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PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 17, 2025 – 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, June 17, 2025, via Zoom teleconferencing with some members present at the Richland campus in the Holzman Boardroom.

CALL TO ORDER
Dr. Janet Grady, Chairperson, called the meeting to order at 4:33 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. Carl DeYulis
Mr. Greg Winger
Rev. Reginal Floyd
Ms. Lladel Lichty
Dr. Janet Grady
Mr. Brett Smith
Mr. John Augustine
Ms. Jackie Kulback
Mr. Joseph Hurd
Dr. Leah Spangler

TRUSTEES ABSENT
Ms. Jennifer Mitchell
Mr. Mike Puruczky
Ms. Carissa Westrick
Ms. Linda Thomson

ALSO PRESENT
Dr. Steve Nunez, President
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
Ms. Carole VanMeter, Director of the Foundation
Mr. Omar Strohm, Associate Vice President of Finance
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Kay-Leigh Davis, Associate Dean of Academic Affairs
Mr. Lawrence Goetz, KEYS Program Student Support Specialist
Ms. Maria Polka, Mr. Matthew Stumpf, Ms. Sherri Slavick, Faculty
Mr. Ray Weible, Jr., Executive Director of Marketing Communications
Ms. Sonya Augustine, Executive Assistant to Administrative Operations, Recorder

PUBLIC COMMENT
None.

GUESTS & SPECIAL RECOGNITION
Dr. Nunez thanked everyone in attendance and stated that two of the faculty who received advancements in rank at the last Board meeting were present. Ms. Maria Polka received an advancement in rank from Associate Professor to Professor. Mr. Matthew Stumpf received an

advancement in rank from Instructor to Assistant Professor. Dr. Morgan Dugan (not present) received an advancement in rank from Assistant Professor to Associate Professor. Ms. Kay-Leigh Davis introduced the faculty members who were present and highlighted their accomplishments. Mr. Matthew Stumpf shared that his favorite course to teach is Creative Writing because it showcases his students' creativity, which inspires him year after year. His passion for reading and writing began with his grandmother and naturally led him to teaching. Ms. Maria Polka stated that she most enjoys teaching Probability and Statistics due to its practical, real-world applications and that her love for math and desire to help students appreciate math have motivated her to become a teacher.

Mr. Lawrence Goetz, Student Support Specialist for the KEYS Program, provided an overview of the program's mission to help students overcome barriers and achieve academic success through personalized support and resource coordination. He outlined the program's primary and secondary goals, detailed both monetary and non-monetary benefits, explained the enrollment process, and shared current KEYS student population statistics. The percentage of KEYS Students who graduated from the program and the completion rate were discussed. Dr. Nunez thanked Mr. Goetz for his report and noted that Larry, a recent graduate of the Western Pennsylvania Community College Leadership Institute, brings a compassionate leadership style to supporting and guiding KEYS students.

CONSENT AGENDA

Upon a motion duly made by Ms. Jennifer Anderson, seconded by Rev. Reginal Floyd, and unanimously carried by voice vote, it was:

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

- Approval of Minutes from April 15 Board of Trustees Meeting
- Indemnification Policy (Revision) (FF 1010-2025)
- Purchasing Guidance Policy (Revision) (FF 1011-2025)
- Disclosure of Professional Services: Mutual of Omaha (FF 1013-2025)
- Business Management for Manufacturing Diploma-New Program (AASS 1005-2025)

CHAIRPERSON'S REPORT

Dr. Janet Grady stated that the 30th Anniversary Dinner and Commencement was a wonderful event.

PRESIDENT'S REPORT

Dr. Nunez congratulated Ms. Linda Thomson on her retirement from JARI, recognizing her many years of dedicated service. He also congratulated Ms. Jennifer Anderson on her recent promotion to Assistant Executive Director of IU8 and noted that she is currently pursuing a doctorate in Leadership and Learning in Organizations at Vanderbilt University, with completion expected in August.

State and Federal Updates – Dr. Nunez reported on the U.S. House reconciliation bill, which includes changes to the Pell Grant formula that could negatively impact part-time students. The bill also includes a provision requiring colleges to share the financial responsibility for a portion of defaulted student loans. He noted that the Community College System, AACC, and federal lobbyists have actively raised concerns with the Senate, which currently opposes significant changes to the Pell grant formula. The outcome remains uncertain as negotiations continue, but it appears unlikely that the proposed changes to the formula will proceed.

Dr. Nunez stated that State budget negotiations remain tense, with little progress toward an agreement. A July budget passage appears unlikely, which could delay capital payments and

State appropriations. However, the College is well-positioned to manage any late disbursements.

EXECUTIVE COMMITTEE

Report from Committee Chair – Dr. Grady reported that the minutes are included in the packet from June 10, 2025.

Employee Emeritus Award (EXEC 1011-2025) – Dr. Grady presented the motion for the Employee Emeritus Award. The President's Cabinet recommends Jeff Maul, who retired in 2018 after 20 years of service as Admissions Officer. Dr. Nunez stated that upon board approval, Mr. Maul will be officially presented with the award at the Fall Kickoff. All board members are invited to attend the event.

