

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 21, 2022 – 5:00 PM
Richland Campus Board Room and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 21, 2022 in the Richland Campus Board Room 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. Carl DeYulis
Dr. Janet Grady
Ms. Jackie Kulback
Mr. Marc McCall
Mr. Mike Puruczky
Dr. Leah Spangler
Ms. Linda Thomson
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Tyson Cook
Mr. Jim Foreman
Mr. Jim Foster
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

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Mike Puruczky, and unanimously carried by voice vote, the minutes from the April 19, 2022 meeting were approved.

CONSENT AGENDA

Upon a motion duly made by Dr. Leah Spangler, seconded by Ms. Linda Thomson, and unanimously carried by voice vote, it was:

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

Administrative Tuition Reimbursement Policy Revision (EXEC 1013-2022)

MOVED: The Board of Trustees approves the revision to the Administrative Tuition Reimbursement Policy.

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
Mr. Ray Weible, Jr., Director of Marketing & Communications
Ms. Beth Freedline, Executive Assistant to the President
Dr. Robert Clark, Associate Professor, Criminal Justice and Social Sciences
Ms. Jill Mitchell, Associate Professor, Biological Sciences
Ms. Jeannine McDevitt, Professor, English
Ms. Kay-Leigh Malzi, Associate Dean of School Partnerships
Ms. Katie Markum, Staff Accountant
Ms. Nicole Robson, Assistant to the Student Services Department, Recorder
Mr. Josh Byers, Tribune Democrat Reporter

CHAIRPERSON'S REPORT

Mr. Winger reported the Commencement Ceremony went very well and was very well attended. He thanked everyone involved in the planning of the event for their hard work. He also reported the Foundation fundraising event, Sips for Scholarships, was well attended at the Blair Center a few weeks ago.

PRESIDENT'S REPORT

Celebration of Faculty Accomplishments – Dr. Steve Nunez would like to recognize several faculty accomplishments. Mr. Rob Farinelli acknowledged Ms. Jeannine McDevitt, Professor, English who retired at the end of the spring semester. He gave a brief overview of her history and her time and at the College. She was very thankful and said she will greatly miss everyone. Mr. Farinelli also acknowledged the following faculty that were awarded advancement in rank at the previous board meeting: Dr. Robert Clark, Professor, Criminal Justice and Social Sciences; Ms. Laura Gaunt, Assistant Professor, Health Care Professions; Ms. Jill Mitchell, Professor, Biological Sciences; Ms. Michelle Myers, Associate Professor, Biological Sciences; and gave a brief overview of their accomplishments at the College. Dr. Clark and Ms. Mitchell were in attendance and thanked everyone for approving their promotions and are very grateful to be able to work at the College. Finally, Mr. Farinelli acknowledged Ms. Melissa Boback, Associate Professor, Accounting who was awarded tenure at the previous board meeting and gave a brief overview of her accomplishments.

ACE Presentation – Mr. Farinelli introduced Ms. Kay-Leigh Malzi, Associate Dean of School Partnerships, who provided a brief presentation on the College's ACE Dual Enrollment program which included enrollment numbers from the past year and an overview of the accreditation process and our recent renewal. Dr. Nunez thanked Ms. Malzi for her great leadership with this program.

Commencement Update – Dr. Barb Zaborowski reported we had 301 graduates in this graduating class and 178 participated in the ceremony. This was the first 'normal' ceremony for Dr. Nunez. Also, this was the first class to have graduates from the College's Honors Program. She also reported that this afternoon there was a mini-Commencement Ceremony held at our downtown location for the 3 students from JWF who graduated with a certificate in Business Management for Manufacturing. They are the first ever graduates of this program. Mr. Ed Bowser thanked everyone for holding this ceremony for these students.

Strategic Plan Updates – Ms. Beth Freedline reported that she was asked to spearhead the secret shopper program and the initiative was turned into a survey after realizing it was a more complex project than originally anticipated. A 7-question survey was developed and was recently sent to students enrolled in the Summer A semester and 109 students responded. All departments received a score of 5.9 or higher out of 7, and Cabinet will be reviewing the comments to see where we need to make improvements. We will be looking at how to expand the survey for the fall semester.

Dr. Nunez reported the new space for culinary program downtown is in the demolition phase with the rebuild to start soon, and he was able to work with the Community Foundation for a \$30,000 scholarship to support 2nd year students in the culinary program. He also reported that the Secretary of Education will be visiting the Richland campus next Tuesday.

EXECUTIVE COMMITTEE

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

Board of Trustees Emeritus Award (EXEC 1014-2022) – Mr. Winger introduced the motion and noted that Mr. Steve McAneny is very deserving of this award. Dr. Nunez noted that, though he did not know him well, Mr. McAneny was instrumental in the forward movement of the College, was dedicated to the Board and a great supporter of the Foundation, and continues to support the College. Dr. Nunez will inform him of this award and invite him to the August meeting.

