

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 19, 2022 – 5:00 PM
LGI and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, April 19, 2022 in the Richland Campus LGI and 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. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foreman
Dr. Janet Grady
Ms. Jackie Kulback
Ms. Sydney Sheredy, Student Trustee
Dr. Leah Spangler
Ms. Linda Thomson
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Jim Foster
Mr. Marc McCall
Mr. Mike Puruczky
Ms. Carissa Westrick

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. Beth Freedline, Executive Assistant to the President
Ms. Nicole Robson, Assistant to the Student Services Department, Recorder
Ms. Sue Brugh, Director of Student Activities and Athletics
Ms. Allegra Slick, Adjunct Professor
Ms. Yvette Madison, Professor, Social Work
Ms. Sandy Schrum, Professor, Business Management
Mr. Matt Hoffman, Chief Information Officer
Mr. Quan Britt, Men's Basketball Coach
Mr. Jeremiah Mobley, Basketball Athlete
Mr. Denzel Mobley, Basketball Athlete
Mr. Kendrick Vaughn, Basketball Athlete
Mr. Lamont Jones, Basketball Athlete
Mr. Mike Lucas, Bowling Coach
Ms. Jenn Everett, Bowling Athlete
Ms. Allison Gustkey, Bowling Athlete
Ms. Jenna Dagostino, Bowling Athlete
Ms. Trinity Krause, Bowling Athlete
Ms. Katie Graham, Bowling Athlete

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Carl DeYulis, and unanimously carried by voice vote, the minutes from the February 15, 2022 meeting were approved.

CONSENT AGENDA

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

MOVED: The Board of Trustees approves the Consent Agenda as presented.

Employee Conduct and Work Rules Policy Revision (EXEC 1006-2022)

MOVED: The Board of Trustees approves the revision to the Employee Conduct and Work Rules Policy.

At Will Employee Policy Deletion (EXEC 1007-2022)

MOVED: The Board of Trustees approves the deletion of the At Will Employee Policy.

Formation of Student Government Policy Deletion (EXEC 1008-2022)

MOVED: The Board of Trustees approves the deletion of the Formation of Student Government Policy.

Pay Check Disbursement Direct Deposit Policy Deletion (EXEC 1009-2022)

MOVED: The Board of Trustees approves the deletion of the Pay Check Disbursement Direct Deposit Policy.

Staff Development Policy Deletion (EXEC 1010-2022)

MOVED: The Board of Trustees approves the deletion of the Staff Development Policy.

Travel Reimbursement for Interview Candidates Policy Deletion (EXEC 1011-2022)

MOVED: The Board of Trustees approves the deletion of the Travel Reimbursement for Interview Candidates Policy.

New Acceptable Use of Information Technology Resources Policy and Deletion of Cloud Computing Services Use Policy (FF 1004-2022)

MOVED: The Board of Trustees approves the new Acceptable Use of Information Technology Resources Policy and deletion of the Cloud Computing Services Use Policy.

CHAIRPERSON'S REPORT

Board of Trustees Meeting Schedule 2022-2023 – Mr. Winger reported the meeting schedule is included in the packet and is the same format as last year.

PRESIDENT'S REPORT

Celebration of Penn Highlands Athletes – Dr. Steve Nunez would like to continue the celebrations of our students and employees, and tonight he would like to recognize our fall athletes. Ms. Sue Brugh announced the Women's Bowling Team and the Men's Basketball Team were some of the most decorated teams in our school's history. She congratulated the Women's Bowling Team who captured the WPCC Championship. Ms. Jenna Dagostino swept the competition winning the single's competition and the double's competition with teammate Ms. Jenn Everett, and Ms. Allison Gustkey, who bowled the best series of her career, finished runner up. The team also included Ms. Trinity Krause and Ms. Katie Graham. She congratulated Mr. Mike Lucas, Bowling Coach, and all the bowlers on a tremendous season. The Men's Basketball Team also captured the WPCC Championship, and Mr. Jeremiah Mobley and Mr. Lamont Jones were named to the WPCC All-Conference Team. Mr. Jones was named to the 2nd Team All Region, Mr. Moley was named to the Region XX Tournament Team, as well as the 1st Team All Region, and was our first student to receive an All-American Team nomination. She congratulated Mr. Quan Britt, Basketball Coach, and all players for an amazing season. Mr. Lucas and Mr. Britt thanked everyone involved in these remarkable seasons. Dr. Nunez thanked everyone involved and is very proud of our athletics program, that is more than just athletics.

COVID Mitigation and Impact – Dr. Nunez reported COVID cases in our service region remain low and we continue to be mask free, but we continue to pay attention to it.

SSARP Grant – Dr. Nunez reported we applied for the \$98 million Supplemental Support American Rescue Plan grant. We are still waiting to hear if we will receive funds.

Strategic Plan Updates – Dr. Nunez reported the College continues to move forward with our strategic planning initiatives and Mr. Gary Boast provided a fantastic presentation on the Strategic Dashboard during the retreat earlier today. We look forward to using the data on the dashboard to drive initiatives and improvements at the College.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet, and the committee had several action items.

Advancement in Rank to Professor: Dr. Robert Clark (EXEC 1001-2022)

Advancement in Rank to Professor: Jill Mitchell (EXEC 1002-2022)

Advancement in Rank to Associate Professor: Michelle Myers (EXEC 1003-2022)

Advancement in Rank to Assistant Professor: Laura Gaunt (EXEC 1004-2022)

Mr. Winger introduced the above motions. Mr. Rob Farinelli provided a brief overview of the promotion and tenure process and the responsibilities of the committee, as well as the accomplishments of the faculty up for promotion.

