

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 18, 2024 – 4:30 PM
BOARD ROOM and via Zoom
Minutes**

The Board of Trustees of Pennsylvania Highlands Community College held a regularly scheduled meeting on Tuesday, June 18, 2024, via Zoom teleconferencing with some members present at the Richland campus in the Holzman Boardroom.

CALL TO ORDER

Mr. Greg Winger, Chairperson, called the meeting to order at 4:30 PM. Roll call was taken by Mr. Carl DeYulis, Secretary and Treasurer of the Board of Trustees, and a quorum was established.

TRUSTEES PRESENT

Ms. Jennifer Anderson
Mr. John Augustine
Mr. Carl DeYulis
Mr. Greg Winger
Ms. Linda Thomson
Dr. Leah Spangler
Dr. Janet Grady
Rev. Reginal Floyd
Ms. Lladel Lichty
Ms. Jennifer Mitchell
Ms. Carissa Westrick
Mr. Ralph Stewart
Mr. Mike Puruczky

TRUSTEES ABSENT

Ms. Hannah Dadura
Mr. Brett Smith
Ms. Jackie Kulback

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
Mr. Omar Strohm, Associate Vice President
of Finance
Ms. Sherri Slavick, Professor of Physical
Sciences
Mr. Greg Paonessa, Associate Professor of
Computer Technology
Mr. Wayde Simington, Assistant Professor of
Mathematics

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

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

Dr. Cindy Doherty presented the faculty promotions and tenure. Mr. Greg Paonessa was promoted to Associate Professor of Computer Technology and Ms. Sherri Slavick was promoted to Professor of Physical Sciences. Tenure was granted to Ms. Laura Gaunt as an Associate Professor of Health Care Professions and tenure was granted to Mr. Wayde Simington as an Assistant Professor of Mathematics. The faculty members present thanked administration and stated that they were happy to be a part of the Penn Highlands Community College team.

CONSENT AGENDA

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

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

- Approval of Minutes from the April 16 Board of Trustees Meeting
- Prohibition of Credit Card Marketing Policy (FF 1008-2024)
- Cyber Security Certificate – New Program (AASS 1010-2024)
- Information and Security Analysis Certificate- Program Deletion (AASS 1011-2024)

CHAIRPERSON'S REPORT

Resignation of Jim Foreman from the Board of Trustees – Mr. Greg Winger stated that the Board of Trustees thanks and appreciates Mr. Foreman for his dedicated service as a Board member and Chair of the External Affairs Committee.

PRESIDENT'S REPORT

Accreditation Update – Barb Zaborowski stated that our Middle States Liaison, Dr. Terrance Peavy, has accepted the revised Self-Study Design. Dr. Nunez stated that he received communication from Dr. Peavy that the final draft of the self-study design was outstanding and would serve Penn Highlands well in the self-study process. Dr. Nunez thanked the members of the Steering Committee and Working Groups for their work in the Self-Study Design.

Top 10 List of College Achievements FY 2023-24 – The Top 10 List of College Achievements was discussed. Dr. Cindy Doherty stated that she is proud of the work that has been done in program review and assessment. Trish Corle stated that she is proud of how the entire college came together to get the Bellefonte location up and running. Carol VanMeter stated that she is proud of establishing a food pantry for students. Mr. Ray Weible stated that he is proud of the updates to the view book and the opening of the Culinary Center. Barb Zaborowski stated that she is proud of hosting and organizing the One Book Community Program for the 17th year. Gary Boast stated that he is proud of IT Department's performance related to cyber security. Omar Strohm stated that he is proud of realigning the investment strategy to increase the rate of return. Susan Fisher stated that she is proud of successfully recruiting and filling key positions, after the retirement of so many experienced and knowledgeable staff. Dr. Nunez stated he is proud to have had 303 graduates from the College this year. The credit for this achievement goes to the dedicated team at Penn Highlands who work tirelessly to support students. Mr. Greg Winger stated that these are challenging times, but the College continues to fulfill its mission and the top 10 list serves as evidence of this dedication.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet from June 11, 2024. Mr. Winger presented the following action items:

- **Election of Public Relations Officer (EXEC 1010-2024)** – Mr. Winger stated that Mr. Forman resigned as Public Relations Officer. Linda Thomson has been nominated to fill the vacant Public Relations Officer position and has accepted. The Executive Committee is recommending the appointment of Linda Thompson as the Public Relations Officer.

