

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
December 19, 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, December 19, 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 5:02 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. Carl DeYulis
Mr. Greg Winger
Ms. Jackie Kulback
Mr. Mike Puruczky
Ms. Linda Thomson
Ms. Carissa Westrick
Ms. Hannah Dadura
Ms. Jennifer Mitchell
Dr. Leah Spangler
Mr. Alan Cashaw
Dr. Janet Grady

TRUSTEES ABSENT

Mr. John Augustine
Ms. Lladel Lichty
Mr. Jim Foreman
Mr. Marc McCall

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

Dr. Nunez welcomed Hannah Dadura the new Student Trustee and asked Sue Brugh the Director of Student Activities and Athletics to introduce her to the Board. Sue Brugh stated that Hannah is from Conemaugh Township and is in the Supporting Scholar's program as an emerging leader. Hannah is an excellent student that has done a lot of community service work in her local community and with the school. Hannah is member of cheer squad, and she works part-time.

ALSO PRESENT

Dr. Steve Nunez, President
Dr. Cynthia Doherty, Vice President
Academic Affairs
Ms. Trish Corle, Vice President of Student
Services
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. Sue Brugh, Director of Student Activities
and Athletics
Ms. Sonya Augustine, Executive Assistant to
Administrative Operations, Recorder

Dr. Nunez stated that in addition to Cregg Dibert there are also two additional reports that will be presented this evening as requested by the Board. Cregg Dibert presented the Annual Security Report and explained the requirements. The Clery Report containing safety and security related policies statements and crime statistics for the previous three years. Penn Highlands report has been zero for all categories for the past three years. The report is available in several locations online and is always available by request.

Dr. Nunez stated that the next two reports this evening were requested by the Board.

- Ashley Krinjeck the Director of Student Financial Services gave an overview of the financial aid available at Penn Highlands. She reviewed the types of Financial Aid most of our students receive. She discussed how students can attend Penn Highlands debt free. She reviewed the eligibility and ineligibility for Pell Grants. She stated that 78% of our First-Time, Full-Time students receive either a grant or scholarship aid. She explained that the Free Application for Federal Student Aid (FAFSA) has been delayed this year to changes in eligibility requirements. The Department of Education stated that the application should be easier to complete with changes. A discussion was held regarding the Pell Grant income eligibility cap for a single student. Dr. Nunez thanked Ashley for presentation and for her leadership in Student Financial Services Office.
- Gary Boast presented data on student demographics. The specific request for this data related to age. Student age information is important to ensure we are tailoring our programs to meet community and student needs; it helps with resource allocation and in measuring how we are doing as we align programs to attract students of many different age groups. The data shows that Penn Highlands typical student is a full-time female, between the ages of 22-39, in a transfer-oriented degree program that would articulate to a 4-year institution taking a blend of online and in classroom courses. The data shows that traditional age is 18-24, Non-Traditional Age is 25-34, and Adult Learner are 35 years and older. 71% of our students are traditional with 17% Non-Traditional and 13% are Adult Learners. The trend data shows that the Non-Traditional Students has remained stable over the last five years. He reviewed the age groups and which programs they are enrolled. Finally, he reviewed the student success momentum which give insights into our student body and helps with planning.

CONSENT AGENDA

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

MOVED: The Board of Trustees approves the Consent Agenda as presented.

- Board Minutes for October 17, 2023, Board of Trustees Meeting
- Americans with Disabilities Act Policy (Revision) (EXEC 1024-2023)
- Break in Service Policy (Deletion) (EXEC 1025-2023)
- Degree Recognition Standards Policy (Revision) (EXEC 1026-2023)
- Internship and Volunteer Policy (Revision) (EXEC 1027-2023)
- Social Media Policy (Revision) (EXEC 1028-2023)
- Capitalization Threshold Policy (Revision) (FF 1026-2023)
- Psychology A.A. Degree Program Review (AASS 1013-2023)
- Social Work A.A. Degree Program Review (AASS 1014-2023)
- Social Service Assistant A.A.S. Degree Program Review (AASS 1015-2023)
- Appeals Deadline Policy -- Deletion (AASS 1016-2023)
- Credit for Previous Learning Policy -- Revision (AASS 1017-2023)
- Academic Programs Policies -- Merger/Revision (AASS 1018-2023)

