

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 24, 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, April 24, 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. John Augustine  
Mr. Ed Bowser  
Mr. Jack Cavanaugh  
Mr. Carl DeYulis  
Dr. Patrick Farabaugh  
Dr. Janet Grady

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

**TRUSTEES ABSENT**

Mr. Alan Cashaw  
Mr. Jim Foster  
Ms. Donna Gority  
Mr. John Vatavuk

**ALSO PRESENT**

Dr. Walter Azonevich, President  
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. Chris Pribulsky, Administrative Senate Representative  
Mr. William Smith, Cambria County Commissioner

**APPROVAL OF MINUTES**

Upon a motion duly made by Dr. Kathy O'Rourke, seconded by Mr. Carl DeYulis, and unanimously carried by voice vote, the minutes from February 27, 2018 meeting were approved.

**CONSENT AGENDA**

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

**MOVED: To approve the Consent Agenda as presented.**

Holiday and Miscellaneous Time Policy (EXEC 1002-2018)

MOVED: The Board of Trustees approves the revised Holiday and Miscellaneous Time Policy.

Advancement in Rank: Dr. Russell Newman (EXEC 1003-2018)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2018.

Dr. Russell Newman – Assistant Professor, English to Associate Professor, English

Advancement in Rank: Dr. Matthew Sisak (EXEC 1004-2018)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2018.

Dr. Matthew Sisak – Assistant Professor, Biological Sciences to Associate Professor, Biological Sciences

Board of Trustees Service Commendations (EXEC 1005-2016)

MOVED: The Board of Trustees approves commendations for Ms. Marilyn Danchanko, Mr. Jeffrey Maul, Dr. Ted Nichols, and Ms. Sherry Shurin for their years of service to Pennsylvania Highlands Community College.

Board of Trustees Department Commendation (EXEC 1006-2018)

MOVED: The Board of Trustees grants a commendation for the Marketing and Communications team for their National Council for Marketing and Public Relations silver Paragon Award.

New Program – Accounting A.A.S (AASS 1008-2018)

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

New Program – Social Work A.A. (AASS 1009-2018)

MOVED: The Board of Trustees approves the addition of the Social Work A.A. Degree Program to the curriculum of the College effective fall 2018.

Program Deletion – Human Services – Generalist A.A.S. (AASS 1010-2018)

MOVED: The Board of Trustees approves the deletion of the Human Services – Generalist A.A.S. Degree Program effective fall 2018.

Program Revision – Professional Pilot A.S. (AASS 1011-2018)

MOVED: The Board of Trustees approves the revision to the Professional Pilot A.S. Degree Program, effective fall 2018.

Program Revision – Early Childhood Management Leadership Certificate (AASS 1012-2018)

MOVED: The Board of Trustees approves the name change of the Early Childhood Management and Leadership Certificate to the PA Director Credential, effective fall 2018.

Program Revision – Business Administration A.S. (AASS 1013-2018)

MOVED: The Board of Trustees approves the revision to the Business Administration A.S. Degree Program, effective fall 2018.

Program Revision – Business Management A.A.S. (AASS 1014-2018)

MOVED: The Board of Trustees approves the revision to the Business Management A.A.S. Degree Program, effective fall 2018.

Program Revision – Small Business Management A.A.S. (AASS 1015-2018)

MOVED: The Board of Trustees approves the revision to the Small Business Management A.A.S. Degree Program, effective fall 2018.

Certificate Revision – Office Administrative Specialist (AASS 1016-2018)

MOVED: The Board of Trustees approves the revision to the Office Administrative Specialist Certificate Program, effective fall 2018.

Program Revision – Healthcare Information Specialist A.A.S. (AASS 1017-2018)

MOVED: The Board of Trustees approves the revision to the Healthcare Information Specialist A.A.S. Degree Program, effective fall 2018.

Diploma Revision – Medical Coding Specialist (AASS 1018-2018)

MOVED: The Board of Trustees approves the revision to the Medical Coding Specialist Diploma Program, effective fall 2018.

Use of Cords and Stoles at Commencement Policy (AASS 1019-2018)

MOVED: The Board of Trustees approves the "Use of Cords and Stoles at Commencement" policy.

Pennsylvania Highlands Community College Board of Trustees Academic Scholarships (AASS 1020-2018)

MOVED: The Board of Trustees approves upon recommendation of the President, granting a Pennsylvania Highlands Board of Trustees Academic Scholarship for 2018 – 2019 to the students whose names are attached along with two alternates to be appointed should they be needed.

Program Advisory Committee Nominee – Education (Child Development Cluster Programs and Early Childhood Leadership and Management) (AASS1021-2018)

MOVED: The Board of Trustees approves the additional nominee (Christina M. Baughman) to the Education (Child Development Cluster Programs, and Early Childhood Leadership and Management) Advisory Committee.

Revision of 2018-2019 Academic Calendar (AASS1022-2018)

MOVED: The Academic Affairs/Student Services Committee recommends that the Board of Trustees approve necessary adjustments to the 2018-19 Academic Calendar to reflect the new format of scheduling classes. If approved, these changes will take effect immediately.

Academic Calendar for 2019 – 2020 (AASS 1023-2018)

MOVED: The Board of Trustees approves the Academic Calendar for 2019 - 2020.

Uniform Grant Guidance Procurement Policy (FF 1006-2018)

MOVED: To approve the Uniform Grant Guidance Procurement Policy which outlines new regulations going into effect on July 1, 2018 for purchases made with Federal funds and documents the College's commitment to comply with the new regulations.

