

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 27, 2018 – 6:00 PM
Richland Campus Board Room
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, February 27, 2018 at the Richland Campus.

CALL TO ORDER

Mr. Greg Winger, Chair, called the meeting to order at 6:00 pm. Roll call was taken by Dr. Janet Grady, and a quorum was established.

TRUSTEES PRESENT

Mr. Ronald Budash
Mr. Alan Cashaw
Mr. Jack Cavanaugh (via phone)
Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady

Ms. Carissa Itle Westrick
Mr. Stephen McAneny
Dr. Kathleen O'Rourke
Mr. Kane Stiffey (Student)
Mr. John Vatauvuk
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Ed Bowser
Dr. Patrick Farabaugh
Ms. Donna Gority

ALSO PRESENT

Dr. Walter Asonevich, President
Dr. Ted Nichols, Vice President of Academic Affairs
Ms. Lorraine Donahue, Vice President of Finance and Administration
Ms. Trish Corle, Vice President of Student Services
Ms. Michelle Maksymik, Executive Assistant to the President's Office, Recorder
Ms. Yvette Madison, Faculty Senate Representative
Ms. Sue Hunt, Staff Senate Representative
Mr. Matt Hoffman, Administrative Senate Representative

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Carl DeYulis, and unanimously carried by voice vote, the minutes from December 19, 2017 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Program Review – Health Professions: Histotechnology A.A.S. (AASS 1001-2018)

MOVED: The Board of Trustees approves the continuation of the Health Professions: Histotechnology A.A.S. Degree Program and timely implementation by the College of the recommendations listed.

Program Deletion – Teacher Education Transfer A.A. (AASS 1002-2018)

MOVED: The Board of Trustees approves the deletion of the Teacher Education Transfer A. A. Degree Program effective fall 2018.

Program Deletion – Accounting A.S. (AASS 1003-2018)

MOVED: The Board of Trustees approves the deletion of the Accounting A.S. Degree Program effective fall 2018.

Program Revision – Information Technology A.A.S. (AASS 1004-2018)

MOVED: The Board of Trustees approves the revision to the Information Technology A.A.S. Degree Program, IT: Network Administration and IT: Server Administration Tracks effective fall 2018.

Name change for Developmental Courses Policy (AASS 1005-2018)

MOVED: The Board of Trustees approves the name change of the “Developmental Courses” policy to “College Preparatory Courses” policy.

Deletion of Assessment Policy (AASS 1006-2018)

MOVED: The Board of Trustees approves the deletion of Assessment Policy Number 302-1994.

Clarification of Academic Integrity Policy (AASS 1007-2018)

MOVED: The Board of Trustees approves the clarification of delivery mode for the Academic Integrity Policy AASS 1007-2018.

CHAIRPERSON'S REPORT

Mr. Winger welcomed our new board member, Carissa Itle Westrick, who comes to the board with agriculture experience from Vale Wood Farms. He reminded the board to complete their conflict of interest and statement of financial interest forms no later than the April board meeting. Also, if Trustees are interested, to contact Ms. Maksymik if they would like to attend the PA Commission for Community Colleges annual meeting. Mr. Winger reminded the board of the update on the Foundation's annual campaign and asked for 100% participation from the Trustees.

Mr. Winger discussed the success of the business leaders meeting held at the Central Park Center in downtown Johnstown on February 15th. The College hosted over 40 attendees, and discussed the Johnstown facility and workforce development. Mr. Bill Polacek committed funding for workforce development training and encouraged other businesses to follow his lead. It was also noted that Representative Bryan Barbin is confident he can leverage \$40,000 to assist with buildout costs for a classroom, conference room, and associated technology.

In light of recent national events, Mr. Winger asked the College to review active shooter response training policies and procedures to present to the Finance and Facilities Committee at the April meeting.

PRESIDENT'S REPORT

Update on Activities – Dr. Walter Asonevich reported on the items in the Operational Plan. In Somerset, the College is working on an articulation agreement with Penn State Fayette. He is meeting with the Somerset County Commissioners and Clarion University regarding a nursing program. Additionally for the Central Park Center, Dr. Asonevich had discussions with Mr. Bob Eyer of Wessel & Company on conducting training there and Mr. Steve Tucker of Conemaugh Hospital on potential healthcare programming. He reported on the recruitment and retention efforts in Richland to review and boost programming including engineering, medical coding, early childhood, and healthcare. The College is moving to a four-day schedule beginning next fall and working on a “success coach” plan for advising. The College continues to work on the Middle State recommendations.

