

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 15, 2023 – 5:00 PM
BOARD ROOM and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, August 15, 2023, via Zoom teleconferencing with some members present at the Richland campus in the Holzman Board 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
Mr. Greg Winger
Ms. Jackie Kulback
Mr. Mike Puruczky
Mr. Alan Cashaw
Mr. Jim Foster

TRUSTEES ABSENT

Mr. Jim Foreman
Ms. Carissa Westrick
Mr. Marc McCall
Ms. Linda Thomson
Ms. Sydney Sheredy
Mr. John Augustine

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. Josh Byers, Tribune-Democrat
Ms. Sonya Augustine, Executive Assistant to
Administrative Operations, Recorder

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

Dr. Nunez introduced Bridget Hall who is Penn Highlands Personal Counselor for students. A member of the Board had expressed an interest in hearing about behavioral health support services offered to our students.

Ms. Bridget Hall gave an overview to the board regarding the scope of mental health services available to Penn Highlands students as follows:

- Annual Mental Health Awareness Events
- Student Mental Health messaging (social media, emails, bulletin boards)
- PAWS Early Alerts

- The Behavioral Intervention Team
- Mental Health Syllabus Statement
- Student Activities/Athletics
- Student Success Center (ADA Services, Career Planning, Transfer Planning, Tutoring, and Keys Office)
- Food Share & Hygiene Drive
- The MyPeak Page lists additional resources available throughout the community.

A discussion was held regarding what measures were taken during COVID to help students. Ms. Hall explained that more messaging went out to students (via email and social media) letting them know that services were still available. In addition to in-person counseling she also provided counseling via zoom. Dr. Nunez and the Board thanked Bridget for her service.

CONSENT AGENDA

Upon a motion duly made by Mr. Jim Foster, seconded by Mr. Alan Cashaw, and unanimously carried by voice vote, it was moved to approve the consent agenda which included:

- Minutes from the June 20, 2023, Board of Trustees Meeting

CHAIRPERSON'S REPORT

Mr. Winger recognized Jim Foster and Tyson Cook for their service on the Board of Trustees. Mr. Foster has served as Huntingdon County Representative to the Board of Trustees and on the Academic Affairs Committee since October 2012. Mr. Cook Tyson has served as Somerset County Representative to the Board of Trustees and on the External Affairs Committee since June 2019. Mr. Winger thanked them for their input and advice which has been invaluable over the years.

- Mr. Foster stated that it has been an honor and pleasure to serve. He thanked the Board for the opportunity and stated he is grateful to be a part of making a difference in Penn Highlands students' lives. He stated that Jennifer Mitchell will be a great addition to the Board.
- Tyson Cook stated that he has been fortunate to serve on the Board but is not able to continue to serve. He is excited that more four-year institutions are now accepting community college credits and he is super excited to see where Penn Highlands goes in the future.

Mr. Winger announced that the Board of Trustees and Foundation Board of Directors Mixer is scheduled on September 11, 2023, at 5:00 PM. Everyone is encouraged to attend and meet Carole VanMeter the new Director of the Foundation. The Chef Auction event is scheduled on October 11, 2023.

PRESIDENT'S REPORT

Dr. Steve Nunez introduced Sonya Augustine, Executive Assistant to Administration Operations. Ms. Augustine was the Chief Clerk for Somerset County.

Dr. Nunez announced that Dr. John Hunter who was the Founding President of Penn Highlands Community College (formerly Cambria County Area Community College) passed away on August 3, 2023, he was 90 years old. Dr. Hunter was married for 67 years with four children. He was an Army Ranger for four years and served in public education 46 years. He served as President of Northern Community College, Alfred State College, and the College of Lake County. He founded

the CLC Naval training school at Great lakes Naval Base and published three books on higher education.

Dr. Nunez reminded the Board that the first Police Academy Class will graduate on September 7, 2023, at 6:00 PM. RSVP to reserve a seat.