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

MOVED: The Board of Trustees honors Mr. Steve McAneny with Board of Trustees Emeritus Status.

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.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported they have been working to get the SHARE program moved to Admiral Peary Vo-Tech and moving the hydroponics equipment is currently underway; they continue to work on getting recruits for the Police Academy; they are working on the new culinary program downtown with Johnstown High School; they are sending letters to companies that received WEDnet funding in the past; and Continuing Education fall courses have been finalized.

Report from the Vice President of Student Services – Ms. Corle provided an enrollment update. We will finish the year at 15% behind budget, but summer B is only down 9%, so we are seeing improvement. This fall is currently behind 3% from last year, and we are doing great things with recruiting and heading in a good direction. She also reported that during the committee meeting she gave a review of the athletics program and reported the overall GPA of our student athletes was 2.90. There will be Title IX Policy changes coming in August due to the changes to VAWA. We are also waiting for changes to Title IX to be released. Finally, she reported there was an annual review of student discipline issues by the College's Behavioral Intervention Team (BIT). This review includes any academic integrity issues, any alleged violations of the Student Code of Conduct, and any Title IX issues. All alleged policy violations related to Academic Integrity and Code of Conduct were investigated and resolved by the respective responsible staff members. There were no reports of any Title IX policy violations. BIT saw no patterns of concerning behavior in any of the reports.

EXTERNAL AFFAIRS COMMITTEE

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

Staff Reports:

Marketing – Mr. Ray Weible provided an overview of his report included in the committee packet. He highlighted the recent video productions, live streaming events, press releases, and advertising campaigns. He also reported they recently completed a Police Academy video, that was not included in the packet.

Foundation – Ms. Beth Freedline reported Sips for Scholarships was held at the Blair Campus on June 9 and was well attended and she thanked Mr. Gary Boast for creating a custom escape room just for the event. Some recent small fundraising events included a Penny Wars and an employee donated tomato plants to the Foundation. Some save the dates are the Gala on October 20 at Sunnehanna Country Club and a Business After Hours event at the Richland location on August 18.

FINANCE & FACILITIES COMMITTEE

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

Financial Statements ending April 30, 2022 (FF 1008-2022) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky gave an overview of the financial statements and reported that the College had a positive change in net position over the same period last year.

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 April 30, 2022

Carpet Replacement at Richland Campus (FF 1009-2022) – Mr. DeYulis introduced the motion. Ms. Susan Fisher reported three bids were received. Two of them were below the \$200,000 not to exceed amount and are being reviewing.

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

MOVED: The Board of Trustees approves replacement of carpeting in high traffic areas of the Richland Campus for an amount not to exceed \$200,000.

Business and General Liability Insurance Renewal 2022-2023 (FF 1010-2022) – Mr. DeYulis introduced the motion. Mr. Pribulsky noted that Cyber Security insurance is now included in this plan and commended the IT staff on their hard work getting this quote.

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 renewal of 2022-2023 business and general liability insurance packages through A. J. Gallaher in the amount of \$103,933.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported the parking lot repairs in Richland are complete; we have moved out of the Huntingdon location and into the new location with Juniata in the past few days; tomorrow the hydroponics equipment is being moved to Admiral Peary Vo-Tech; and the Blair exterior project is complete and shared before, during, and after photos.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast reported moving to the Guided Pathways model is the highest priority item in strategic plan and last week 11 employees attend a virtual Summer Institute to work on integrating the Guided Pathways Model. He provided an overview of board scholar student outcomes over the past 5 years and noted these students continue to perform at exceptional levels in both retention and completion. He reported this summer the College is undergoing an external threat assessment from a Pittsburgh firm to ensure our IT systems are properly configured and that there are no weaknesses. We are also planning to hold a Cyber Security Summit for local businesses. He also provided a brief overview of the core indicators dashboard included in the packet.

Report from the Associate Vice President of Finance – Mr. Pribulsky reported the auditors will be here August 15 through August 26.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. Alan Cashaw thanked Ms. Sue Brugh and Ms. Corle for having the College's black bear mascot in the first Juneteenth parade.

EXECUTIVE SESSION

Upon a motion duly made by Ms. Linda Thomson, seconded by Dr. Janet Grady, and unanimously carried by voice vote, all non-board members except Dr. Nunez, Mr. Pribulsky, Mr. Farinelli, and Ms. Fisher were excused, and the Board of Trustees went into executive session to discuss collective bargaining, contracts, and the budget.

RETURN TO REGULAR SESSION

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

Operating and Capital Budget FY 2022-2023 (FF 1011-2022) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the FY 2022-2023 Operating and Capital Budget of \$13,236,517 that will become effective July 1, 2022.

ADJOURN

With no further business to be discussed, a motion was made by Ms. Linda Thomson, seconded by Mr. John Augustine, and unanimously carried by voice vote to adjourn the meeting at 6:50 PM.