

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 23, 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, August 28, 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. Anthony Cornetti (Student)
Mr. Carl DeYulis
Mr. James Foreman
Dr. Janet Grady

Ms. Carissa Itle Westrick
Dr. Kathleen O'Rourke
Mr. John Vataavuk
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Jack Cavanaugh
Dr. Patrick Farabaugh
Mr. Jim Foster
Ms. Jackie Kulback
Mr. Stephen McAneny

ALSO PRESENT

Dr. Walter Asonevich, 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. Chris Pribulsky, Administrative Senate Representative
Ms. Sue Hunt, Staff Senate Representative
Mr. Larry Brugh, Dean of Career Services and Workforce Development

AUDIT REPORT BY WESSEL & COMPANY

Ms. Stephanie Stohon and Ms. Megan Freidhoff of Wessel & Company provided a presentation of the College's Audit for the period ending June 30, 2018. They provided a copy of the audit presentation to each board member and reported that it was a clean opinion with no audit adjustments and commended Ms. Lorraine Donahue and the Finance Department for their excellent work.

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from August 28, 2018 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Staff Senate By-Laws (EXEC 1018-2018)

MOVED: The Board of Trustees approves the updated version of the Staff Senate By-Laws.

EDUCATIONAL/TRAINING TOPICS

Mr. Winger introduced this new agenda item, which was added to allow for informational presentations from College staff and faculty. Mr. Larry Brugh presented on Regional Industry Tours, a collaborative partnership initiated by Penn Highlands Career Services in 2014 to enhance relationship building between Higher Education and Industry across the Southern Alleghenies Region. He highlighted the local college, chamber, and workforce partners and discussed the goals and outcomes of building relationships with regional industries through the 35 tours that have taken place.

CHAIRPERSON'S REPORT

Mr. Winger discussed the press event in downtown Johnstown, held on October 22, to announce the renovations plans for the Central Park Center. There was good press coverage for the event, held in partnership with Representative Bryan Barbin. Mr. Winger also mentioned the Foundation's Corks & Kegs event, held in early October, which was a well-attended event honoring Joseph Mangarella. He also noted the Foundation elected two new board members, Mr. Jeff Wood and Mr. John Dubnansky.

PRESIDENT'S REPORT

Update on Activities – Dr. Asonovich reported that he will meet with the Huntingdon County Business & Industry organization regarding potential funding for a College location in downtown Huntingdon. He participated in the PA Council of Presidents Conference call. They will ask the state for a 7.7% increase for community colleges in the upcoming budget year. Penn Highlands is one of two community colleges to report increased enrollment this year but our College's funding is based on enrollments from 2005.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Mr. Cornetti reviewed a number of student activities including the Constitution Day voter registration drive, various community service projects, and Homecoming Family Day, which brought over 200 students, employees, and community members to the Richland Campus. Safe Trick or Treat is coming up next week at the Richland Campus and students are excited for the upcoming bus trip to New York City.

EXECUTIVE COMMITTEE

Election of Officers / Nominating Committee – Mr. Winger reviewed the bylaws regarding the election of officers. Dr. O'Rourke has agreed to serve in the capacity of nominating committee. The slate will be developed and presented at the December 2018 board meeting.

Presidential Search – Mr. Winger began preliminary discussions for the presidential search. Dr. O'Rourke will accept nominees for three Trustees to serve on the steering committee, along with two College staff. The Trustee positions will be voted on at the December meeting. The steering committee will determine the use of a consultant, establish the search committee, and determine the presidential profile. All of these items should be in place by the June 2019 board meeting.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Grady reported the committee discussed a variety of programs to be introduced including hydroponics, engineering technology, substance abuse, and others.

Report from the Interim Vice President of Academic Affairs – Dr. Zaborowski reported on the STEM ecosystem meetings in preparation and positioning for a PA Smart grant, partnering with others in a four county region.

Report from the Vice President of Student Services – Ms. Corle referenced the enrollment numbers included in the packet. Priority registration for current students is happening now. The College held an open house on October 22nd at all location. Continuing to promote the ACE Academy Pathways to high school students.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Winger noted the minutes from the meeting are available for review.

Report from the Vice President of Student Services – Ms. Corle noted the website has been updated to include the dual enrollment pathway information, and there has been much less difficulty with late ACE registrations due to better communication. The marketing department is working on new program flyers and internal TV advertisements. They are also recording videos with all faculty members to add to program pages. Mr. Winger commended recent updates to the website.

FINANCE & FACILITIES COMMITTEE

2017-2018 Financial Audit ending June 30, 2018 (FF 1009-2018)

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

MOVED: To accept the financial audit completed by Wessel and Company for the fiscal year ending June 30, 2018.

Central Park Renovation Contract Award (FF 1010-2018)

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

MOVED: To approve contract awards for the Central Park renovation project on Main St. in Johnstown, PA as specified.

General Construction	Marmat Construction	\$35,800 (Base Bid)
Electrical and Data	Hallstrom-Clark Electric	\$13,391 (Base Bid)
		\$ 903 (Alt E1: Floor box)

Report from the Vice President of Finance and Administration – Ms. Lorraine Donahue reported the Central Park project will begin in the next week. The Blair project is wrapping up, along with the ARC grant associated with the project.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Alan Cashaw, seconded by Mr. John Vatauvuk, and unanimously carried by voice vote, all non-board members were excused except Dr. Walter Asonevich and Ms. Lorraine Donahue, 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. John Vatauvuk, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 7:26 pm.