CHAIRPERSON'S REPORT

Mr. Winger announced that the Cambria County Commissioners have not yet made appointments to the Board. The Cambria County Commissioners will meet on December 21. Once a decision has been made by the Commissioners an email with that information will be sent out to the Board of Trustees. Greg stated that Mr. Alan Cashaw and Mr. Ed Bowser have decided not to seek reappointment. They have both given a lot to the Board through their engagement and their guidance and they will be missed. Mr. Cashaw has been a member of the Board since 2008. He has also on the Executive Committee and with the Foundation. Mr. Cashaw encouraged the Foundation to continue to work to make the Foundation an income source to support the college budget. Mr. Ed Bowser stated that it has been an honor and privilege to serve on the Board of Trustees. He stated that he is proud of the progress the College has made in moving the College forward and he looks forward to continuing that momentum with opening another location in Centre County. He wished Penn Highlands the best of luck. Mr. Greg Winger stated that Mr. Bowser had served as At-large Officer of the Executive Committee. A vote has been conducted and Linda Thomson has accepted the offer to fill that position.

Mr. Winger stated that Penn Highlands received a \$250,000 Community Project Grant with Johnstown Area Regional Industries, in partnership with Johnstown Housing Authority, PA CareerLink Cambria County. The grant will fund a two-year project implementing training and employment services and resources for unemployed and underemployed residents and neighbors of the Johnstown Public Housing communities. He wanted to be sure that the Board of Trustee has seen the recent article in the Johnstown newspaper. Ms. Thomson clarified that the funding source of the grant is the Department of Labor and Industry Grant as it was incorrect in the article.

PRESIDENT'S REPORT

Dr. Steve Nunez thanked everyone for attending. He stated that he appreciates the leadership, mentorship, and friendship of both Alan Cashaw and Ed Bowser and he thanked them for their service on the Board of Trustees.

Dr. Nunez stated that over the next year and a half the College will be preparing for the Middle States Accreditation. The Board will keep receiving updates to keep them informed as the College moves forward with that initiative. Dr. Barb Zaborowski is leading the accreditation effort and provided a quick update. Dr. Zaborowski stated that moving forward the Board will be hearing a lot about their role in the accreditation process. A Steering Committee has been formed and working group members are being identified. Work groups will be announced in January at Spring Start Up. The self-study design is being created and will be sent to Middle State in February. She is working with our Vice President Liaison and St. Vincent to determine a date for the pre-visit in March or April. A public facing tab will be posted on webpage with updates of the process within the next month.

Dr. Nunez stated that the College will celebrate its 30th Anniversary next year. The College will be planning events to celebrate. Looking at having a dinner for current and former Trustees.

Gary Board presented the Strategic Planning Dashboard and accomplishments. He stated that the two dashboards are used to monitor the strategic plan. A Progress indicator for goals and objective and core indicators of effectiveness. Two items were added to Strategy 3 - Enhance Collaborative Partnerships (23 and 24) to address workforce education. Dr. Nunez stated that Workforce Development has been a goal of the College and we are making excellent progress.

Strategic Planning Accomplishments 3.2.3 Goal is to increase the number of program specific articulation agreements and pursue active engagement with partners. The three articulation agreements with the Central Pennsylvania Institute of Science & Technology (CPI) have received

a lot of positive press in Centre County. Due to the press release and newspaper article the College will also be featured on 98.7FM Radio in State College announcing the partnership. We are also currently working with all the Community Colleges to get an Articulation Agreement with Penn State.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet. Mr. Winger presented the following action item:

Mission, Vision, and Values (Revision) (EXEC 1029-2023) – Mr. Winger stated that in preparation for middle states accreditation changes have been recommended. Dr. Nunez added that all mission driven organization should regularly review their mission, vision, and values and we certainly wanted to go into accreditation with a fresh look at ours. A taskforce of employee volunteers was commissioned to review and recommend modifications.

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

MOVED: The Board of Trustees approves the changes in the Mission, Vision, and Values statements.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes are included in the packet and presented the Financial Statements ending October 31, 2023 (FF 1025-2023) action item for approval. Dr. Nunez gave an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending October 31, 2023 (FF 1025-2023).

