

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 17, 2021 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, August 17, 2021 via Zoom teleconferencing.

CALL TO ORDER

Mr. Carl DeYulis, Secretary/Treasurer, called the meeting to order at 5:00PM. Roll call was taken by Ms. Nicole Robson, Recorder, 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
Mr. Jim Foster
Ms. Jackie Kulback
Mr. Marc McCall
Dr. Kathy O'Rourke
Ms. Linda Thomson
Ms. Carissa Itle Westrick

TRUSTEES ABSENT

Dr. Janet Grady
Mr. Mike Puruczky
Mr. Greg Winger

ALSO PRESENT

Dr. Steve Nunez, President
Ms. Lorraine Donahue, Vice President of Finance & 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 Student Services Department, Recorder
Ms. Adrienne Kuhar, Student Engagement Specialist

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the June 15, 2021 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Program Review – Electric Utility Technology A.A.S. (AASS 1012-2021)

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

CHAIRPERSON'S REPORT

Mr. Greg Winger, Chairperson, was not in attendance. Mr. DeYulis had nothing to report.

PRESIDENT'S REPORT

Celebration of the Foundation – Dr. Steve Nunez would like to continue with the celebration of accomplishments and tonight would like to recognize the Foundation's scholarship program. Ms. Kathy Morrell introduced Ms. Adrienne Kuhar, the Student Engagement Specialist at the College. Ms. Kuhar is a former student and recipient of the Anna D. Weitz Foundation Scholarship. Ms. Kuhar gave an overview of her time at the College, how the Foundation scholarship helped her, and her transfer to St. Vincent College after Penn Highlands. She also noted how involved she was at Penn Highlands and at St. Vincent College. She is very grateful and thanked the Foundation for the scholarship and the support they provide to all students. Ms. Morrell also noted that Ms. Kuhar is helping to develop the Alumni Association.

President's Annual Disclosure Conflict of Interest Form – As required by Board policy, Dr. Nunez's Disclosure of Conflicts of Interest Form is included in the packet. No conflicts of interest were noted.

President's Outreach – Dr. Nunez provided highlights from his meeting list included in the packet. He specifically noted several employees attending the Chernisky Classic, and that it was great to support this event, since Commissioner Tom Chernisky is extremely supportive of the College and all local events and activities. He also reported that Dr. Tonya Garcia, Acting Deputy Secretary and Commissioner for Post-Secondary and Higher Education will be visiting the campus on September 23.

Strategic Plan Updates – Dr. Nunez reported 78% of the goals are on track or completed, and we will continue to move forward with all items as the year progresses. A dashboard with metrics will also be presented to the board in the fall semester.

COVID Precautions – Dr. Nunez reported the College is continuing to follow CDC guidelines and has implemented the mask mandate again at all locations since the transmission rate is substantial or high. We continue to strongly encourage our employees to get vaccinated and will be holding a vaccination clinic in the fall.

Top 10 Lists – Dr. Nunez reported the Top 10 lists for the last fiscal year are included in the packet. These lists were generated individually by Cabinet members and were then aggregated for discussion. A few accomplishments he highlighted included having 309 graduates last year, our response to COVID, the disbursement of COVID relief funds to students which will total \$2.7 million, the use of over \$4 million of COVID relief funds by the College to invest in our future, and the purchase of the Richland building.

College Events – Dr. Nunez reported on the upcoming events at the College which are listed in his report included in the packet. Unfortunately, the Business After Hours event has now been postponed until Spring due to the rise in COVID cases in our area.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Greg Winger was not in attendance. Mr. DeYulis reported the minutes are included in the packet.

Employee Exemplary Service Award (EXEC 1013-2021) – Mr. DeYulis introduced the motion. Ms. Lorraine Donahue explained Mr. Reb Brownlee, Director of Facilities Operations, was instrumental in keeping our buildings clean and safe for our students and employees, and because of him we were able to keep the buildings open during COVID. He was the one person you could count on to be on campus every day during that time. All his hard work over the years makes him very deserving of this award.

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

MOVED: The Board of Trustees honors Mr. Reb Brownlee with the Employee Exemplary Service Award which will be presented during the all-college Fall Kickoff held on August 20, 2021.

