

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 26, 2019 – 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 26, 2019 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. Kathleen O'Rourke, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser

Mr. Alan Cashaw

Mr. Jack Cavanaugh

Mr. Anthony Cornetti (Student)

Mr. Carl DeYulis

Mr. James Foreman

Mr. Jim Foster

Dr. Janet Grady

Ms. Carissa Itle Westrick

Ms. Jackie Kulback

Mr. Stephen McAneny

Dr. Kathleen O'Rourke

Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine

Dr. Patrick Farabaugh

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. Allegra Slick, Faculty Senate Representative

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 December 18, 2018 meeting were approved with a correction by the addition of the word "steering" before committee in reference to the presidential search steering committee.

ACCT SEARCHES PRESENTATION OF PRESIDENTIAL SEARCH PROPOSAL

Mr. Winger thanked Julie Golder and Andrew Laine of ACCT Searches for joining the meeting via video conference to present their proposal. Ms. Golder provided an overview of the proposal, services included, and the timeline suggested for the expected hire date. She also noted the competitive nature of presidential searches and how needs vary across the country. The Steering Committee has chosen Bradley Ebersole as the search consultant, and Ms. Golder provided more information on him and his role in the process. Mr. Golder discussed next steps in the process if the Trustees approval the proposal.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Administrative Senate Bylaws (EXEC 1001-2019)

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

Scholarship for Miss Teen Pennsylvania International Pageant (EXEC 1003-2019)

MOVED: The Board of Trustees approves a tuition waiver totaling \$1500 available for the 2019 Miss Teen Pennsylvania International Pageant.

Retention of Academic Records by Faculty Policy (AASS 1001-2019)

MOVED: The Board of Trustees approves the "Retention of Academic Records by Faculty" policy.

Program Advisory Committee Nominee – Education (Child Development Cluster Programs and Early Childhood Leadership and Management) (AASS 1002-2019)

MOVED: The Board of Trustees approves the additional nominee (Heidi L. Petrosky) to the Education- (Child Development Cluster Programs and Early Childhood Leadership and Management) Advisory Committee.

Pennsylvania Highlands Community College Board of Trustees Academic Scholarships (AASS 1003-2019)

MOVED: The Board of Trustees approves upon recommendation of the President, granting a Pennsylvania Highlands Board of Trustees Academic Scholarship for 2019 – 2020 to the students whose names are attached along with two alternates to be appointed should they be needed.

CHAIRPERSON'S REPORT

Mr. Winger asked the Board to consider participation in the Foundation's annual campaign and the upcoming event, Puttapalooza. He sent an email to the Board to gather their thoughts for a Trustee representative from Somerset, and asked for feedback to be sent to Ms. Maksymik to be shared with the Somerset Advisory Council.

Mr. Winger reported on the Presidential Search Steering Committee, as they are in the early stages of developing a presidential profile and are identifying community stakeholders. The Steering Committee will also develop and name the search committee.

He asked that Trustees submit their Conflict of Interest and Statement of Financial Interest Statements to Ms. Maksymik, and if any questions arise, we can follow up with the College's attorney.

He acknowledged the College's receipt of the \$500,000 PA Smart Grant and commended the staff on their work to obtain the grant.

PRESIDENT'S REPORT

Update on Activities – Dr. Asonevich has created a template funding request letter to be sent to the governor and our local legislators from Trustees and advisory council members. He has upcoming meetings scheduled with Representatives Rigby and Burns, and noted the Legislative Reception to be held on March 19th.

Dr. Asonevich reported on his meeting in Harrisburg with the Chancellor of the PASSHE system along with other PA community college presidents. The Chancellor has a vision for a strong central system for community colleges. He also noted that a result of this conversation led to the presidents discussing consolidation among the 14 PA community colleges. Dr. Asonevich would like to see the colleges revisit the Community College Act of 1963.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Mr. Cornetti reported on the activities of students including spring orientation, speaker opportunities held by the National Society of Leadership and Success, and the success of our athletic teams. He also noted student volunteerism with the Cambria County Backpack Project.

EXECUTIVE COMMITTEE

Presidential Search Consultant (EXEC 1002-2019) – Mr. Winger and the Steering Committee recommend the approval of ACCT Searches as the consultant for the presidential search. Multiple bids were reviewed and the Committee felt ACCT had the experience and focus needed. The other bids received were substantially higher in cost. He explained the College Foundation might contribute funds to assist with this fee. The cost of the entire search process is estimated at \$55,000. This includes the consultant fee, along with other costs such as travel and relocation fees that will be incurred regardless of hiring a search consultant.

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

MOVED: The Board of Trustees approves the contract provided by ACCT Searches in the amount of \$35,000 plus consultant travel expenses and shipping costs for a comprehensive presidential search.

2019-2020 Board of Trustees Calendar (EXEC 1004-2019) – Mr. Winger reminded the Trustees, this adjusted calendar would allow for a better program development timeline and to adjust the Trustees annual meeting date in accordance with creating a strategic or operational plan.

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

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

Board of Trustees Recognition of John Vatauvuk (EXEC 1005-2019) – Mr. Winger recognized the passing of longtime Trustee John Vatauvuk and his service and commitment to the Community College. He was an outstanding steward of the College. This motion along with a letter of condolence will be sent to John's family.

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

MOVED: The Board of Trustees recognize the outstanding commitment of John Vatauvuk, who served the College from 2010 to 2019.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Grady noted the consent agenda items. The Committee discussed marketing of new programs and potentially offering a full certificate program at Central Park. Another discussion item was potential changes to the Board of Trustees Academic Scholarship, to consider expanding the scholarship to additional students, and enhancing leadership requirements.

Report from the Vice President of Student Services – Ms. Corle reported on current enrollment as displayed in the board packet. Inquiries and applications are up over the prior year. She attributes this to improvements to contact options on the website and electronic targeted advertising. She did note retention issues, specifically in Blair County.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. McAneny reported the Committee held two meetings to discuss strategic initiatives to gain \$1 million in additional funding under the Regional Community College Services line item in the Pennsylvania budget. The Committee discussed strategies to reach out to local legislators through personal contact such as individual legislator meetings, as well as hosting the annual Legislative Reception, scheduled for March 19th in Harrisburg. The message will include a focus on high tuition as well as lack of proper staffing. Regarding the potential letter campaign from Trustees and Advisory Council members, Ms. Kulback suggested a review by Gwenn Dando of Senator Langerholc's office. She also noted an upcoming meeting with Senator Corman. Dr. Asonovich and Mr. Winger are scheduled to meet with Mark Pasquerilla regarding the support of the Greater Johnstown Regional Partnership.

Ms. Maksymik gave a brief overview of activities being planned for the College's 25th Anniversary including student celebrations, alumni involvement and recognition, and a special fundraising event.

FINANCE & FACILITIES COMMITTEE

PDE Capital Application-Richland Parking Lots (FF 1002-2019) – Mr. DeYulis explained the capital application process requires approval by the Trustees. This application is to repair the Richland parking lots.

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

MOVED: To authorize the College to apply for 2019-20 capital funding through PDE for repairs to the Richland Campus parking lots at a cost not to exceed \$35,000.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

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

Facilities Master Plan Addendum (FF 1001-2019)

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

MOVED: To authorize the College to award a contract to CDI L.R. Kimball Architecture and Engineering for completion of a Facilities Master Plan Addendum. This is an addendum to the Facilities Master Plan completed in February of 2017. The fee proposal is \$12,000 for the design fee and \$1,000 for reimbursable expenses.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote to adjourn the meeting at 8:07 pm.