

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 20, 2021 – 5:00 PM  
Richland Campus LGI and via Zoom  
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, April 20, 2021 in the Richland Campus LGI and 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. Ed Bowser  
Mr. Alan Cashaw  
Mr. Tyson Cook  
Mr. Carl DeYulis  
Mr. Jim Foster  
Dr. Janet Grady  
Dr. Kathy O'Rourke  
Ms. Linda Thomson  
Mr. Greg Winger

**TRUSTEES ABSENT**

Mr. John Augustine  
Mr. Jim Foreman  
Ms. Carissa Itle Westrick  
Ms. Jackie Kulback  
Mr. Marc McCall  
Mr. Mike Puruczky  
Ms. Elizabeth Ruszkoski

**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  
Ms. Daun Boyle, Assistant to the Vice President of Student Services  
Ms. Sue Brugh, Director of Student Activities and Athletics  
Mr. Joseph O'Brien, Assistant Professor, Physical Sciences  
Mr. Chris Pribulsky, Director of Finance and Administration  
Mr. Ian Schriff, Student, Bowler  
Mr. Payton Colson, Student, Board Scholar  
Ms. Lily Grace, Student, Board Scholar  
Ms. Madelynn Hoover, Student, Board Scholar  
Ms. Bella Nagy, Student, Board Scholar/Volleyball Player  
Mr. Cody Sral, Student, Board Scholar/Cross Country Runner  
Mr. Josh Byers, Tribune Democrat Reporter  
Mr. Jack Cavanaugh

**APPROVAL OF MINUTES**

Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the February 16, 2021 meeting were approved.

**RECOGNITION OF OUTSTANDING ATHLETES AND BOARD OF TRUSTEE SCHOLARS**

Dr. Nunez thanked everyone for attending. At this meeting he would like to recognize the accomplishments of some of our outstanding students and athletes. Ms. Trish Corle introduced Ms. Sue Brugh and Ms. Daun Boyle who work very closely with the Board Scholars to make sure they understand their role as a Board Scholar and to ensure they are completing their service requirements. They also organize the entire process of selecting the recipients, and she thanked them for all their hard work. Ms. Brugh then introduced each of the Board Scholars and outstanding athletes present at the meeting and provided a brief overview of each of their accomplishments. She thanked Ms. Boyle for all her work as well. Each student was very appreciative of being recognized and the Board Scholars thanked the entire Board of Trustees for providing them with this opportunity which has helped them tremendously. Dr. Nunez stated that this is why we are here; to better the lives of our students. He also thanked the students that participated in the legislative meetings last week. Mr. Winger, on behalf of the entire Board, congratulated all the students on their accomplishments and wished them the best of luck in their future.

## **CONSENT AGENDA**

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

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

Board of Trustees Award Policy Revision (EXEC 1006-2021)

**MOVED:** The Board of Trustees approves the revisions to the Board of Trustees Award Policy.

Advancement in Rank to Assistant Professor: Morgan Dugan (EXEC 1007-2021)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Morgan Dugan from Instructor to Assistant Professor, Early Childhood Education effective August 1, 2021.

Advancement in Rank to Associate Professor: Melissa Boback (EXEC 1008-2021)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Melissa Boback from Assistant Professor to Associate Professor, Accounting effective August 1, 2021.

Advancement in Rank to Associate Professor: Robin Hughes (EXEC 1009-2021)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Robin Hughes from Assistant Professor to Associate Professor, Mathematics effective August 1, 2021.

Advancement in Rank to Professor: Gaynelle Schmieder (EXEC 1010-2021)

**MOVED:** The President recommends that the Board of Trustees grant advancement in rank to Ms. Gaynelle Schmieder from Associate Professor to Professor, Health Care Professions effective August 1, 2021.

Program Review – Business Management A.A.S. (AASS 1001-2021)

**MOVED:** The Board of Trustees, upon evaluation of the program review for the Business Management A.A.S. Degree Program, approves the continuation of the Business Management A.A.S. Degree Program and consideration of the recommendations listed in the review.

Program Review – Pre-Health Professions A.S. (AASS 1002-2021)

**MOVED:** The Board of Trustees, upon evaluation of the program review for the Pre-Health Professions A.S. Degree Program, approves the continuation of the Pre-Health Professions A.S. Degree Program and consideration of the recommendations listed in the review.

Course Audit Policy Deletion (AASS 1003-2021)

**MOVED:** The Board of Trustees approves the deletion of the Course Audit Policy AASS 1005-2009.

Course Cancellation Policy Deletion (AASS 1004-2021)

**MOVED:** The Board of Trustees approves the deletion of the Course Cancellation Policy AASS 321-1994.

Program Approval Policy Deletion (AASS 1005-2021)

**MOVED:** The Board of Trustees approves the deletion of the Program Approval Policy AASS 115-1994.

Student Death Protocol Policy Deletion (AASS 1006-2021)

**MOVED:** The Board of Trustees approves the deletion of the Student Death Protocol Policy AASS 1032-2016.

Student Transportation Policy Revision (AASS 1007-2021)

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

2021-2022 Academic Calendar Revision (AASS 1008-2021)

**MOVED:** The Board of Trustees approves the revision to the 2021-2022 Academic Calendar to include the addition of a four-week winter session.

