

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 23, 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, April 23, 2019 at the Richland Campus.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 6:02 pm. Roll call was taken by Dr. Kathleen O'Rourke, and a quorum was established. Mr. Winger welcomed Mr. Tyson Cook who has been nominated to serve the remaining term of John Vatavuk.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Jack Cavanaugh
Mr. Anthony Cornetti (Student)
Mr. Carl DeYulis
Mr. James Foreman

Dr. Janet Grady
Ms. Carissa Itle Westrick
Mr. Stephen McAneny
Dr. Kathleen O'Rourke
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Dr. Patrick Farabaugh
Mr. Jim Foster
Ms. Jackie Kulback

ALSO PRESENT

Dr. Walter Asonevich, President
Ms. Lorraine Donahue, Vice President of Finance and Administration
Dr. Barb Zaborowski, Interim Vice President of Academic Affairs
Dr. Brad Ebersole, ACCT Search Consultant
Ms. Kathy Edmiston, Assistant to the Vice President of Finance and Administration, Recorder
Ms. Susan Fisher, Administrative Senate Representative
Ms. Michelle Stumpf, Student Services Representative
Ms. Yvette Madison, Faculty Senate Representative
Mr. Tyson Cook, Board of Trustees Nominee

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Alan Cashaw, seconded by Mr. Jack Cavanaugh, and unanimously carried by voice vote, the minutes from February 26, 2019 meeting were approved.

ACCT CONSULTANT PRESENTATION

Dr. Brad Ebersole from ACCT presented on the Presidential Search. Dr. Ebersole gave an overview of ACCT and the services they provide as well as a brief personal bio. He provided a tentative timeline and reviewed the steps of the search process and the role of the Board of Trustees at each phase.

The Presidential Profile will need Board approval so a special meeting will be held in May for that purpose. After initial interviews are conducted, the Search Committee will forward the names of 3-4 finalists to come to campus in November for a full day visit. Each candidate will meet with College staff throughout the day and then with the Board on their respective visitation days. The Board will need to determine if they prefer the second or the third week of November to schedule the visits. Dr. Ebersole strongly recommends that trustees attend each interview so they can make an informed decision.

Dinner with each candidate following the interview is an option. Spouses could be included as well if we choose to do so.

The Board may elect to send some representatives on a site visit to the candidate's current place of employment. Mr. Jack Cavanaugh reported that he was a member of the group that went on a site visit during the last Presidential search and he found it very helpful.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Advancement in Rank: Dennis Miller (EXEC 1006-2019)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2019.

Dennis Miller – Assistant Professor, Criminal Justice to Associate Professor, Criminal Justice

Advancement in Rank: Sherri Slavick (EXEC 1007-2019)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2019.

Sherri Slavick – Assistant Professor, Physical Sciences to Associate Professor, Physical Sciences

Advancement in Rank: Mary Ann McCurdy (EXEC 1008-2019)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2019.

Mary Ann McCurdy – Associate Professor, Mathematics to Professor, Mathematics

Advancement in Rank: Yvette Madison (EXEC 1009-2019)

MOVED: The President recommends that the Board of Trustees grant advancement in rank to the following faculty member effective August 1, 2019.

Yvette Madison – Associate Professor, Human Services to Professor, Human Services

Somerset Advisory Council Bylaws (EXEC 1012-2019)

MOVED: The Board of Trustees approves the Somerset Advisory Council Bylaws as amended.

Academic Calendar for 2020 - 2021 (AASS 1004-2019)

MOVED: The Board of Trustees approves the Academic Calendar for 2020 - 2021.

Anti-Hazing Policy (AASS 1005-2019)

MOVED: The Board of Trustees approves the Anti-Hazing Policy.

Credit Hour Policy (AASS 1006-2019)

MOVED: The Board of Trustees approves the Credit Hour Policy with the newly added definition of a Hybrid Class.

Dean's List Policy (AASS 1007-2019)

MOVED: The Board of Trustees approves the language revision to the Dean's List Policy.

