

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 15, 2025 – 4:30 PM
LGI ROOM and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, April 15, 2025, via Zoom teleconferencing with some members present at the Richland campus in the LGI Room.

CALL TO ORDER

Dr. Janet Grady, Chairperson, called the meeting to order at 4:32 PM. Roll call was taken by Mr. Greg Winger, Secretary and Treasurer of the Board of Trustees, and a quorum was established.

TRUSTEES PRESENT

Ms. Jennifer Anderson
Mr. John Augustine
Mr. Carl DeYulis
Mr. Greg Winger
Ms. Linda Thomson
Ms. Adelyn Dull
Ms. Jennifer Mitchell
Dr. Leah Spangler
Mr. Brett Smith
Dr. Janet Grady
Ms. Lladel Lichty
Ms. Jackie Kulback
Mr. Joseph Hurd

TRUSTEES ABSENT

Rev. Reginald Floyd
Mr. Mike Puruczky
Ms. Carissa Westrick

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
Mr. Ray Weible, Jr., Executive Director of Marketing Communications
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Carole VanMeter, Director of the Foundation
Ms. Sue Brugh, Director of Student Services and Athletics
Ms. Adrienne Ballerino, Student Engagement and Athletics Specialist
Men's and Women's Cross Country Coach
Cross Country Runners: Christian Haberkorn, and Connor Haberkorn
Mr. Chris Weakley, Men's Basketball & Esports Head Coach
Men's Basketball Team: Jake Oglesby, Justin Pierre-Paul, Christian Harding, Byron (BJ) Lavender, Alfred Bennett, Desmond Handon, Jayvien Brumbaugh, and, Anthony Ross
Mr. Mike Lucas, ADA Specialist/Head Coach, Men's and Women's Bowling
Bowlers: Gabrielle Riffle, Jeff Saylor, and Luke Collins
Ms. Sonya Augustine, Executive Assistant to Administrative Operations, Recorder

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

- Student Celebrations- Dr. Nunez welcomed all the students in attendance online. Ms. Suzanne Brugh expressed her gratitude to the Board of Trustees and the College Administration for their support of the Athletics Program and congratulated the students for all their hard work in their respective sports. She emphasized that none of their achievements would be possible without the dedication of their coaches.

Ms. Brugh stated that the cross-country team has qualified for nationals for two consecutive years, with runners Connor Haberkorn and Christian Haberkorn setting new records. The Bowling Team went to nationals and captured both the WPCC and Region 20 Championships, a first in school history. Brice Clinger and Brady Huss won the doubles championship in both matches and each took an All Events championship. Clinger, Huss, and Collins were named to the WPCC All-Conference Team, with Clinger and Huss making the Region 20 Team. The Men's Basketball Team captured its 3rd WPCC Championship and 1st Region 20 Championship. Des Handon and BJ Lavender were named to the WPCC All-Conference Team, with Lavender being named MVP of the Region 20 Tournament. Handon and Anthony Ross were also named to the Region 20 All-Tournament Team.

Ms. Brugh concluded by expressing her heartfelt appreciation for the efforts and awards of all the sports teams, emphasizing the importance of teamwork and excellence. She stated that she looks forward to the future, with new athletes joining and all teams striving for district and national titles, while ensuring student-athletes prioritize their academic responsibilities. Coaches Weakley and Lucas congratulated the students and thanked the members of the Board for their support.

CONSENT AGENDA

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

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

- Approval of Minutes from the February 18 Board of Trustees Meeting
- Review of Board Policies (new policy) (EXEC 1009-2025)
- Insurance Policy (Revision) (FF 1004-2025)
- Investment Policy (Revision) (FF 1005-2025)
- Professional Services Policy (Deletion) (FF 1006-2025)
- Business Management A.A.S. Degree and Certificate Program Review (AASS 1002-2025)
- Entrepreneurship A.A.S. Degree Program Review (AASS 1003-2025)
- Military Students Policy (Revision) (AASS 1004-2025)
- Academic Calendars for AY 2026-2027 and 2027-2028 (AASS 1005-2025)

CHAIRPERSON'S REPORT

Board Self-Evaluation-Dr. Janet Grady reviewed the results of the Board of Trustees Self-Evaluation.

