McCall, seconded by Ms. Linda Thomson, and unanimously carried by voice vote to adjourn the meeting at 7:30 PM.