

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 17, 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, October 17, 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. John Augustine
Mr. Ed Bowser
Mr. Carl DeYulis
Dr. Janet Grady
Mr. Greg Winger
Ms. Jackie Kulback
Ms. Lladel Lichty
Mr. Marc McCall
Ms. Jennifer Mitchell
Mr. Mike Puruczky
Ms. Linda Thomson
Ms. Carissa Westrick

TRUSTEES ABSENT

Mr. Alan Cashaw
Mr. Jim Foreman
Dr. Leah Spangler

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
Mr. Gary Boast, Associate Vice President of
Technology and Analytics
Dr. Barb Zaborowski, Dean of Library
Services & Special Projects
Ms. Carole VanMeter, Director of the
Foundation
Mr. Ray Weible, Jr., Executive Director of
Marketing Communications
Ms. Sonya Augustine, Executive Assistant to
Administrative Operations, Recorder
Meghan Freidhof, Wessel & Company
Mr. Joel Valentine, Wessel & Company

Mr. Winger welcomed new Board of Trustee members Lladel Lichty and Jennifer Mitchell. Ms. Lichty stated that it is honor and a privilege to serve as a member of the Board. She stated she loves how the College has grown, always puts the students' needs first, and is so involved in the community. Penn Highlands is not only important in Somerset County but to the region. Jennifer Mitchell stated that she is the Superintendent at the Huntingdon Area School District and has been involved in K-12 education for many years. She spoke about the importance of connecting primary with post-secondary education and how that translates into the workforce. She stated that helping our communities financially and economically is key to creating thriving communities for people to work and live.

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

Financial Audit FY 2022-2023 presentation by Wessel and Company. Ms. Meghan Friedhoff gave and overview of the Audit & Financial Results. The Audit was prepared with no findings. Mr. DeYulis and Dr. Nunez thanked Wessel & Company for the presentation. Mr. Winger thanked the Finance Department for all their hard work in receiving a clean audit and all they do every day to ensure the College remains in good financial condition.

CONSENT AGENDA

Upon a motion duly made by Mr. Ed Bowser, seconded by Dr. Janet Grady, and unanimously carried by voice vote, it was moved to approve the consent agenda which included:

- Minutes from the August 17, 2023, Board of Trustees Meeting

CHAIRPERSON'S REPORT

Mr. Winger announced that there are several Board members (Ed Bowser, Carissa Itle Westrick, Jackie Kulback, and Marc McCall) with terms expiring at the end of December 2023. He will be in contact with them to see if they wish to remain on the Board.

Mr. Winger thanked all those involved with making the Chef Auction a success. He thanked those that attended and those that made financial contributions. It was a great evening with a lot of money raised to assist students that need financial help.

PRESIDENT'S REPORT

Dr. Steve Nunez congratulated Chris Pribulsky on his retirement and thanked him for his service to the College for the last 18 years – the last several as the Associate to Vice President of Finance. Chris is an outstanding individual who has provided great guidance and leadership to his team, and he will be missed. Chris said he is retiring and plans to relocate to Florida. Chris has agreed to assist the College by working part-time remotely to assist the new Vice President. Interviews are scheduled next week for his replacement.

Dr. Nunez stated that Barbara Zaborowski provides leadership for the College with grants and will present an overview of the current grants and utilization of those funds.

- Dr. Barbara Zaborowski – Grant Utilization at Penn Highlands Presentation- Dr. Zaborowski explained that grants are often competitive, often require a match, are a way to fund special projects, and are tied to specific goals and measurements. Grants are not a way to supplant operational budget items, cannot be used for anything not identified in the grant, and have a time limit for expenditures. She reviewed the current grants the College is receiving and how those funds have been utilized.
- Student "Customer Service" Survey Results- Dr. Steve Nunez presented survey results. He stated that 418 students responded to the survey this year and that our overall score was 6.30 or 90%. He congratulated the employees for the great feedback and stated that he is very proud of the results.
- Centre County Update-The College is looking at leasing a space in Bellefonte, PA. The Real Estate Attorney is working with the landlord to develop a lease arrangement. The

location would require very little renovations but there are some changes we would like to make. The Architect will provide us a cost estimate of the renovations. Some changes are minor and depending on the cost we may choose to not do those. Leasing this space would be significantly less expensive than a full-scale build. Dr. Nunez has had discussions with Central Pennsylvania Institute who is the other education institution in the area, and they are very open to partnering with Penn Highlands to offer dual enrollment and articulation agreements for the benefit of their students. A discussion was held regarding when the new location would be open and begin classes as well as the projected costs for renovations.

- Strategic Planning Dashboard - Dr. Nunez stated that the Dashboard is with the board packet for review. Dr. Nunez stated that Gary Boast is working on putting together new information in the dashboard that will provide information on workforce development metrics.
- PACCC Trustees Meeting Notification: November 14 from 6:00-7:30PM-Everyone is invited to attend.

EXECUTIVE COMMITTEE

Mr. Winger stated that there is one action items for approval the Management and Control of Police Academy Firearms and Ammunition. Dr. Nunez stated that the policy is an excellent example of shared governance. The policy began with Dennis Miller discussing the needs of the Police Academy. A model policy was created then taken to Cabinet for review and revisions. Next the policy was discussed with the Executive Committee and further modified. After which it was sent to College Senates for their review and was then brought back to Cabinet for additional modifications. There is overall support to adopt the policy with some considerations to remove some generalized language in the procedures to provide a more flexibility. The policy has very strict controls and is very procedure heavy. In addition, the policy was reviewed and approved by the insurance carrier. Dr. Nunez gave an overview of why the policy is needed and the importance of the policy for the Police Academy. The policy provides the College the flexibility to control and manage our own firearms and also be efficient and safe in our training of Cadets as we move forward with the Academy into the future. Mr. Winger stated that the policy has been fully vetted and will ensure the safety of our cadets. The Cadets will be asked to sign an acknowledgement of the policy before any firearms training.