### **CHAIRPERSON'S REPORT**

Mr. Greg Winger commented on the passing of long-time Trustee, Ronald Budash. He will be missed and was a great supporter of the Community College.

In early April, Mr. Winger and Mr. Cashaw attended the PA Commission for Community College's Annual Meeting. Presentations included long-term strategic initiatives for career development and a look at the changing demographics in Pennsylvania and its effect on enrollment.

Mr. Winger discussed the presentation at Finance and Facilities Committee by Cregg Dibert, the College's Director of Security and Safety regarding active shooter response training. The Committee was impressed by this presentation and has asked for the College's policy and procedures to be reviewed by state police. A presentation will be given to the full board in June.

### **PRESIDENT'S REPORT**

**Update on Activities** – Dr. Asonevich, Mr. Cavanaugh, and Mr. McAneny attended the College's annual Legislative Reception in Harrisburg along with other staff and students. The College hosted five legislators, staff members of the PA Commission for Community Colleges, and the College's lobbyist.

Dr. Asonevich reported on the donations and grant funding projected for the Central Park and Blair locations, along with potential state funding through the PA Smart program.

### **STUDENT TRUSTEE'S REPORT**

**Update on Student Activities** – Mr. Kane Stiffey reported that voting is underway for the next Student Senate President, who will attend the June board meeting. The Senate is looking for a time to hold a cookout and games for the end of the semester. The Student Recognition Ceremony was held last week and Graduation is coming up on May 12<sup>th</sup>.

### **EXECUTIVE COMMITTEE**

**Report from Committee Chair** – Mr. Winger discussed the chair position for the External Affairs Committee; this position will be appointed before the June meetings.

### **ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE**

**Report from Committee Chair** – Dr. Grady provided a brief overview of the consent agenda action items. Dr. Zaborowski will be serving as the interim lead dean of academic affairs.

**Report from the Vice President of Student Services** – Ms. Corle provided an overview of the enrollment report. A comparison report of the prior year was added. The College is still enrolling for summer session. For fall 2018, enrollment is 570 credits above last year. Other PA community colleges are reporting anywhere from a 3% increase to a 9% decrease in enrollment. Construction is continuing in Blair and once completed, tours of the facility can be given to potential students. The Marketing Department is working on targeted advertising through Google AdWords and geofencing technology.

Dr. Grady also noted the Board of Trustees Academic Scholarship awardees included.

### **EXTERNAL AFFAIRS COMMITTEE**

Dr. Asonevich noted that in addition to the Legislative Reception and the PA Commission Annual meeting activities, he has been working with the lobbyist on additional funding for the College. He is also in contact with the Johnstown Area Heritage Association regarding a potential project at the Johnstown train station. The idea is to renovate the space and create a kitchen, restaurant, and farmers market. The College would contribute with a culinary program. He also discussed the recent EMSI student of the College and economic impact. He would like to use this information for presentations to the Greater Johnstown Regional Partnership and the Cambria Regional Chamber.

### **FINANCE & FACILITIES COMMITTEE**

**Operating and Capital Budget FY 2018-2019 (FF 1003-2018)** – Ms. Donahue highlighted the budget presentation provided to the Trustees. Mr. Cavanaugh commended Cambria County on their continued support.

**Upon a motion duly made by Mr. Jack Cavanaugh, seconded by Mr. Ed Bowser, and unanimously carried by voice vote, it was:**

**MOVED: To approve the Operating and Capital Budget FY 2018-2019 that will be effective July 1, 2018.**

#### **Tuition and Fee Schedule FY 2018-2019 (FF 1004-2018)**

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

**MOVED: To approve the Tuition and Fee Schedule FY 2018- 2019 that will be effective starting with the Fall 2018 semester.**

**Financial Statements ending February 28, 2018 (FF 1005-2018)** – Ms. Donahue reviewed the included statements.

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

**MOVED: To approve the Financial Statements for the period ending February 28, 2018.**

### **NEW BUSINESS**

**Patient Care Technician Certificate – New Program (AASS 1024-2018)** – Dr. Grady explained this new certificate fits under gainful employment guidelines. The certificate had not been ready for the Academic Affairs / Student Services, but now has gone through the campus governance process. The program is intended to be ready for fall 2018 and is designed for quick training into the workforce.

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

**MOVED: The Board of Trustees approves the Patient Care Technician Certificate Program, effective fall 2018.**

**Board of Trustees Recognition of Ronald Budash (EXEC 1007-2018)** – Mr. Winger again recognized the outstanding contributions made by Mr. Budash over his fifteen years as a Trustee at the Community College. The Board agreed and asked that a letter be sent to Ron's family regarding this recognition.

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

**MOVED: The Board of Trustees recognizes the outstanding commitment of Ronald Budash, who served as a Trustee of the College from 2003 to 2018.**

**EXECUTIVE SESSION**

**Upon a motion made by Mr. John Augustine, seconded by Mr. Jack Cavanaugh, and unanimously carried by voice vote, all non-board members, except Ms. Lorraine Donahue and Dr. Walter Astonevich were excused and the Board of Trustees went into executive session.**

**RETURN TO REGULAR SESSION**

The Trustees came out of executive session.

**ADJOURN**

With no further business to be discussed, a motion was made by Mr. Jack Cavanaugh, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 7:36 pm.