

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 15, 2022 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, February 15, 2022 via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:00 PM. Roll call was taken by Ms. Nicole Robson, Recorder, and a quorum was established. Mr. Winger introduced Dr. Leah Spangler and welcomed her to her first board meeting. She is excited for the opportunity to work with the College.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Ms. Jackie Kulback
Mr. Marc McCall
Mr. Mike Puruczky
Ms. Sydney Sheredy, Student Trustee
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Carl DeYulis

ALSO PRESENT

Dr. Steve Nunez, President
Ms. Trish Corle, Vice President of Student Services
Mr. Robert Farinelli, Vice President of Academic Affairs
Ms. Susan Fisher, Associate Vice President of Administration
Mr. Chris Pribulsky, Associate Vice President of Finance
Mr. Gary Boast, Associate Vice President of Technology and Analytics
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Kathleen Morrell, Executive Director of Institutional Advancement
Ms. Beth Freedline, Executive Assistant to the President
Ms. Nicole Robson, Assistant to the Student Services Department, Recorder
Ms. Sandy Schrum, Professor of Business Management
Ms. Yvette, Madison, Professor of Social Work
Mr. Cregg Dibert, Director of Security and Safety
Mr. Matt Hoffman, Chief Information Officer
Mr. Josh Byers, Tribune Democrat Reporter
Ms. Lorraine Donahue

APPROVAL OF MINUTES

Upon a motion duly made by Ms. Linda Thomson, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the December 21, 2021 meeting were approved.

CONSENT AGENDA

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 Consent Agenda as presented.

2023-2024 Academic Calendar (AASS 1000-2022)

MOVED: The Board of Trustees approves the 2023-2024 Academic Calendar.

New Liberal Arts and Sciences Certificate (AASS 1002-2022)

MOVED: The Board of Trustees approves the Liberal Arts and Sciences Certificate Program effective fall 2022.

New Business Management Certificate (AASS 1003-2022)

MOVED: The Board of Trustees approves the Business Management Certificate Program effective fall 2022.

New Financial Reporting and Control Policy and the Deletion of Three Current Financial Policies (Financial Reporting, Fiscal Control, and Fiscal Year Policy) (FF 1003-2022)

MOVED: The Board of Trustees approves the New Financial Reporting and Control Policy and the deletion of three current financial policies (Financial Reporting Policy, Fiscal Control Policy, and Fiscal Year Policy).

CHAIRPERSON'S REPORT

Annual items to be completed by the Board of Trustees

- **Disclosure of Conflicts of Interest**
- **Statement of Financial Interest** – Mr. Winger reminded any Trustee that has not completed these forms to get them to Ms. Robson as soon as possible.
- **Annual Board of Trustees Evaluation** – Mr. Winger reminded all Trustees to complete this evaluation. Ms. Robson will be sending it out the beginning of March and the results will be presented at the Board Retreat in April.

April Board of Trustees Retreat April 19, 2022 at 12:00 PM – Mr. Winger reminded all Trustees of the very important Board Retreat on April 19 beginning at noon.

PRESIDENT'S REPORT

Celebration of Lorraine Donahue – Dr. Steve Nunez invited Mr. Lorraine Donahue, who recently accepted a new position at Penn State, to the meeting to celebrate her time at the College. He thanked her for her 19 years at the College and noted she was very well respected during her time here. Ms. Donahue thanked Dr. Nunez, the staff, and the Trustees for their support over the last 19 years. She is very excited about the College's future and great things that are to come.

Employee Celebrations – Dr. Nunez reported Ms. Susan Fisher, Mr. Cregg Dibert, and more recently Ms. Beth Freedline have been on the frontlines of COVID-19 contact tracing at Penn Highlands. The College appreciates their dedication to keeping Penn Highlands a safe and secure place to work.

COVID Mitigation and Impact – Dr. Nunez reported cases in the state and our region continue to decrease and positive COVID-19 cases with close contact with students or employees of Penn Highlands remain low. The College updates a COVID-19 Dashboard each Monday afternoon with any new positive cases.

New HEERF Grant (\$198M) – Dr. Nunez reported another federal grant has been released recently with Community Colleges receiving priority. We have reviewed the requirements and will be submitting an application.

Strategic Plan Updates – Dr. Nunez reported the completion of Strategic Plan objectives continue to move forward. A thorough update will be provided at the Board Retreat in April.

College Events – Dr. Nunez reminded the Trustees about the Board Retreat on April 19 beginning at noon and Puttupalooza, the Foundation's fundraising event on April 1. He also reported on the tragic loss of Mr. Bill Sipko of the Foundation Board.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet, and the committee had no action items.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

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

New Program – Electrical Utility Technology AAS (AASS 1001-2022) – Dr. Grady introduced the motion. This degree in partnership with First Energy will provide a new track: lineman track as well as the current substation technician track. The College would gain 10-20 students with this new track.

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

MOVED: The Board of Trustees approves the revision of Electrical Utility Technology A.A.S. degree to be effective fall 2022.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported on the virtual NACEP reaccreditation visit on February 3 for our dual enrollment program. They met with everyone involved with the program, from college faculty and staff to high school teachers, guidance counselors and principals, as well as high school students enrolled in the program. The visit went very well, and they said we have a lot to be proud of. The final report will be received in April.

