

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2020 – 6:00 PM
Richland Campus Board Room
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, January 28, 2020 at the Richland Campus.

CALL TO ORDER

Mr. Greg Winger, Chair, called the meeting to order at 6:02 pm. Roll call was taken by Dr. Kathy O'Rourke, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Carl DeYulis
Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Ms. Carissa Itle Westrick

Ms. Jackie Kulback
Mr. Marc McCall
Dr. Kathy O'Rourke (via Zoom)
Mr. Mike Puruczky
Ms. Sophie Sprankle
Ms. Linda Thomson
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Tyson Cook

ALSO PRESENT

Dr. Steve Nunez, 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. Kathy Morrell, Executive Director of Institutional Advancement & Public Relations
Ms. Dawn Thompson, Adjunct Faculty Coordinator
Ms. Kaye Fink, KEYS Program Coordinator
Mr. Alex Kirby, Information and eLearning Librarian
Ms. Nicole Robson, Assistant to the President, Recorder

Mr. Greg Winger welcomed Dr. Steve Nunez as well as our three new Trustees, Mr. Marc McCall, Mr. Mike Puruczky, and Ms. Linda Thomson. He opened the floor to the new Trustees to give a brief introduction of themselves.

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 the November 19, 2019 meeting were approved.

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.

Program Revision – Psychology A.A. (AASS 1006-2020)

MOVED: The Board of Trustees approves the revisions to the Psychology A.A. Program, effective fall 2020.

Program Revision – Early Childhood Education A.A. and Child Development A.A.S. (AASS 1007-2020)

MOVED: The Board of Trustees approves the revisions to the Early Childhood Education A.A. and Child Development A.A.S. Programs, effective fall 2020.

Program Revision – Health Professions – Radiologic Technology A.A.S. (AASS 1009-2020)

MOVED: The Board of Trustees approves the revisions to the Health Professions – Radiologic Technology A.A.S. Program, effective fall 2020.

Program Deletion – Architectural Technology Certificate (AASS 1010-2020)

MOVED: The Board of Trustees approves the deletion of the Architectural Technology Certificate Program effective fall 2020.

Program Deletion – Civil Technology Certificate (AASS 1011-2020)

MOVED: The Board of Trustees approves the deletion of the Civil Technology Certificate Program effective fall 2020.

Deletion of the Management Rights Reserved Policy (AASS 1012-2020)

MOVED: The Board of Trustees approves the deletion of Management Rights Reserved Policy AASS 111-1994.

Deletion of the Financial Aid Availability Policy (AASS 1013-2020)

MOVED: The Board of Trustees approves the deletion of Financial Aid Availability Policy AASS 312-1994.

Academic Calendar for 2021 – 2022 (AASS 1014-2020)

MOVED: The Board of Trustees approves the Academic Calendar for 2021-2022.

Academic Integrity Policy Revisions (AASS 1015-2020)

MOVED: The Board of Trustees approves the attached Academic Integrity Policy to replace the current policy.

Scholarship for Outstanding Young Women Pageant Motion (EXEC 1003-2020)

MOVED: The Board of Trustees approves a tuition waiver totaling \$2,000 available for the winner of the Cambria-Somerset Outstanding Young Woman Program.

CHAIRPERSON'S REPORT

On behalf of the trustees, Mr. Winger thanked the President's Cabinet, Ms. Lorraine Donahue who served as acting Chairperson, and the entire staff and faculty for doing an outstanding job leading the college through the presidential transition.

Mr. Winger also acknowledged Dr. Steve Nunez for doing a fantastic job in the few weeks he has been here.

Mr. Winger reported that the staff will be working to shorten the board packets which are quite lengthy. It will be a priority to decide what is important to be included in the full board packet, but all the information will still be included in the committee packets. It was suggested to provide links within the board packet should trustees want to review the information in its entirety.

PRESIDENT'S REPORT

Dr. Steve Nunez welcomed everyone to his first board meeting. He thanked the Trustees for taking a chance on him. He brings a long history of Community College Leadership and feels this is a great fit for him. He thanked Ms. Donahue for doing a fantastic job during the transition. He thanked Mr. Winger for being supportive and patient as he learns the ropes. He also thanked the entire Leadership Team of the College. He is very pleased with them and knows he can trust them to run the institution.

Prior to the meeting, he handed out a packet of information which included a list of meetings he has attended as well as items to be discussed during Executive Session.

Dr. Nunez gave a brief description of his leadership strategy which includes being open minded and an active listener. He has invited every employee to meet with him for 30-45 mins; he has met with 21 employees so far. He is reaching out to each Trustee to meet with them individually as well. The Foundation is immensely important to him, so he will be developing relationships with those board members, and they will be working to develop the next strategic plan together. Meetings and interviews with the local media outlets have been set up. He also believes we should be active listeners for our community, so he will be serving on external boards, and have asked the leadership team to be active on community boards. He will be reaching out to our Centers and those communities, as they should feel a strong presidential presence as well.

We have begun discussions on having an Esports team on campus, and Ms. Corle and her team have put together a great proposal. Dr. Nunez's philosophy on sports in general is that we commit to excellence both on the playing field and in the classroom, and the sport should be at least revenue neutral. He then opened the floor to Ms. Corle to present her proposal.

Ms. Corle provided an overview of the Esports proposal:

- The cost for year one is approximately \$30,000 but would be significantly less in year two.
- We should be able to recruit 10 new students and get at least 10 current students to participate.
- The Federal Government considers it a sport in terms of Title IX.
- We have worked out the logistics and are ready to move forward.
- She believes that in a few years, this program will pay for itself.
- If we came to a point where we could not continue with the program, a vast majority of the equipment could be reused, but does not feel that would happen.
- The program would start in Richland, but we believe we would be able to make it available at all the Centers very soon.
- It is a part of NJCAA which we are already a member of.

