

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 26, 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, June 26, 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. Ed Bowser

Mr. Alan Cashaw

Mr. Jack Cavanaugh

Mr. Anthony Cornetti (Student)

Mr. Carl DeYulis

Dr. Patrick Farabaugh

Mr. Jim Foster

Ms. Donna GORITY

Dr. Janet Grady

Ms. Carissa Itle Westrick

Ms. Jackie Kulback

Mr. Stephen McAneny

Dr. Kathleen O'Rourke

Mr. John VataVuk

Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine

ALSO PRESENT

Dr. Walter Azonevich, President

Ms. Lorraine Donahue, Vice President of Finance and Administration

Ms. Trish Corle, Vice President of Student Services

Dr. Barb Zaborowski, Interim Vice President of Academic Affairs

Ms. Michelle Maksymik, Executive Assistant to the President's Office, Recorder

Mr. Cregg Dibert, Director of Security and Safety

Mr. Reb Brownlee, Administrative Senate Representative

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the minutes from April 24, 2018 meeting were approved.

Mr. Winger welcomed our two new Trustees, Ms. Jackie Kulback and Mr. Anthony Cornetti.

ACTIVE SHOOTER PRESENTATION BY DIRECTOR OF SECURITY AND SAFETY, CREGG DIBERT

Mr. Greg Winger explained Finance and Facilities Committee had engaged in discussion and received multiple presentations regarding the College's security and safety concerning preparations for a potential mass shooting incident. He asked for the Director of Security and Safety, Mr. Cregg Dibert, to provide a summary and recommendations. Mr. Dibert provided an overview of the recommendations as handed out to the Trustees. He discussed our current services related to mental health, available for both students and employees, as well as training for employees and building security measures. Recommendations were provided for additional building modifications. The College administration was commended for this proactive stance.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Tenure: Richard Bukoski (EXEC 1008-2018)

MOVED: The Board of Trustees awards Mr. Richard Bukoski tenure at Pennsylvania Highlands Community College effective August 1, 2018.

Tenure: Dr. Kevin Slonka (EXEC 1009-2018)

MOVED: The Board of Trustees awards Dr. Kevin Slonka tenure at Pennsylvania Highlands Community College effective August 1, 2018.

College Senate Bylaws (EXEC 1010-2018)

MOVED: The Board of Trustees approves the revised College Senate Bylaws to include the Employee Development Committee.

Program Revision – Computer Support Specialist Certificate (AASS 1025-2018)

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

CHAIRPERSON'S REPORT

Board of Trustees Retreat Agenda – Mr. Winger discussed the proposed agenda, which will include a presentation of the operational priorities, discussion on the next steps to hire a new president, preparing for the College's 25th anniversary, a presentation on marketing and recruiting, and a discussion of the future of the College locations.

PRESIDENT'S REPORT

Update on Activities – Dr. Azonevich reported that Dr. Barb Zaborowski will serve as the Interim Vice President of Academic Affairs until a new President is hired. He noted that College Senate representatives will be attending Board of Trustee Committee meetings to promote transparency.

The Pennsylvania budget has passed and includes a 3% increase for community colleges which results in an additional \$106,000 for Penn Highlands. Dr. Azonevich discussed possibilities going forward such as hiring new positions or allowing this additional funding to serve as a cushion for lower enrollment. He had been working with the KSA lobbyist group to receive an equity adjustment of \$500,000, but this was not included in the budget. He will discuss this inequity at the next Council of Presidents meeting of the Pennsylvania community colleges. He also participated in a discussion with Senator Casey on the Perkins Act, as this bill is being re-written.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Mr. Cornetti reported on the scheduled orientations this summer. Invitations will be sent to students for the National Society of Leadership and Success. Our basketball and volleyball teams are holding sports clinics for children. He reported on those athletes named to the all-academic team. He is interested in Security and Safety providing information on the new security measures to students at orientation.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported that Leah Spangler resigned from the Foundation Board of Directors. The Blair Open House and Ribbon Cutting is scheduled for July 26. He noted the strategic plan benchmarks included in the board packet appendix as requested.

Regarding the Central Park Center, the College is on track to start construction this fall, to have the new classroom and conference room ready in January of 2019. The top priority is currently completing the Blair construction project. Once the Central Park classroom is built, the College can focus on new workforce

education and credit training opportunities, as well as continued outreach to community organizations to provide sessions on "How College Works" and Career Coach. The College has also met with the Cambria Regional Chamber to collaborate on the communication of workforce training opportunities. Mr. Winger wants Trustees to be aware of these plans if they are questioned from community members or legislators. It was discussed if the College could partner with the blacksmith operation in Johnstown.

Strategic Plan (EXEC 1011-2018) – Mr. Winger reviewed the changes made in the strategic plan document. Dr. O'Rourke questioned the removal of the "Bridges Out of Poverty" session. This goal was generalized to include this and additional information that can be shared with the community, not to eliminate.

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

MOVED: The Board of Trustees approves the revised 2017-2022 Strategic Plan for Pennsylvania Highlands Community College.

Election of At-Large Member (EXEC 1012-2018) – Mr. Cavanaugh volunteered for the position and the board approved him as the At-Large Member.

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

MOVED: The Board of Trustees accepts the At-Large member elected at the June 26, 2018 board meeting.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Grady reported the Committee discussed the engineering technology program, which is currently being developed, following the input from a consultant.

Report of the Interim Vice President of Academic Affairs – Dr. Zaborowski reported on the work being done to update curriculum and develop a timeline to create new programs. Dr. Grady asked if the assessment of student learning outcomes can be included in program reviews, and this will be included going forward.

Report from the Vice President of Student Services – Ms. Corle reported on enrollment for the coming academic year, which is currently around 75% of goal. Academic planning days are continuing. Blair is currently the lowest percentage to goal. The delays in construction and opening the site have contributed to the slow recruiting. She discussed recruiting and retention efforts.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. McAneny reported on the discussion items of the committee including plans for the Central Park Center, legislative meetings, and marketing efforts.

Report from the Vice President of Student Services – Ms. Corle highlighted the new videos on the College website for our healthcare programming. These and others will be used for student inquiries and other recruiting efforts.

FINANCE & FACILITIES COMMITTEE

Report from the Vice President of Finance and Administration – Ms. Donahue highlighted the included April 2018 financial statements. She expects to end the year at least at breakeven. Regarding the Blair construction project, work has been done to allow for a second elevator inspection and they are dealing with issues related to the temporary HVAC unit. At Central Park, she held an initial meeting with contractors.

NEW BUSINESS

Ms. Jackie Kulback of Gautier Steel is the College's newly appointed Trustee. She provided a summary of her background and of Gautier Steel.

EXECUTIVE SESSION

Upon a motion made by Mr. Alan Cashaw, seconded by Mr. Jim Foster, 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.

Ebensburg Lease Extension (FF 1007-2018)

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

MOVED: To authorize the College to extend the lease agreement for the Ebensburg location at the existing facility.

President's Contract (EXEC 1013-2018)

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

MOVED: The Board of Trustees approves an extension of the Employment Agreement for Dr. Walter Asonovich and agrees to continue this Agreement with the changes described therein through July 31, 2020.

ADJOURN

With no further business to be discussed, a motion was made by Mr. John Vataavuk, seconded by Mr. Carl DeYulis, and unanimously carried by voice vote to adjourn the meeting at 7:48 pm.