

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 16, 2021 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, February 16, 2021 via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:02 PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. John Augustine
Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady
Ms. Carissa Itle Westrick
Ms. Jackie Kulback
Dr. Kathy O'Rourke
Mr. Mike Puruczky
Ms. Elizabeth Ruszkoski (Student)
Ms. Linda Thomson
Mr. Greg Winger

TRUSTEES ABSENT

Mr. Jim Foreman
Mr. Marc McCall

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. Reb Brownlee, Director of Facilities Operations
Ms. Nicole Robson, Assistant to the President, Recorder
Mr. Chris Pribulsky, Director of Finance and Administration
Ms. Kathy Edmiston, Assistant to the Vice President of Finance and Administration
Ms. Sue Hunt, Payroll Accountant
Ms. George Soika, Staff Accountant
Ms. Jamie Doyle, Managing Director, PFM Financial Advisors
Ms. Melissa Hughes, Senior Managing Consultant, PFM Financial Advisors
Mr. Josh Byers, Tribune Democrat Reporter

APPROVAL OF MINUTES

Upon a motion duly made by Mr. Jim Foster, seconded by Dr. Kathy O'Rourke, and unanimously carried by voice vote, the minutes from the December 15, 2020 meeting were approved.

Upon a motion duly made by Ms. Jackie Kulback, seconded by Ms. Linda Thomson, and unanimously carried by voice vote, the minutes from the January 19, 2021 special meeting were approved.

PRESENTATION FROM PFM REGARDING RICHLAND FINANCING PROCESS

Ms. Lorraine Donahue introduced Ms. Jamie Doyle and Ms. Melissa Hughes from PFM (Public Financial Management) Financial Advisors who have been selected as the independent financial advisor for the Richland building purchase. PFM will guide us through the process and help us select the best option.

Ms. Doyle and Ms. Hughes gave an overview of the dual track process and explained the difference between a bank loan and a bond issue. They also presented a timeline and a 20-year and a 25-year amortization chart.

An RFP for a bank loan has been issued and results will be compared to the bond market. PFM will review the results and make a recommendation regarding our best option and lowest overall costs.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

Accreditation Policy Deletion (EXEC 1001-2021)

MOVED: The Board of Trustees approves the deletion of the Accreditation Policy.

Retirement Policy Revision (EXEC 1002-2021)

MOVED: The Board of Trustees approves the revisions to the Retirement Policy.

Whistleblower Policy Revision (EXEC 1003-2021)

MOVED: The Board of Trustees approves the revisions to the Whistleblower Policy.

Tuition Due Date Guidelines Policy Deletion (FF 1009-2021)

MOVED: The Board of Trustees authorizes deletion of the Tuition Due Date Guidelines Policy as it is procedural in nature and therefore unnecessary.

CHAIRPERSON'S REPORT

Annual items to be completed by the Board of Trustees – Mr. Winger reminded the Trustees that they must complete the two yearly forms below and submit them to Ms. Nicole Robson.

- **Disclosure of Conflicts of Interest Form**
- **Statement of Financial Interest**
- **Annual Board of Trustees Evaluation** – Mr. Winger reminded the Trustees that the annual board evaluation will take place at the board retreat in April.

April Board of Trustees Retreat 04/20/2021 at 12:00 PM – Mr. Winger asked the Trustee to mark their calendar for the board retreat in April.

Mr. Winger also reminded the Trustees of the importance of having 100% participation in the Foundation's Annual Giving Campaign.

PRESIDENT'S REPORT

Appreciation of Finance Staff – Continuing with our Board appreciations, Dr. Steve Nunez would like to recognize our Finance staff for their amazing work. They are a small group with a lot of responsibilities, and they do a terrific job and he is proud of the work they do. In addition to their regular work, they have facilitated all the grant funding we have received due to COVID. Ms. Donahue introduced Mr. Chris Pribulsky, Mr. George Soika, Ms. Sue Hunt, and Ms. Kathy Edmiston. She thanked them for the great work they do. They have kept the office open during the pandemic and have kept the college running. Mr. Pribulsky thanked Ms. Donahue and the rest of the staff for their hard work. Dr. Nunez noted that Ms. Edmiston was the first person he met when interviewing for his position and she was always kind and supportive.

