

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
December 21, 2021 – 5:00 PM  
via Zoom  
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, December 21, 2021 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, Secretary/Treasurer, and a quorum was established.

**TRUSTEES PRESENT**

Mr. John Augustine  
Mr. Ed Bowser  
Mr. Alan Cashaw  
Mr. Carl DeYulis  
Mr. Jim Foreman  
Dr. Janet Grady  
Ms. Jackie Kulback  
Mr. Marc McCall  
Dr. Kathy O'Rourke  
Ms. Sydney Sheredy, Student Trustee  
Ms. Linda Thomson  
Mr. Greg Winger

**TRUSTEES ABSENT**

Mr. Tyson Cook  
Mr. Jim Foster  
Mr. Mike Puruczky  
Ms. Carissa Westrick

**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. Cregg Dibert, Director of Security and Safety  
Ms. Susan Fisher, Assistant Vice President of Human Resources and Security  
Ms. Sue Brugh, Director of Student Activities and Athletics  
Mr. Jeff Dick, Cross Country Coach  
Mr. Zach Brandis, Cross Country Athlete  
Mr. Cody Sral, Cross Country Athlete  
Mr. Andrew Straka, Cross Country Athlete  
Ms. Emily Bittner, Volleyball Athlete  
Ms. Lauryn Calhoun, Volleyball Athlete  
Ms. Maciah Holsopple, Volleyball Athlete  
Ms. Sherri Slavick, Associate Professor, Physical Sciences  
Mr. Josh Byers, Tribune Democrat Reporter

**APPROVAL OF MINUTES**

Upon a motion duly made by Mr. Carl DeYulis, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the October 19, 2021 meeting were approved.

## **CONSENT AGENDA**

**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 Consent Agenda as presented.

Child Development Diploma, Child Development Certificate, and Child Development A.A.S. Programs (AASS 1015-2021) – Program Deletion

**MOVED:** The Board of Trustees approves the deletion of the Child Development Diploma, Child Development Certificate, and Child Development A.A.S. Programs effective Fall 2022.

Education A.A. – New Program (AASS 1016-2021)

**MOVED:** The Board of Trustees approves the Education A.A. Program effective Fall 2022.

Academic Integrity Policy Revision (AASS 1017-2021)

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

Purchasing Guidance Policy (FF 1025-2021)

**MOVED:** The Board of Trustees approves the Purchasing Guidance Policy.

Purchasing Policy Deletion (FF 1026-2021)

**MOVED:** The Board of Trustees authorizes deletion of the Purchasing Policy.

Uniform Grant Guidance Procurement Policy Deletion (FF 1027-2021)

**MOVED:** The Board of Trustees authorizes deletion of the Uniform Grant Guidance Procurement Policy.

Richland Campus Parking Policy Revision (FF 1030-2021)

**MOVED:** The Board of Trustees approves the Richland Campus Parking Policy Revision.

## **CHAIRPERSON'S REPORT**

**Trustee Reappointments and New Trustee Appointment** – Mr. Greg Winger announced the Cambria County Commissioners have approved the 6-year term reappointments of himself, Dr. Janet Grady, and Mr. Alan Cashaw, as well as the new 6-year term for Dr. Leah Spangler, CEO of The Learning Lamp, all beginning January 1, 2022. Dr. Spangler brings a wide variety of experience and educational qualities to the board.

Mr. Winger also noted the Foundation's Annual Campaign and encouraged all Trustees to support our students and the College by making a donation.

## **PRESIDENT'S REPORT**

**Student/Employee Celebrations** – Dr. Steve Nunez would like to continue with the celebration of accomplishments from our students and employees. Supporting our athletic programs and student athletes is a strong part of the Penn Highlands culture and today we celebrate some of our athletes and coaches. Ms. Trish Corle recognized Ms. Sue Brugh, Director of Student Activities and Athletics for her hard work on creating our new athletic programs, recruiting our athletes, and bringing in the amazing coaches we have.

Ms. Brugh reported that 25 of our 45 fall student athletes qualified for honors in the WPCC academics and 15 of those received high honors. In their first season, our golf team finished second in the WPCC tournament, and will compete for the Region XX title in the spring. In eSports, we were featured as the match of the week in Valorant, and one student and one team made it to playoffs. Our Women's Volleyball team finished second in WPCC and third in Region XX. She introduced three of our volleyball athletes: Ms. Emily Bittner, Ms. Lauryn Calhoun, and Ms. Maciah Holsopple, who were all named to the WPCC team both academically and athletically. Ms. Holsopple was also named first team Region XX.

