

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2022 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, October 18, 2022 via Zoom teleconferencing with some members present at the Richland campus in the Board Room.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:02 PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foreman
Dr. Janet Grady
Mr. Marc McCall
Mr. Mike Puruczky
Mr. Greg Winger
Ms. Adrianna Farrell (Student Trustee)

ALSO PRESENT

Dr. Steve Nunez, President
Ms. Trish Corle, Vice President of Student Services
Mr. Chris Pribulsky, Associate Vice President of Finance
Mr. Gary Boast, Associate Vice President of Technology and Analytics
Susan Fisher, Associate Vice President of Administration
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Beth Freedline, Executive Assistant to the President & Foundation
Joe Slifko, Professor Business Management
Katie Markum, Staff Accountant
Megan Freidhof, Auditor of Wessel & Company

TRUSTEES ABSENT

Mr. John Augustine
Mr. Ed Bowser
Mr. Jim Foster
Ms. Jackie Kulback
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Carl DeYulis, seconded by Dr. Janet Grady, and unanimously carried by voice vote, the minutes from the August 16, 2022, meeting were approved.

CONSENT AGENDA

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 Consent Agenda as presented.
Academic Standing Policy Revision (AASS 1005-2022)

MOVED: The Board of Trustees approves the revisions to the Pennsylvania Highlands Community College Academic Standing Policy Revision as presented.

Academic Progress Requirements Policy Deletion (AASS 1006-2022)

MOVED: The Board of Trustees approves the revisions to the Pennsylvania Highlands Community College Academic Progress Requirements Policy Deletion as presented.

Purchasing Policy Revision (FF 1016-2022)

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

ACE Faculty Discount Tuition Policy (FF 1017-2022)

MOVED: The Board of Trustees approves the revisions to the Pennsylvania Highlands Community College ACE Faculty Discount Tuition Policy as presented.

Dress Code Policy Revision (EXEC 1018-2022)

MOVED: The Board of Trustees approves the revisions to the Pennsylvania Highlands Community College Dress Code Policy Revision as presented.

CHAIRPERSON'S REPORT

Mr. Winger introduced Megan Freidhof from Wessel & Company to present the findings of the 2022-year-end audit. It was an unmodified audit opinion with no journal entries and no findings. She thanked the Business Office staff for another great job this year. At the conclusion of the presentation, Ms. Freidhof left the meeting.

PRESIDENT'S REPORT

- Dr. Nunez introduced the new student Trustee: Adrianna Farrell, currently a sophomore pursuing her Early Childhood Education degree with plans to transfer to IUP for her bachelor's degree. She is actively involved in clubs and activities across campus, as well as volunteering for open houses and other recruiting activities. She is a Board Scholar. Her report will be added under Academic Affairs and Student Services.
- Vice President of Academic Affairs Search: The search committee continues to vet candidates. The field is being narrowed and candidates will be invited to campus over the next few weeks. There will be an opportunity for an open forum for employees and Trustees to meet the finalists and provide feedback.
- Dual Enrollment Scholarship has been established by the Foundation. Money is already being raised with the Employee Annual Campaign. The hope is to provide one scholarship per high school in the service region. Additional benefits will be provided to students who meet the guidelines including a free three-credit class upon high school graduation.
- Strategic Plan
 - Goal 1.2 Strategic Enrollment Management Plan. All leaders play a role but is being led by Ms. Trish Corle. The College is growing again and data points to student enrollment numbers being up approximately 5% from Fall 2021.
 - Goal 4.3.2 Enhanced College Collaboration and Communication. A new committee has been formed: Student Engagement and Success. Their goal is to identify barriers and help students achieve their goals. Many employees (staff and faculty) have volunteered to sit on the committee, students have been invited to get involved as well. The committee will carry on the food share program to make sure students have access to food on campus. The committee will also ask students directly what they need help with.
- Culinary Institute items are moving forward. The College signed a MOU with Greater Johnstown School District to provide dual enrollment opportunities. The dual enrollment program will be launched in Fall 2023.
- Centre County topics are progressing regarding the possibility of expansion. If College leadership can identify real estate, it will be brought to the Board.
- Upcoming events:
 - Black Bear Casino Night: October 20 at 5:00PM
 - PACCC Board Meeting: December 8 at 9:00am via Zoom
 - Commencement: May 12 at 6:00PM

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet from October 11, 2022.