President's Outreach – Dr. Nunez provided highlights from his meeting list included in the packet. He had a great lunch meeting with Representative Jim Rigby. He thanked Ms. Jackie Kulback and Mr. Jim Foreman for setting up a meeting with Senator Corman's office, which was very positive and productive. We have received great press regarding the purchase of the Richland campus, and everyone agrees this is a great purchase. This Thursday, Mr. Alan Cashaw will be presenting on the history of the Johnstown NAACP for Black History Month.

College Catalog – Dr. Nunez reported the College Catalog will be published on the website on March 1. We have reviewed it thoroughly and have created a great document that is more concise and condensed than before.

Trustee Emeritus Nomination – Dr. Nunez reported that we would like to nominate former Trustee Mr. Jack Cavanaugh as our first Trustee Emeritus. We will invite him to the next meeting and the board will present him with the first ever Trustee Emeritus Award.

CRRSAA and GEER 2 Funds Update – Dr. Nunez reported that in addition to the CARES and GEER funds we received last year, we have also received CRRSAA funds in December with a portion to go directly to students again. The CRRSAA funds allowed us to ask if students would like to put it towards their outstanding balances and of the 849 students receiving funding, 172 students authorized us to put it towards any outstanding balance on their accounts. The restrictions for the institutional funds are less than before, but we will be careful before spending these funds.

Mid-Year Budget and Enrollment Update – Dr. Nunez provided an overview of mid-year budget update included in the packet and explained that even though we had a loss in revenue, we had cost savings in expenses and used the CARES and GEER grant funding to offset some additional expenses, so at mid-year we are about even. In addition, with the CARES and GEER funds, we have been able to invest in technology that we will continue to use over the next several years, so we will have cost savings in future years.

EXECUTIVE COMMITTEE

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

Strategic Plan (EXEC 1004-2021) – Mr. Winger introduced the motion. Dr. Nunez provided a brief overview of the process to develop this strategic plan, and asked Mr. Gary Boast to present the plan. Mr. Boast explained that this plan is a 5-year plan, but the principles and strategies developed will provide best practices that will help the College for the foreseeable future. He provided a more detailed overview of the process to develop this plan and how it is directly linked to the College's mission. He explained the four (4) strategic imperatives, the nine (9) goals, and twenty-seven (27) objectives which are detailed in the plan included in the packet.

Mr. Winger noted that this is a very nice plan and thanked everyone involved for their hard work. At the Executive Committee there was a discussion regarding a dashboard that will be presented to the board and noted this will be helpful for the board to see how we are progressing forward. Mr. Boast noted the dashboard will be a public facing document as well. Dr. Nunez noted that we will not provide a full plan update at each board meeting but will highlight a few key items from the Strategic Plan at each meeting instead. He also noted that the board retreat in April will focus around specific items from the Strategic Plan.

Upon a motion duly made by Ms. Jackie Kulback, seconded by Ms. Liz Ruszkoski, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the 2021-2025 Strategic Plan for Pennsylvania Highlands Community College.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported the minutes are included in the packet. The committee had no action items. There were reports provided by Mr. Rob Farinelli and Ms. Trish Corle. Dr. Grady also reported the committee discussed the two new athletics teams of Co-ed Golf and Women's Softball, the board scholars will now be applying in the fall and spring, and Mr. Boast provided an overview of board scholar success and the majority do much better than an average student.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported that we were visit with Derry Area High School this morning but unfortunately the meeting was cancelled due to the weather, so this will be rescheduled. The high school had contacted us regarding their agricultural program and possibly collaborating with dual enrollment courses and articulation agreements.

Mr. Farinelli also reported we have been discussing adding a winter session to the academic calendar. This would be an online only 4-week session over the holiday break and would be general education courses only so they would all be transferrable. We are working out the logistics right now and are determining the best way to do this. These courses would also generate enrollment.