Report from the Associate Vice President of Administration – Susan Fisher stated that our crew has been working hard in conjunction with Academic Affairs getting everything in order at the culinary center for classes to begin in January. A discussion was held regarding the culinary center opening and class schedule. Once the Culinary Center is ready a ribbon cutting will be planned.

A Request for Proposals (RFP) has been put together to be sent out to Engineering and Architectural firms in the Bellefonte area. As soon as a lease agreement for the space is received, we will send out the RFP to get a project manager for the renovation to the new location. Dr. Nunez stated the real estate attorney is still working on final details of the lease with the owner.

The motion for approval of the lease provided in the board packet was removed and a discuss was held regarding the need to approve the lease before the next Board meeting. Mr. Greg Winger stated that an email vote could be conducted for approval of the lease and it can be ratified at the next meeting.

Report from the Associate Vice President of Technology and Analytics – Gary Boast reported that IT completed the Richland Campus Auditorium Projector Upgrade funded by PDE Instructional Technology Lease. The Colleges most recent update to the Cyber Security Plan is under review

by IT staff or completeness and accuracy. The plan will bring us into full compliance with the Department of Education requirements as announced in June. Gary also presented an assessment of the college fiscal health. The College remains in solid fiscal health, is able to weather short-term adverse financial conditions, and the CFI score informs our strategic plan by indicating the College should direct institutional resources to allow transformation.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady reported the minutes are in the packet and the committee had nine action items; six were on the consent agenda, and she gave a brief overview of those items.

Dr. Janet Grady presented the action items for approval.

Behavioral Sciences A.A. Degree – New Program (AASS 1010-2023) – Dr. Grady introduced the motion. The program would be effective for Fall of 2024 Semester.

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

MOVED: The Board of Trustees approves the Behavioral Sciences A. A. Degree program.

Criminal Justice Certificate – New Program (AASS 1011-2023) – Dr. Grady introduced the motion. The program would be effective for Fall of 2024 Semester.

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

MOVED: The Board of Trustees approves Criminal Justice Certificate – New Program.

Culinary Arts Certificate – New Program (AASS 1012-2023) – Dr. Grady introduced the motion.

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 Culinary Arts Certificate – New Program

Dr. Janet Grady stated that there are also reports from Dr. Cindy Doherty and Ms. Trish Corle

Report from Academic Affairs – Dr. Cindy Doherty reported that faculty has been busy with curriculum revisions and new programs. Doing assessment and using results of that to make changes.

Vice President of Student Services – Ms. Trish Corle presented the updated enrollment. The College is 17% behind our goal. Our enrollment is on track with last spring with Full-Time Students. Working with ICTC to create a partnership with them that should increase Part-Time students. The ACE Program is doing well. Trish demonstrated a new tool being used to track High School Senior Recruitment by school district.

Dr. Janet Grady asked Ms. Hannah Dahura to provide the Student Trustee report.

Report from the Student Trustee – Hannah Dahura reported that the National Society of Leadership and Success sponsored online orientation, leadership training days, and speaker broadcasts in October and November. 21 members joined this semester, 3 have met all the requirements for induction.

The College Sponsored Scholarship Recipients held their Leadership Retreat in September. Phi Theta Kappa has 16 new members and are seeking to do a college-wide project to raise funds and purchase something for the gym.

The Gaming Club is holding game nights in the library and cyber lounge and have 15-20 members playing. The X-files Club held a bake sale fundraiser and went to Gettysburg in November. The Fantasy Sports Club has held drafts for football, hockey, and basketball and attended a Pittsburgh Penguin Game last night. The Computer Club is actively meeting and hosted a virtual reality demonstration. The Cheer Club held a school spirit sale and is selling Pura Vida bracelets and chucking ducks at home basketball games.

The Women's Volleyball Team participated in the WPCCC Conference Tournament on October 22nd. Taylor Rapsky and Leonela Nichols were named to the WPCCC All Conference Team and All-Tournament Team. Taylor Rapsky was named to the Region 20 First Team and Leonela Nichols and Olivia Weyandt were named to the Region 20 Honorable Mention team.

