

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 18, 2020 – 6:00 PM
Board Room and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 23, 2020 at the Richland Campus and via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 6:02 PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. John Augustine
Mr. Alan Cashaw
Mr. Carl DeYulis
Mr. Jim Foreman
Mr. Jim Foster
Dr. Janet Grady
Ms. Carissa Itle Westrick
Dr. Kathy O'Rourke
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Ed Bowser
Mr. Tyson Cook
Ms. Jackie Kulback
Mr. Marc McCall
Mr. Mike Puruczky
Ms. Linda Thomson

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, the minutes from the June 23, 2020 meeting were approved.

CHAIRPERSON'S REPORT

Board of Trustees Bylaws Review and Special Committee Formation – Mr. Winger reported that an Ad-Hoc Committee has been formed to review the bylaws for any updates or improvements and the members include Mr. Mike Puruczky, Mr. Marc McCall, Ms. Linda Thomson, and Mr. Tyson Cook. Dr. Nunez and the committee will be meeting in the next few weeks and will bring recommendations to the full board.

Mr. Winger noted the College Foundation's Annual Giving Campaign will be starting soon and he reminded everyone what the Foundation does for students and the College and encouraged everyone to donate. There has been a 20% increase in the goal for the Employee Giving Campaign and the President's Cabinet already has 100% participation. The board really needs to have 100% participation as well, especially this year.

ALSO PRESENT

Dr. Steve Nunez, President
Ms. Lorraine Donahue, Vice President of Finance and Administration
Ms. Trish Corle, Vice President of Student Services
Mr. Robert Farinelli, Vice President of Academic Affairs
Ms. Kathy Morrell, Executive Director of Institutional Advancement
Mr. Gary Boast, Assistant Vice President of Institutional Effectiveness
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Mr. Adam Bowser, Director, Somerset Center
Ms. Marissa Davis, Director, Huntingdon Center
Mr. Chris Farrell, Director, Blair Center
Mr. Rob Sekerak, Director, Ebensburg Center
Ms. Nicole Robson, Assistant to the President, Recorder

PRESIDENT'S REPORT

Dr. Steve Nunez reminded everyone that our Virtual Kick-Off event will be held on Friday and encouraged Trustees to attend, and he briefly reviewed the agenda.

Introduction of Robert Farinelli – Dr. Nunez announced Mr. Rob Farinelli as the new Vice President of Academic Affairs, welcomed him to his first board meeting, and gave a brief background of his over 30 years' experience. Mr. Farinelli thanked Dr. Nunez for the introduction. He is very grateful to be back in Pennsylvania and looks forward to working with everyone.

Introduction of Center Directors – Dr. Nunez would like to recognize the four excellent Center Directors that we have at our other locations. Individuals in these positions must be very knowledgeable in nearly every aspect of the College. Ms. Trish Corle introduced each Center Director, Ms. Marissa Davis, Mr. Adam Bowser, Mr. Rob Sekerak, Mr. Chris Farrell and gave a background of each of them. Mr. Farrell and Mr. Bowser added that they are very grateful to be working here and all are very appreciative of being acknowledged for their hard work. Dr. Nunez added they are all very passionate about their locations and the counties they serve.

Enrollment Data – Dr. Nunez provided an update on enrollment. We are down 4.4% in credits from this time last year but have made tremendous progress since the last board meeting when we were around 20% behind. Ms. Corle and her team, Ms. Kathy Morrell and the Marketing team, and everyone else has done a great job. He also noted online credits are up nearly 37%, and continuing students are only down 0.5%, which is outstanding. De-registration happened today, so we lost some students, but we will recoup many of those. Dr. Nunez is optimistic we will end around 6% behind last year.

Contingency Budget – Dr. Nunez provided an overview of the current budget assumptions which included a 1% increase in enrollment. We are anticipating, after de-registration, we will end at -6% which is 7% behind our goal. We have been able to reduce our operational budget with CARES funding and additional budget reductions. We also have additional revenue that we were not anticipating, including carry over from last year, an unexpected increase in tuition and fees from Summer B, CARES funding we may be able to use to cover lost revenue, and GEER funds. We still have not received the \$500,000 PA Jobs Training and Education Grant, though this is included in the budget. Also, each county has been given CARES funds to disperse and applications will be forthcoming for us to apply for those funds. With the extra funding we know we have, we can handle up to an 8% decrease in enrollment without making any significant changes to the budget. Statewide, every college is behind, but we are in a good position. Dr. Nunez also noted that Academic Affairs and Students Services have been working to add additional late start classes for those that have not decided to enroll yet, so we anticipate additional enrollment in those classes.

EXECUTIVE COMMITTEE

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

Goals and Evaluation Process for Dr. Nunez – Mr. Winger reported this will be discussed during Executive Session.

Title IX Policy (EXEC 1012-2020) – Mr. Winger introduced the motion. Dr. Nunez explained there is a new mandate we need to follow which is the reason for the policy change. Ms. Corle provided a brief overview of the significant regulation changes that required the policy to be rewritten including jurisdiction, notification, holding of hearings, handling of formal and informal complaints, and our obligations in regard to VAWA. Most of the procedures have been removed from the policy, which was about a 30-page document. The new policy and procedures and training information will be provided on our webpage according to federal regulations.

Upon a motion duly made by Mr. Alan Cashaw, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Pennsylvania Highlands Community College Title IX Policy as presented.

Financial Statements ending June 30, 2020 (FF 1010-2020) – Mr. Winger introduced the motion. Ms. Lorraine Donahue gave an overview of the preliminary year-end financial statements included in the packet. Items

reviewed include the summary sheet, Statement of Net Position, and Statement of Activities. Overall, the College has a positive Change in Net Position through June 2020.

