

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 16, 2024 – 4:30 PM
LGI ROOM and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, April 16, 2024, 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 4:31 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. Carl DeYulis
Mr. Greg Winger
Ms. Linda Thomson
Ms. Hannah Dadura
Ms. Jennifer Mitchell
Dr. Leah Spangler
Mr. Brett Smith
Dr. Janet Grady
Rev. Reginal Floyd
Ms. Lladel Lichty
Mr. Ralph Stewart

TRUSTEES ABSENT

Ms. Jennifer Anderson
Mr. Jim Foreman
Ms. Jackie Kulback
Mr. Mike Puruczky
Ms. Carissa Westrick

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
Mr. Ray Weible, Jr., Executive Director of
Marketing Communications
Dr. Barb Zaborowski, Dean of Library
Services & Special Projects
Ms. Carole VanMeter, Director of the
Foundation
Ms. Michelle Stumpf, Dean of Enrollment
Services and Registrar
Mr. Mike Lucas, ADA Specialist
Ms. Kay-Leigh Malzi, Associate Dean of
Academic Affairs
Ms. Sue Brugh, Director of Student Services
and Athletics
Mr. Quan Britt, Men's Basketball Head
Coach
Brady Huss, Joziah Wyatt-Taylor, Jamar
Wilson, Ean Jaber, Maddie Bender, Tess
Snavelly, Kelly Hearn, and Marçayes
Hutchins, Students

Ms. Sonya Augustine, Executive Assistant to
Administrative Operations, Recorder

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

- Student Celebrations- Dr. Nunez welcomed all the students in attendance online and in person. Ms. Sue Brugh stated that it is always great to celebrate our students. Joining the meeting are several students and coaches Mike Lucas and Quan Britt. Ms. Brugh stated that Brady Huss won the WPCC and Regional Bowling Singles and All Events, and participated in the National Bowling Championships in Lansing, Michigan. He and coach, Mick Lucas, were featured on the Fox8 Sports Segment with Referee Rich. His performance has been incredible and was exciting to watch. Mike Lucas stated that the experience was fantastic and has drawn students from other schools with interest in joining the Penn Highlands Bowling Team.

Ms. Brugh recognized two outstanding players on the Men's Basketball Team: Jamar Wilson and Joziah Wyatt Taylor. She stated that the Men's Basketball Team participated in the WPCC Conference and Region 20 Tournaments. They finished as runners-up in the WPCC. Joziah Wyatt-Taylor was named to the WPCC All-Conference Team and the First Team of Region 20. He has committed to Pitt-Greensburg for next year. Joziah Wyatt Taylor was named the NJCAA National Player of the Week in late January. Jamar Wilson was named to the Region 20 Honorable Mention team. Coach Quan Britt thanked everyone at the College for their support. He also thanked Jamar Wilson and Josiah Wyatt Taylor for being great team leaders, teammates, and students. Josiah Wyatt Taylor thanked Penn Highlands for the past two years and everyone for their support. He stated that it has been a positive experience that has prepared him for his future. Jamar Wilson thanked Penn Highlands for the opportunity to further his education and to play the game he loves.

Ms. Brugh also recognized Seth Dillion, Marcayes Hutchins, Maddie Bender, Kelly Hearn, Tessa Snavelly, and Ean Jaber who are the All Pennsylvania Award Winners. She stated that the All Pennsylvania Award Winners must maintain a 3.5 GPA or higher and be involved in the College and their community. All these students have done wonderful things in their clubs and community. Maddie Bender has been involved in the Ebsensburg Activities Club and was a member of the softball team. She will be moving onto IUP. Tessa Snavelly has been involved with Read Across America and she will be moving onto Saint Francis. Kelly Hearn was very active in helping with new student orientation at the Somerset Location as well as the Somerset Mobile Food Pantry. Ean Jaber has been active in X-Files and Computer Club and is the President of NSL. He is moving onto IUP. Marcayes Hutchins started the computer club and is doing great things in that club. Maddie Bender and Ean Jaber have both been named the PASSHE Scholarship Recipients. Tessa Snavelly shared her story and experiences at Penn Highlands. Marcayes Hutchins thanked everyone at Penn Highlands and shared his experiences. Maddie Bender thanked everyone for the support and the opportunities at Penn Highlands.

