

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 15, 2021 – 5:00 PM
Richland Campus LGI and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 15, 2021 in the Richland Campus LGI and via Zoom teleconferencing.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:06PM. Roll call was taken by Mr. Carl DeYulis, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Carl DeYulis
Mr. Jim Foster
Dr. Janet Grady
Ms. Jackie Kulback
Dr. Kathy O'Rourke
Mr. Mike Puruczky
Ms. Carissa Itle Westrick
Mr. Greg Winger

TRUSTEES ABSENT

Mr. John Augustine
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Jim Foreman
Mr. Marc McCall
Ms. Elizabeth Ruszkoski
Ms. Linda Thomson

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
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Nicole Robson, Assistant to the Student Services Department, Recorder
Ms. Melissa Boback, Assistant Professor, Accounting
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 April 20, 2021 meeting were approved.

CONSENT AGENDA

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

MOVED: To approve the Consent Agenda as presented.

College Senate Bylaws Revision (EXEC 1011-2021)

MOVED: The Board of Trustees approves the revisions to the College Senate Bylaws.

Constitution of the College Congress Revision (EXEC 1012-2021)

MOVED: The Board of Trustees approves the revisions to the Constitution of the College Congress.

Attendance Policy Revision (AASS 1010-2021)

MOVED: The Board of Trustees approves the revision of the Attendance Policy with the new language and policy name.

Board of Trustees Academic Scholarship Policy Exception for 2021-2022 (AASS 1011-2021)

MOVED: The Board of Trustees approves a one-time exception to the Board of Trustees Academic Scholarships Policy AASS 1010-2019 to offer ten (10) scholarships to students who are residents of Cambria County and eleven (11) scholarships to Pennsylvania students from outside Cambria County for the 2021-2022 academic year.

Student Outstanding Balance and Collections Policy (FF 1018-2021)

MOVED: The Board of Trustees approves the Student Collections and Outstanding Debt Policy.

Collecting Funds Due to College Policy Deletion (FF 1019-2021)

MOVED: The Board of Trustees authorizes deletion of the Collecting Funds Due to College Policy.

Outstanding Balance Policy Deletion (FF 1020-2021)

MOVED: The Board of Trustees authorizes deletion of the Outstanding Balance Policy.

CHAIRPERSON'S REPORT

Mr. Winger noted that the Commencement ceremonies in May were outstanding and thanked Dr. Steve Nunez and the entire staff for the hard work that went into organizing those events.

Mr. Winger reminded the Trustees that this year's Foundation Annual Giving Campaign is ending on June 30 and reminded everyone how important it is to have 100% participation from the Trustees.

Board of Trustees Self-Evaluation – Mr. Winger reported that for a number of years, the self-evaluation questions have been the same, and we needed to update them to make them more relevant to the College's mission, as well as making them more specific to the Committee structure. These new questions will be sent for next year's evaluation.

PRESIDENT'S REPORT

Celebration of Newly Tenured and/or Promoted Faculty – Dr. Steve Nunez would like to formally recognize the faculty members that were approved for promotions at the previous board meeting. Mr. Rob Farinelli provided a brief background for Ms. Melissa Boback, who was present at the meeting. He thanked her, as well as Ms. Morgan Dugan, Ms. Robin Hughes, and Ms. Gaynelle Schmieder who were not able to attend the meeting, for their hard work and congratulated them on their promotions. Ms. Melissa Boback thanked everyone for approving her promotion and noted that she loves working at the College. She also noted that Ms. Morgan Dugan was unable to attend, but she wanted to thank everyone as well for approving her promotion.

Commencement Recap – Dr. Nunez reported Commencement is the most important event we hold at the College and thanked Dr. Barb Zaborowski and everyone involved in the planning of our two in person and live-streamed events this year. They went very well and were well received by all that attended and participated virtually. Dr. Zaborowski thanked everyone involved in the planning especially Ms. Sue Brugh and her group for a job well done.

President's Outreach – Dr. Nunez provided highlights from his meeting list included in the packet. He noted that the meeting with Sheetz last week went very well and he hopes to create a great partnership with them.

