

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 19, 2021 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, October 19, 2021 via Zoom teleconferencing.

CALL TO ORDER

Dr. Janet Grady, Vice Chairperson, called the meeting to order at 5:01PM. Roll call was taken by Mr. Carl DeYulis, Secretary/Treasurer, 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
Mr. Marc McCall
Dr. Kathy O'Rourke
Mr. Mike Puruczky
Ms. Linda Thomson
Ms. Carissa Westrick

TRUSTEES ABSENT

Mr. John Augustine
Ms. Jackie Kulback
Ms. Sydney Sheredy, Student Trustee
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. Beth Freedline, Executive Assistant to the President
Ms. Nicole Robson, Assistant to the Student Services Department, Recorder
Mr. Chris Pribulsky, Director of Finance and Administration
Ms. Valerie Wojcik, Continuing Education Manager
Ms. Julie Davis, Workforce Education Manager
Mr. Joe Slifko, Professor, Business Management
Mr. Quan Britt, Head Coach, Men's Basketball
Ms. Meghan Freidhof, Wessel & Company
Ms. Stephanie Stohon, Wessel & Company

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 August 17, 2021 meeting were approved.

AUDIT PRESENTATION BY WESSEL & COMPANY

Ms. Stephanie Stohon and Ms. Meghan Freidhof from Wessel & Company presented the 2020-2021 financial audit. It was an unmodified audit opinion with no journal entries and no findings. They thanked the Business Office staff for another great job this year, especially with the additional COVID funding and the regulations and requirements that came with spending it. Dr. Grady and Dr. Steve Nunez thanked Wessel & Company for their presentation and their hard work. They also thanked the Business Office staff and commended them on the great work this year. At the conclusion of the presentation, Ms. Stohon and Ms. Freidhof left the meeting.

CONSENT AGENDA

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 Consent Agenda as presented.

Academic Calendar Revision for 2021-2022 and 2022-2023 (AASS 1013-2021)

MOVED: The Board of Trustees the revision to the 2021-2022 and the 2022-2023 Academic Calendars to change the date of Commencement to a Friday evening.

Pre-Health Professions Certificate – New Program (AASS 1014-2021)

MOVED: The Board of Trustees approves the Pre-Health Professions Certificate Program effective Spring 2022.

CHAIRPERSON'S REPORT

Regional Trustees Meeting (for PACCC) – November 18 from 6:00pm – 7:30pm – Dr. Janet Grady noted Mr. Alan Cashaw and Dr. Kathy O'Rourke have volunteered to attend this event. If anyone else would like to attend, please let Dr. Nunez know.

Dr. Grady also reminded everyone about the Foundation Gala this Thursday and thanked all the Trustees for providing a sponsorship for the event.

PRESIDENT'S REPORT

Student/Employee Celebrations – Dr. Steve Nunez would like to continue with the celebration of accomplishments from our students and employees. Our new Student Trustee, Ms. Sydney Sheredy is going to be a great addition to the Board and is a fantastic student representative.

On the non-credit side of the College, we have two great employees that run the Workforce and Continuing Education Department. Mr. Rob Farinelli introduced Ms. Julie Davis, Workforce Education Manager and Ms. Valerie Wojcik, Continuing Education Manager. Ms. Davis and Ms. Wojcik each gave a brief explanation of the programs, training, and courses they offer through their department. Mr. Farinelli thanked them both for their great work with those programs. Ms. Davis and Ms. Wojcik then left the meeting.

Dr. Nunez would also like to recognize Mr. Quan Britt, our Men's Basketball Head Coach. Ms. Trish Corle provided a brief overview of his background and his involvement with the team over the last few years. He is a great mentor to our students and holds all his players accountable on and off the court. Mr. Britt provided a brief overview of his background. His philosophy is creating young men more than just basketball players. He thanked Ms. Corle and Ms. Brugh and everyone involved with the College for the opportunity to work with our students. Dr. Nunez thanked Mr. Britt for the great work he's done with his team. Mr. Britt then left the meeting.

COVID Mitigation and Impact – Dr. Nunez reported we are following the same protocols we have been for the last several months, and we continue to minimize possible exposure to our students and staff.

Faculty Negotiations – Dr. Nunez reported the negotiations began on October 1, and the current contract expires on June 30, 2022. He is very pleased with the process so far. The state approved mediator attended the first meeting and was pleased with the early start of the negotiations.

Strategic Plan Updates – Dr. Nunez reminded the Trustees an updated Strategic Plan document is provided in each board packet for review, and that detailed Strategic Plan updates will be provided at each individual Committee meeting.

Transfer of the Johnstown Regional Police Academy – Dr. Nunez reported MPOETC met last month to discuss the transfer, but the decision was tabled until their December meeting where he and Mr. John Augustine will have the opportunity to discuss the benefits of the transfer.