- ACE Dual Enrollment Update- Dr. Doherty introduced Kay-Leigh Malzi Associate Dean for Academic Affairs and stated that she does an excellent job maintaining our relationships with our high school partners across our region. Ms. Malzi gave an update on the ACE Dual Enrollment. Currently, Penn Highlands has active enrollment in 52 school districts with 1,455 students and 201 Instructors across those districts. Penn Highlands has exceeded expectations this school year with 7,644 total credits for Fall and Spring classes. Agreements have been secured with State College Area School District, Dubois Central Catholic, and Cambria County Christian School for next year. Penn Highlands is in the

process of identifying qualified instructors and courses. The Associate in High School Program is also offered in 8 districts. Huntingdon Area School District will be added next year. Students enrolled in LAS Degree begin in 9th grade and earn their Associate Degree before they graduate High School. Twenty-two students will graduate this year from this program and there are currently 129 students enrolled in the program. Applications are currently being accepted. Penn Highlands is the only community college in the State that has NACEP Accreditation. Ms. Malzi reviewed the standards required to meet the accreditation.

CONSENT AGENDA

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

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

- Approval of Minutes from the February 20 Board of Trustees Meeting
- Compensation Policy – Revision (EXEC 1010-2024)
- Video Surveillance Policy- Revision (EXEC 1011-2024)
- Accounting A.A.S. Program Review (AASS 1007-2024)
- Bookkeeping Certificate Program Review (AASS 1008-2024)
- Transfer of Credit and Appeal Policy - Revision (AASS 1009-2024)

CHAIRPERSON'S REPORT

Board of Trustees Meeting Schedule 2024-2025 – Mr. Winger reported the meeting schedule is included in the packet and it is in the same format as last year.

Upcoming Events – Dr. Peavy's Meeting/Luncheon for Middle States Accreditation Preparation is on April 29, 12:00 p.m. and Commencement is scheduled on May 10 at 6:00PM (meet at 5:30pm). All Board members were asked to please attend if possible.

PRESIDENT'S REPORT

Dr. Steve Nunez thanked everyone for making the Auditor General's visit yesterday a success. 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 9, 2024. Dr. Cindy Doherty gave an overview of each of the motions and spoke about each faculty member as well as the evaluation process.

Upon a motion duly made by Mr. John Augustine, seconded by Mr. Brett Smith, and unanimously carried by voice vote, it was:

MOVED: Advancement in Rank to Professor: Sherri Slavick (EXEC 1006-2024)

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

MOVED: Advancement in Rank to Assistant Professor: Greg Paonessa (EXEC 1007-2024)

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

MOVED: Approval of Tenure: Laura Gaunt (EXEC 1008-2024)

Upon a motion duly made by Rev. Reginal Floyd, seconded by Mr. John Augustine, and unanimously carried by voice vote, it was:

Approval of Tenure: Wayde Simington (EXEC 1009-2024)

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes from April 4, 2024, are included in the packet.

Financial Statements ending February 29, 2024 (FF 1003-2024) – Mr. DeYulis introduced the motion to approve the Financial Statements ending February 29, 2024 (FF 1003-2024) for approval. Omar Strohm provided an overview of the financial statements. Due to lower enrollment tuition and fees revenue is down. However, expenses related to the delivery of educational services are also down resulting in a positive change in net position of more than \$150,000.

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

MOVED: The Board of Trustees approves the Financial Statements ending February 29, 2024 (FF 1003-2024).

