

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2023 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, February 21, 2023 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 Ms. Beth Freedline, Executive Assistant to the President & Foundation, and a quorum was established.

TRUSTEES PRESENT

Mr. John Augustine
Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Jim Foreman
Mr. Marc McCall
Mr. Mike Puruczky
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady
Ms. Jackie Kulback
Ms. Adrianna Farrell (Student Trustee)

PUBLIC COMMENT

None

GUESTS & SPECIAL RECOGNITION

Facility Updates – the past, the present, the future

Reb Brownlee, Director of Facilities Operations, presented 2022-2023 projects completed (24). He also detailed a list of projects underway and in the design phase. Lastly, he presented the facilities projects under consideration including water line replacement, brick pointing, LED lighting, renovations of the gymnasium and for Centre County campus.

Police Academy update was tabled to the next meeting, but several Board members offered compliments on recent press and strategic partnerships announced by the Academy.

CONSENT AGENDA

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 Consent Agenda as presented.

- Approval of Minutes from December 20 Board of Trustees Meeting
- PA Director Credential Certificate Program Review (AASS 1000-2023)

ALSO PRESENT

Dr. Steve Nunez, President
Dr. Cynthia Doherty, Vice President Academic Affairs
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. Erica Reighard, Dean of Faculty
Ms. Beth Freedline, Executive Assistant to the President & Foundation
Ray Weible, Jr., Executive Director of Marketing Communications
Reb Brownlee, Director of Facilities Operations
Josh Byers, reporter, The Tribune-Democrat

- Early Childhood Education A.A. Degree Program Review (AASS 1001-2023)
- Media Production A.A.S. Degree Program Review (AASS 1002-2023)
- Admissions Policy Revision (AASS 1003-2023)
- Academic Calendar (AASS 1004-2023)
- Check Signing Authority Policy Revision (FF 1004-2023)

CHAIRPERSON'S REPORT

Reminder: Complete the State of Financial Interest

Reminder: Complete the Conflict-of-Interest Statement (Policy EXEC 1018-2020)

Reminder: Board of Trustees Evaluation (will be sent via email next month)

PRESIDENT'S REPORT

- Dr. Steven Nunez, introduced Dr. Cindy Doherty as Vice President of Academic Affairs.
- Dr. Barb Zaborowski updated the Board on the Prison College Program. The contract was sent to the State, and they asked for three additional pieces of information. It was resent to the state. The Director of Financial Aid has been involved regarding new Federal Regulations. A substantive change will need to be made with Middle States regarding another location (Somerset prison). The program will most likely be kicked off in Spring 2024.
- Culinary Program build out is occurring. May or June is the expected move in time frame. Supplies and equipment are being purchased and stored until installation. The lease will be at the same cost as the former downtown location.

EXECUTIVE COMMITTEE

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 – Mr. Greg Winger presented that action items were on the consent agenda.

Report from Academic Affairs – Ms. Erica Reighard, Dean of Faculty, reported that the SHARE program review will be coming to the April Board meeting. An IUP Cyber Security grant informational event will be held in late March. The Early Childhood Education PDA grant courses were not run this academic year but a Child Development Associate certificate will be developed into an online offering for the upcoming academic year. Courses are being revised. Radiation Technology study consultant will be reviewed in the coming weeks.

Report from the Vice President of Student Services – Ms. Trish Corle provided an update on current semester enrollment (up over last year, but slightly down compared to budget) and the outlook into upcoming semesters. She discussed dual enrollment and the de-registration process. An Open House was held at all campuses; at the Richland campus more than 30 students attended. Career Fest is coming up on March 10, 24 and April 21. The Social Services caravan continues outreach in the community. Offers have been made to seven students for the College Sponsored scholarships (including Presidential and Emerging Leader scholarships). The Destination Graduation scholarship will be offered later. The rest of her detailed report is available in the minutes of the AASS meeting.

Report from the Student Trustee – no report.

