

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 18, 2023 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, April 18, 2023 via Zoom teleconferencing with some members present at the Richland campus in the LGI Room.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 5:03 PM. Roll call was taken by Mr. Carl DeYulis, Secretary and Treasurer of the Board of Trustees, and a quorum was established.

TRUSTEES PRESENT

Mr. Ed Bowser
Mr. Alan Cashaw
Mr. Tyson Cook
Mr. Carl DeYulis
Dr. Janet Grady
Dr. Leah Spangler
Ms. Linda Thomson
Ms. Carissa Westrick
Mr. Greg Winger
Ms. Adrianna Farrell (Student Trustee)

TRUSTEES ABSENT

Mr. John Augustine
Mr. Jim Foreman
Mr. Jim Foster
Ms. Jackie Kulback
Mr. Marc McCall
Mr. Mike Puruczky

PUBLIC COMMENT

None

GUESTS & SPECIAL RECOGNITION

Spring Athletes. Ms. Trish Corle and Ms. Sue Brugh welcomed athletes and coaches from the Spring Semester. There were 77 athletes present, many who have achieved athletic and academic awards. Bowling, E-Sports, basketball and softball were highlighted.

CONSENT AGENDA

Upon a motion duly made by Ms. Linda Thomson, seconded by Dr. Leah Spangler, and unanimously carried by voice vote, it was:

- Minutes from the February 21, 2023, Board of Trustees Meeting
- Prohibition of Enrollment Incentives Policy (New) (EXEC 1004-2023)
- Disclosure of Conflicts of Interest Policy (Revision) (EXEC 1005-2023)
- Equal Opportunity, Affirmative Action, and Non-Discrimination Policy (Revision) (EXEC1006-023)
- Sustainable Hydroponic Agriculture and Rural Entrepreneurship (SHARE) Certificate and A.A.S. Program Review (AASS 1005-2023)
- Professional Services for 2023-2024 (FF 1008-2023)

ALSO PRESENT

Dr. Steve Nunez, President
Dr. Cynthia Doherty, Vice President Academic Affairs
Ms. Trish Corle, Vice President of Student Services
Mr. Chris Pribulsky, Associate Vice President of Finance
Mr. Gary Boast, Associate Vice President of Technology and Analytics
Ms. Susan Fisher, Associate Vice President of Administration
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Ms. Beth Freedline, Executive Assistant to the President & Foundation
Mr. Ray Weible, Jr., Executive Director of Marketing Communications
Mr. Robert "Reb" Brownlee, Director of Facilities Operations
Ms. Sue Brugh and several PHCC student athletes and coaches

- Acceptable Use of IT Resources (Revision) (FF 1009-2023)
- External Grants Approval Policy (Revision) (FF 1010-2023)
- Purchasing Guidance Policy (Revision) (FF 1011-2023)
- Travel Reimbursement Policy (Revision) (FF 1012-2023)
- Late Registration Fee Policy (Revision) (FF 1013-2023)
- Facilities Standards Policy (Deletion) (FF 1014-2023)

CHAIRPERSON'S REPORT

- Mr. Winger presented the BOT schedule for 2023-2024.
- Commencement will be held Friday, May 12 at 6:00pm. Please attend if you're available (RSVP to Beth Freedline).

PRESIDENT'S REPORT

- Dr. Steven Nunez, did not present any items. The Retreat was held earlier in the day and he had nothing further to report.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet from April 11, 2023. Mr. Winger presented the following motions.

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

MOVED: Advancement in Rank to Assistant Professor: Wayde Simington (EXEC 1001-2023)

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

MOVED: Advancement in Rank to Professor: Matthew Sisak (EXEC 1002-2023)

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

MOVED: Approval of Tenure: Morgan Dugan (EXEC 1003-2023)

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady presented that there were no action items for AASS. She discussed some of the highlights from their meeting and commended the leadership team on their efforts with the Academic Plan.

Report from Academic Affairs – Dr. Cynthia Doherty discussed the four goals of the Academic/Strategic Plan: Academic Assessment, Program Alignment, Guided Pathways and Community Partnerships.

Report from the Vice President of Student Services – Ms. Trish Corle talked about enrollment numbers and updated on the semester plan and fiscal year. Workforce education continues to grow. Academic Planning Day is upcoming and the final of three Career Fest days will be held on April 21. The testing center is open on Tuesdays and Thursdays at the Richland campus. Student Engagement and Success Awards will be held Thursday, April 27 at 6:00pm.

Report from the Student Trustee – Ms. Adrianna Farrell reported that 48 students will be inducted to Sigma Alpha Phi, 23 inducted into Phi Theta Kappa; Student Activities and Student Senate held Easter Egg hunt. Students are planning a trip to a Pirates Game. A clay sport team will be started. A plant sale was held by the Green Club. Students attended a Pens game. She also gave an update on athletics. She also updated Penn Highlands student involvement in the community.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Greg Winger presented that there were no action items and minutes were posted and are in the packet.

Marketing Report – Mr. Ray Weible, Jr. provided website updates during the Retreat. He explained the current marketing campaigns which are aimed at traditional media sources with nontraditional career paths (males in healthcare and women in criminal justice). Google search and Facebook continue to be the College's main outreach.

Foundation Report – Ms. Beth Freedline updated that scholarship applications are open; Puttapolooza 2023 was a success and the Chef Auction is coming up on October 11, 2023.

FINANCE & FACILITIES COMMITTEE

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

Tuition and Fee Schedule FY 2023-2024 (FF 1006-2023) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the Tuition and Fee Schedule FY 2023-2024 (FF 1006-2023).

Richland Campus Rest Room Renovations (FF 1007-2023) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the Richland Campus Rest Room Renovations (FF 1007-2023)

Financial Statements (FF 1015-2023) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky provided an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending February 28, 2023.

Report from the Director of Facilities – Mr. Robert "Reb" Brownlee updated that there is a project going on with water pressure and backflow protection. The project will be complete on May 19, 2023. The building will close for the final switch over of the water sources.

Report from the Associate Vice President of Finance – Mr. Pribulsky provided a Strategic Plan update: Eliminating Financial Barriers for Students. PA State Grants and other organizations change their regulations and rules. In the past students taking 50% of classes online were not eligible for some grants. This has changed and the Director of Financial Services has implemented that option. A grant application has been submitted for funds for Centre Co. The final portion of the supplemental HERRF grant has been spent.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast reported that IT is in the middle of upgrading back up services to files across the College. An Emergency Response Team has been meeting and identified this as a possible weak point so IT has taken the task.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

Upon a motion duly made by Dr. Janet Grady, seconded by Dr. Leah Spangler, and unanimously carried by voice vote, all non-board members were excused, and the Board of Trustees went into executive session to discuss collective bargaining, employment, compensation, and purchase/lease of property at 5:40PM.

Upon a motion by Mr. Buddy DeYulis, seconded by Mr. Ed Bowser, and unanimously carried by voice vote, the Board of Trustees left executive session at 5:48PM.

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

MOVED: To ratify the Federation of Teachers Support Unit Collective Bargaining Agreement (EXEC 1007-2023)

ADJOURN

With no further business to be discussed, **a motion was made by Mr. Alan Cashaw, seconded by Dr. Janet Grady, and unanimously carried by voice vote to adjourn the meeting at 5:49 PM.**

Upcoming events:

- Commencement: Friday, May 12 at 6:00pm
- Somerset Campus Business After Hours: Thursday, May 25 at 5:00PM.
- Chef Auction: Wednesday, October 11 at 5pm