Degree Programs Policy (AASS 1008-2019)

MOVED: The Board of Trustees approves the language revision to the Degree Programs Policy.

Final Grade and Challenges Policy (AASS 1009-2019)

MOVED: The Board of Trustees approves the language change to the Final Grade and Challenges Policy.

CHAIRPERSON'S REPORT

Mr. Winger congratulated the faculty members who were approved for Advancement in Rank. He reminded the Board to consider donating to the Foundation's Annual Campaign and help support the 25th Anniversary activities.

Mr. Winger thanked the Trustees and College staff who served on the Presidential Steering Committee. He will be scheduling a special Board meeting in May to approve the Presidential Profile.

Commencement is May 11. Mr. Winger is unable to attend so Mr. Alan Cashaw will be speaking. This year's class has the highest number of students walking in the ceremony thus far.

PRESIDENT'S REPORT

Update on Activities – Dr. Asonevich's full report is included in the Board packet. He reported that several student successes were recognized in the month of April. Ten students were honored at the All-PA Academic Awards Ceremony with two students named Coca-Cola Academic Team Bronze Scholars. The Student Recognition Ceremony was held on April 12.

Dr. Asonevich thanked the Board for their help with funding efforts and reaching out to State and local legislators and representatives. He also gave kudos to Dr. Barb Zaborowski who has been acting as Interim Vice President of Academic Affairs. Dr. Zaborowski has been working on several grants including the PA Smart Grant as well as many other initiatives.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Mr. Anthony Cornetti reported that 2 bus trips were held this spring; one to Washington, D.C. and one to New York City. In addition, a hypnotist was on campus for a fun activity.

EXECUTIVE COMMITTEE

Report from Committee Chair – The minutes can be found in the Board packet.

Somerset County Trustee Recommendation (EXEC 1010-2019) – Mr. Winger welcomed Mr. Tyson Cook who was joined the meeting by phone and asked him to give a brief bio. Mr. Cook apologized for not being at the meeting but had an illness in the family. He is employed at Somerset Trust and noted that his family has been there for five generations. Mr. Cook holds a bachelor's degree from Slippery Rock University and an MBA from Point Park University. He thanked the Board for the nomination and is excited to become a member.

Upon a motion duly made by Dr. Kathleen O'Rourke, seconded by Mr. Jack Cavanaugh, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees appoints the following individual to the Board of Trustees for the remainder of the two-year term ending August 2020: Tyson Cook, Somerset County.

Presidential Search Committee (EXEC 1011-2019) – Mr. Winger reported that all the members have been notified and accepted. Alternates will not be contacted unless one of the members is unable to remain on the committee.

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

MOVED: The Board of Trustees approved the Presidential Search Committee whose names are attached along with alternates to be appointed should they be needed.

Facilities Master Plan Addendum (EXEC 1013-2019) – Mr. Winger explained that the scope of the work has been extended and the added options will be included in the final report. The agreement is in the Board packet for review.

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

MOVED: The Board of Trustees approves expanding the Facilities Master Plan Addendum agreement with CDI L.R. Kimball to include concept options for a new facility in Johnstown, PA. The options will be incorporated into their final report with a cost of \$29,500 plus reimbursable expenses.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Grady noted that several items from the committee including the Academic Calendar and some policies are on the consent agenda.

Board of Trustees Academic Scholarship Policy (AASS 1010-2019) – Dr. Grady reported that this policy was placed on the regular agenda so Trustees would be aware of the changes. The scholarship amounts have decreased to \$1,000 per semester but the number of scholarships awarded will increase so that a larger number of students will be eligible to receive them. This policy will take effect next year.

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 the language change to the Board of Trustees Scholarship Policy.

Report from the Interim Vice President of Academic Affairs – Dr. Zaborowski reported that she has been working on several grants including the PA Smart Grant and Cure for Violence. In addition, she and several faculty members are working with Intuit on a number of initiatives throughout the community.