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

MOVED: Management and Control of Police Academy Firearms and Ammunition (EXEC 1023-2023).

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes are included in the packet and presented the Financial Statements ending August 31, 2023 (FF 1023-2023) action item for approval. 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 August 31, 2023 (FF 1023-2023).

Mr. DeYulis presented the Financial Audit ending June 30, 2023 (FF 1024-2023) action item for approval as reviewed by Wessel & Company.

Upon a motion duly made by Ms. Linda Thompson, seconded by Mr. Marc McCall, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Financial Audit ending June 30, 2023 (FF 1024-2023).

Report from the Associate Vice President of Administration- Ms. Susan Fisher stated that Kirk Rosenbaum the Director of Facilities has been working with the Architect to get a cost estimate for the renovations to the proposed lease location at Bellefonte. The façade of the Richland building has been repaired and the exterior signage has been installed. Ray Weible will have photos. The restroom renovations project is expected to be completed by the end of October.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast stated that the new audio system has been installed in the gymnasium. The new system replaces the obsolete failing sound system with high-definition speakers, a new audio rack for storage, multiple inputs, and wireless capabilities. There has been very positive feedback on the new equipment. The Lease through PDE paid 50% of the cost.

Report from the Associate Vice President of Finance – Mr. Chris Pribulsky stated that the PDE requires a supplement audit of the agreed upon procedures. The audit is focused on review of enrollments, tuition and fees, and capital spending. Wessel completed the Agreed Upon Procedures Audit last week and we are awaiting that report.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady stated there are no action items and minutes were in the packet. She asked Dr. Cindy Doherty and Trish Corle to give there reports.

Report from Academic Affairs – Dr. Cindy Doherty reported that the Program Advisory Committee process was revised. There is now a handbook and template for minutes and agendas that will be used by faculty this semester to standardize the process. The names of the members on the Program Advisory Committee were also approved. There was an increase in our dual enrollment this fall due to the availability of dual enrollment grants from the State. Faculty are revising the list of general education courses to align with our general education outcomes more effectively. The revision process is also resulting in some updates to academic programs. The Faculty Professional Development Committee is bringing back monthly professional development sessions led by faculty sharing best practices with their peers. Susan Whisler was hired at the Part-Time Apprentice Development Liaison. She will be working with businesses in our region to determine training needs and possible apprenticeship programs in relevant areas.

Report from the Vice President of Student Services

Ms. Trish Corle stated that the up-to-date enrollment report was included in the packet. We had a summer B session that was above goal, we had a below goal fall session, and dual enrollment that was above goal. Currently working on recruitment for Spring and next Fall Sessions. The College Fair had over 900 students in attendance representing 18 school districts that went well. The SAT prep and College and Career readiness (CCR) programs kicked off at Bishop McCort High School. Also working on the Auto Accept Program with four school districts.

A discuss was held regarding Auto Accept Program. Trish explained that we are working with four school districts to mail out Acceptance Letters to some of their high school seniors notifying them that they have been accepted at Penn Highlands. The letter will contain a QR Code that they can scan and make application to Penn Highlands. The program helps schools met the requirements of Act 158 and provides Penn Highlands with an opportunity to reach some students that may not have considered PHCC. May look to expand the program if it goes well.

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 – Ms. Carole VanMeter stated that she is very proud of the how the Chef Auction went. She thanked everyone who attended and assisted with the Chef Auction, all those efforts made it a success. She thanked the 1889 Foundation for their donation and assistant planning the event. She thanked Ellen Mostoller the Event Planner for all her help, the marketing team for all their efforts, and the staff volunteers. The event raised over \$53,000 in proceeds after expenses to go to the Supporting Scholars Fund. Mr. Winger thanked Susan Mann and the 1889 Foundation for their generous donation. The next project for the Foundation will be to send out alumni newsletter. She is working with Autumn Hogan the Foundation intern to update the alumni contact list and get letters out. She is also working on developing a list of individuals who will be contacted for the annual giving campaign. Several letters have been sent to area businesses in connection with the EITC Program and there are fifteen high schools supporting the ACE Program.

Marketing Report – Mr. Ray Weible, Jr. shared pictures of the new entrance sign and the large wall mural. The sign has the updated logo and is made of weatherproof material. The culinary center also received a new awing and will get decals on the windows. The community report with full photos and school details is available online. A recruitment materials sections has be added to the College website. All promotion materials are in one place. A promotion video for the Policy Academy has been created. Advertising campaigns with the local media stations have been changed to be more consistent. Press Release distribution has been moved up 1 to 2 a week and marketing has been providing more detail for better media coverage.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, **a motion was made by Mr. Carl DeYulis, seconded by Mr. John Augustine, and unanimously carried by voice vote to adjourn the meeting at 6:32 PM.**

Upcoming events:

- December 19, 2023
- February 20, 2024
- April 16, 2024 (Retreat begins at 3:00PM)
- June 18, 2024