- Strategic Planning Dashboard - Mr. Gary Boast explained that there are two dashboards included in the packet. The Strategic Planning Progress Dashboard shows where the College is at with goals and objectives outlined in the 2021-2025 plan. The second dashboard is an effectiveness dashboard of how the college is progressing. Mr. Boast went over a few highlights on both dashboards. He stated that enrollment has a direct correlation with Pennsylvania State Unemployment rates and that enrollment was accelerated over COVID and has since Plateaued. There has been a decrease in enrollment of 100% online programs. Penn Highlands has the highest percentage in the State for Three-Year completion outcomes. Ms. Jackie Kulback asked if we are tracking the average student debt. Mr. Boast stated that not all students have loans, but that information could be provided to the Board. Mr. Winger asked for enrollment age demographics. Specifically, whether enrollment is higher or lower for nontraditional students (25 or older). Mr. Boast said the percentage of the non-traditional students has remained stable and the younger demographics has decreased.
- Disclosure of Conflicts of Interest of Dr. Nunez. Dr. Nunez stated that he is disclosing his board memberships. He serves on multiple boards in several different counties, and he is disclosing his involvement with those boards.
- Culinary Center Update - Dr. Nunez stated that due to issues with electrical, plumbing, and gas at the Culinary Center the opening of the center will be delayed. A project manager has been hired to oversee the project. Staff is working with Johnstown High School regarding the delay. Mr. Edwin Bowser asked how the delay will impact students. Dr. Cindy Doherty stated that she will be meeting to collaborate with the Johnstown High School and work through alternatives. There is a possibility that the semester could just be shifted into the fall.
- Centre County Update - Dr. Nunez stated that there has been an effort over the past several months to work with a landlord to rent and build out a space in Bellefonte. Today, we received a letter of intent from the landlord and the offer to lease the space is more than expected or budgeted for. However, there is another location in Bellefonte that has potential. Preliminary discussions have been held with that landowner to construct a building for lease by the College.
- College Accomplishments and Projects: 2022-2023 - Dr. Nunez stated this is the time of the year to reflect and celebrate the accomplishments of the College. The Leadership Team has provided the list in the meeting packet. Each member of the team highlighted what they are most proud of below:
 - Dr. Nunez stated he is proud of the overall operations of the college. The entire process beginning with how students are identified and recruited, apply for, and receive financial aid, enroll in the appropriate classes, receive mentoring and counseling, are retained and graduate is very complex. He is proud of our student success, the graduates, and the positive effect our college has on our students' lives. This year the College issued 295 degrees, 19 of those degrees were high school students.

- Gary Boast stated that he is most proud of the IT Team's performance concerning cyber security. Every day the IT Team must work hard to keep the system secure. This year IT will pursue a formal cyber security framework to meet industry standard level.
- Trish Corle stated that she is most proud of the implementation of a Constituent Management System (CMS). The process was a long process that has taken over a year and was a difficult transition. CRM is an automated communication system with our students that allows over 400 types of communication for students and parents.
- Susan Fisher stated that she is most proud of the fact that we have been able to recruit and hire 71 employees over the last academic year. Many hours of work go into the hiring process not just in Human Resources but for the hiring managers and search committees.
- Chris Pribulsky stated that he is proud of the clean 21-22 Audit Report which is a testament to finance team including the student service department and the hard work they do throughout the year. The College has had a clean audit report for the past 17 years.
- Dr. Barb Zaborowski stated that the "One Book, One Community" event. This year will be the 17th year for the event. Last year we had over 1,300 elementary students participate in reading event. It is one of the events that involves everyone (students, faculty, and staff) who volunteer.
- Dr. Cindy Doherty stated that she is proud of the work in Academic Affairs on assessment. The process has been improved to assess our programs and courses to see if our programs are meeting the needs of our community and ensuring that students are learning the courses. Improvements make the process sustainable over time.
- Mr. Ray Weible stated he is most proud of the website update and revision that was finalized in May. The process started back in 2021. Updates to the website gave an all-new landscape for the navigation structures with an additional buttons system, additional media library, and better landing pages throughout.
- Dr. Nunez stated that for the Foundation he is proud of the Supporting Scholars Fund and the Foundations pledge of \$50,000.

Mr. Alan Cashaw stated he is proud of the purchase of the college and the timing allow for a great interest rate. Dr. Nunez stated that borrowing extra funds also allowed the College to update the school for the next generation of students.

Next year's goals include a location in Centre County, recruitment of students, and new academic programs. In addition, East Hills Recreation is leaving the building next year. The plan for that space and how it will be used will need to be discussed. Mr. Winger stated that he is proud of having the highest graduation rate of any Community College in the State.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger stated there has been a slight change in the agenda order. Since most action items are centered around Finance & Facilities it was suggested to flip the order of the agenda for both Executive Committee meetings and the full-Board meetings so that the Trustees can address Finance & Facilities first and finish with External Affairs at the end of agenda. Mr. Winger presented the Board Appointed Trustees motion to accept the resignations of current Trustees James (Jim) Foster (of Huntingdon County) and Tyson Cook (of Somerset County) and recommends the reappointment of Jim Forman (of Blair County) and the

appointments of Jennifer Mitchell (of Huntingdon County) and Lladel Lichty (of Somerset County) to the Board of Trustees to serve three-year terms.

