

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 20, 2024 – 4:30 PM
BOARD ROOM and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, February 20, 2024, via Zoom teleconferencing with some members present at the Richland campus in the Holzman Board Room.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 4:31 PM. Roll call was taken by Mr. Carl DeYulis, Secretary and Treasurer of the Board of Trustees, and a quorum was established.

TRUSTEES PRESENT

Ms. Jennifer Anderson
Mr. Carl DeYulis
Mr. Greg Winger
Ms. Jackie Kulback
Mr. Mike Puruczky
Ms. Linda Thomson
Ms. Carissa Westrick
Ms. Hannah Dadura
Ms. Jennifer Mitchell
Dr. Leah Spangler
Mr. Brett Smith
Dr. Janet Grady
Rev. Reginald Floyd
Ms. Lladel Lichty
Mr. Jim Foreman

TRUSTEES ABSENT

Mr. John Augustine

ALSO PRESENT

Dr. Steve Nunez, President
Dr. Cynthia Doherty, Vice President
Academic Affairs
Ms. Trish Corle, Vice President of Student
Services
Ms. Susan Fisher, Associate Vice President of
Administration
Mr. Gary Boast, Associate Vice President of
Technology and Analytics
Dr. Barb Zaborowski, Dean of Library
Services & Special Projects
Ms. Carole VanMeter, Director of the
Foundation
Mr. Ray Weible, Jr., Executive Director of
Marketing Communications
Mr. Cregg Dibert, Director of Security and
Safety
Ms. Sonya Augustine, Executive Assistant to
Administrative Operations, Recorder

Mr. Greg Winger, Chairperson welcomed three new members of the Board of Trustees: Jennifer Anderson, Rev. Reginald Floyd, and Brett Smith.

Mr. Brett Smith stated he is looking forward to serving on the Board. Rev. Reginald Floyd stated that he is happy to help the College, and Jennifer Anderson stated that it is a pleasure to be chosen to serve.

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

None.

CONSENT AGENDA

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

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

- Approval of Minutes from December 19 Board of Trustees Meeting
- Alcohol and Drug-Free Workplace Policy – Revision (EXEC 1001-2024)
- Course Tuition Waiver Policy – Revision (EXEC 1002-2024)
- Employee and Complaints and Concerns Policy – Revision (EXEC 1003-2024)
- Video Surveillance Policy- Revision (EXEC 1004-2024)
- Medical Assisting Technology A.A.S. Program Review (AASS 1000-2024)
- Medical Coding and Billing A.A.S. Program Review (AASS 1001-2024)
- Patient Care Technician Certificate Program Review (AASS 1002-2024)
- College Preparatory Courses Policy Deletion (AASS 1003-2024)
- Grades, Grades System and Students Grading and Progress Policy Consolidation (AASS1004-2024)
- Minimal Credit Policy Revision (AASS 1005-2024)
- Placement Testing Policy and Waiver Guidelines Revision (AASS 1006-2024)
- 2025-2026 Academic Calendar (AASS 1007-2024)

CHAIRPERSON'S REPORT

Annual items to be completed by the Board of Trustees

- **Disclosure of Conflicts of Interest**
- **Statement of Financial Interest** – Mr. Winger reminded any Trustee that has not completed these forms to get them to Ms. Augustine as soon as possible.
- **Annual Board of Trustees Evaluation** – Mr. Winger reminded all Trustees to complete this evaluation. Ms. Augustine will be sending it out the beginning of March.

PRESIDENT'S REPORT

Centre County – Dr. Nunez reported that the expansion into Centre County has taken nearly two years, but he is happy to report we now have a signed lease for the space at the Match Factory located in downtown Bellefonte for approval by the Board this evening. He stated that the space will require minimal renovation costs and will be more cost-effective than the previous estimate of a build-out would have been. He stated that there is a lot of work ahead in marketing, academic programming, and recruiting for the new location. In addition, there is a request for the Board to approve the appointment of Ralph Stewart from Bellefonte to serve on the Board of Trustees. Per the By-Laws the Board of Trustees is required to appoint the Trustees from the other counties in which the College has a physical academic location. Mr. Stewart's bio and resume are included in the packet for review. He is extremely qualified and would make a great advocate for the College. There is also an Advisory Council of leaders from the community to help support and represent the College in every academic location. The first Centre County Advisory Council meeting is scheduled for next week. Mr. Greg Winger stated that the goal is to be ready for classes to begin in August.

Culinary Program Ribbon Cutting Ceremony – Dr. Nunez stated that there will be a Ribbon Cutting Ceremony on March 27 at 1:00 PM and everyone is invited.

Accreditation Update – Ms. Barb Zaborowski stated the steering committee has been meeting every other week. All the subcommittees and the working groups have submitted their lines of inquiry that need to be included in the self-study design that is due to the Middle States on April 15. On April 29 our Middle States Liaison, Dr. Terrance Peavy, will visit campus. He will meet with the steering committee and there will be a luncheon with the Board of Trustees. Dr. Peavy will go over the expectations of the Middle States process and what is going to happen moving forward. He will then tour the campus in the afternoon and speak to faculty and students. At the end of his visit, he will determine if the College is positioned to proceed with the self-study process.

