

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
December 18, 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 6:03 pm. Roll call was taken by Dr. Janet Grady, and a quorum was established.

TRUSTEES PRESENT

Mr. John Augustine
Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Jack Cavanaugh
Mr. Carl DeYulis

Mr. James Foreman
Mr. Jim Foster
Dr. Janet Grady
Ms. Carissa Itle Westrick
Mr. Stephen McAneny
Dr. Kathleen O'Rourke

Mr. John Vatauvuk
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Anthony Cornetti (Student)
Dr. Patrick Farabaugh
Ms. Jackie Kulback

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
Ms. Kaye Fink, Administrative Senate Representative
Ms. Sherri Slavick, Faculty Senate Representative

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Jack Cavanaugh, and unanimously carried by voice vote, the minutes from October 23, 2018 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Approval of Advisory Council Members (EXEC 1021-2018)

MOVED: The Board of Trustees approves the following individuals for the Advisory Councils of Pennsylvania Highlands Community College.

Huntingdon Advisory Council

Ms. Michelle Barnett, Chief Clerk - Huntingdon County Commissioners
Mr. Harvey Reeder, Huntingdon County Attorney
Ms. Barbara Covert, Huntingdon County CareerLink
Mr. Scott Walls, Huntingdon County Commissioner
Mr. Jeff Thomas, Huntingdon County Commissioner
Mr. Mark Sather, Huntingdon County Commissioner
Ms. Dawn Shields, Mount Union Area High School
Ms. Laura Cutshall, New Day Charter School
Mr. Mike Estep, Juniata Valley High School

Mr. Steven Howsare, Southern Alleghenies Planning & Development Commission

Blair Advisory Council

Ms. Sue Griep, District Attorney's Office, Blair County Courthouse

Ms. Susan Whisler, Southern Alleghenies Workforce Investment Board

Mr. David Cadle, Jr., Through, Inc.

Mr. James Foreman, ProCare Physical Therapy

Mr. Stephen McKnight, Altoona Blair County Development Corporation

Somerset Advisory Council

Mr. Gary Bentz, 1st Summit Bank

Mr. Robert Miller, Children's Aid Society Foundation

Ms. Karen Remick, Somerset County Technology Center

Ms. Carline Mitchell, Somerset Rural Electric Cooperative

New Program – Engineering Technology (AASS 1028-2018)

MOVED: The Board of Trustees approves the Engineering Technology A.A.S. Degree Program, effective fall 2019.

Program Deletion – Architectural/Civil: CAD and Design Technology A.A.S. (AASS 1029-2018)

MOVED: The Board of Trustees approves the deletion of the Architectural/Civil: CAD and Design Technology A.A.S. Degree Program effective fall 2019.

Program Revision – Small Business Management A.A.S. (AASS 1030-2018)

MOVED: The Board of Trustees approves the change of name and revision to the Small Business Management A. A. S. degree program, effective fall 2019.

Program Revision – Criminal Justice A.A.S. (AASS 1031-2018)

MOVED: The Board of Trustees approves the revision to the Criminal Justice A. A. S. degree program, effective fall 2019.

Program Revision – Criminal Justice A.S. (AASS 1032-2018)

MOVED: The Board of Trustees approves the revision to the Criminal Justice A. S. degree program, effective fall 2019.

Program Revision – Liberal Arts and Sciences (AASS 1033-2018)

MOVED: The Board of Trustees approves the revision to the Liberal Arts and Sciences A.A. degree program, effective fall 2019.

Children on Campus Policy (AASS 1034-2018)

MOVED: The Board of Trustees approves the Children on Campus Policy.

Program Review Committee Nominees for Psychology A.A. (AASS 1035-2018)

MOVED: The Board of Trustees approves the nomination of Stephen H. Baker, Ph.D., James A. Kmett and Richard D. Mishler for the Psychology A.A. Program Review Committee.

EDUCATIONAL/TRAINING TOPICS

Dr. Asonovich presented information on the College's organizational structure, discussing gaps and positions needed in the structure but are unfilled due to budget shortfalls from the state. Mr. Winger asked for more information on these positions for budget preparation and discussion.

CHAIRPERSON'S REPORT

Mr. Winger reminded the board members of the Foundation's annual campaign and asked for 100% participation.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger discussed proposed changes to the Board of Trustees calendar which were brought forth to assist in a more effective timeline for program approvals and timing for the board retreat. It was discussed to move the 2018 retreat to June, to review facilities strategic planning as the main objective.

Election of Officers (EXEC 1019-2018) – Mr. Winger thanked Dr. O'Rourke for gathering nominations. The floor was opened for additional nominations; none were made.

A motion was made by Mr. John Augustine, seconded by Mr. Alan Cashaw and unanimously carried by voice vote to accept the slate of nominees.

Mr. Winger opened the floor to the nominees to speak on their interest in serving. A ballot vote was conducted.