Transfer of the Johnstown Regional Police Academy (EXEC 1014-2021) – Mr. DeYulis introduced the motion. Dr. Nunez reported we have been working for a few years towards the opportunity to transfer the police academy from the GJCTC to the College and are asking the board to support this transfer. We have the support of the GJCTC board as well as support from legislators from Cambria and Somerset Counties. Mr. John Augustine explained the requirements to be a local police officer now include obtaining an associate

degree, and students cannot borrow funds to attend GJCTC and Penn Highlands simultaneously. He and his board agree this transfer is necessary and is what is best for the students. Mr. Alan Cashaw questioned what the next steps are, and Dr. Nunez explained that a letter signed by Dr. Nunez, Mr. Augustine, Mr. Winger, and the Chair of CTC's board, the motions approved by both boards, the letters of support from the legislators, and a copy of these minutes will be sent to Mr. Isaac Suydam, Director of Training, who will then present all documents to the Municipal Police Officers' Education & Training Commission for final authorization in September.

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

MOVED: The Board of Trustees approves the transfer of the Johnstown Regional Police Academy from the Greater Johnstown Career and Technology Center to Pennsylvania Highlands Community College as manager and overseer of operations.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady was not in attendance. Dr. Kathy O'Rourke reported the minutes are included in the packet, and the committee had one action item for a program review which was on the consent agenda. There were also reports from Mr. Rob Farinelli and Ms. Trish Corle.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported tomorrow we are holding fall kickoff events for Faculty, with the start of the semester we are kicking off the honors program with 11 students, Workforce Education is working on WEDnet funding applications, and we are working with Marketing to promote fall classes for Community Education.

Report from the Vice President of Student Services – Ms. Corle reported we are currently 10% behind for fall, but the next few weeks will be very volatile with late registrations and deregistration. She explained that even though enrollment is down, we are seeing improved conversion rates through the pipeline. Once we can get back into schools, we will see an increase in enrollment. Regarding the Strategic Plan, the Strategic Enrollment Management Plan is being finalized and will be presented to Dr. Nunez soon. She reported that the YMCA and the College will be getting a small grant from Vision 2025 for immersion events at the College. New student orientation was today, and we had over 400 new students and proud supporters here today, and she thanked her entire team for their hard work. She also reminded everyone that Homecoming Week is the week of September 27 with October 2 being Family Day for the entire community.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman was driving, and asked Ms. Kathy Morrell to provide the committee report.

Report of the Executive Director of Institutional Advancement – Ms. Kathy Morrell provided an overview of her report included in the committee packet. She highlighted a few items including Fall Gala sponsorships, the Board Scholarship Big Idea, three new Foundation Board Members, holding an alumni event during Homecoming week, and receiving a UPMC grant. She also provided a brief overview of the Marketing report included in the committee packet.

FINANCE & FACILITIES COMMITTEE

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

Financial Statements ending June 30, 2021 (FF 1021-2021) – Mr. DeYulis introduced the motion. Ms. Donahue provided a brief overview of the preliminary year-end financial statements included in the packet. She reported that the College has a Positive Change in Net Position at year end of about \$190,000. Mr. Cashaw congratulated the employees of the finance team for several years in a row ending with a Positive Change in Net Position.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending June 30, 2021.

Report from the Vice President of Finance and Administration – Ms. Donahue reported the Richland HVAC project will be starting in October and should be completed by the end of the year which the exception of the electrical portion. She also reported we had the State Police assessment at the Richland campus on August 2-3 and will receive the final report in about a month. In Ebensburg, we will be installing new carpet and the facility has been re-keyed; projects paid for by the tenant improvement allowance. In Blair, we are updating signage as well as other external cosmetic projects. In Somerset, the County is providing us funds to update some furniture and to add security cameras. In Huntingdon, we continue to work with Juniata College to relocate into the SIL Building downtown and have provided them information for the grant application they are submitting for that project.

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. Jim Foster, seconded by Mr. John Augustine, and unanimously carried by voice vote to adjourn the meeting at 5:56 PM.