Dr. Nunez stated that the individuals that have been recommended for the replacement the two Board of Trustees information is in the packet. Jennifer Mitchell has been in education for many years and is the Superintendent of the Huntingdon School District. Lladel Lichty is the Somerset County Director for the Community Foundation for the Alleghenies and has served on numerous boards and committees in Somerset County over the years.

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

MOVED: The Board of Trustees approves the Board of Trustee Appointments (EXEC 1008-2023).

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes are included in the packet and presented the Financial Statements ending June 30, 2023 (FF 1022-2023) action item for approval. Mr. Chris Pribulsky provided an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending June 30, 2023 (FF 1022-2023).

Report from the Associate Vice President of Administration- Ms. Susan Fisher shared a photo of the remodeled restrooms. She stated that four restrooms are completed, inspected and operational. Two locker rooms are expected to be complete this week and demolish has begun on the four remaining restrooms. The façade of the Richland building is under some unexpected construction after some loose stones were discovered while trying to mount the new exterior sign. The stones are in the process of being repair this week.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast stated that the IT and Student Financial Services are working to ensure compliance with new Gramm-Leach-Bliley Act - 2023 directives issued in June. This involves enhanced requirements to safeguard student data and the systems and processes that protect and safeguard it. The Strategic Plan item relates to improvements specifically to how the IT Department Manages Desktops and Laptops with updates and patches. IT upgraded two Richland computer labs that were funded by the IUP Cyber grant giving the student state of the art Intel-based devices along with a new Mac lab. Lastly, he reported that two of our third-party providers TIAA/CREF and the National Student Clearinghouse had data breaches. Notification has been sent to all potentially effected students and employees. No Penn Highlands systems were affected. Those third-party organizations will be contacting any affected employees or students with any next steps.

Report from the Associate Vice President of Finance – Mr. Chris Pribulsky stated that the Audit started on August 14, 2023. The Audit Report will be delivered to Finance and Facilities Committee and the Board of Trustees at the October meetings.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady presented that there were no action items for AASS today as they were included in the consent agenda.

Report from Academic Affairs – Dr. Cindy Doherty reported that the School Partnership agreements have been updated with 59 school districts in 11 counties in our region. In addition, they are working with Windber School District to expand enrollment offerings. Academic Affairs has been working on improving support for online students and faculty with an introduction to Brightspace course and a new and updated student orientation course in the learning management system. They are also following up on Assessment Days with Faculty with new assessments for the new academic year and are working through schedule enhancements.

Report from the Vice President of Student Services

Ms. Trish Corle she stated that First Energy will not be continuing the Substation and Linemen programs. Students who were to be enrolled in the program this Fall and Spring will drop their courses. There is a meeting scheduled with First Energy this Friday to discuss the finance impacts to Penn Highlands due to the loss of the programs. Enrollment is at 86.6% of goal. There was an increase of \$85,000 in revenue in Workforce and Continuing Education Income for the year. Workforce and Continuing Education handled approximately \$569,000 of grant funds this year for workforce education and training assisting over 1,200 employees and 35 employers. She stated that the Advisory Board membership list was included in the packet for review. She announced that the College will provide SAT preparation courses and a College and Career Readiness program opportunities for student learning during their planned Friday enrichment days with Bishop McCort. Working with both Greater Johnstown High School and Huntingdon High Schools to offer college and career readiness programs.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman not present. There were no action items and minutes were posted and are in the packet.

External Presidents Report – Dr. Nunez introduced Carole VanMeter. Ms. Carole VanMeter stated that she is excited to be part of the College. She is looking forward to building and maintaining relationship through the community to help the College grow. Dr. Nunez stated that Chef Auction is moving forward with the help of a part-time event planner. The State Budget was approved with a 2% increase for community colleges. Still working with the Somerset County Board of Commissioners for a sponsorship.

Marketing Report – Mr. Ray Weible, Jr. stated that the Marketing and Communications Department worked with the admissions office to revamp the publications for 2023-24. Some of the key changes were to expand the College view book, adding a student life and athletics guide, and a transfer guide. Marketing also produced a testimonial video with graduate and former Somerset campus student Hunter Connor. The website changes made improvements to mobile and desktop viewing.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, **a motion was made by Mr. Edwin Bowser, seconded by Mr. Jim Foster, and unanimously carried by voice vote to adjourn the meeting at 6:45 PM.**

Upcoming events:

- Board of Trustees and Foundation Board of Directors Mixer: Sept. 11 at 5:00PM
- Chef Auction: October 11 at 5:00PM