America's College Promise Act ("Free Community College") – Dr. Nunez reported this has not been approved at the federal level yet, but there is more momentum for it than he expected at the state level. When he met with Dr. Tonya Garcia, she expressed a lot of interest in this program. Dr. Nunez noted that Pennsylvania has

one of the highest average tuition rates in the nation, and the state would need to allocate, at a minimum, \$180 million each year to fund the program.

Centre County Update – Dr. Nunez reported even though this process has been slow, we continue to build momentum. We continue to speak with County legislators and have joined their Chamber of Commerce, and a meeting has been set up with the Chamber President. He has also reached out to the Centre County Commissioners.

Budget Update – Dr. Nunez reported there is a new enrollment report included in the board packet, and Mr. Gary Boast provided an overview of what this new report shows. Dr. Nunez reported fall enrollment was lower than expected, so the College is over \$500,000 behind in expected tuition and fee revenue so far this year. The College, however, had a reduction in adjunct faculty expenses, has exceeded our ACE enrollment goal, and has monies remaining from HEERF which will likely cover much of the fall lost revenue.

College Events – Dr. Nunez reminded everyone of the Fall Gall on Thursday. We are also planning an exhibition and luncheon the end of January for the opening of our police training simulator.

EXECUTIVE COMMITTEE

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

Recommendation of Trustee Terms (EXEC 1015-2021) – Dr. Grady introduced the motion. On behalf of all the Trustees, she thanked Dr. O'Rourke for her years of service and commitment to the College.

Upon a motion duly made by Mr. Jim Foster, seconded by Ms. Linda Thomson, and unanimously carried by voice vote with abstentions from Mr. Alan Cashaw and Dr. Janet Grady, it was:

MOVED: The Board of Trustees recommends to the Cambria County Commissioners the following individuals be appointed to six-year Board of Trustee terms beginning January 1, 2022 and ending December 31, 2027.

- Mr. Alan Cashaw
- Dr. Janet Grady
- Mr. Greg Winger

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Grady reported the minutes are included in the packet, and the committee had two action items which were 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 on the Statewide Transfer Policy with PASSHE beginning in the Spring of 2022. This policy refers to any student who has received an AA and AS Degree from Community Colleges can transfer no more than 60 credits to any PASSHE institution toward a bachelor's degree. He reported that we are starting a few new classes next year using our auditorium, including theatre and acting classes. He also reported on the return of One Book in May of 2022 that Dr. Barbara Zaborowski presents to area middle school students. The book is about Harry Houdini and some of the presentations will include escape rooms, learning how to make ectoplasm, and a magic show performance.

Report from the Vice President of Student Services – Ms. Corle reported on the loss of part-time students this fall; priority registration for the spring began yesterday and we are ahead of last year's numbers; the transfer information page on the website has been updated to focus on majors rather than institutions; and we have developed new advising communication guidelines. She also reported we held our homecoming activities a few weeks ago, and there were several events that our students participated in during the evening.

Report from the Student Trustee – Due to a scheduled exam at another college, Ms. Sydney Sheredy was unable to attend. Ms. Corle gave a brief overview of her background and all the ways she is currently involved with the college, including President of Phi Theta Kappa. She is also very involved in volunteer work and community events. She is a fantastic student, and we are very excited to have her as the President of Student Senate and the Student Trustee.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman had to leave the meeting, and Ms. Kathy Morrell reported the committee had no action items to discuss.

Report of the Executive Director of Institutional Advancement – Ms. Morrell provided an overview of her report included in the committee packet, as well as an overview of the Marketing report included in the committee packet. She also reported that this year's Community Report is completed and is now on the website; hard copies will be mailed out to business and industry. Dr. Nunez noted the Community Report this year is outstanding and the Marketing Department did an amazing job.

FINANCE & FACILITIES COMMITTEE

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

Financial Audit FYE June 30, 2021 (FF 1022-2021) – Mr. DeYulis introduced the motion.

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 audit completed by Wessel and Company for the fiscal year ending June 30, 2021.

Financial Statements ending June 30, 2021 (FF 1023-2021) – Mr. DeYulis introduced the motion. Ms. Lorraine Donahue gave an overview of the financial statements included in the packet and noted that the College has a Positive Change in Net Position for the 2021-2022 fiscal year through August 2021.

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 August 31, 2021.

Report from the Vice President of Finance and Administration – Ms. Donahue reported the HVAC project began yesterday and will continue through the end of the calendar year, and \$836,000 in HEERF funds were distributed to around 2,300 students last week.

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. Jim Foster, and unanimously carried by voice vote to adjourn the meeting at 6:24 PM.