EXTERNAL AFFAIRS COMMITTEE

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

External Affairs – Dr. Nunez updated on the Bellefonte/Centre County property. An Advisory Council has been formed for Cambria County. Dr. Nunez has been named to the Conemaugh Health System Board. The PA Community College Commission (PACCC) has unified to lobby and focus on healthcare education and programming.

Marketing Report – Mr. Ray Weible, Jr. reported that for the first time in a few years a Community Education booklet was sent out to over 18,000 homes in the area; it is also available online. Spring 2023 advertising for Community Education is seeing three times the effectiveness as improvements have been made due to

trends and challenges in social media. Mr. Weible, Jr. also overviewed the marketing campaigns that are underway including a new dynamic campaign for the Police Academy.

Foundation Report – Ms. Beth Freedline updated that both Annual campaigns for employees and the community have achieved their goals. The Food Share program, which aims to alleviate food insecurity, has been funded by the Foundation and the College has also pledged money to ensure that snacks are readily available for students. The emergency fund has seen 12 inquiries to date and all students have been helped (3 financially). Scholarships for Spring 2023 have been allocated. UPMC Altoona recommitted \$5,000 for Patient Care Technician students for the next academic year. Two new scholarships have been developed for Fall 2023 – applications will open in late March. Ms. Freedline reported that Puttupalooza is sold out for the 2023 year. Corporate sponsors and hole sponsorships are still being accepted. The Chef Auction is coming up on October 11, 2023 at the Johnstown Conference Center downtown. An intern started working with the Foundation; Fiona Knoster is a communication major from UPJ.

FINANCE & FACILITIES COMMITTEE

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

Pennsylvania Department of Education 2023 Capital Application (FF 1001-2023) – Mr. Winger introduced the motion. Dr. Nunez discussed the details (the background and motion are available in the full Board packet).

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

MOVED: The Board of Trustees approves the Pennsylvania Department of Education 2023 Capital Application.

Architectural Services for Centre County Campus (FF 1002-2023) – Mr. Winger introduced the motion. Dr. Nunez discussed the details (the background and motion are available in the full Board packet).

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 approves the Architectural Services for Centre County Campus.

Richland Campus Domestic Water Service Project (FF 1003-2023)– Mr. Winger introduced the motion. Dr. Nunez discussed the details (the background and motion are available in the full Board packet). It was noted that this is a needed project to provide water to the Richland campus.

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 approves the Richland Campus Domestic Water Service Project.

Financial Statements (FF 1005-2023) – Mr. Winger introduced the motion. Mr. Chris Pribulsky provided an overview of the financial statements.

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 Financial Statements ending December 31, 2022.

Report from the Associate Vice President of Finance – Mr. Pribulsky updated that the 2023-2024 budget process has started. As a reminder the tuition and fee schedule and draft of the budget will be presented at the April meeting and the final draft will be shown in June. HERRF funding was sent to students and the College is waiting for their allotment. PDE capital application process has started with a deadline of March 24. Policy requires that purchases of \$50k or more must be reported to the Board; a robot for instructional use was purchased in the amount of \$51,342 through a Perkins grant. A Board member inquired about loan proceeds and the account remains around \$1 million. A Board member asked for estimates on the Facilities projects presented earlier. The waterline is estimated upwards of \$50,000; the brick pointing project bids

came in around \$37,000 which facilities felt was too high; LED lighting \$100k+; the Richland restroom project will be around \$600k.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reiterated that the restroom project will be started in the next few months. Bids and more details will follow at upcoming Board meetings.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast updated on the College Strategic Plan (regarding 1.2.6) develop formalized reverse transfer and degree reclamation efforts for students who do not complete their college journey. 15 PA Community College Presidents signed an agreement with the PASSHE institutions to be partners in reverse transfer efforts. A printing solution “Papercut” has been implemented. Students can now print from anywhere in the College without installing software or drivers. This helps with monitoring printing and has a cyber security protection element.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

No Executive Session was needed.

ADJOURN

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

Upcoming events:

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