Strategic Plan Updates – Dr. Nunez gave an overview of the dashboard. A discussion was held on the dual enrollment numbers. Our goal is to reach 53 high school partnerships with 7,300 credits and the College currently has 52 partnerships and 7,733 credits. The College has received State and Local County funds to support dual enrollment and it has had a positive impact. The College also has the highest 3-year completion rate in the State at 41%. Gary Boast stated that other community colleges typically have around 20%. The retention rate from this Fall Semester to this Spring Semester was 84%. Dr. Nunez attributes these accomplishments to the teamwork at the College.

A discussion was held regarding the Workforce Development dollars. Ms. Trish Corle stated that the majority of the funds are spent in Cambria and Somerset County. The College is working on expanding in Blair, Huntingdon, Bedford, and Centre County. There is a reallocation coming and the College has requested additional funds.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet. Mr. Winger presented the following action item:

Centre County Trustee Nomination (EXEC 1005-2024) – Mr. Winger stated that the Board of Trustees is required to appoint a representative for the interests of Centre County. The Executive Committee is recommending the appointment of Mr. Ralph Stewart.

Upon a motion duly made by Mr. Brett Smith, seconded by Rev. Reginal Flloyd, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the appointment of Ralph Stewart to the Board of Trustees.

Mr. Greg Winger stated that Mr. Stewart will be assigned to the Finance and Facilities Committee.

FINANCE & FACILITIES COMMITTEE

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

Financial Statements ending December 31, 2023 (FF 1001-2024) – Mr. DeYulis introduced the motion to approve the Financial Statements ending December 31, 2023 (FF 1001-2024) action item for approval and welcomed Mr. Omar Strohm the new Vice President of Finance. Mr. Omar

Strohm introduced himself and gave an overview of the financial statements. Due to lower enrollment, revenue from tuition and fees is down. Expenses related to the delivery of education services are down also. The College has a positive change in Net Position for the period ending December 31, 2023.

Upon a motion duly made by Ms. Lladel Lichty, seconded by Ms. Jennifer Mitchell, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Financial Statements ending December 31, 2023 (FF 1001-2024).

Bellefonte/Centre County Educational Center Lease Agreement (FF 1002-2024) – Dr. Nunez stated that the negotiated cost for the space was within the range the College had expected. The lease is a 5 ½ year initial lease with two five-year renewal options. The first six months are rent-free. A PDE capital application has already been submitted that, when funded, will provide annual funding for half the lease and renovation expenses.

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

MOVED: The Board of Trustees authorizes the College to enter into a five-year and five-month initial lease agreement with the American Philatelic Research Library for approximately 5,200 square feet located at 190 Match Factory Place, Bellefonte, PA. The lease rate is \$7,150 per month or \$85,800 annually.

Report from the Associate Vice President of Administration – Ms. Susan Fisher stated a contract was awarded to Hoffman-Leakey Architectural of Bellefonte to manage the renovation project at Centre County Educational Center. A kick-off meeting was held last week, and the engineering firm had an on-site visit yesterday. A construction timeline has been developed for bidding and construction with a targeted completion date of July 1. The bids for renovations will be opened and ready for award by the Board of Trustees at their April meeting. The Culinary Center is fully operational and ready for the ribbon cutting. Blair Center experienced significant roof leaks in January. Facilities have been working with the management of Logan Valley Mall to ensure the roof leaks are repaired and the internal damage to our campus is corrected. Servpro has done remediation work to remove the wet drywall. The cost of the disaster recovery as well as the repair work is the responsibility of Mall.

Report from the Associate Vice President of Technology and Analytics – Gary Boast reported that as per the directives from the Gramm-Leach-Bliley Act, the board will receive its first annual briefing on the information systems risk management plan and IT performance of the plan this fall. We anchor our IT strategy and risk management to allow us to address a wide variety of risks while complying with the GLB directives and emerging regulations. The College is entering our second year of external testing of our network and computer systems with a firm out of Pittsburgh.

The College has begun working with AI in both the classrooms and in administrative operations. IT is developing an academic and operational AI policy for review by governance. The policy will govern the use of AI as we prepare an AI-ready campus.

Report from the Associate Vice President of Finance – Mr. Omar Strohm updated the Board on the 2024-2025 budget process. He stated that the budget request worksheets went out to cost center managers and the associated cabinet members. Cabinet worksheets were completed

and returned last week. Budget data will be reviewed in March. The Tuition and Fee Schedule and draft budget will be presented to the Board in April. The proposed budget will be presented to the Board of Trustees in June for approval.

