

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 16, 2022 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, August 16, 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.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Mr. Mike Puruczky
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Tyson Cook
Mr. Carl DeYulis
Ms. Jackie Kulback
Mr. Marc McCall

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Upon a motion duly made by Dr. Janet Grady, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the minutes from the June 21, 2022 meeting were approved.

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Ed Bowser, and unanimously carried by voice vote, the minutes from the July 22, 2022 special meeting were approved.

CONSENT AGENDA

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

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

Title IX Policy Revision (EXEC 1016-2022)

MOVED: The Board of Trustees approves the revisions to the Pennsylvania Highlands Community College Title IX Policy as presented.

Program Review-Criminal Justice A.A.S. (AASS 1004-2022)

MOVED: The Board of Trustees, upon evaluation of the program review for the Criminal Justice A.A.S. Degree Program, approves the continuation of the Criminal Justice A.A.S. Degree Program and consideration of the recommendations listed in the review.

CHAIRPERSON'S REPORT

On behalf of the Trustees, Mr. Winger thanked Dr. Nunez, the Administration, and all those involved in the recent negotiations of the four-year Faculty Union Contract. He also thanked the Faculty Union and their Representatives, and noted the contract puts the College in a good place moving forward. He also reminded everyone of the upcoming Business After Hours event on Thursday, August 18 and asked everyone to attend.

PRESIDENT'S REPORT

New Foundation Board President – Dr. Steve Nunez introduced the Foundation's new Board President, Mr. Jeff Wood of Kongsberg Protech Systems, and provided a brief background for him. Mr. Wood is very excited to assist the Foundation with the great work they do, and he's looking forward to working with everyone. He also reminded everyone of the Foundation's upcoming Casino Night on October 20.

President's Annual Disclosure of Conflict of Interest Form – Dr. Nunez noted that board policy requires him to disclose any conflicts of interest to Cabinet and the Board each year. His form is included the packet, and he has no known conflicts of interest.

Strategic Planning – Dr. Nunez reported we are over 2.5 years into our 5-year plan and provided an overview of the completion rates from the update included in the packet. He also reported that during future board meetings, there will be detailed discussions regarding the dashboard also included in the packet.

Top Ten Lists – Dr. Nunez reported each year we celebrate the major accomplishments of the entire college, and he highlighted several items from the lists included in the packet.

Upcoming Events – Dr. Nunez reminded everyone of the upcoming events below and encouraged everyone to attend.

- Business After Hours, Thursday, August 18 at 5:00pm
- Trustee/Foundation Board Mixer at Dr. Nunez's house on September 1 at 5:00pm
- Black Bears Casino Night, Thursday, October 20 at 5:00pm

Dr. Nunez also reported that Ms. Nicole Robson will be moving on from the College, as she and her husband are moving to South Carolina. He and Ms. Trish Corle thanked her for the over 8 years she's been at the College and wished her good luck on her future ventures. Ms. Robson expressed her appreciation for the kind words and stated that it's been a pleasure working with everyone. Several of the Trustees also voiced their appreciation of her service to the College and wished her well.

EXECUTIVE COMMITTEE

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

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady reported the minutes are in the packet and the committee had one action item which was on the consent agenda. There were reports from Mr. Rob Farinelli and Ms. Trish Corle. Mr. Farinelli had reported on the Admiral Perry partnership, the Early Childhood Grant the College received, as well as updates on Workforce and Community Education.

Report from the Vice President of Student Services – Ms. Trish Corle reported enrollment is currently 3.4% ahead of last year at this time. She reported new student orientation is tomorrow and we are expecting around 500 people. This year's orientation will incorporate the guided pathways model. She also reported on business and industry agreements she and the Admissions and Recruiting Team are working on.

EXTERNAL AFFAIRS COMMITTEE

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

Staff Reports:

External Affairs – Dr. Nunez reported he was able to meet with most of the other community college Presidents last week in person at the Council of Presidents meeting. They had lobbied for a 7.5% increase in state funding, and community colleges received a 4% increase. He also noted they are moving forward with the 2nd chance Pell Program with the Department of Corrections, and the College received two additional grants: PA Jobs Grant and additional HEERF funds. Mr. Foreman also reminded everyone that the College is not a place for campaigning for legislatures. Candidates are welcome to come to campus but can not have the College involved in their campaign in any way, and the College cannot provide support for any candidate.

Marketing – Mr. Ray Weible provided an overview of his report included in the committee packet. He highlighted the new 'Get to Know Us' video series, a quick-look flier, and the upcoming campaigns for the 2022-2023 academic year including a new SMART mailing system campaign. He also reported they met with Interact Communications for feedback from the website focus group; the feedback was mostly positive, but some changes were suggested.

Foundation – Ms. Beth Freedline reported that because of Sips for Scholarships, we received a \$1,000 scholarship from M&T Bank in Blair County; holding a Dine to Donate event with Primanti Bros. on August 29; dates for Puttapalooza (March 31) and Sips for Scholarships (June 15) for next year have been chosen; and the Black Bear Casino Night at Sunnehanna Country Club will be on October 20.

FINANCE & FACILITIES COMMITTEE

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

Financial Statements ending June 30, 2022 (FF 1012-2022) – Mr. Winger 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 Dr. Leah Spangler, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Financial Statements for the period ending June 30, 2022.

Admiral Peary Greenhouse Repairs and Upgrades (FF 1013-2022) – Mr. Winger introduced the motion.

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

MOVED: The Board of Trustees approves repairs, upgrades, and equipment for the Admiral Peary greenhouse in the amount of \$50,000 which will be funded through a PA Jobs Training Grant.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported the Richland electrical upgrade has been completed without any major complications, the Richland carpet replacement will begin in September, and other upcoming Richland projects include replacing the incoming water supply and bathroom renovations.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast reported during the committee meeting he provided highlights of the Information Technology Plan which ties into our Strategic Plan as well as adheres to Middle State guidelines.

Report from the Associate Vice President of Finance – Mr. Pribulsky reported the auditors from Wessel & Company will be here August 15 through August 26. The Finance & Facilities Committee will be presented the audit on October 6 and full Board on October 18.

REPORTS/COMMENTS FROM BOARD MEMBERS

None

EXECUTIVE SESSION

None

ADJOURN

With no further business to be discussed, a motion was made by Mr. Jim Foster, seconded by Mr. Jim Foreman, and unanimously carried by voice vote to adjourn the meeting at 6:05 PM.