

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
December 15, 2020 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, December 15, 2020 via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:01 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 Foreman
Dr. Janet Grady
Ms. Jackie Kulback
Dr. Kathy O'Rourke
Mr. Mike Puruczky
Ms. Elizabeth Ruzkoski (Student)
Ms. Linda Thomson
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Jim Foster
Ms. Carissa Itle Westrick
Mr. Marc McCall

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
Ms. Nicole Robson, Assistant to the President, Recorder
Mr. Raymond Weible, Jr., Director of Marketing & Communications
Mr. Sean McCool, Creative Services & Marketing Specialist
Mr. Andrew Podolak, Marketing & Communications Assistant, Recorder
Mr. Cregg Dibert, Director of Security and Safety
Ms. Allegra Slick, Adjunct Faculty
Mr. Josh Byers, Tribune Democrat Reporter

APPROVAL OF MINUTES

Upon a motion duly made by Ms. Linda Thomson, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the October 20, 2020 meeting were approved.

Upon a motion duly made by Dr. Janet Grady, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the November 16, 2020 special meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Emeritus Policy Revision (EXEC 1015-2020)

MOVED: The Board of Trustees approves the revision to the Emeritus Policy.

Research Involving Human Subjects Policy (EXEC 1017-2020)

MOVED: The Board of Trustees approves the Research Involving Human Subjects Policy.

Conflict of Interest Policy Revision (EXEC 1018-2020)

MOVED: The Board of Trustees approves the revision to the Conflict of Interest Policy.

Employee Conduct and Work Rules Policy Revision (EXEC 1019-2020)

MOVED: The Board of Trustees approves the revision to the Employee Conduct and Work Rules Policy.

Workplace Bullying Policy Deletion (EXEC 1020-2020)

MOVED: The Board of Trustees approves the deletion of the Workplace Bullying Policy.

Health Related Benefits Policy Revision (EXEC 1021-2020)

MOVED: The Board of Trustees approves the revision to the Health Related Benefits Policy.

Advisory Committees Policy Revision (AASS 1033-2020)

MOVED: The Board of Trustees approves the revision to the Advisory Committees Policy.

Naming Opportunities Policy Revision (EXAF 1001-2020)

MOVED: The Board of Trustees approves the revised Naming Opportunities Policy.

CHAIRPERSON'S REPORT

Mr. Winger reported that the Foundation has made great strides this year, and this is a reminder that we need to support the Annual Campaign as Trustees. The employee pledges/donations for this year are at a record, and he would like 100% participation from the Trustees.

He also reported that he and Dr. Steve Nunez were on a conference call with the PA Commission of Community Colleges (PACCC) last week. There was an update on the status of the State budget, and in terms of advocacy there is an opportunity for all of us to reach out as Trustees via the Commission's website and ACCT's website to advocate individually for the College.

PRESIDENT'S REPORT

Appreciation of Marketing Staff – Continuing with our Board appreciations, Dr. Steve Nunez would like to recognize our Marketing staff for their amazing work. When he applied for this job, he first visited the College's website and was very impressed with it as well as the recruiting videos they created. They do a great job here and he is pleased to have them as part of our organization. He then handed it over to Ms. Kathy Morrell who reported that our Marketing department not only wins several awards from NCMPR yearly, they also process several requests from employees on a daily basis to produce videos, which have been in high demand since COVID, beautiful brochures, community reports, website updates including infrastructure changes and rebuilds, beautiful onsite signage, and external press release communications. In addition to all of that, they also process numerous specialty item requests, including t-shirts, pens, and mugs, from employees and student clubs. The team produces top notch Marketing products with unique branding, and they do it with a smile all the time. They make her job look easy, she is extremely appreciative of them, and she thanked them for all they do. Mr. Ray Weible, Mr. Sean McCool, and Mr. Andrew Podolak thanked everyone for the kind words and they appreciate the acknowledgement of their hard work. Dr. Nunez also thanked them for their great work.

Presentation of the Campus Safety and Security Report – Dr. Nunez introduced Mr. Cregg Dibert and reported that he always has a professional, calm demeanor and he is the perfect fit for us at the College when it comes to our Health and Safety Plan we implemented, and we are proud he is part of our team. He then handed it over to Ms. Lorraine Donahoe who reported that Mr. Dibert does an excellent job with everything campus safety and security related and is an instrumental member of our COVID response team and he is her voice of reason. He always puts things into perspective and provides guidance on how to handle situations. She thanked him for everything that he does.