She also introduced Cross Country Coach, Mr. Jeff Dick as well as Cross Country athletes Mr. Zach Brandis, Mr. Cody Sral, and Mr. Andrew Straka. Coach Dick's first full season was tremendous with these three athletes going to Nationals in Georgia. Mr. Straka finished second in the WPCC and third in Region XX; Mr. Brandis finished third in the WPCC and fourth in Region XX; and Mr. Sral finished sixth in the WPCC. These three athletes recorded a personal record in every meet.

Coach Dick thanked everyone and congratulated his athletes; their hard work paid off. Dr. Nunez thanked Ms. Brugh for all her hard work; it is very much appreciated. He noted growing our athletics was part of our strategic plan and we have accomplished that goal.

**COVID Mitigation and Impact** – Dr. Nunez reported despite rising cases locally and across the nation, positive COVID-19 cases with close contact with students or employees of Penn Highlands remain low. The Emergency Response Team meets regularly and Mr. Cregg Dibert and Ms. Susan Fisher have done a great job with contact tracing.

**Strategic Plan Updates** – Dr. Nunez reported we are developing a dashboard to share with the board next year, but detailed updates are given at each Board committee meeting. Significant progress has been made on college planning documents including the Strategic Enrollment Management Plan, Facility Utilization Plan, Human Resources Plan, and Information Technology Plan.

**Transfer of the Johnstown Regional Police Academy** – Dr. Nunez announced the transfer of the Police Academy from GJCTC to the Penn Highlands has been approved. In March, there will be an inspection of our facilities to finalize the transfer. We received tremendous support from everyone involved including all local legislators and commissioners in the four counties we serve. Mr. John Augustine thanked everyone involved, and agreed it was truly a team effort.

**Upcoming College Events** – Dr. Nunez thanked Dr. Barb Zaborowski for her help with the grant we received in order to install the Police Simulator. Mr. Cregg Dibert gave a brief overview of the type of training this simulator will provide. Dr. Nunez invited all Trustees to the Police Simulator Exhibition and Luncheon on January 28 at 11:00am. Local legislators and County Commissioners will also be invited.

Dr. Nunez announced that the Foundation's annual fundraising event, Puttapalooza, is scheduled for Friday, April 1.

Dr. Nunez also thanked Dr. Kathy O'Rourke for being extremely helpful and supportive to the College during her time as a Trustee.

## **EXECUTIVE COMMITTEE**

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

**Recognition of Service of Dr. Kathleen O'Rourke (EXEC 1016-2021)** – Mr. Winger introduced the motion and read the entire resolution included in the meeting packet. Dr. O'Rourke thanked everyone and stated she has enjoyed every minute as a Trustee, and she looks forward to moving on to other things.

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

**MOVED:** The Board of Trustees approves a resolution to formally recognize and honor Dr. Kathleen O'Rourke for her positive impact on Pennsylvania Highlands Community College.

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

**Report from Committee Chair** – Dr. Janet Grady reported the minutes are in the packet and the committee had three action items; two were on the consent agenda, and she gave a brief overview of these items. There were also reports from Mr. Rob Farinelli and Ms. Trish Corle, and Ms. Sydney Sheredy provided the Student Trustee report.

**Board of Trustees Academic Scholarships Policy Revision (AASS 1018-2021)** – Dr. Grady introduced the motion and explained this is a reorganization of these scholarships to give Administration more flexibility in awarding these.

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

**MOVED:** The Board of Trustees approves the revisions to the Board of Trustees Academic Scholarships Policy and the policy name change to College Sponsored Academic Scholarships.

**Report from the Vice President of Academic Affairs** – Mr. Farinelli reported our first winter session began yesterday and runs through mid-January; we are working through how the Police Academy and Police Simulator will work together; we created a partnership with JARI for a Computer Specialist Certificate; we are working with the Center for Metal Arts for credit and non-credit classes in Metal Forging; and we are working with a few institutions for students who complete the Pre-Health Profession Certificate to transfer into their nursing programs.