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 Financial Statements for the period ending June 30, 2020.

STAFF REPORTS

Report from the Vice President of Academic Affairs – Mr. Robert Farinelli reported on the following:

- We have chosen a new LMS – Desire 2 Learn (D2L) which will allow us to do much more with online classes. Assessment data will also be generated more easily.
- Developing a new Community Health Worker Certificate Program in partnership with the South Central Area Health Center, which will allow students to pursue state certification.
- On the non-credit side, we are working on a contract tracing consortium with a potential internship for students through a state agency.
- We are partnering with other local colleges to have a virtual or drive in job fair in the Fall.
- We are getting ready for fall semester, and we've put together goody bags for faculty with their own markers and chalk.
- We've sent out several communications to students on the importance of masks and social distancing.

Report from the Vice President of Student Services – Ms. Trish Corle reported on the following:

- We are holding an online orientation, and the new Instructional Designer, Dr. Jamie Petrilla, has been very helpful with setting this up through our LMS. Around 120 students have already completed this. All locations are also doing Zoom meetings with their students to meet the staff and ask questions, and this will continue into next week.
- ACE registration deadline has been pushed back to the first part of October since we cannot get into the schools to promote this. We're also working with the schools on a plan if we can't get into the schools to register students and complete the application process. However, ACE credits are at similar numbers from last year at this time.
- Student Services has been working with Academic Affairs to manage the sections in the schedule to make sure there are appropriate numbers of students in each section and to determine the best delivery mode. We did open classes for late start and we've had to add some sections as these filled up pretty quickly.
- The ADA staff is working with students in regard to masks and accommodations for those who cannot wear them.
- We've made changes to the Advisory Council meeting dates at the locations. They will now meet four times a year and the next meetings will be held September via Zoom.

Report of the Executive Director of Institutional Advancement – Ms. Kathleen Morrell reported on the following:

- The Foundation's employee Annual Giving Campaign will kick off this Friday. We have new incentives for employees to donate. The external campaign for businesses and board members will begin in October.
- We are working with IT to update the Foundation database to try and improve our solicitation messages and appeal analysis.
- We awarded over \$22,000 in scholarships for the Fall. A press release is in the works, as well as photos with donors and recipients.
- As part of the Foundation's new Strategic Plan, we've reestablished the Foundation Committees for Finance, Development, and Governance.
- When the Development Committee met, we realigned our fundraising events due to COVID-19. The Fall Gala planned for October 2020 was postponed until October 2021, Puttupalooza will be in April 2021, and a Corks & Kegs style event will be held in Blair County in June 2021.
- The Foundation's fiscal year ended in June, and our financials ended positive despite having to cancel some events.
- Regarding Government Relations, the \$500,000 PA Jobs Training and Education Grant is still in process and all signatures have been received, the funds just need released.
- Energy Transfer, a subsidiary of Sunoco, is working with our Workforce Development team to develop a virtual infrastructure town hall meeting in November. We're hoping to attract local education leaders and regional elected officials.

- The Marketing Department is working on the following:
 - They are developing an app for the College with the IT Department.
 - They have developed fast fact short videos with an emphasis on affordability versus 4-year institutions.
 - They developed individual site inquiry brochures.
 - The viewbook has been developed and is now online.
 - They are developing a Community Report, which will be mailed to everyone in October.
 - They are working with Student Services and using the Admissions report that Mr. Gary Boast developed to look at where the gaps are so we can shift our Marketing based on student inquiries.

Report from the Vice President of Finance and Administration – Ms. Lorraine Donahue reported on the following:

- We are now working with Mr. Adam Thomas from the Thomahawk Grill in Davidsville as our new food service provider at Richland. The maintenance staff had been cleaning and painting the café. Mr. Thomas is in the process of hiring staff and developing a menu, but is working under the challenge of not knowing what our numbers will be in Fall, so he will be starting smaller than we would normally, but he will be prepared to adjust that up or down as needed.
- Construction at Ebensburg made tremendous progress and is 99% done so it will be ready for the start of the semester, and staff has returned to working out of the site.
- We have been implementing new technology including a new cloud-based phone system as well as increasing the number of Zoom rooms at each of the sites.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. Alan Cashaw thanked Dr. Barb Zaborowski for her work in discovering the underground railroad history in Johnstown. Dr. Zaborowski reported that we worked with agencies across the state who are somehow connected to African American history or to the underground railroad, and we submitted a proclamation to the Governor's office to have September declared International Underground Railroad Month. The National Parks Service is looking to have seven states and two provinces in Canada make this announcement. All of the materials were submitted to the Heinz History Center in Pittsburgh including a letter of support. They gathered all of the information and a week ago they submitted the packet to the state. We are waiting to hear if the Governor is going to make that proclamation. Mr. Cashaw thanked Dr. Zaborowski for having Penn Highlands involved in the uncovering and discovering the history of the underground railroad.

PUBLIC COMMENT

None

EXECUTIVE SESSION

Upon a motion made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, all non-board members, except Dr. Steve Nunez and Ms. Lorraine Donahue were excused, and the Board of Trustees went into Executive Session to discuss purchase or lease of property. Ms. Donahue was then dismissed, and the Board of Trustees and Dr. Nunez remained in Executive Session to discuss employment and performance.

RETURN TO REGULAR SESSION

Upon a motion made by Dr. Janet Grady, seconded by Mr. Jim Foster, and unanimously carried by voice vote, the Board of Trustees came out of Executive Session.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Jim Foster, seconded by Ms. Carissa Itle Westrick, and unanimously carried by voice vote to adjourn the meeting at 8:05 PM.