Mr. Dibert thanked Dr. Nunez and Ms. Donahoe for the kind words. He then presented the College's annual Clery Report. He provided a brief overview of what the Clery Act is, what the College is required to do, as

well as how and what the College is required to report yearly. He reported that we must report incidents for the three previous years. In 2017, the College had one reportable stalking case, in 2018, the College had two reportable stalking cases, and in 2019, the College had no reportable cases. This report is located on myPEAK and the College's website, and a hard copy may be obtained from the Security Office. Dr. Nunez added that we have a very safe campus and we market that to our students.

Budget and Enrollment Update – Dr. Nunez reported that when we presented the budget for this year, we did not know how COVID would affect it. We, thankfully, received level funding from the County and the State, but we were concerned how enrollment would affect our revenue. Summer enrollment was higher than we budgeted for, but Fall enrollment was lower than we budgeted for, but was the same or better than other community colleges in the State. Blair enrollment was up in the Fall and since we receive higher tuition from those students, this provided additional revenue. However, we were ended \$250,000 below in revenue for the Fall. On the other end is expenses and due to COVID there were some savings. We had reduced or no travel costs for professional development, we furloughed some employees early on, and we used CARES and GEER funds where possible to offset our operational costs. With the savings in expenses, at the end of October we were around \$80,000 short of our budget.

As a reminder to everyone, we received \$277,000 in GEER funds which has been spent, \$500,000 though the job training and education grant which most has been spent, and \$440,000 in CARES funds which \$240,000 has been used to offset operational expenses as well as used on technology for online learning which will be used for years. Spring enrollment is currently down, but this is a trend across the state, and we except a \$250,000 loss. We will use the remaining \$200,000 in CARES funds to the best of our ability, and we have operational reserve funds if we need them. We are hopeful that we may receive additional State or Federal funds.

Dr. Nunez noted that at the February board meeting, we will provide a much more detailed update on the budget.

President's Outreach – Dr. Nunez provided highlights from his meeting list included in the packet. He also reported we had a great turnout for the Energy Transfer panel and thanked Ms. Linda Thomson for being the facilitator. Due to the efforts of Mr. Jim Foreman and Ms. Jackie Kulback, he was able to have a great conversation with Senators Langerholc and Corman. He also attended the Huntingdon Chamber Legislative Luncheon with Representative Irvin and Senator Ward.

EXECUTIVE COMMITTEE

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

Board of Trustees Emeritus Appointments Policy (EXEC 1016-2020) – Mr. Winger introduced the motion. Dr. Nunez noted that this is an exciting new policy that will allow special recognition for a Trustee who has done great work for the College.

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

MOVED: The Board of Trustees approves the Board of Trustees Emeritus Appointment Policy.

Trustee Officer Election (EXEC 1022-2020) – Mr. Winger introduced the motion. The Nominating Committee, Dr. Kathy O'Rourke, reported that due to the board meeting being conducted via Zoom, the ballot was sent out electronically for voting prior to the meeting. She thanked Dr. Nunez and Ms. Nicole Robson for making this process easier. She did reach out personally to each nominee for them to accept the nominations. Dr. O'Rourke presented the final election results. She thanked everyone who allowed their name on the ballot and congratulated the elected officers.

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 of Trustees accepts the slate of officers to be elected at the December 15, 2020 Board meeting.

Chairperson	Mr. Greg Winger
Vice Chairperson	Dr. Janet Grady
Secretary/Treasurer	Mr. Carl DeYulis
Public Relations Officer	Mr. Jim Foreman
At-Large Officer	Mr. Alan Cashaw

Mr. Winger thanked everyone for their confidence in him to remain as Chairperson.

Modified 2020-2021 Academic Calendar (EXEC 1023-2020) – Mr. Winger introduced the motion. After discussion with Dr. Nunez this was though best to allow additional time for the faculty, staff, and students to prepare for the Spring semester.