**Report from the Vice President of Student Services** – Ms. Corle provided an enrollment update. We are a little over 15% down in enrollment for the year and for the spring, but we have a few more weeks of enrollment for the spring, but we are ahead of last spring in new students. Also, our first winter session has been successful with 130 credits. She also reported on a new partnership with Thomas Automotive Group. They will be providing tuition assistance to their employees in order to take courses that align with our Business Management degree to allow their employees to complete a degree with us.

**Report from the Student Trustee** – Ms. Sydney Sheredy reported on several student activities and events including the NSLS leadership training days and speaker broadcast series, several events sponsored by individual clubs throughout the semester, and students volunteering for several community events. She also reported on sponsoring a family in need for the holidays. Students, staff, and faculty donated an overwhelming number of gifts for this family. Student Senate is also working with the Student Success Center to better market tutoring services to students, including a presentation at new student orientation.

#### **EXTERNAL AFFAIRS COMMITTEE**

**Report from Committee Chair** – Mr. Jim Foreman reported the minutes are included in the packet and the committee had no action items to discuss. The committee discussed the Foundation's Annual Giving Campaign and he encouraged all Trustees to donate.

**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. A few items she highlighted included the Annual Campaign mailer has been mailed out to an expanded mailing list; she attended the Fend Foundation board meeting and hopes to increase and better that relationship; an alumni newsletter was sent out which included the Annual Giving Campaign information; and the Community Report was mailed out recently. Regarding the Strategic Plan, Interact Communications has been chosen as the external website focus group to review the website and provide suggestions on improvements. The Marketing Department won three medallion awards again this year, they have chosen four students to be Brand Ambassadors for the College, and they created a Workforce Education video which will be converted to a television commercial. She also reported Puttapalozza will be held on Friday, April 1.

Dr. Nunez reported he met with Mr. Chad Wheeler of Wheeler Fleet Solutions, and he and Ms. Morrell met with Mr. Sean Cook who is the new CEO of Somerset Trust Company.

#### **FINANCE & FACILITIES COMMITTEE**

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

**Financial Statements ending October 31, 2021 (FF 1024-2021)** – Mr. DeYulis introduced the motion. Ms. Lorraine Donahue gave an overview of the financial statements included in the packet. She reported that the College has a positive Change in Net Position for the period ending October 31, 2021.

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

**MOVED:** The Board of Trustees approves the Financial Statements for the period ending October 31, 2021.

**Jenzabar Renewal (FF 1028-2021)** – Mr. DeYulis introduced the motion.

**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 2022-2023 renewal of Jenzabar for \$304,552.00.

**Employer Tuition Discount Program Policy (FF 1029-2021)** – Mr. DeYulis introduced the motion.

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

**MOVED:** The Board of Trustees approves the Employer Tuition Discount Program Policy.

**Campus Security Intervention Policy (FF 1031-2021)** – Mr. DeYulis introduced the motion. Mr. Dibert gave a brief explanation for the reason for creating the policy and explained the College did not have a policy like this in place.

**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 Campus Security Intervention Policy.

**Report from the Vice President of Finance and Administration** – Ms. Donahue reported we are not meeting our budgeted goal and are projecting to be short by \$900,000 to \$1 million at the end of the fiscal year. We do have remaining HEERF funds and plan to reallocate \$800,000 of those funds to lost revenue and would then use loan proceeds to pay for the HVAC project. We have put holds on travel and professional development and will have other savings due to low enrollment. We believe this plan will cover the loss in revenue.

Ms. Donahue also provided an update on facilities projects. The HVAC project in Richland is moving along nicely with all units installed on the roof. At the Blair Center, there are a few cosmetic updates, including a new owing, a second set of doors on the lower level, and landscaping improvements scheduled for spring.

#### **REPORTS/COMMENTS FROM BOARD MEMBERS**

None

#### **PUBLIC COMMENT**

None

#### **EXECUTIVE SESSION**

**Upon a motion duly made by Ms. Jackie Kulback, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, all non-board members except Dr. Nunez were excused, and the Board of Trustees went into executive session to discuss employment, compensation, performance, or dismissal of specific employees and the purchase or lease of properties.**

#### **RETURN TO REGULAR SESSION**

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

#### **ADJOURN**

With no further business to be discussed, a motion was made by Mr. Alan Cashaw, seconded by Mr. Jim Foreman, and unanimously carried by voice vote to adjourn the meeting at 6:40 PM.