Report from the Vice President of Student Services – Ms. Trish Corle was not in attendance so Ms. Michelle Stumpf gave a report on her behalf.

Currently we have 414 full-time students and 340 part-time students enrolled for the fall. Total credits are 8,039 which is right in line with last year. We are a little over 50% of our goal as of now which is where we expect to be. We are reaching out to current students to get them registered for fall before they leave for spring. SignalVine, our new texting system, is working very well for this.

We are ahead in our inquiries for fall by 23% over last year. Blair is doing very well with their accepted students, which is up 85% over last year.

Commencement is going to be very large this year. We have the largest number of Spring graduates this year with 235 applications. Last year we were around 200. Commencement will have a record 238 students participating this year. We've had to limit students to three tickets each to accommodate the larger number.

We are currently enrolling for summer and fall semesters and ACE dual enrollment will open in early May. Mr. Cashaw asked about ACE enrollment and Ms. Stumpf noted we are doing a better job of educating students and parents about classes that will transfer or help students reach their goals.

Mr. DeYulis asked if the Blair site is fully staffed and it was reported that we are in the process of filling the Director's position due to a resignation.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Steve McAneny thanked Mr. Jim Foreman and Ms. Jackie Kulback for their help and guidance with the funding campaign. A large push is planned for May and Mr. McAneny will be sending a reminder to the Trustees asking them to send additional letters to legislators and representatives. The focus is to reduce tuition and have the necessary funds to fill key positions within the College. He added that we may have an opportunity to set up a meeting with the Governor's Office.

Mr. Jim Foreman encouraged Trustees to contact any legislator or representative staff member they may know to explain our position on funding formula equity. Mr. Winger thanked Dr. Asonevich, the Trustees, and staff for their hard work in this effort.

Mr. Bowser reported that JWF will be holding mid-level management classes on Fridays starting May 3 at our Central Park location.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis noted that all of the items on the Finance and Facilities agenda are related to the budget so the information will be provided by Ms. Donahue in her Operating and Capital Budget presentation.

Operating and Capital Budget FY 2019-2020 (FF 1003-2019) – A budget packet was provided that included the proposed Operating Budget, the proposed Capital Budget, revenue and expenditure highlights, budgeted enrollment numbers, an enrollment projection formula, enrollment assumptions, tuition and fee schedule, Financial Aid grant estimates, and several graphs. Ms. Donahue gave an overview of the information.

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

MOVED: To approve the Operating and Capital Budget FY 2019-2020 that will be effective July 1, 2019.

Tuition and Fee Schedule FY 2019-2020 (FF 1004-2019) –The College is moving to a per credit rate with a \$14 per credit increase for sponsored students. Thirteen credits and greater will be discounted by \$10 per credit.

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

MOVED: To approve the Tuition and Fee Schedule FY 2019- 2020 that will be effective starting with the Fall 2019 semester.

Tuition and Fee Schedule Adjustment FY 2019-2020 (FF 1005-2019) – In the event that the College receives an increase in State operating funding, the Tuition and Fee Schedule will be adjusted with a proportional reduction.

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

MOVED: To approve a proportional reduction in 2019-2020 tuition if Pennsylvania Highlands Community College receives an increase in State operating funding for the 2019-2020 fiscal year. The tuition adjustment will be effective starting with the Fall 2019 semester.

Financial Statements ending February 28, 2019 (FF 1006-2019) – Highlights from the financial statements were addressed in the Operating and Capital Budget discussion.

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 February 28, 2019.

Report from the Vice President of Finance and Administration – The report is included in the Board packet.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Ed Bowser, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, all non-board members were excused except Ms. Susan Fisher, and the Board of Trustees went into executive session.

RETURN TO REGULAR SESSION

The Trustees came out of executive session.

Engagement of Independent Consultant (EXEC 1014-2019)

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

MOVED: To approve engagement of an independent consultant to conduct a review of internal policies and procedures. Review to be completed by May 28, 2019.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Jack Cavanaugh, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 8:22 pm.