2022-2023 Academic Calendar (AASS 1009-2021)

**MOVED:** The Board of Trustees approves the 2022-2023 Academic Calendar.

Guidelines for Sponsorships Policy Revision (EXAF 1001-2021)

**MOVED:** The Board of Trustees approves the revised Guidelines for Sponsorships Policy.

Employee Operation of College Vehicles Policy (FF 1013-2021)

**MOVED:** The Board of Trustees approves the Employee Operation of College Vehicles Policy.

Authorization of President to Sign Contracts and Leases Policy Deletion (FF 1014-2021)

**MOVED:** The Board of Trustees authorizes deletion of the Authorization of President to Sign College Contracts Policy as similar language is already found in the Board of Trustees bylaws in Article IV D, making this policy redundant.

Alterations Policy Deletion (FF 1015-2021)

**MOVED:** The Board of Trustees authorizes deletion of the Alterations Policy because internal College procedures provide guidance on this subject making the policy unnecessary.

### **CHAIRPERSON'S REPORT**

Mr. Winger reminded the Trustees about the Foundation's Annual Giving Campaign and asked those that have not yet donated to do so, as he would like to 100% participation. He also thanked everyone for attending the Board Retreat this afternoon, as it was a very informative and productive.

### **PRESIDENT'S REPORT**

**College Events** – Dr. Nunez thanked Dr. Janet Grady for her assistance and leadership with several new articulation agreements with UPJ. He also reported on the upcoming events at the College which are listed in his report included the packet.

**President's Outreach** – Dr. Nunez provided highlights from his meeting list included in the packet. He noted the legislative meetings last week, which included Trustees and students, went very well.

**Vaccination of Employees** – Dr. Nunez provided highlights from his report included in the packet. We are currently working to get students vaccinated.

**Huntingdon Center Update** – Dr. Nunez provided highlights from his report included in the packet.

### **EXECUTIVE COMMITTEE**

**Report from Committee Chair** – Mr. Winger reported the minutes are included in the packet. Mr. Winger introduced former Trustee, Mr. Jack Cavanaugh, and provide a brief overview of his background with the College.

**Board of Trustees Emeritus Award (EXEC 1005-2021)** – Mr. Winger introduced the motion.

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

**MOVED:** The Board of Trustees honors Mr. John (Jack) Cavanaugh with Board of Trustees Emeritus Status.

Mr. Cavanaugh stated that he started teaching courses at the College during the very first semester. A few years later, he was very proud to be asked to join the Board and worked very hard in his 20+ years as a Trustee. He thanked everyone for the award and was honored to receive it. He also thanked Dr. Nunez and was thankful he was able to be a part of the selection process that hired him. Dr. Nunez noted that Mr. Cavanaugh is the first ever Trustee Emeritus, which shows his level of commitment to the College.

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

**Report from Committee Chair** – Dr. Janey Grady reported the minutes are included in the packet. The committee had several action items which were all 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 thanked the Trustees for approving the motions for the faculty advancements in rank, the program reviews, and the academic calendars.

**Report from the Vice President of Student Services** – Ms. Corle asked the Trustees to review the climate survey results included in the committee packet. We will be moving forward with recommendations as a result of the survey and we will be conducting another survey in the spring.

## **EXTERNAL AFFAIRS COMMITTEE**

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

**Report of the Executive Director of Institutional Advancement** – Ms. Kathy Morrell provided highlights from her report included in the committee packet. The legislative meetings held last week went very well and the students that participated told great personal stories about their time at the College.

## **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. Lorraine Donahue presented a detailed overview of the draft budget for next year which will be an action item at the June Board Meeting. The overview included revenue assumptions, the tuition and fee schedule, financial aid grant estimates, and expenditure assumptions.

**Tuition and Fee Schedule FY 2021-2022 (FF 1010-2021)** – Mr. DeYulis introduced the motion.

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

**MOVED:** The Board of Trustees approves the Tuition and Fee Schedule FY 2021-2022 that will be effective starting with the Fall 2021 semester.

**Financial Statements ending February 28, 2021 (FF 1011-2021)** – Mr. DeYulis introduced the motion. Ms. Donahue provided a brief overview of the statements included in the packet.

**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 approves the Financial Statements for the period ending February 28, 2021.

**PA State Public School Building Authority Equipment Lease (FF 1012-2021)** – Mr. DeYulis introduced the motion. Ms. Donahue noted the amount is lower than in previous years as we've been able to offset these costs with higher education relief grant funding.

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

**MOVED:** The Board of Trustees approve borrowing an amount not to exceed \$120,000 from the PA State Public School Building Authority Revolving Loan Fund to purchase network and computer lab equipment upgrades, office and educational equipment, and a maintenance van.

**REPORTS/COMMENTS FROM BOARD MEMBERS**

None

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION**

None

**ADJOURN**

With no further business to be discussed, a motion was made by Mr. Alan Cashaw, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 5:51 PM.