Strategic Plan Updates – Dr. Nunez provided highlights from the Strategic Plan and the Core Indicators Dashboard included in the packet and explained that moving forward regular updates will be imbedded within each Board committee meeting with an overview of total progress given at each full Board meeting. An updated strategic plan, as well as the dashboard will be included in each Executive Committee packet and full Board packet moving forward. These will also be on our website for anyone to view.

COVID Precautions – Dr. Nunez reported the College is continuing to follow CDC and PA Department of Health guidelines and is now only requiring non vaccinated individuals to wear masks while on campus.

HEERF Funds – Dr. Nunez reported the state and federal grant funding the College has received has been utilized to put the College in a very good place moving forward. We currently have \$1.8 million to disburse to students over the next year and will be using the same formula we have in the past to disburse those funds.

College Events – Dr. Nunez reported on the upcoming events at the College which are listed in his report included the packet.

EXECUTIVE COMMITTEE

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

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janey Grady reported the minutes are included in the packet. The committee had a few action items that were all on the consent agenda. There were reports and Strategic Plan updates provided by Mr. Rob Farinelli and Ms. Trish Corle. There was no report from the Student Trustee.

Report from the Vice President of Academic Affairs – Mr. Farinelli reported that after the Workforce Development Symposium, a survey was sent out to all participants and they have already been replying to requests for training through WEDnet, as well as individuals interested in becoming members of program advisory councils or becoming a faculty member. He also reported that we have received a good response from students interested in the honors program in the fall.

Report from the Vice President of Student Services – Ms. Corle provided an update on enrollment. For summer, we are 510 credits, or 11%, behind last summer, but enrollment was up last summer compared to previous years. For fall, we are 14% down, but are starting to see more students moving through the pipeline, and our conversion rate is 14% higher than last year. For FY 2020-2021, we are 7.3% behind FY 2019-2020.

Ms. Corle also reported on the Black Bear Begin Again Program we are starting in the fall. This is a program for students who own \$1,000 or less with us so they can work off their debt and complete their degree.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Ms. Kathy Morrell reported the minutes are included in the packet and the Committee had no action items.

Report of the Executive Director of Institutional Advancement – Ms. Morrell provided highlights from her report included in the committee packet. She reported that the Foundation Board is at 100% participation for the Annual Giving Campaign as of today. Sponsorship letters and emails for the Foundation Gala have been sent out and she will be reaching out to sponsors of previous fundraising events about sponsoring the Gala. She also reported that the application for the \$500,000 grant needed to be resubmitted. She also provided a brief overview of the marketing report that is included in the committee packet.

FINANCE & FACILITIES COMMITTEE

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

Operating and Capital Budget FY 2021-2022 (FF 1016-2021) – Mr. DeYulis introduced the motion. Ms. Lorraine Donahue provided a brief overview of the budget that was presented in detail as a draft in April. There were no changes and it is now being presented for final approval.

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

MOVED: The Board of Trustees approve the Operating and Capital Budget FY 2021-2022 that will be effective July 1, 2021.

Financial Statements ending April 30, 2021 (FF 1017-2021) – Mr. DeYulis introduced the motion. Ms. Donahue provided a brief overview of the financial statements included in the packet. She reported that the College has a Positive Change in Net Position.

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

MOVED: The Board of Trustees approves the Financial Statements for the period ending April 30, 2021.

Report from the Vice President of Finance and Administration – Ms. Donahue reported the sewer line replacement project is underway. It's going well and should be finished in the next week or so. The HVAC system replacement project will be starting soon as well.

REPORTS/COMMENTS FROM BOARD MEMBERS

None

PUBLIC COMMENT

None

EXECUTIVE SESSION

Upon a motion duly made by Dr. Janet Grady, seconded by Ms. Jackie Kulback, and unanimously carried by voice vote, all non-board members were excused, and the Board of Trustees went into executive session to discuss the College President's Evaluation. Dr. Nunez was later asked to join Executive Session.

RETURN TO REGULAR SESSION

Upon a motion duly made by Dr. Kathy O'Rourke, seconded by Dr. Janet Grady, and unanimously carried by voice vote, the Trustees came out of executive session.

ADJOURN

With no further business to be discussed, a motion was made by Mr. Ed Bowser, seconded by Mr. Mike Puruczky, and unanimously carried by voice vote to adjourn the meeting at 6:11 PM.