

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
December 20, 2022 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, December 20, 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 5:00 PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady
Ms. Jackie Kulback
Mr. Marc McCall
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick
Mr. Greg Winger
Ms. Adrianna Farrell (Student Trustee)

TRUSTEES ABSENT

Mr. John Augustine
Mr. Jim Foreman
Mr. Mike Puruczky

PUBLIC COMMENT

None

GUESTS & SPECIAL RECOGNITION

Fall athletes and coaches featuring Cross Country coach Jeff Dick and Volleyball coach Kylee Doyle.
Exemplary Employee Award recipient: Susan Hunt

CONSENT AGENDA

Upon a motion duly made by Mr. Carl DeYulis, seconded by Ms. Janet Grady, and unanimously carried by voice vote, it was:

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

- Minutes from October 18 Board of Trustees Meeting
- Administrator Leave Policy Revision (EXEC 1019-2022)
- Academic Forgiveness Policy (Revision) (AASS 1006-2022)
- Academic Load Policy (Revision) (AASS1007-2022)
- Academic Advising Policy (Deletion) (AASS 1008-2022)
- Admissions for Matriculated Students Policy (Deletion) (AASS 1009-2022)

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
Ray Weible, Jr.
Susan Hunt,
Fall athletes and coaches
Gaynelle Schmieder
Reb Brownlee
Michelle Stumpf
Sue Brugh

- Open Door Policy (Deletion) (AASS 1010-2022)
- Program Revision Business Administration (Revision) (AASS 1011-2022)
- Program Deletion Office Administrative Specialist Certificate (Deletion) (AASS 1012-2022)
- Checks Returned for Non-Sufficient Funds Policy Deletion (FF 1021-2022)
- Unclaimed Property Policy Deletion (FF 1022-2022)
- Disbursement of Funds Policy Deletion (FF 1023-2022)

CHAIRPERSON'S REPORT

Mr. Winger had no report for the evening.

PRESIDENT'S REPORT

- Dr. Nunez announced that the Vice President of Academic Affairs search is over as Dr. Cynthia Doherty has accepted an offer and will begin in late January. She has the credentials and experience for the position including being a faculty member and a past administrator with most of her years being in community college.
- Strategic Plan dashboard overview
 - Mr. Gary Boast discussed the enrollment portion of the strategic plan core indicator dashboard. He focused on the goal: advance student success, focus and improve the student experience from inquiry to completion (increase enrollment, prioritize student success and eliminate equity gaps. He discussed credit students by highlighting demographics by age, race/ethnicity and full-time equivalent trends. Mr. Boast also discussed the admissions pipeline (conversion rates of application to enrollment) as well as the new student trend.

EXECUTIVE COMMITTEE

Employee Emeritus Nomination (EXEC 1020-2022) – Mr. Winger introduced the motion. Gaynelle Schmieder was nominated by her peers, and she is overwhelmingly deserving of the honor. Dr. Nunez showed a video created for Gaynelle.

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

MOVED: The Board of Trustees approves the **Employee Emeritus Award to Gaynelle Schmieder.**

Board of Trustees Officer Election (EXEC 1021-2022) – Alan Cashaw (Nominating Committee) introduced the motion. The survey was done via Survey Monkey with the option to write in candidates of which there were none.

- Nominated Slate for 2023-2024
- Chairperson: Greg Winger
- VP: Dr. Janet Grady
- Secretary/Treasurer: Carl DeYulis
- Public Relations Officer: Jim Foreman
- At Large Officer: Ed Bowser

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

MOVED: The Board of Trustees approves the **Board of Trustees Officer Election.**

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet from December 13, 2022.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady presented that action items were on the consent agenda. She wanted to highlight the Business Administration program review and all the work that was put into that review and the program.

Report from the Vice President of Student Services – Ms. Trish Corle reported on the enrollment report and included real time numbers. There have been recruiting and admissions activities including outreach and

student visits to the Penn Highlands campuses. The new CRM will be ready to launch by April 2023. Guided Pathways model has been implemented and will continue to be integrated into the academic model.

Report from Academic Affairs – Mr. Joe Slifko, Professor Business Management, discussed the College investigating new program options including Radiologic Technology. There is an Early Childhood Education grant and a request for the Child Development Associate option fully online and the program is moving in that direction.

Report from the Student Trustee – Ms. Adrianna Farrell provided a detailed report on clubs, athletics, and community service opportunities that students are participating in including honors and leadership societies.

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.

Marketing Report – Mr. Ray Weible, Jr. reported The College has received 5 regional awards from the National Council for Marketing and Public Relations relating to design work and campaigns. Andrew Podolak was recently honored by the PA Business Central publication as a Foremost Under 40. Website Reconfiguration Project continues with a vendor. There are a few aspects of the website being focused on and by March the project should conclude. The Community Report was sent to donors, board members, sponsors of events, and other community members. Campaign Updates were featured in the report. Health Professions, Spring 2023, Winter Session, and IT boot camps/continuing education are currently featured. Tiktok advertising has been added to certain social media campaigns.

Foundation Report – Ms. Beth Freedline reported that the Foundation Board helped the Police Academy with a grant to cover their equipment and uniforms. The Foundation has also established a scholarship fund for the academy. Employees have pledged over \$17k to the annual campaign and the community portion is over \$10k at this point (\$20k goal). The Foundation Strategic Plan was included in the packet. A partnership has been struck with the 1889 Foundation and they will be handing off their very successful Chef Auction fundraiser to our Foundation. It is a well-established community event and the Foundation will follow their model of success. The event is set for October 11, 2023.

External Affairs – Dr. Nunez reported that recently he's been on multiple high school visits. Thanks to Linda Thomson for connecting to Bishop McCort and Ed Bowser with the connection to Forest Hills.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis reported the minutes from December 8th are included in the packet.

Cash Reserves Policy (FF 1020-2022) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the Cash Reserves Policy.

Richland Campus Restroom Renovations (FF 1024-2022) – Mr. DeYulis introduced the motion.

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 Richland Campus Restroom Renovations.

Ebensburg Lease Renewal (FF 1026-2022) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the Ebensburg Lease Renewal.

Financial Statements (FF 1025- 2022) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky gave an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending October 31, 2022.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported that a facilities plan has been created for the remaining amount of the loan. There are multiple construction projects that need to be completed as there are end of life/end of service items around campus. The Board has requested to see the plan and it will be brought forward to future meetings.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast reported about the reverse transfer system process and cyber security updates.

Report from the Associate Vice President of Finance – Mr. Pribulsky updated the Board on two normal operating budget/grant funded items. Jenzabar contract is over \$300k and the culinary equipment purchase through the Perkins grant. Neither need Board motion. Loan spend down date was October 31st so a calculation was done regarding interest and the threshold was not met so no penalty was incurred.

REPORTS/COMMENTS FROM BOARD MEMBERS

None

EXECUTIVE SESSION

Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Janet Grady, 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 6:14PM.

Motion:

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 Dr. Janet Grady**, and unanimously carried by voice vote to adjourn the meeting at 6:25 PM.

Upcoming events:

- Puttapalooza: March 31
- Commencement: May 12 at 6:00PM
- Chef Auction: October 11