Employee Exemplary Service Award (EXEC 1017-2022) – Mr. Winger introduced the motion. Ms. Sue Hunt was nominated by her peers, and she is overwhelmingly deserving of the honor.

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

MOVED: The Board of Trustees approves the **Employee Exemplary Service Award to Sue Hunt.**

- Notification of the Expiration of Board Officer Positions: all officer terms expire 12/31/2022. The Board will go through the biannual process of nominations.
- Nomination Committee for the Upcoming Board Officer Elections (Term January 2023 to December 2024). Mr. Alan Cashaw has volunteered to lead the committee. Any other Board member interested in serving should reach out to Mr. Winger. Mr. Winger outlined the timeline for nominations and ballot deadlines with the final ballots due at the December Board meeting. Dr. Nunez and Beth Freedline will help coordinate the elections with the Nomination Committee.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady presented that there were no program reviews. Action items were on the consent agenda.

Report from Academic Affairs – Mr. Joe Slifko, Professor Business Management, discussed an upcoming Business Administration program review. After that review, Academic Affairs will deploy a new electronic template. The template will help with consistency and facilitate discussion and a concise review. An Early Childhood Education grant has been received in the amount of \$45k. It will be used as tuition grants and has been expanded for use not only in live classes but also in online classes. A Department of Defense Community College cybersecurity consortium grant to cover tuition for cyber security students for approximately \$1k per student. There are plans for a community cyber security event in the spring, a high school summer event and vouchers for cyber security certification exams.

Report from the Vice President of Student Services – Ms. Trish Corle presented enrollment numbers. The Fall 2022 goal has been achieved overall YTD by about 50 credits. About 75 new students have been enrolled for Fall 2022. Monday, October 17th started spring priority enrollment. Dual Enrollment is 10% behind attributed to lack of faculty availability at HS level to teach (not credentialed to teach the DE classes), competition for DE dollars as institutions are getting competitive, and high school student numbers overall are down. All these factors will be considered when budgeting for next year. There is an out of state school offering dual enrollment courses at a regional site with full tuition assistance. Strategic Enrollment Management Plan: student numbers per class (average overall class size) has been improved. AASS has established a good schedule that provides enough course sessions, students have access to them, and the numbers make sense for faculty and the centers. Workforce education and community education are doing well with WEDNET and community ed enrollment. Staff are looking at run rates of certain courses and making changes as needed. More information to come on this topic.

Report from the Student Trustee – Ms. Adrianna Farrell provided an in-depth report. National Society for Leadership and Success (NSLS) is sponsoring online orientation leadership training days and speaker broadcasts; 30 students have joined this year. Phi Theta Kappa sends invitations to eligible students. Caring for Cubs helped with adopt-a-highway and will participate in Trunk or Treat in Central Park on October 29th. The Gaming Club holds weekly game nights in the library and has over 25 members this year. The X-Files club sells candygrams for Halloween. The Fantasy Sports Club has held drafts for football, hockey and basketball. The women's volleyball team participated in the WPCC Conference Tournament on October 15th. Messiah Holsopple and Taylor Rapsky were named to the WPCC All Conference Team. The Men's Cross Country Team has finished well in each race this season and runners have achieved PRs each race. Regionals are on October 22 and runners hope to advance to the National tournament at Stanley Park in Massachusetts. Three golfers participated in the fall season. Meet the Black Bears was held in early October to introduce the men's basketball team (12 players) and cheerleaders (17). Community Involvement events include The Backpack Project (Mondays) and Soup Kitchen volunteering (Fridays).

Upcoming events include the Johnstown Halloween parade on October 25th and Safe Trick or Treat on October 27th at Penn Highlands Richland Campus. Fall Fest week was held the week of September 24 and wrapped up with Family Day on October 1st. Pizza with the President was held October 18th.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Greg Winger presented that there were no action items and minutes were posted and are in the packet.