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

> **MOVED**: The Board of Trustees approves Employee Emeritus Status for Jeff Maul.

Employee Exemplary Service Award (EXEC 1012-2025) – Dr. Grady presented the motion for the Employee Exemplary Service Award. The award honors current full-time and part-time employees with at least five years of service who exemplify the College's mission through outstanding and meritorious contributions. The Administration, supported by recommendations from colleagues and the President's Cabinet, proposes Professor Sherri Slavick for this prestigious recognition. Since joining the College in 2012, Professor Slavick has demonstrated exceptional dedication and leadership, earning praise for her strong work ethic, commitment to student success, and the high standards she upholds in her role. Professor Slavick thanked everyone for the award.

Professor Sherri Slavick expressed her gratitude for the award and shared that she has thoroughly enjoyed working at the College for the past 12 years. She primarily teaches science, a subject that many students initially approach with fear, especially courses like conceptual physics, where everything can seem intimidating at first. However, she finds it incredibly rewarding to watch her students grow, gain confidence, and even come to enjoy science. Dr. Nunez stated that Professor Slavick is a dedicated and engaged faculty member who consistently supports the College.

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

> **MOVED**: The Board of Trustees honors Professor Sherri Slavick with the 2025 Employee Exemplary Service Award.

Climate Survey (biannual): Ms. Trish Corle reported the results of the climate survey that was conducted during the Spring Semester of the 2024–2025 academic year. Institutions are required to administer this survey every two years to assess campus safety and climate, particularly regarding sexual assault and harassment, per the Violence Against Women Act (VAWA). She explained that the interactive survey is designed to gauge students' and employees' understanding of the College's policies on sexual violence and harassment. The survey includes questions about awareness of policies, procedures, training, and where to access this information. Encouragingly, scores improved in areas related to policy awareness and training, which is notable given the complexity of these topics. Moving forward, the College is developing a manual training program to further educate students and employees. Student-athletes will now be required to complete this training.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Greg Winger stated that the minutes from the June 5, 2025, meeting are included in the packet.

Business and General Liability (FF 1020-2024) – Mr. Omar Strohm presented the motion for the annual renewal of the College's business and general liability insurance from the current broker, A.J. Gallagher. The broker has proposed a renewal package totaling $146,268, which is an 8% increase from the previous year.

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

> **MOVED**: The Board of Trustees approves renewal of the FY 2026 business and general liability insurance packages through broker A. J. Gallagher in the amount of $146,468.

Operating and Capital Budget FY 2025-2026 (FF 1014-2025)-Mr. Omar Strohm reported on the proposed operating and capital budget in the amount of $15,040,127 for FY 2025-2026, which is 5.4% over the FY 2025 budget. He explained that the College does have a reserve of approximately $2M if there are delays in the State Budget payments.

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

> **MOVED:** The Board of Trustees approves the FY 2025-2026 Operating and Capital Budget of $15,040,127 that will become effective July 1, 2025**.**

Financial Audit ending April 30, 2025 (FF 1015-2025)- Mr. Omar Strohm presented the Financial Audit ending April 30, 2025. A summary of the Operating and Capital Budget, the Statement of Revenues and Expenses, and the Net Position was reviewed. Revenues from grants, investments, and dual enrollment have helped close budget gaps. Year-over-year comparisons show that revenue growth has outpaced rising expenses.

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

> **MOVED**: The Board of Trustees approves the Financial Statements ending April 30, 2025.

Report from the Associate Vice President of Administration – Ms. Susan Fisher reported that the facilities staff has been actively deep cleaning the Richland campus and addressing various HVAC issues that typically arise during the seasonal transition from heating to air conditioning. Additionally, wrestling mats have been ordered and are expected to arrive soon, allowing the setup of a practice room for the new wrestling team.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast stated that his full report is included in the packet. He shared that the summer technology refresh project which is partially funded through a PA Department of Education lease, is underway. As part of the upgrade, the IT Department is replacing outdated projectors with commercial-grade TVs in thirty classrooms to enhance the student experience. Additionally, two obsolete domain controllers have been replaced.

Several strategic initiatives are underway at the College. The IT Department is evaluating AI tools integrated into existing platforms, such as the phone and learning management systems, to enhance efficiency. AI agents are also being explored to manage student and employee inquiries, enabling after-hours support and automation. Additionally, the College continues to strengthen cybersecurity through strategic partnerships with organizations like the U.S. Secret Service, the FBI, and trusted vendors. These collaborations provide valuable, no-cost learning opportunities and help ensure adherence to best practices.

Report from the Associate Vice President of Finance – Mr. Omar Strohm reported that the College has renewed its agreement with Follett, the campus bookstore vendor, effective July 1, 2025. The guaranteed commission has been removed, with future commissions based solely on actual sales. Although Follett proposed implementing a new system called Equitable Access, the College has decided to defer its implementation for further evaluation.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Ms. Jennifer Anderson stated that the minutes from June 3, 2025, are in the packet, and the committee had one action item on the consent agenda.