A motion was made by Mr. Ed Bowser, seconded by Mr. Jack Cavanaugh to conduct a roll-call vote of EXEC 1019-2018 Election of Officers:

Roll-Call Vote

Yea: Mr. John Augustine, Mr. Ed Bowser, Mr. Alan Cashaw, Mr. Jack Cavanaugh, Mr. Buddy DeYulis, Mr. James Forman, Mr. James Foster, Dr. Janet Grady, Ms. Carissa Itle Westrick, Mr. Steve McAneny, Dr. Kathleen O'Rourke, Mr. John Vataavuk, Mr. Greg Winger

Nay: (none)

Abstain: (none)

MOVED: The Board of Trustees accepts the slate of officers elected at the December 18, 2018 board meeting.

Chairperson	Mr. Greg Winger
Vice Chairperson	Mr. Alan Cashaw
Secretary/Treasurer	Dr. Kathy O'Rourke
At-Large	Dr. Janet Grady

Election of Steering Committee for Presidential Search (EXEC 1020-2018) – Mr. Winger thanked those board members who indicated their willingness to serve on the Presidential Search Steering Committee. The floor was opened for additional nominations; none were made.

A motion was made by Mr. Jack Cavanaugh, seconded by Dr. Kathy O'Rourke and unanimously carried by voice vote to accept the slate of nominees.

Mr. Winger opened the floor to the nominees to speak on their interest in serving. A ballot vote was conducted.

A motion was made by Mr. John Augustine, seconded by Mr. Carl DeYulis to conduct a roll-call vote of EXEC 1019-2018 Election of Officers:

Roll-Call Vote

Yea: Mr. John Augustine, Mr. Ed Bowser, Mr. Alan Cashaw, Mr. Jack Cavanaugh, Mr. Buddy DeYulis, Mr. James Forman, Mr. James Foster, Dr. Janet Grady, Ms. Carissa Itle Westrick, Mr. Steve McAneny, Dr. Kathleen O'Rourke, Mr. John Vataavuk, Mr. Greg Winger

Nay: (none)

Abstain: (none)

MOVED: The Board of Trustees accepts the Presidential Search Steering Committee members elected at the December 18, 2018 board meeting.

**Ed Bowser
James Foreman
Steve McAneny
Greg Winger**

Dr. Asonevich recommended College administrative members Dr. Barb Zaborowski and Ms. Lorraine Donahue to serve on the Presidential Steering Committee.

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

MOVED: To approve Ms. Lorraine Donahue and Dr. Barb Zaborowski to serve on the Presidential Search Steering Committee.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

New Program - Sustainable Hydroponic Agriculture and Rural Entrepreneurship (SHARE) Certificate (AASS 1036-2018) – Dr. Grady explained the College is looking for new marketable programs for the region. This program is designed to meet the needs of the community in new efforts such as hanging gardens and medical marijuana.

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

MOVED: The Board of Trustees approves the Sustainable Agriculture and Rural Entrepreneurship (SHARE) Certificate Program, effective fall 2019.

New Program - Substance Abuse Treatment Technician Certificate (AASS 1037-2018) – Dr. Grady explained this new program is very relevant in our region and will provide academic and application activities in the field, and will serve as a pathway to other degrees.

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

MOVED: The Board of Trustees approves the Substance Abuse Treatment Technician Certificate Program, effective fall 2019.

New Program - Paralegal Studies, A.A.S. (AASS 1038-2018) – Dr. Grady stated this is a standalone program designed for graduates to be ready for employment and will be offered online.

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

MOVED: The Board of Trustees approves the Paralegal Studies A.A.S. Degree Program, effective fall 2020.

Report from the Interim Vice President of Academic Affairs – Dr. Zaborowski is preparing a \$500,000 grant request for the PA Smart initiative for STEM ecosystem.

Report from the Vice President of Student Services – Ms. Corle reported on current enrollment for spring. Grades are incoming this week and staff are working on suspension and probation notices. Average class sizes for spring are up overall. She reported the Board of Trustees Scholarship applications are being reviewed and awardees will be presented to the Board in February.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. McAneny reported on the Committee's discussion on strategic planning for governmental relations, and will host a special meeting on January 17th to discuss a legislative plan to address funding struggles and have this ready for presentation to the board in February. Mr. McAneny invited any interested board members to attend. The Committee also discussed plans for the College's 25th Anniversary.

Mr. Cavanaugh highlighted Sean McCool's participation in the Cambria Regional Chamber's leadership program. Mr. McCool serves as the College's Creative Services & Marketing Specialist.

FINANCE & FACILITIES COMMITTEE

Financial Statements ending October 31, 2018 (FF 1011-2018) – Mr. DeYulis reported on the financial statements included in the board packet.

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

MOVED: To approve the Financial Statements for the period ending October 31, 2018.

Report from the Vice President of Finance and Administration – Ms. Donahue reported the construction on the Central Park Center is complete and the facility will be open for use in January. This will likely include workforce training and developmental courses. Mr. Winger questioned the current enrollment for spring and Ms. Corle reported the enrollment is about 100 credits behind last year at this time. The income is below budget but expenses are down as well.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Ed Bowser, seconded by Mr. John Vatauk, and unanimously carried by voice vote, all non-board members were excused except Dr. Walter Azonevich 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 Vatauk, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 7:40 pm.