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 modifications to the 2021 Spring Semester of the 2020-2021 Academic Calendar.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported the minutes are included in the packet. The committee had one action item which was on the consent agenda. There were reports provided by Mr. Rob Farinelli and Ms. Trish Corle.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported they are working on the honor's program. The Fall semester ended today, and he thanked everyone for approving the Spring schedule adjustment. They are working with the new LMS and there has been training for faculty. Also, all students will receive an email tomorrow that they can log into the new LMS to learn how to use the new system. The Spring semester will start remotely, and faculty are ready to go. He commended faculty for being very patient and flexible with this transition. They are also working on updating the Advisory Committee lists.

Report from the Vice President of Student Services – Ms. Corle provided an update on enrollment. We are currently 10.6 % behind last year, and we are reaching out to 1st time students, since they seem to be the ones that have not yet registered. Overall, we are starting to see the pipeline move and more applications are coming in. Delaying the start of the Spring semester will give us more time to enroll students. We have been doing a lot of virtual counseling and had over 100 students attended these sessions. We are very excited that eSports will be starting in the Spring, and several current and new students are interested. The partnership with Pyramid Healthcare is moving forward; they are an organization that provides substance abuse care in five or six states.

Report of the Student Trustee – Ms. Elizabeth Ruszkoski reported that the Fall semester ended today, and most finals were scheduled for yesterday. The student body would like to thank those who made the decision to push the start of the Spring semester back a week. Students are excited about the start of eSports. Students have been participating in the Windber Area Community Kitchen (WACK) project to collect food, as well as the Backpack Project. Talent show submissions will be due on January 8 and videos will be reviewed on January 21. She wished everyone Happy Holidays and encouraged everyone to spend time with family safely and to take the time to relax over break, since the students know the staff has been struggling just like all of them.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman reported the minutes are included in the packet. The committee had one action item which was on the consent agenda.

Report of the Executive Director of Institutional Advancement – Ms. Kathy Morrell provided highlights from her report included in the committee packet. She also reported the Annual Campaign pledges/donations are ahead of last year by about \$9,000. We have had a lot of great press release and articles in the local press on our events. The Energy Transfer event was very successful, and we received great coverage.

Ms. Morrell also provided highlights from the Marketing report included in the committee packet presented by Mr. Ray Weible. Marketing developed a very targeted open house campaign this year and was able to

spend 38% less than last year, but the event was better attended. They are also working on the holiday video, which will be sent out on Thursday. She also noted the Zoom backgrounds they created, and the Penn Highlands apparel site through Lands' End.

Mr. Foreman noted that the Marketing Department continues to impress the committee on a regular basis. He also reported that there was a government relations call and it was confirmed that we will receive the \$500,000 again this year. Mr. Winger asked if the committee formed at the State level was still meeting regarding the funding formula for colleges. Mr. Foreman reported there have been no updates and they are out of session right now, but we might have an update in February.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Carl DeYulis reported the minutes are included in the packet. They had a lengthy discussion about the budget which Dr. Nunez reported on earlier.

Financial Statements ending October 31, 2020 (FF 1017-2020) – Mr. Carl DeYulis introduced the motion. Ms. Lorraine Donahue provided an overview of the financial statements ending October 31, 2020 which are included in the board packet. She reported that we had a Positive Change in Net Position at the end of October.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending October 31, 2020.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. John Augustine thanked the College for assisting with scheduling a virtual college fair for the Vo-Tech students, and that this should be rolled out to all the Vo-Tech schools.

PUBLIC COMMENT

None

EXECUTIVE SESSION

Upon a motion made by Mr. Alan Cashaw, seconded by Mr. Jim Foreman, and unanimously carried by voice vote, all non-board members and the Student Trustee were excused, and the Board of Trustees went into Executive Session to discuss employment, compensation, discipline, performance or dismissal of specific employees of the College.

RETURN TO REGULAR SESSION

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

President's Contract (EXEC 1024-2020) – Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Janey Grady, and unanimously carried by voice vote, it was:

MOVED: Based on Dr. Nunez's evaluation, the Board of Trustees approves a raise of 2.5% for him beginning January 6, 2021 increasing his annual salary from \$150,000 to \$153,750.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Alan Cashaw, seconded by Mr. John Augustine, and unanimously carried by voice vote to adjourn the meeting at 6:10 PM.