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

MOVED: The Board of Trustees approves Ms. Linda Thomson as Public Relations Officer for a term to end December 31, 2024.

Election of At-Large Officer (EXEC 1011-2024) – Mr. Winger stated that the Board of Trustees was sent an email requesting nominations for the appointment of an At-Large Officer. John Augustine and Lladel Lichty have both been nominated.

An anonymous vote via Survey Monkey was conducted and John Augustine was elected as At-Large Officer.

A motion was made by Rev.Reginal Floyd, seconded by Ms. Lladel Lichty, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves John Augustine as At-Large Officer for a term to end December 31, 2024.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes from June 6, 2024, are included in the packet.

Financial Statements ending April 30, 2024 (FF 1007-2024) – Mr. DeYulis introduced the motion to approve the Financial Statements ending April 30, 2024 (FF 1007-2024) for approval. Omar Strohm provided an overview of the financial statements.

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

MOVED: The Board of Trustees approves the Financial Statements ending April 30, 2024 (FF 1007-2024).

Wessel and Company Audit Engagement (FF 1009-2024) – Mr. DeYulis explained that the RFP for auditing services received two responses. Wessel and Company was the lowest proposal received and is the firm of choice for completion of the Pennsylvania Highlands Community College financial audit for the years ending June 30, 2024, 2025, and 2026 in the amount of \$38,400 per year. Dr. Nunez stated that the cost is fixed for the entire three-year period.

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

MOVED: The Board of Trustees approves the agreement with Wessel and Company for completion of the College financial audit for years ending June 30, 2024, 2025, and 2026.

Business and General Liability Insurance Renewal (FF 1010-2024) – Mr. DeYulis stated the committee is seeking approval for the annual renewal of the College's business and general liability insurance packages through our current broker A. J. Gallagher. Mr. Strohm presented A.J. Gallagher's renewal package for a total of \$139,442, which is an 8% increase.

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

MOVED: The Board of Trustees approves renewal of 2024-2025 business and general liability insurance packages through A. J. Gallagher in the amount of \$139,442.

PA State Public School Building Authority Loan (FF 1011-2024) – Mr. DeYulis stated that the committee is asking for approval of the Pennsylvania State Public School Building Authority Loan in the amount of \$400,000 at a 4% fixed rate for 10 years. Mr. Strohm stated that the College financial advisor sent out an RFP for borrowing and the Pennsylvania State Building Authority responded with the lowest interest rate.

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

MOVED: The Board of Trustees approves borrowing from the State Public School Building Authority Revolving Loan Fund for leasehold improvements to 190 Match Factory Place, Bellefonte, PA.

Operating and Capital Budget FY 2024-2025 (FF 1012-2024) – Mr. Strohm presented an overview of the proposed College's 2024-2025 budget of \$14,262,129, which is \$45,483 over what was presented in the draft budget in May. He presented highlights of the operating and capital components of the budget. The proposed budget does request the use of \$59,073 of Capital Operating funds to renovate the gymnasiums. A discussion was held regarding the budget recognizing investment returns with the change in investment strategy transitioning funds from a low-interest-bearing savings account to a sweep account. A discussion was held regarding the anticipated increase in electrical rates at the Richland Campus. Dr. Nunez stated that the College is looking into other options for electricity via a solar field.

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

MOVED: The Board of Trustees approves the FY 2024-2025 Operating and Capital Budget of \$14,262,129 that will become effective July 1, 2024.

Student Outstanding Balance and Collections Policy Revision (FF 1013-2024) – Dr. Nunez explained that the policy needs to be revised due to the recently prescribed rules from the United States Department of Education that will go into effect on July 1, 2024. The College needs to amend its current policy to no longer withhold the release of a student's academic transcripts.

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

MOVED: The Board of Trustees approves the revisions to the Student Outstanding Balance and Collections Policy.

Report from the Associate Vice President of Administration – Ms. Susan Fisher stated that facilities have been busy working on two renovation projects. The renovations are ahead of schedule and on budget in Centre County with only minor items remaining. A punch list will be developed next week to finish the project. Hoffman-Leakey has done a fantastic job managing the project. The expansion to the former East Hills portion of the Richland Campus is underway. The dividing wall has been removed and the painting and rebranding of the walls will begin in the next two weeks. Our facilities crew is planning on painting the locker rooms.