Mr. Winger stated he hears a consensus from the Trustees to move forward and continue this conversation. Ms. Corle would like to start this in fall 2020 and can provide the proposal for all to review.

STUDENT TRUSTEE'S REPORT

Update on Student Activities – Ms. Sophie Sprankle reported:

- Student Senate hosted a refuel event for finals week.
- Students participated in the Backpack Project in December and January.
- 11 of 22 athletes received WPCC academic honors.
- Student Senate hosted a club and activity fair last week.
- Athletes and Cheerleaders participated in the inaugural Hall of Fame game.
- The Bowling team has 10 members.
- The Basketball team is currently in 2nd place in Division III of the WPCC.
- Student Senate will be participating in Census 2020 events; will have a speaker at Student Senate meeting to explain the events.
- Student Activities and Student Senate will be holding Craft Tuesdays.
- Student Senate will be holding a Pizza with the President on February 14.
- She will also be meeting with Dr. Nunez this week.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are in the packet.

Election of Officers (EXEC 1001-2020) – Mr. Winger thanked Dr. O'Rourke for gathering nominations again this year. The floor was opened for additional nominations; none were made. A ballot vote was conducted.

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

MOVED: The Board of Trustees accepts the slate of officers elected at the January 28, 2020 board meeting.

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| Chairperson | Mr. Greg Winger |
| Vice Chairperson | Dr. Janet Grady |
| Secretary/Treasurer | Mr. Carl DeYulis |
| At-Large | Mr. Alan Cashaw |

Mr. Winger reported he will be making the final decision on committee assignments in the next few days and noted there will be some transitions for committee members.

Termination or Suspension of Employment Policy Revision (EXEC 1002-2020) – Mr. Winger introduced the motion. The changes are highlighted in the packet, and he provided a summary of these changes.

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

MOVED: The Board of Trustees approves the revised Termination or Suspension of Employment Policy.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported the minutes are in the packet.

New Program – Social Service Assistant A.A.S. (AASS 1001-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the new program.

New Program – Direct Support Professional Certificate (AASS 1002-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the new program.

New Program – Sustainable Hydroponic Agriculture and Rural Entrepreneurship A.A.S. (AASS 1003-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the new program.

New Program – Marketing Management A.A.S. (AASS 1004-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the new program.

New Program – Medical Coding and Billing A.A.S. (AASS 1005-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the new program.

Program Reactivation – Culinary Arts A.A.S. (AASS 1008-2020) – Dr. Grady introduced the motion and gave a brief overview of the reason for the reactivation of this program.

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

MOVED: The Board of Trustees approves the Social Service Assistant A.A.S. Program effective fall 2020.

MOVED: The Board of Trustees approves the Direct Support Professional Certificate Program effective fall 2020.

MOVED: The Board of Trustees approves the Sustainable Hydroponic Agriculture and Rural Entrepreneurship A.A.S. Program effective fall 2020.

MOVED: The Board of Trustees approves the Marketing Management A.A.S. Program effective fall 2020.

MOVED: The Board of Trustees approves the Medical Coding and Billing A.A.S. Program effective fall 2020.

MOVED: The Board of Trustees approves the revisions to the Culinary Arts A.A.S. Program, effective fall 2020.

Pennsylvania Highlands Community College Board of Trustees Academic Scholarships (AASS 1016-2020) – Dr. Grady introduced the motion. Mr. Winger asked everyone to review the names of the scholars before taking a vote.

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

MOVED: The Board of Trustees approves upon recommendation of the President, granting a Pennsylvania Highlands Board of Trustees Academic Scholarship for 2020 – 2021 to the students whose names are attached along with three alternates to be appointed should they be needed.

Report from the Interim Vice President of Academic Affairs – Dr. Barb Zaborowski provided highlights from her report included in the packet.

Report from the Vice President of Student Services – Ms. Trish Corle provided highlights from her report included in the packet. Up to date enrollment data is also included in the packet, and she will be working with Ms. Lorraine Donahue to make these reports clearer and easier to read.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are in the packet. Ms. Kathy Morrell has been working with The KSA Group to ensure we are represented fairly in the budget process. Last year we were successful in getting an additional \$500,000 and will be setting up meetings with legislators to push for that funding again this year.

Report of the Executive Director of Institutional Advancement & Public Relations – Ms. Kathy Morrell provided an overview of the marketing report and her report included in the packet. She also reported she is working with The KSA Group to schedule the Legislative Reception in Harrisburg this spring.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Carl DeYulis reported the minutes are in the packet.

Financial Statements ending December 31, 2019 (FF 1001-2020) – Mr. DeYulis explained that they have condensed their packet and have moved the Tuition and Fee Summary to the front page of the financial statements to provide easier access to pertinent information. They will be working to add enrollment and credit data to this new report.

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 Financial Statements for the period ending December 31, 2019.

Report from the Vice President of Finance and Administration – Ms. Donahue noted that her report is in the packet. She reported that we are implementing Jenzabar Financial Aid that will give students better self-service options and will be more user friendly. It should be live in February.

PUBLIC COMMENT

No public comments provided.

EXECUTIVE SESSION

Upon a motion made by Mr. Carl DeYulis, seconded by Mr. Jim Foster, and unanimously carried by voice vote, all non-board members, except Mr. Steve Nunez and Ms. Lorraine Donahue were excused, 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. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote to adjourn the meeting at 8:01 pm.