Resignation of Trustee Ralph Stewart (Centre County)-Dr. Janet Grady stated that Mr. Stewart has resigned from the Board of Trustees due to accepting a different position. Dr. Nunez stated that the Board will need to appoint a new member and encouraged suggestions for potential candidates from Centre County.

Board of Trustees Meeting Schedule 2024-2025 – Dr. Nunez reported that the meeting schedule is included in the packet and it is in the same format as last year.

May 16 Commencement Dinner (at 4:00 PM) and Commencement (at 6:00PM) Dr. Grady announced that this year's celebration will be special, featuring a dinner at 4:00 PM followed by commencement. She emphasized the importance of attending in person and noted that many student family members, friends, and supporters will be present, who appreciate seeing the Board members and faculty in attendance.

Dr. Nunez requested that the Board RSVP as soon as possible due to limited seating. He stated that the event is filling up quickly and will include Trustees, County Commissioners, former County Commissioners, several legislators, and faculty and staff who have been with the College for 25 or more years. It is expected to be a fun night, with Ms. Barb Zaborowski providing an entertaining College history lesson.

PRESIDENT'S REPORT

Dr. Nunez announced that the College is part of the Pennsylvania Commission for Community Colleges (PACCC), which serves as the main advocate for the State's 15 community colleges. The Commission promotes collaboration among different college departments, enabling them to work together as a statewide consortium. Mr. Greg Winger has been named Secretary of the PACCC Board of Directors, which includes presidents and Board of Trustees' chairpersons to ensure balanced regional representation. Congratulations to Mr. Winger on his new role.

Dr. Nunez shared a brief update on his legislative visits, highlighting that this is the time of year when he meets with legislators to advocate for community colleges. He stated that he had discussions with numerous legislators about the issues at hand. Dr. Nunez believes that the efforts made at the Commission level are finally resonating with many members of the legislative branch, which is great news.

Dr. Nunez took a moment to announce the retirement of Dr. Cindy Doherty. He expressed his heartfelt gratitude to Dr. Doherty for her dedication and contributions to the College. Having moved across the State to serve as the Vice President of Academic Affairs, she has done excellent work at the College. Dr. Nunez praised her as a wonderful colleague and friend, wishing her well in her retirement.

EXECUTIVE COMMITTEE

Report from Committee Chair – Dr. Janet Grady noted that the minutes from April 10, 2025, are included in the packet. Dr. Cindy Doherty provided an overview of each motion, discussing the faculty members and explaining the selection process. She emphasized that each faculty member is exceptional and expressed her pride in recommending them for promotion.

Upon a motion duly made by Mr. Greg Winger, seconded by Mr. Joseph Hurd, and unanimously carried by voice vote, it was:

MOVED: Advancement in Rank to Associate Professor: Morgan Dugan (EXEC 1006-2025)

Upon a motion duly made by Mr. John Augustine, seconded by Ms. Leah Spangler, and unanimously carried by voice vote, it was:

MOVED: Advancement in Rank to Professor: Marie Polka (EXEC 1007-2025)

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

MOVED: Advancement in Rank to Assistant Professor: Matthew Stumpf (EXEC 1008-2025)

College Constitution and College Senate Bylaws (Revision) (EXEC 1010-2025)- Dr. Grady explained that a task force was assigned to review the College Constitution and Senate Bylaws to recommend improvements for better efficiency and effectiveness. A survey was distributed to all employees, and the taskforce agreed on the revisions, which were then sent through the governance process. Each Senate had the opportunity to review and provide input. Dr. Grady highlighted the importance of these documents and the thoroughness of the review process. Dr. Nunez added that the process was rigorous and took a year to complete, with everyone having the chance to contribute. He stated that the revisions made to the documents put the College in a good position moving forward.