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

MOVED: The President recommends that the Board of Trustees grant advancement in rank to Dr. Robert Clark from Associate Professor to Professor, Criminal Justice and Social Sciences, effective August 1, 2022.

MOVED: The President recommends that the Board of Trustees grant advancement in rank to Ms. Jill Mitchell from Associate Professor to Professor, Biological Sciences effective August 1, 2022.

MOVED: The President recommends that the Board of Trustees grant advancement in rank to Ms. Michelle Myers from Assistant Professor to Associate Professor, Biological Sciences effective August 1, 2022.

MOVED: The President recommends that the Board of Trustees grant advancement in rank to Ms. Laura Gaunt from Instructor to Assistant Professor, Health Care Professions effective August 1, 2022.

Tenure: Melissa Boback (EXEC 1005-2022) – Mr. Winger introduced the motion. Mr. Farinelli provided a summary of Ms. Melissa Boback's accomplishments.

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

MOVED: The President recommends that the Board of Trustees grant tenure to Ms. Melissa Boback, Associate Professor, Accounting effective August 1, 2022.

Board of Trustee Bylaw Revisions (EXEC 1012-2022) – Mr. Winger introduced the motion. Dr. Nunez explained this revision provides a clarification that the board approves collective bargaining agreements.

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

MOVED: The Board of Trustees approves the revised Board of Trustees Bylaws effective April 19, 2022.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady reported the minutes are in the packet and the committee had no action items. There were reports from Mr. Rob Farinelli and Ms. Trish Corle, and Ms. Sydney Sheredy provided the Student Trustee report.

Report from the Vice President of Student Services – Ms. Corle provided an enrollment update. We are almost 3% ahead of last year for fall enrollment, and we have gained credits and headcount for the summer sessions. We are reaching out to the 260 current students that have not yet registered for fall.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported that NACEP met this week, and our accreditation was reaffirmed unanimously this afternoon. He also reported on Friday, May 6 we are hosting a professional development day for local GRE and adult basic ed instructors.

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

- The National Society of Leadership and Success held multiple Orientation and Leadership Training Days at both the Richland and Blair Centers and held several speaker broadcasts. 83 members joined so far this year.
- Phi Theta Kappa has sent invitations to qualified students to accept membership and 36 members have joined so far. The induction ceremony will be held at the Student Recognition Ceremony on May 6th at 6 pm.
- Student, Mr. Matthew Gaul, was named a 2022 New Century Transfer Scholar and will receive a \$2,250 scholarship. Mr. Gaul will be graduating this May with a degree in Liberal Arts & Sciences.
- Seven students have been named to the All-PA Academic Team, and two of them received the PASSHE scholarship.
- Caring for Cubs collected hygiene products for the Women's Help Center.
- The Softball and Golf teams are hoping to complete this Thursday.
- Students continue to volunteer for the Backpack Project on Mondays and Soup Kitchen on Fridays.
- Students continue to try to improve engagement with weekly crafts, a student egg hunt, hikes, and Spring Fling Week.
- Student Senate volunteered at the Backpack Project on Thursday, April 7.
- Spring Break was greatly appreciated by Students.

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.

Staff Reports:

Government Affairs – Dr. Nunez reported it's been Community College month and he has been meeting with several local legislators about funding for community colleges.

Foundation – Ms. Beth Freedline reported Puttupalooza was held on April 1 and raised over \$10,000. Planning for Corks and Kegs in Blair is underway, including rebranding it Sips for Scholarships. The event will include drinks, entertainment, and an escape room. Also, the UPMC Altoona Foundation has provided a \$5,000 scholarship again this year for our PCT students in Blair.

Marketing – Mr. Ray Weible was not in attendance, but Mr. Foreman highlighted the amazing video and digital marketing Mr. Weible and his team has created.

FINANCE & FACILITIES COMMITTEE

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

Financial Statements ending February 28, 2022 (FF 1005-2022) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky gave an overview of the February 2022 financial statements and reported that the College has a positive change in Net Position for the period ending February 28, 2022 compared to the same period last year.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending February 28, 2022.

Tuition and Fee Schedule FY 2022-2023 (FF 1006-2022) – Mr. DeYulis introduced the motion.

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 tuition and fee increase and the tuition and fee schedule for the FY 2023 as proposed by administration that will be effective starting with the Fall 2022 semester.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported we are prioritizing projects to make the best use of the remaining Richland purchase loan money, including the new LED lighting in the gym was installed and will result in \$74,000 cost savings over the next 11 years; we are getting quotes for replacing the carpet as well as repairing damaged areas in the parking lots; and the electrical project is tentatively rescheduled for May 19-29 pending arrival of equipment.

Report from the Associate Vice President of Finance – Mr. Pribulsky provided a brief overview of the HEERF student and institutional funds received and expended, and this information is available on our website. He thanked his entire staff for a job well done with this process.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. John Augustine wanted to publicly acknowledge Dr. Nunez and the leadership he provided through the COVID pandemic. This was not easy, and he commended him and his entire team for leading the College through this.

PUBLIC COMMENT

None

EXECUTIVE SESSION

None

ADJOURN

With no further business to be discussed, a motion was made by Ms. Linda Thomson, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 5:47 PM.