Professional Services for 2024-2025 (FF 1004-2024) – Mr. DeYulis stated that the following professional services require Board approval annually. There is currently an RFP out for proposals for public accounting services and will need Board approval at the June Board meeting. However, other services for banking, legal, and insurance need approval tonight.

- o Banking Services-Somerset Trust Company
- o Legal Services-General: Dennis McGlynn; Real Estate: Maiello, Bungo, Maiello; and Employment: Buchanan, Ingersoll & Rooney
- o Insurance Services-General and Liability: Gallagher Insurance Risk Management; Medical, Dental and Vision: UPMC Health; Life insurance, Short-Term and Long-Term Disability: One America; Self-insured PA Unemployment Insurance: First Non-Profit.

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

MOVED: The Board of Trustees approves the listed professional services, except for Public Accounting Services, for 2024-2025.

Bellefonte/Centre County Education Center Renovations (FF 1005-2024) – Mr. DeYulis presented the motion and the Resolution that is required for the loan to meet IRS standards for reimbursement. Ms. Susan Fisher stated that bids were received on April 12, 2024. The lowest bidder for General Construction, Plumbing and Heating, and Electrical totaled \$218,803. There has been a 25% variance applied to the motion to cover any possible change orders and any required ADA Accessibility improvements to the building. Mr. Ralph Stewart said that since the building already has ADA upgrades the College may not be required to make any additional

ADA Accessibility improvements. The College has applied for loans to secure funding to pay for renovations and furniture.

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

MOVED: The Board of Trustees approves the renovations of the Centre County Educational Center in the Bellefonte for a projected cost not to exceed \$273,504 and to purchase an estimated \$99,638 worth of equipment and furniture for the new location. The Board of Trustees also approves a resolution that serves as a declaration of official intent for the College to reimburse itself for the costs of renovation from the proceeds in an amount not to exceed \$400,000.

Tuition and Fee Schedule FY 2024-2025 (FF 1006-2024) – Mr. DeYulis presented the motion for a 2% increase in Tuition and Fees for FY 2024-2025. The motion will increase tuition/fees per credit for students from Cambria County by a total of \$4.00, for Blair, Huntingdon, and Somerset Counties and other Pennsylvania Counties by a total of \$6.00, and out-of-state students by \$9.00. The motion also includes a 2% increase in ACE tuition and Summer Session Developmental Courses for a total of a \$1.00 per credit increase.

Upon a motion duly made by Rev. Reginal Floyd, 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 2024-2025 as proposed by administration that will be effective starting with the Fall 2024 semester.

Report from the Associate Vice President of Administration – Ms. Susan Fisher stated the majority of her report was regarding the Bellefonte Centre County Renovation Project that has just been discussed. Her full report is included in the Executive Committee Minutes.

Report from the Associate Vice President of Technology and Analytics – Gary Boast stated that his complete report is included in the minutes. The College has formed an internal work group to comply with the FVT/GE regulations announced in 2023. Specifically, the FVT/GE regulations require the College to gather data on student debt, financial aid applications, and completion rates for all students enrolled in degree-seeking programs. The independent risk assessment has been ongoing from the third-party vendor is expected to last another month. The testing is being done to ensure that our internal and external facing systems are working according to our protocols. Our cyber security framework has been updated to NIST 2.0. The IUP Security Grant was utilized to fund training for staff members on the upgrade.

Report from the Associate Vice President of Finance – Mr. Omar Strohm stated that out of 1,800 schools Penn Highlands was one of 243 schools selected for 2024-2025 Gold Military Friendly School Designation. The award is for leading practices, outcomes, and effective programs.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady reported the minutes are in the packet and the committee had three action items on the consent agenda.