Report from the Associate Vice President of Technology and Analytics – Gary Boast stated that college leadership has drafted an AI Policy that will be ready for the next college governance session. The policy will inform and guide the acceptable use of AI Technology by employees, students, and contracted employees. The IT Department has received the results and overall debriefing of the independent risk assessment from the third-party vendor to identify weaknesses and ensure that our internal and external facing systems. This assessment is a requirement of the Gramm-Leak Bliley Act. The results show improvement over last year with positive comments on the state of our cyber security protocols and processes. A project plan has been developed and the IT Department will be working through those systems changes. A complete cyber security report will be delivered to the Board in August.

Report from the Associate Vice President of Finance – Mr. Omar Strohm stated the manager of the Black Bear Cafe informed the College that they would no longer be providing food service. The College does not have food service during the Summer and hopes to find a provider by Fall as this is a much-needed service.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady stated that the minutes from June 4, 2024, are in the packet and the committee had two action items on the consent agenda. She stated that the Cyber Security Certificate Program that was approved is a great addition.

Report from the Vice President of Academic Affairs – Dr. Cindy Doherty stated that the apprenticeship liaison was reassigned as internship coordinator. Ms. Susan Whisler has been working to standardize practices, develop common forms and a handbook, grow relationships with employers, and expand connections with IT internships. Several faculty members are piloting a new course focusing on course design and student engagement to improve the online experience for students taking fully online courses that will roll out in the coming year.

Report from the Vice President of Student Services – Ms. Trish Corle stated that enrollment for the Summer A session is 1% above goal. Summer B session launches in 2 weeks and is at 85% of goal, and fall enrollment is at 71% of goal.

She reported that the College Behavioral Intervention Team performed the annual review of early alert (PAWS) reports and that she performed a review of the student disciplinary and policy violation reports and found no concerning patterns of behavior at this time. Reports are required to be shared with the Board of Trustees and examined annually. If there had been any concerns, the college would be required to develop a plan to address and alleviate these concerning behaviors or patterns.

Report from the Student Trustee – No current student report.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Linda Thomson stated that the minutes from June 5, 2024, are included in the packet.

Marketing Report – Mr. Ray Weible, Jr. stated that his full report is in the minutes. He highlighted some of the events that marketing covered and stated that they also live-streamed many of those events. He explained the changes made to the website to enrich the user experience and pave the way for future advertising campaigns. He stated that July 1st will be the unveiling of the 30th Anniversary logo through a short video. The website has been updated with a timeline and will include celebration events. Lastly, the College's Integrated Marketing Communications Plan for 2024-2025 is being updated to include program pathways into the over-arching brand campaigns.

Dr. Nunez mentioned two events planned to celebrate the 30th Anniversary. These include a 30th Anniversary Appreciation Picnic in the fall for students and employees and a 30th Anniversary Celebration Dinner for former and current Trustees, Commissioners, and Legislators. The dinner will take place before commencement, and all attendees are invited to join us for commencement afterward as a group.

Foundation Report – Ms. Carole VanMeter stated the Foundation had 83 students complete the Award Spring Scholarship application. All the applications have been reviewed and she will be meeting with Financial Aid to begin the award process. A total of \$105,850 is being offered in scholarships for the 2024-2025 academic year. At the Foundation Board meeting in May, the Foundation created an Executive Committee that includes four officers and one at-large officer. Dr. Nunez and Carole will be meeting with banks in July regarding developing scholarship funds. Gary Boast compiling supporting scholars' data to present and the Foundation Directors are helping create a legal document for use in formalizing pledges for the endowed amounts. The Chef Auction will be held at the Pasquerilla Center and tickets for the event are now on sale. A total of 390 mailers for the Chef Auction were sent out to individuals and businesses for the sale of tickets. This year's event will have participation from the Culinary Students.

REPORTS/COMMENTS FROM BOARD MEMBERS

None.

EXECUTIVE SESSION

Upon a motion duly made by Ms. Linda Thomson, seconded by Mr. John Augustine and unanimously carried by voice vote, all non-board members except Dr. Nunez, Ms. Fisher, Mr.

Strohm, and Ms. Corle were excused and the Board of Trustees went into executive session to discuss leased properties at 5:52PM.

Ms. Lichty and Dr. Grady made a motion to leave executive session at 6:17PM which was unanimously approved by voice vote.

ADJOURN

With no further business to be discussed, at 6:18PM, Mr. John Augustine and Dr. Spangler made a motion to adjourn the Board meeting which was unanimously approved by voice vote.