Report from the Vice President of Student Services – Ms. Trish Corle reported that Fall enrollment is at 67%. Summer A is closed with classes underway. Enrollment for Summer B is approximately 160 credits short of our target. Student Services is meeting with school districts over the summer to explore new ways to engage students. A growing trend shows more students attending Career and Technical Centers (CTCs) after high school and are transitioning directly into the workforce after completing their programs. In response, efforts are underway to strengthen pathways and develop articulation agreements to enable students to transition from CTCs to Penn Highlands and earn credentials.

Ms. Trish Corle presented the annual review of student-related issues, including Title IX concerns and incident reports received throughout the year. This review is conducted annually to identify any patterns or persistent issues within the institution that may require intervention. The review process involves collaboration between Ms. Corle, the Security team, and the Behavioral Intervention Team. She stated that after a thorough evaluation of all reports, no issues were identified as persistent or pervasive enough to warrant institutional action at this time. The complete report, along with an analysis of student performance data from the spring semester, is included in the meeting packet. She noted that the report includes data on academic warnings, probations, and suspensions, along with a year-over-year comparison of Dean's List statistics and PAWS alerts.

Report for Academic Affairs – Ms. Kay-Leigh Davis stated that the 33-credit Business Management for Manufacturing Diploma is a stackable credential tailored for students currently employed in the manufacturing industry. All coursework applies toward associate degrees in Business Management, Business Administration, and Entrepreneurship.

She also noted that the College is working to reinstate the Child Development Associate (CDA) Certificate program. The updated curriculum includes three new online courses, which will be reviewed by the curriculum committee in the fall. The College is awaiting state funding, which, once received, could allow for a potential Spring launch.

She stated that the College received a $1,000,000 Dual Credit Innovation Grant, with over half allocated for student scholarships, prioritizing those who are low-income, first-generation, have

IEPs, or live in rural areas. Additionally, the PC4A cybersecurity grant, in partnership with IUP, is awaiting fourth-year funding from the Department of Defense. The final activity under the current grant is a summer cybersecurity boot camp for students in grades 9–12.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Ms. Lladel Lichty stated that the minutes from June 4, 2025, are included in the packet.

Foundation Report – Ms. Carole VanMeter announced that the Margaret J. Pardee Trust has generously provided a $1,150,000 endowed gift to the Penn Highlands Community College Foundation. This funding will support full scholarships for students from Northern Cambria and Cambria Heights high schools. With this gift, the Foundation's assets now exceed $3 million. Ms. VanMeter plans to meet with the schools in September to discuss the opportunity further, with an anticipated launch of up to six fully funded scholarships in Fall 2026. Additionally, in May, the Foundation held a strategic planning retreat led by Dr. Randy Frye of Saint Francis University to guide the board through the development of a strategic plan for the next three to four years.

She announced that the Foundation has been awarded a $5,000 grant from the Community Foundation for the Alleghenies to support the First Cambria AME Zion Church Project, serving as a match for the federal grant. For the 2025–2026 fiscal year, the Foundation provided $130,000 in support to the College. Chef Auction invitations will be sent out next month.

Marketing Report – Mr. Raymond Weible highlighted some of the events that Marketing has covered, noting the Student Engagement Awards and Commencement received enhanced attention, including live streaming, photography, and promotional efforts. Attendance at the Student Awards was lower than in previous years. Commencement saw strong engagement, with approximately 100 concurrent livestream viewers and over 1,000 impressions on YouTube following the event.

He stated that the College website was upgraded to PHP 8.3. This upgrade enhances performance, strengthens security, and improves compatibility with future plugins, ensuring a more stable and secure platform moving forward. The Marketing team has been actively updating the College's Catalog over the past few months with new photography and videography to refresh content for upcoming publications. These updated visuals are now featured on the website's video feed. All media content is produced in-house.

He pointed out that the flowchart included in the packet outlines all campaigns executed during FY 2024–2025 along with associated media spending. He noted that a more detailed breakdown of advertising performance, including reach and impressions, will be included in the next report once data through the end of June is finalized.

He shared that the College has experienced an increase in press coverage in recent months. This uptick is attributed to the Dual Enrollment Innovation Grant and athletics coverage, particularly softball recaps. He stated that the recent Altoona Mirror article stems from a press release paid for through the Sports Opportunity Grant that Suzanne Brugh, the Director of Student Activities and Athletics, secured to enable this publicity.

Dr. Nunez took a moment to reflect on the conclusion of the College's 30th anniversary celebration, expressing his deep appreciation for the collective effort that made the year's events a success. He acknowledged that organizing and executing the anniversary activities required significant time and dedication, and he emphasized that it was truly a team effort. He thanked everyone involved and mentioned the efforts of those present as well as those behind the scenes for their commitment and contributions to making the 30th anniversary a memorable milestone in the College's history.

REPORTS/COMMENTS FROM BOARD MEMBERS
None.

EXECUTIVE SESSION
None.

ADJOURN

With no further business to be discussed, at 6:05PM, Mr. John Augustine and Mr. Joseph Hurd made a motion to adjourn the Board meeting which was unanimously approved by voice vote.