Report from the Vice President of Student Services – Ms. Corle provided an update on enrollment. For spring, we are 8.8% down in credits compared to last spring, and 7.4% down year to date. Dual enrollment credits are 11% down compared to last year, but only 8.8% down compared to budget.

Report of the Student Trustee – Ms. Elizabeth Ruszkoski reported that Student Senate will be holding a Block out the Blues Week with virtual and in person events next week as a welcome back to campus for students, including bingo, snacks, and a wellness speaker. Students will be returning to campus next week, but some classes will remain online, some will be split between online and face-to-face, and some will be fully face-to-face. The College has transitioned to a new learning management system, Brightspace, and the IT department has been very helpful working with students on any issues they have had with the transition.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Greg Winger reported the minutes are included in the packet. The committee had no action items.

Report of the Executive Director of Institutional Advancement – Ms. Kathy Morrell provided highlights from her report included in the committee packet. She reported we have around 50% participation from board members for the Foundation's Annual Giving Campaign. EITC donations are up from last year, and with the Governor's budget there will be new guidelines on the amount that can be set aside for the institution. The Foundation Board decided to cancel Puttupalooza for the year due to COVID. We provided talking points and quotes from students and business partners to the PA Commission as they are really pushing Workforce Education as the proposed Governor's budget has flat funding for community colleges.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. Carl DeYulis thanked PFM for their presentation on our financing options and reported the minutes are included in the packet.

Bond Counsel for Purchase of Richland Campus (FF 1002-2021) – Mr. DeYulis introduced the motion. An RFP was issued for bond counsel and six responses were received. The firm of Mette, Evans & Woodside is recommended based on their fee, experience, and use of diverse co-counsel. (Powell Law)

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 Mette, Evans & Woodside for bond counsel based on their fee, experience, and use of diverse co-counsel (Powell Law).

Reimbursement Resolution SPSBA 2021 Bonds (FF 1003-2021) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves motion FF 1003-2021-REIMBURSEMENT RESOLUTION SPSBA 2021 BONDS.

Borrowing Resolution SPSBA 2021 Bonds (FF 1004-2021) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves FF 1004-2021 BORROWING RESOLUTION SPSBA 2021 BONDS.

Richland Campus Capital Project (FF 1005-2021) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees authorizes submission of a 2021-2022 PDE capital application for the increased annual cost associated with Richland Campus acquisition, deferred maintenance and building improvements. The total increased project cost is estimated to be \$4,755,000 with estimated PDE portion to be \$2,377,500 over the 20-year period. The annual capital cost increase is estimated to be \$260,000 with PDE's portion estimated at \$130,000.

Financial Statements ending December 31, 2020 (FF 1006-2021) – Mr. DeYulis introduced the motion. Ms. Donahue provided a brief overview of the financial statements ending December 31, 2020. She reported that the College has a Positive Change in Net Position halfway through the fiscal year.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending December 31, 2020.

Wessel and Company Audit Engagement (FF 1007-2021) – Mr. DeYulis introduced the motion. An engagement letter has been received from Wessel and Company for completion of the Pennsylvania Highlands Community College financial audit for the years ending June 30, 2021, 2022, and 2023.

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 authorizes entering into an agreement with Wessel and Company for completion of the College financial audit for years ending June 30, 2021, 2022, and 2023.

PA State Public School Building Authority Loan (FF 1008-2021) – Mr. DeYulis introduced the motion. The Pennsylvania State Public School Building Authority requires a Board resolution for the College to enter into a Revolving Loan Fund Project and Loan Agreement. The proceeds from the Revolving Loan Fund Project will be used to purchase network and office equipment upgrades. This is a rollover of a current lease.

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 a loan agreement with the PA State Public School Building Authority of an amount not to exceed \$15,000 for the purchase of network and office equipment upgrades.

REPORTS/COMMENTS FROM BOARD MEMBERS

None

PUBLIC COMMENT

On behalf of the Johnstown NAACP, Mr. Alan Cashaw would like to thank the College for being supportive and attending their virtual MLK event this year.

EXECUTIVE SESSION

None

ADJOURN

With no further business to be discussed, a motion was made by Mr. Alan Cashaw, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 6:29 PM.