The College's annual Legislative Reception will be held on Tuesday, April 17 at the Harrisburg Hilton. There was discussion about potential redistricting but it is too soon to make any determinations.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Mr. Kane Stiffey reported on student activities. He was excited to report on the success of our men's basketball team, winning the conference championship this year, along with a number of students and Coach Landon Loya receiving awards. He also discussed the recent student forum, where students were able to ask questions of the administration in an open forum setting. A major point of discussion was schedule changes for the coming year. The Student Senate also implemented a suggestion box for students at the Richland Campus.

EXECUTIVE COMMITTEE

Bylaw Change: Student Trustee Voting Rights (EXEC 1001-2018) – Mr. Winger reminded the Trustees of the discussion on this motion at the December meeting.

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

MOVED: The Board of Trustees approves the bylaw change to include the Student Trustee as a full voting member.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady noted the motions passed through the consent agenda. This included a program review, program deletions, and minor policy changes. She commented on the development of an Engineering program, as this would be a resource intensive program, which is a barrier to consider.

Report from the Vice President of Academic Affairs – Dr. Ted Nichols reported the visit with the engineering consultant was successful, and she has a good sense of our needs and competencies required. The master schedule for fall will be released by next week. Curriculum development is ongoing. He provided a summary of the included workforce development budget to date. Dr. Grady questioned if the Central Park Center should be marketed as a workforce development center for downtown Johnstown. This could be a potential use of the facility.

Dr. Nichols announced his resignation from the College; the board members thanked him for his service and support of the College.

Report from the Vice President of Student Services – Ms. Trish Corle reported on an open house to occur at the end of March, and new technology they are using for marketing this event through geofencing. Student Services is also working on the career and technology center articulation agreements as well as working on changes to the Accelerated College Education and Associate in High School programs, to increase the conversion of high school students to core college students. Currently 40% of ACE students do not use their credits, and Student Services is working hard to correct this and bring these students to Penn Highlands. Enrollment for spring is at 101% of goal for part-time and 89% of goal for full-time. ACE enrollment is at 8300 credits. She noted YTI Business College in Altoona is closing, and the College can try to capture these students.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Ronald Budash reported on the marketing department receiving a national award from NCMPR with the video featuring Sadie Carney's video. The Committee discussed enrollment decline at Richland, the Ebensburg lease, and the College's updated website. Mr. Budash also reported on the Foundation's EITC donations, the Annual Campaign, and Ms. Maksymik reminded the group of the Puttapolooza mini-golf tournament on March 23.

Report from the Vice President of Student Services – Ms. Trish Corle reported the marketing department is using data to review marketing choices, such as Google Ad Words and talked about the geofencing marketing to potential students.

FINANCE & FACILITIES COMMITTEE

PDE Capital Project Application Richland Campus Parking Lots (FF1001-2018) – Mr. DeYulis explained the Pennsylvania Department of Education requires the Board of Trustees to approve these applications. The projects are funded at a rate of 50%.

Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, it was:

MOVED: To authorize the College to apply for 2018-19 capital funding through PDE for repairs to the Richland Campus parking lots. The cost is not to exceed \$20,000.

PDE Capital Project Application Central Park Center Improvements (FF1002-2018)

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

MOVED: To authorize the College to apply for 2018-19 capital funding through PDE for improvements at the Central Park Center. The cost is not to exceed \$25,000.

Report from the Vice President of Finance and Administration – Ms. Lorraine Donahue noted the included financial statements in the packet. Current projects include the 2018-2019 budget and the Blair expansion and construction project. The project is progressing on time and within budget. The challenge is the rooftop HVAC unit, as this is within the scope of the Logan Valley Mall's work, and they installed the incorrect size unit. The College is anticipating grant funding for furniture for the Blair Center. Additionally, she is working with Follett bookstore on course materials available through the Schoology Learning Management System.

EXECUTIVE SESSION

Upon a motion made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, all non-board members, except Ms. Lorraine Donahue and Dr. Walter Asonovich were excused and the Board of Trustees went into executive session.

RETURN TO REGULAR SESSION

The Trustees came out of executive session.

Upon a motion duly made by Dr. Kathy O'Rourke, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves issuing commendations to Ted Nichols and Sherry Shurin for their years of service to Pennsylvania Highlands Community College.

ADJOURN

With no further business to be discussed, a motion was made by Mr. John Vatauvuk, seconded by Mr. Ronald Budash, and unanimously carried by voice vote to adjourn the meeting at 8:15 pm.