External Affairs Report – Dr. Nunez reports that working with state legislators has been moving forward and discussions have been positive and everyone have been supporting the College and sees the value. Recently Mr. Winger and Dr. Nunez met with Cambria County Commissioners and discussed the name change of the police academy to Pennsylvania Highlands Community College Police Academy. They were supportive of the change.

Dr. Nunez recently met with Jim Rigby to discuss the Act 235 firearms training for police and security. Mr. Rigby has pledged his support to Pennsylvania Highlands Community College on this effort.

Marketing Report – Dr. Nunez reported for Mr. Ray Weible, Jr.

New recruitment materials and publications have been produced for admissions and other departments. A website consultant was hired to help with website improvement; the feedback was overwhelmingly positive but there were opportunities for improvement which are being worked through. Social media data has been compiled. The marketing team has been considering the trends and adjusting campaigns based on what viewers and subscribers prefer. A new video has been produced featuring former Blair Campus student Shea Barrier; his message and journey are powerful.

Foundation Report – Ms. Beth Freedline reminded everyone about Casino Night, Thursday, October 20, 2022.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis reported the minutes from October 6th are included in the packet.

2021-2022 Financial Audit (FF 1014-2022) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves 2021-2022 Financial Audit.

Financial Statements ending August 31, 2022 (FF 1015-2022) – 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 its net position over the same period last year.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending August 31, 2022.

Cash Reserves Transfer (FF 1018-2022) – 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 Cash Reserves Transfer.

Richland Campus Restroom Renovations (FF 1019-2022) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves Richland Campus Restroom Renovations.

Report from the Associate Vice President of Administration – Ms. Susan Fisher announced that the Richland campus carpet replacement is complete and is an improvement to the campus. HF Lenz has been retained to plan the incoming water supply project (in addition to the restroom renovation).

3.1.2 Identify and Remedy gaps in community involvement representation by both students and employees. In support of that goal, volunteer PTO (8 hours) has been documented in the Faculty Collective Bargaining Unit and revisions to Administrator leave policy.

4.1.1 Develop Key Facility Plans. Demonstrated the goal by relocation, repurposing and resizing of Huntingdon and Downtown Johnstown campuses.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast

Efforts are underway to improve cellular strength through the Richland campus. Now, three major cell carriers are providing service to the building. Individuals should have full signal strength across Richland campus. Student Learning Assessment Software (WEAVE) has been deployed. IT is ensuring that faculty and students adapt to the new system.

Cybersecurity is being tested for virtual private network software. It is remote and cybersecurity insurance requires multi-factor authentication. Matt Hoffman has attended professional development sessions with the National Institute of Standards and Technology.

Report from the Associate Vice President of Finance – Mr. Pribulsky

Wessel & Company completed the Foundation audit. It was an unmodified opinion with no findings. The Foundation had a market loss due to the market value of investments. The Foundations total net assets are in excess of \$1 million.

Student Financial Services has disbursed PELL, loans, PHEAA and other smaller agency funding. Ashley Krinjeck and Linda Wess attended the Pennsylvania Association of Student Financial Aid Administrators Conference at Seven Springs recently. Ms. Krinjeck was nominated and chosen to attend the leadership seminar.

Awaiting final written confirmation that capital funding from PDE has been approved.

A Board member asked about ERT program – Pennsylvania Highlands Community College and Foundation is not eligible.

REPORTS/COMMENTS FROM BOARD MEMBERS

None

EXECUTIVE SESSION

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Tyson Cook, and unanimously carried by voice vote, all non-board members were excused, and the Board of Trustees went into executive session to discuss employment, compensation, and performance at 6:11PM.

The Board came out of Executive session at 6:24PM.

ADJOURN

With no further business to be discussed, a motion was made by **Mr. Alan Cashaw, seconded by Mr. Tyson Cook**, and unanimously carried by voice vote to adjourn the meeting at 6:25 PM.