Mr. Omar Strohm gave a presentation on the budget impact of decreased enrollment. The budget has not been negatively affected by decreased enrollment due to larger than-budgeted dual enrollment figures and cost savings associated with the Culinary Center, Centre County, EUT Fees, and personnel. A discussion was held regarding the direct labor costs compared to tuition fees. Dr. Nunez stated that very complex formula but there may be some additional information that could be added to the analysis. Mr. Greg Winger stated that having this type of information will be critical for budging purposes as we move forward.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady reported the minutes are in the packet and the committee had eight action items on the consent agenda.

Report from the Vice President of Academic Affairs – Dr. Cindy Doherty reported that Academic Affairs continues to make program review a priority. Program details are reviewed to ensure they are aligned with career needs and are attractive to students. The second priority continues to be to improve the assessment process which provides input on how the College can improve courses and programs. The final priority is to provide improved support for students and faculty in online classes.

Report from the Vice President of Student Services – Ms. Trish Corle gave an overview of the enrollment numbers. Spring enrollment numbers are down due to the loss of the First Energy Program among other losses. Dual enrollment has been outstanding. The Spring Admissions Open House was successful. CareerFest will also be held in March and April. Workforce Education continues to make great strides in working with local partners. Improvements were made to the student webpage to help students better identify the delivery modalities and provide clearer explanations of those modalities. Student Services also analyzed early transfer data and identified areas for improvement. UPJ works very well with Penn Highlands on reverse transfers. Working on using UPJ as a model to improve completion rates with other schools.

Dr. Janet Grady asked Ms. Hannah Dahura to provide the Student Trustee report.

Report from the Student Trustee – Ms. Hanna Dahora reported on several student activities and events including:

- The National Society of Leadership and Success sponsored online orientation, leadership training days, and speaker broadcasts. Tamron Hall was the speaker on February 13. Jonah Berger will be the speaker on tonight, February 20 and Deion Sanders will be the speaker on March 5.
- 45 members joined this semester.
- Phi Theta Kappa recently sent invitations to eligible members. 2 members have joined thus far.
- The Gaming Club is holding game nights in the library.
- The X-files Club held a bake sale fundraiser last week.
- The Tea Club is forming and held two events to explore different cultures while enjoying the teas.
- The men's basketball team finished their regular season and finished runner-up in the WPCC Tournament. Joziah Wyatt-Taylor was named the National Player of the Week and to the WPCC All Conference Team.

- Three recruits signed their National Letter of Intents to compete as Black Bears in softball and volleyball for the 2024-2025 seasons.
- The College Sponsored Scholarship Recipients held their Leadership Retreat on February 9th.
- Student Senate will inquire about the status of in-person and online classes at College Senate.

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. He explained that the committee handles all the community and legislative outreach for the College and connects the Board with the Foundation.

External Affairs – Dr. Nunez stated that this committee has been integral in applying for and receiving the annual PA Jobs Training Grant for \$500,000. The committee is also working closely with Somerset County for a possible sponsorship. Governor Josh Shapiro has aspirations to create a joint PASSHE and Community College System. All the community colleges and PASSHE Presidents met last Thursday to discuss what a system may look like. Those conversations are ongoing.

Foundation Report – Ms. Carole VanMeter stated that the Foundation has been working on the PA Hunger-Free Food Pantry Grant. Matt Hoffman and Carole are acting facilitators for the grant. The first phase of the project is underway. She and Matt will be meeting with each College Senate in March to inform and build excitement for volunteers. They also are working on meeting with representatives from CFA, the 1889 Foundation, and United Way as outside funding resources and for input on the location of a food pantry. In addition to the food pantry, the Foundation will also provide a hygiene program for students. Each campus will receive inventory and a cart. New this year will be the implementation of a Culinary Scholarship as well as a Memorial Scholarship that has been established by the family of Gaynelle Schmieder. The Foundation's annual Puttapalooza event is scheduled for Friday, April 5.

Marketing Report – Mr. Ray Weible, Jr. reported on the enhancements made to the website and the changes to the Cyber Security page. A Cyber Security Marketing Campaign is being rolled out in partnership with IUP. Additional advertising is planned in Centre County to market the new location. Exterior signage was purchased in preparation for the ribbon cutting at the Culinary Center.

Additional Board Discussion

A discussion was held regarding the recent meetings with representatives from Somerset County. Ms. Lladel Lichty stated that she has been advocating for the College in both Bedford and Somerset Counties and that she does have some positive news. Mr. Greg Winger with the Governor looking at a reorganization of post-secondary education in his proposed budget and the uncertainty of what those changes may mean for us. The role of the Trustees is even more critical than ever and now is the time to advocate for community college. Trustees should take any opportunities to speak to local legislators. Let them know all the good things happening at Penn Highlands. Ms. Lladel Lichty stated that the External Affairs Committee and all the open communication of what is happening at the legislative level are so important in enabling the Trustees to advocate for the College.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, at 5:54PM, Mr. Jim Foreman and Ms. Janet Grady made a motion to adjourn the Board meeting which was unanimously approved by voice vote.