

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 20, 2023 – 5:00 PM
via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 20, 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 5:01 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. Tyson Cook
Mr. Carl DeYulis
Dr. Janet Grady
Dr. Leah Spangler
Ms. Carissa Westrick
Mr. Greg Winger
Mr. John Augustine
Mr. Jim Foreman
Ms. Jackie Kulback
Mr. Mike Puruczky
Mr. Alan Cashaw

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
Ms. Susan Fisher, Associate Vice President of Administration
Dr. Barb Zaborowski, Dean of Library Services & Special Projects
Mr. Ray Weible, Jr., Executive Director of Marketing Communications
Mr. Wade Simington, Instructor of Mathematics
Ms. Katie Markum, Staff Accountant
Ms. Nicole "Nikki" Wright, Assistant to the Student Services Department

TRUSTEES ABSENT

Mr. Jim Foster
Mr. Marc McCall
Ms. Linda Thomson

PUBLIC COMMENT

None

GUESTS & SPECIAL RECOGNITION

Faculty Promotions and Tenure presented by Dr. Cindy Doherty. Mr. Wayde Simington for his promotion to Assistant Professor of Mathematics. Dr. Matthew Sisak promoted to Professor of Biological Sciences. Ms. Morgan Dugan has been granted full tenure as an Assistant Professor of Education.

CONSENT AGENDA

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

- Minutes from the April 18, 2023, Board of Trustees Meeting
- Ethics Policy (revision) (EXEC 1007-2023)
- Histotechnology A.A.S. Program Review (AASS 1006-2023)
- Radiologic Technology A.A.S. Program Review (AASS 1007-2023)
- Computer Science A.S. Program Review (AASS 1008-2023)
- Information Technology A.A.S. Program Review (AASS 1009-2023)
- Disposal of IT Computer Equipment Policy (revision) (FF 1016-2023)
- Business and General Liability Insurance Renewal (FF1018-2023)

CHAIRPERSON'S REPORT

- Mr. Winger stated for informational purposes that the Board of Trustee Positions for Blair, Huntingdon, and Somerset Counties will be coming up for their annual reappointment.

PRESIDENT'S REPORT

- Dr. Steve Nunez presented the Presidents report.
 - Annual Enrollment Review (FY 2023) (Ms. Trish Corle)
 - Strategic Planning Dashboard (tabled for next meeting)
 - Strategic Planning Accomplishments

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Greg Winger presented that there were no action items and reported the committee minutes are included in the packet from June 14, 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.

Report from Academic Affairs – Dr. Cindy Doherty mentioned they are making great progress with the assessment of general education. They also implemented the ACP first year course to include career exploration and college skills.

Report from the Vice President of Student Services – Ms. Trish Corle

- Core Enrollment Update
- Final enrollment for the academic year: finished the academic year 116 credits short of our goal which was .4% behind.
 - Summer A was above goal.
 - The College has already reached the summer B enrollment goal.
 - 2023 Fall enrollment is currently on par with last year's enrollment cycle.

- BIT Student Discipline Review: Ms. Corle shared the previous year's incident reports concerning student discipline. The College Behavioral Intervention Team performed its annual review of student disciplinary issues and found no concerning patterns of behavior.
- Climate Survey Results: The biannual climate survey was conducted with both students and employees. The results of the survey indicate the following:
 - A need for additional training for employees and students on who is responsible for coordinating the program to address sexual/gender violence and discrimination.
 - A need to ensure that information on these policies is easier to locate on our webpage.
 - An understanding that many respondents have not participated in the reporting or investigative process and therefore their ability to provide input on the process is limited. Recommend a survey for those who have been involved in the process to assess its impacts.
 - Title 9 Climate Survey
 - People have stated our policies and procedures are clear
 - More upcoming trainings
 - Reviewed the results and discussed trainings

Report from the Student Trustee – No current student report.

EXTERNAL AFFAIRS COMMITTEE

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

External Presidents Report- Dr. Steve Nunez reported that there is a push for operating increases. Great support on the job-sharing grant.

Marketing Report –Mr. Ray Weible, Jr. reported that the website revamp well went and launched as planned. More updates are in progress. Element 451 is working, and information is getting transferred. Digital advertising reports are updated, social medias are doing well. There will be stuff coming up for pathways and cyber security.

Foundation Report – Dr. Nunez reported that they have 3 interviews set up for the Director of Foundation position.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis presented a meeting summary and reported the minutes are included in the packet.

PA Public School Building Authority Loan (FF 1017-2023) – Mr. DeYulis introduced the motion.

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

MOVED: The Board of Trustees approves the PA Public School Building Authority Loan (FF 1017-2023).

Lease for Downtown Johnstown Location (Culinary Center) (FF-1019-2023) – Mr. DeYulis introduced the motion.

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 lease for Downtown Johnstown Location (Culinary Center) (FF-1019-2023)

Financial Statements ending April 30, 2023 (FF 1020-2023) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky provided an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending April 30, 2023 (FF 1020-2023).

Operating and Capital Budget FY 2023-2024 (FF 1021-2023) – Mr. DeYulis introduced the motion. Mr. Chris Pribulsky provided an overview of the Operating and Capital budget.

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

MOVED: The Board of Trustees approves the Operating and Capital Budget FY 2023-2024 (FF 1021-2023).

Report from the Associate Vice President of Administration- Ms. Susan Fisher reported they that are working on the restroom renovation, progress is happening in the reconstruction of them. The domestic water project was completed successfully. Reb has announced his retirement at the end of June.

Report from the Associate Vice President of Technology and Analytics – No current report for this meeting. There are updates in the packet.

Report from the Associate Vice President of Finance – Mr. Chris Pribulsky stated they presented a standard usage agreement for East Hills Rec for when they move out of the building. The Bellefonte area lease agreement for the office space is included in the packet. Juniata college space lease agreement can be found in the packet as well. Lastly, the IUP Cybersecurity grant allowed us to purchase \$69,390 worth of computer equipment to use in the cybersecurity program.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. Greg Winger wanted to thank Barb Zaborowski for another great commencement ceremony, and wanted to mention this year was an excellent year for enrollments and results. Thanking the staff for all the good work done this year.

EXECUTIVE SESSION

Did not go into session.

ADJOURN

With no further business to be discussed, **a motion was made by Mr. Charles DeYulis, seconded by Mr. Ed Bowser, and unanimously carried by voice vote to adjourn the meeting at 6:38 PM.**

Upcoming events:

- Chef Auction: Wednesday, October 11 at 5pm