The Men's Cross Country Team finished First amongst division three runners in both the WPCCC and Region 20 and competed at the National Meet in November. Chase Brenneman finished 23rd which is the best finish yet at nationals. Christian and Connor Haberkorn placed 61st and 106th, respectively.

The men's basketball team has 14 active members and is currently 3-9.

The Esports teams saw 30-35 participants in the Fall Semester.

Ten fall college athletes have been named to the WPCCC Academic Team. 6 High honors and 4 honors.

The Caring for Cubs created and sold suicide awareness bracelets, assisted with the Military Food Share distribution, handed out candy and tattoos at Trunk or Treat in Central Park and helped at the Santa Shops at Jackson and Richland Elementary Schools. The X-files Club, Cheer Club, Basketball Team, and Volleyball Team marched in the Johnstown Halloween Parade. The X-files Club, Fantasy Sports Club, Cheer Club and Caring for Cubs volunteered at Safe Trick or Treat. The Computer Club helped with the Cyber Security Event.

The Basketball Team participated in the Moxham Block Party, the Wheelchair Wash and Tune, filling vegetable gardens with dirt for the Cambria County backpack Project and cooking at the Cambria County Library Block party. The Volleyball Team assembled candy bags for St. Paul's Church.

Student Senate spoke to College Senate about exploring more in-person and virtual options for classes. Students expressed an issue with too many online class offerings.

Dr. Janet Grady asked Hannah Dahura to introduce herself. Hannah stated that she is a Conemaugh Township Graduate. She is a Sophomore at Penn Highlands working toward a Business Degree. She is involved in the Cheer Club and is the Student Coach.

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 the proceeds from the Chef Auction were in the amount of \$49,456. Total costs were in the amount of \$11,440 giving with net proceeds of \$38,016 which exceed our goal of \$37,000. Thanks to the 1889 Foundation donation of \$25,000 our total proceeds were \$63,000. Planning has already begun for next Chef Auction. Carole will be going to contact alternative venues since the Pasquerilla Center may not be available. The “Puttapalooza” event is scheduled to be held on Friday, April 5th. Last year's event raised \$10,000 with 23 teams. Carole anticipates raising the same amount as last year. The Foundation received three EICT Donations (Somerset Trust donated \$10,000, First National Bank donated \$4,500, and Frist Summit Bank donated \$2,500) totaling \$17,000 to assist our students. Carole thanked the banks for their generous donations.

On November 30th the first Alumni newsletter was sent out via email to 2,900 past students. Alumni students can be challenging for community colleges as so many students move on to other institutions. Alumni that responded said that they would really like to come in and volunteer or be a black bear ambassador. Moving forward Carole plans give Alumni opportunities to be involved in events. The next newsletter will go out in May.

Marketing Report – Mr. Ray Weible, Jr. stated that in November the Marketing & Communications Team was presented with five NCMPR District I Medallion Awards by the National Council for Marketing and Public Relations. The team received a gold medallion for website design following recent web renovations. Changes were made to the video feed, the footer and the apply now feature to assist with recruiting. In addition, there was a lot of post work after the Chef Auction. The outdoor signage project at the College's Richland Campus has been completed. The Spring and Winter marketing campaign are currently running. The new course programs approved will be added. Press Releases have been hitting more in the newspapers. Also working on digital signage with IT. Also working on campus tours of website.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. Alan Cashaw invited the Board to the 39th MLK Celebration on January 14th. Mr. Greg Winger wished everyone Happy holidays.

EXECUTIVE SESSION

Upon a motion duly made by Ms. Linda Thomson, seconded by Mr. Ed Bowser, and unanimously carried by voice vote, all non-board members were excused and the Board of Trustees went into executive session to discuss employee evaluation and compensation at 6:45PM.

Mr. Cashaw and Mr. Bowser made a motion to leave executive session at 6:53PM which was unanimously approved by voice vote.

ADJOURN

With no further business to be discussed, at 6:54PM, Mr. Cashaw and Mr. Bowser made a motion to adjourn the Board meeting which was unanimously approved by voice vote.

Upcoming Board Meetings:

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