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

MOVED: The Board of Trustees approves the revisions to the College Senate Bylaws and the College Constitution to go into effect for the 2025-2026 academic year.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Greg Winger stated that the minutes from April 3, 2025, are included in the packet.

PA State Public School Building Authority Loan and PDE Capital Funding Request- Richland Campus Renovations (FF 1003-2025) – Mr. Greg Winger presented the motion and the Resolution. He stated that this project will seek a \$500,000 loan with a ten-year term for Richland Campus renovations. The renovations include replacing doors, adding LED lighting, installing an HVAC system, and replacing gym bleachers. The College also plans to add office and storage space for athletic programs. An engineering and architectural firm will guide the renovations. Mr. Greg Winger stated that the project will not proceed without PDE funding. Dr. Nunez stated that Board approval is required to submit the PDE application, but this does not obligate the College to proceed with the project; it is merely to secure potential funding.

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

MOVED: The Board of Trustees approves borrowing from the State Public School Building Authority Revolving Loan Fund and to seek capital funding from PDE for a total of no more than \$500,000 to support student life improvements for the Richland Campus.

Disclosure of Professional Services for 2025-2026 (FF 1007-2025) – Mr. Winger stated that the following professional services require Board approval annually. The following professional services require Board approval annually:

- Banking Services-Somerset Trust Company
- Legal Services-General: Dennis McGlynn; Real Estate: Maiello, Bungo, Maiello; and Employment: Buchanan, Ingersoll & Rooney

- Insurance Services-General and Liability: Gallagher Insurance Risk Management; Medical, Dental and Vision: UPMC Health; Life insurance, Short-Term and Long-Term Disability: One America; Self-insured PA Unemployment Insurance: First Non-Profit

The College is currently in negotiations to renew some of these services. If there are changes in service providers, the changes will be presented to the Board for approval.

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

MOVED: The Board of Trustees approves the listed professional services for 2025-2026.

Tuition and Fee Schedule FY 2025-2026 (FF 1008-2025) – Dr. Steve Nunez presented the motion for a 3% increase in Tuition and Fees for FY 2025-2026. The motion will increase tuition/fees per credit for students from Cambria County by a total of \$7.00, for Blair, Centre, Huntingdon, and Somerset Counties and other Pennsylvania Counties by a total of \$9.00, and out-of-state students by \$13.00. The motion also includes a 3% increase in ACE tuition and Summer Session Developmental Courses for a total of a \$2.00 per credit increase.

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

MOVED: The Board of Trustees approves the tuition and fee schedule FY 2025-2026 as proposed by administration that will be effective starting with the Fall 2025 academic term.

Financial Statements ending February 28, 2025 (FF 1009-2025) – Mr. Winger introduced the motion to approve the Financial Statements ending February 28, 2025 (FF 1009-2025) for approval. Omar Strohm provided an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending February 28, 2025 (FF 1009-2025).

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported that the next facilities project at the Richland campus is the creation of a wrestling practice room, which will also be used for Police Academy defensive tactics training, and student activities classes. The College is currently obtaining quotes to install padding on the walls and floor, featuring the Penn Highlands logo. The team is excited to have this room ready for incoming wrestlers.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast stated that his full update is in the packet. He reported on the Strategic Plan 1.5 Update-Identifying ways to use Artificial Intelligence (AI) that focuses on increasing the use of artificial intelligence in both instruction and support functions within the college. He stated that faculty and staff are increasingly using ChatGPT, a secure and private gateway into generative AI. This increased usage puts the College ahead of many peers in AI adoption. The Board-approved policy on artificial intelligence last year has positioned the College ahead of its accreditor, as the Middle States guidelines were just released. The AI-driven Element 451 chatbot is currently in learning

and training mode, supporting prospective and current students 24/7 via the College website. Additionally, the College is exploring autonomous AI agents to enhance operations and student support activities. Embedded AI technology is being considered, and the phone system now includes an AI summarization tool for legal record-keeping and transcription purposes.