He also reported on a new partnership with Greater Johnstown High School (GJHS) for a culinary program in downtown Johnstown this fall. The College will move into a new facility that our new landlord is building out for a culinary program. The College will be guaranteed around 12 dual enrollment students, and GJHS will have additional space in our location to expand their program. We have been reaching out to local restaurants to provide internship opportunities. We will also be able to provide Community Education classes at the new location. Dr. Nunez reported our lease agreement will remain the same and we will be able to purchase equipment with grant funding.

Report from the Vice President of Student Services – Ms. Corle provided an enrollment update. We are 15.5% behind budget for the year including fall, spring, and summer A sessions. We are 50% towards goal for the summer B session. More enrollment details will be provided at the Board Retreat.

She reported we have submitted an application to the Community College Resource Center to attend their summer institute on the guided pathways model; we are finalizing the relationship with Thomas Automotive; on March 18 and April 8 we will be holding our first ever CareerFest, an immersive event for high school students to learn about our programs and career opportunities from local businesses; from the fall application cycle, we awarded the two Presidential Scholarships as well as five Emerging Leader Scholarships, and the spring application for the remaining Emerging Leader Scholarships is currently open until mid-March; she asked if any Trustee would like to be a member of the Scholarship Committee that reviews the essays, conduct the interviews, and select the awardees; at the committee meeting, she gave a brief overview of the Strategic Enrollment Management Plan, and will go into more detail at the Board Retreat.

Report from the Student Trustee – Ms. Sydney Sheredy reported on several student activities and events including:

- National Society of Leadership and Success (NSLS) invited qualified members to join and will be holding multiple orientations and leadership training days at both Blair and Richland; they will also be providing speaker broadcasts.
- Caring for Cubs Club collected Valentine's Day cards to deliver to local nursing homes.
- Phi Theta Kappa will be sending invitations to qualified students.
- Students continue to volunteer for the Backpack Project every Monday, the Soup Kitchen on Fridays, and the Pittsburgh food bank distribution on the second Wednesday of every month.
- Student Senate is trying to increase student participation for the remainder of this semester.
- Student Senate coordinated with Mr. Chris Farrell and the Blair Center Activities Club on a ski trip to Blue Knob on February 25.
- The Bowling Team is hosting the WPCCT Tournament on Friday, February 18.
- The Men's Basketball Team captured the WPCCT Championship this past weekend and will be competing in the NJCAA Region XX Tournament this weekend.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman reported the minutes are included the packet and the committee had no action items to discuss. He reported the new Education Chair of the Senate, which was Senator Langerholc, is now Senator Scott Martin.

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 is behind last year, Puttapalooza is April 1, and we already have several repeat sponsors from previous years, with Somerset Trust as the headlining sponsor again; she is working on the overall communication plan as part of the Strategic Plan; Marketing is creating new videos and hired Interact as the external focus group for the website.

Dr. Nunez reported he met with Ms. Sheredy a few weeks ago. He also reported he, and several other PA college presidents, met with Senator Casey in Washington DC last week for his annual higher education round table meeting, and Senator Casey's staff has since reached out to continue the conversation.

Mr. Winger asked if the PA Commission was holding Lobby Day with legislators again this year in Harrisburg. Ms. Morrell reported this event will be virtual the last week of March, and meetings will be scheduled soon. The Commission will be sending out talking points for those meetings. There was a brief discussion about scheduling some of the meetings locally in person.

FINANCE & FACILITIES COMMITTEE

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

Client Relationship Management System Purchase (FF 1001-2022) – Mr. Winger introduced the motion. Ms. Corle reported that Campus Works' primary recommendation was that we purchase a CRM. The primary function of the CRM is to provide a central place where the College can store information about students and allow the data to be shared with other college departments for strategic planning and marketing. The system would be used College wide, not just in Admissions and Recruiting.

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 purchase of a Client Relationship Management (CRM) system from Element451 in the amount of \$200,000.

Financial Statements ending December 31, 2021 (FF 1002-2022) – Mr. Winger introduced the motion. Mr. Chris Pribulsky gave an overview of the financial statements included in the packet and reported that the College has a positive change in Net Position for the period ending December 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 December 31, 2021.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported the Richland HVAC project is almost complete, only a few small outstanding items that Mr. Reb Brownlee is working through; we are preparing for the electrical upgrade in March over spring break, since the building will be closed during that time; there have been small improvements at Blair; we are working to move the police academy items from GJCTC to the College; and Somerset has received new furniture and camera equipment.

Report from the Associate Vice President of Finance – Mr. Pribulsky reported the total institutional HEERF grant amount was \$3.9 million and we've spent \$3.38 million; \$400,00 of the remaining funds will be used for lost revenue for the spring; we used \$1.84 million in HEERF for the \$2.1 million HVAC project, and a portion of the remaining balance will be paid from the loan funds from the Richland building purchase; we will be taking \$810,000 in lost revenue this year; and the entire \$2.27 million student portion has been expended. He also reported the budget process for next year has begun and will be presented to the board in April and June.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast reported the CRM system is a significant project for the College and will require a great deal of work, but we believe the system will help us make significant progress in two strategic plan goals: implementation of the Guided Pathways model and increasing enrollment. The system will free up time for employees to focus on important tasks.

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 Ms. Jackie Kulback, and unanimously carried by voice vote to adjourn the meeting at 6:07 PM.