Report from the Vice President of Academic Affairs – Dr. Cindy Doherty reported that the College recently signed an articulation agreement with State College Area High School are working through the details of classes that may be offered in the fall. This fall the College is beginning the new Cyber Security Institute with area high school partners. Academic Affairs has done a lot of

curriculum work to update and overhaul our academic programs as a result of the assessment and the program review process. Changes have been made in the following programs: Psychology, Social Work, Media Production with changes to come this year in Education, and Medical Assisting.

Report from the Vice President of Student Services – Ms. Trish Corle stated that enrollment continues to increase for Summer A and B. Student Services is currently monitoring enrollment for fall. Approximately 4,400 credits have been sold for fall 2024. The next Academic Planning Day will be held on Saturday. Careerfest went well with 350 students welcomed. Student Services is currently working on a marketing strategy to engage with nontraditional students who have shown interest in going back to college. Also currently finalizing the partnership with Somerset Career and Technology Center to offer the graduates of their Health Professions program an opportunity to complete our Phlebotomy training. Somerset County was awarded their grant this year so we will have dual enrollment scholarships for Somerset County students as well as funds for supplies for Phlebotomy and MAT.

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

Report from the Student Trustee – Ms. Hanna Dadura reported on several student activities and events including:

- The National Society of Leadership and Success will induct 42 students into Sigma Alpha Pi on April 25th.
- 31 members of Phi Theta Kappa are eligible to be inducted into the Beta Epsilon Omega on April 25th.
- The Gaming Club is holding game nights in the library.
- The X-files Club held a bake sale fundraiser.
- The Fantasy Sports Club held a basket raffle in conjunction with the job/transfer fair.
- The Esports teams has 15 participants this Semester.
- Caring for Cubs participated in Literacy Night on March 8th and various Read Across America Days.
- The Computer Club helped with the Cyber Security Event on campus.
- The Basketball Team participated in Dylan's Easter Egg Hunt for Kids with special needs, the Cambria County Backpack Project's Hoops for Hunger 3 on 3 basketball tournament, and supported Hope4Johnstown/Cure the Violence basketball games on January 13.
- Student Senate is continuing to explore options for more in-person classes or to propose that at least professors could record lecture videos for online classes. Student Senate is encouraging students to register for as many in-person classes as possible, but this is a challenge for those students at our center locations if they don't want to travel to Richland.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Mr. Jim Foreman was not present. The minutes from April 4, 2024, are included in the packet.

Marketing Report – Mr. Ray Weible, Jr. reported that the College catalog has been updated. The scholarship website was expanded. Marketing has been heavily involved in Centre County and has been sending out press releases to keep focus on Centre County. Assisted with the Culinary Center Ribbon cutting and coordinated with the Auditor General's office for the press conference that was held on campus yesterday.

Foundation Report – Ms. Carole VanMeter stated that there were 102 in attendance and 25 registered teams at the Puttapalooza fundraiser held on April 5. After expenses, \$8,600 was raised bringing the total proceeds this year for the Supporting Scholars Fund to approximately \$73,000. The date for the Chef Auction is October 9, 2024. Proposals for the venue are currently being reviewed and will be presented to the Foundation Board in May. Letters regarding the auction were mailed this week.

Somerset Trust Company has provided the Foundation with a \$20,000 Educational Improvement Tax Credit ("EITC"). Those funds will be used to support the ACE Dual Enrollment program. Carole is also working on a Supporting Scholars campaign this summer and will be reaching out to the community for pledges. Two students from the Culinary Center will receive scholarships and will be able to attend in the fall at no cost. The food pantry's name will be Bear Necessities Food Hub. Shelving units have been installed for the Food Pantry. The pantry will be stocked with food by the end of the semester and will be open during the Summer for students. Carole is participating in the Anti-Stigma campaign that was launched by Governor Shapiro to support college students' basic needs. The "You Good?" campaign, provides posters that can be personalized and used on campus directing students to critical resources.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, at 5:56PM, Mr. John Augustine and Rev. Reginal Floyd made a motion to adjourn the Board meeting which was unanimously approved by voice vote.