Report from the Associate Vice President of Finance – Mr. Omar Strohm stated that he had no further updates.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Ms. Jennifer Anderson reported that the minutes from April 1, 2025, are in the packet, and the committee had four action items on the consent agenda.

Report from the Vice President of Academic Affairs – Dr. Cindy Doherty reported that the Business Management A.A.S. Degree and Certificate Program and the Entrepreneurship A.A.S. Degree Program details can be found in the meeting packet.

Report from the Vice President of Student Services – Ms. Trish Corle stated that her full report, which includes strategic plan updates and a KEYS Program presentation, is in the packet. Student Services is currently tracking Summer A Session enrollment, with 1,380 credits sold for the session starting in about 40 days. This represents 75% of their goal, and Student Services expects to see more credits sold as summer session approaches. Additionally, students are signing up for the fall 2025 semester, with 4,173 credits already sold and 441 students registered.

Ms. Jennifer Anderson asked Ms. Adelyn Dull to provide the Student Trustee report.

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

- The National Society of Leadership and Success has 39 new members and 32 will be inducted on April 24th.
- Phi Theta Kappa has 10 new members.
- Fantasy Sports Club went to a Pittsburgh Penguins game.
- The Criminal Justice Club took a fieldtrip to SCI Somerset.
- Six students were named to the All-PA Academic Team. Adelyn Dull, Olivia Cavallo, and Hannah Dettlerline all traveled to Harrisburg on April 8th to be recognized at the awards ceremony. Before the ceremony, there were various events to attend. She had the opportunity to tour the Capitol and observe the House of Representatives voting on bills, and was recognized. It was a fantastic experience.
- Currently, the Supporting Scholars are taking donations to support Mom's House as well as running a bake sale where all proceeds will go to support their spring semester community service project.
- Student Senate is working on updating its Constitution and Bylaws.
- The College will be hosting a formal dance for Students.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Ms. Lladel Lichty stated that there were no action items, and minutes of the April 2, 2025, meeting are in the packet.

Foundation Report – Ms. Carole VanMeter reported that \$8,245 was raised from the Puttapalooza event. She announced that through the proceeds of the Chef Auction, the

Annual Giving Campaign, and Puttapalooza Event, the Foundation is on track to write a check for \$60,000 to the College this July for the Supporting Scholars Fund. She has been actively engaging with donors, including non-traditional students from other campuses who wish to give back. Additionally, she has been reaching out to banks that manage endowment accounts to update family contacts for all endowment amounts, ensuring effective communication with those families.

Award Spring remains open until April 28, with 38 scholarships already completed and 86 students having started their applications. Typically, students fill out their information, start their essays, and then upload them after taking time to write and review. The Foundation expects more completions in the next two weeks.

Lastly, the Chef Auction will be held on Wednesday, October 22, at the Frank Pasquerilla Conference Center, starting at 5:00 PM.

Ms Lladel Lichty stated that she was truly impressed by the staff's involvement in the Puttapalooza event. Their enthusiasm and participation, along with members from the Board of Trustees and Foundation, showcase to the community how well the College is supported.

Marketing Report – Mr. Raymond Weible reported that Marketing completed the 2025-2026 academic catalog in early March and introduced a new recruitment tool: a brand poster series. These posters, available in print and digital formats, can be distributed to promote the College and link to the Discover page for prospective students. Additionally, they produced two in-house videos: a testimonial from a Somerset student, condensed into two 15-second ads, and a mission and vision video featuring faculty and staff, highlighting the College's goals and 30th anniversary logo.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, at 5:45PM, Ms. Leah Spangler and Mr. Greg Winger made a motion to adjourn the Board meeting which was unanimously approved by voice vote.