

**PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
August 20, 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, August 20, 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. 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
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
Ms. Carole VanMeter, Director of the
Foundation
Mr. Omar Strohm, Associate Vice President
of Finance
Mr. Matt Hoffman, Chief Information Officer

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

TRUSTEES ABSENT

Mr. John Augustine

PUBLIC COMMENT

None.

GUESTS & SPECIAL RECOGNITION

Dr. Nunez welcomed everyone to the meeting and announced that there are two mandatory training sessions scheduled for the Board during this meeting. Trish Corle presented Title IX Training. She gave an overview of Title IX and explained that our 2020 policy and procedure will remain in effect for incidents prior to August 1, 2024 and the new policy will establish policy and procedure after August 1, 2024. All Coordinators, Investigators, Advisors, Decision Makers and Appeal Officers must be trained on both sets of regulations. The Website will have both sets of

regulations. Key changes in the new policy were reviewed. All employees and Board Members are required to have annual Title IX Training. Dr. Nunez thanked Trish and all those on the Title IX Team for their work in creating the policy and addressing complaints. The College will maintain our mandated reporter status which means all our faculty, staff, and board members are mandated reporters. Training will be conducted for employees at start up next week. The College is working with a consultant to complete the complaint resolution document. Title IX information will be updated on the webpage by the end of the week.

Mr. Gary Boast stated he and Matt Hoffman, Chief Information Officer are pleased to present the first annual overview of the College's Cyber Security plan and framework along with an assessment of how it is performing and its effectiveness. Cyber Security Training for the Board is essential not only for compliance with Gramm-Leach-Bliley Act (GLBA) and FTC regulations but also to enhance awareness and understanding of global and internal cyber security developments. This training supports the College's mission by ensuring integrated and functional systems, safeguarding student confidentiality and privacy, and enabling the Board to mitigate risks, ensure business continuity, and uphold governance standards.

Matt Hoffman gave an overview of how the College protects our system through our cyber security framework. He stated that the College has a layered cybersecurity approach which is what is recommended by the industry. The Department of Homeland Security Assessment for 2024 was reviewed. The assessment highlights that cybercriminals are leveraging social engineering tactics to compromise business email accounts and systems. To counter this, staff training is essential. The GLBA mandates that the College must protect customer information, which can be audited using the NIST Framework.

The key measures the College is taking are the designation of a security expert, conducting regular risk assessments, putting data safeguards in place, regular testing and safeguards, and training for both employees and students, and preparing for incidents with comprehensive security plan. Additionally, all partner companies must provide the College a HECVAT checklist of security controls. Regular updates to the board are also critical to ensure compliance. He explained that NIST Cybersecurity Framework Version 2 now has added that organizational leadership is responsible and accountable for cybersecurity risk and fosters a culture that is risk-aware, ethical, and continually improving.

He reported the following:

Compliance Standing: The College is currently in strong compliance with all addressed elements and are making significant progress towards the NIST CSF audit scheduled for this year.

Risk Assessment Outcomes: The NIST CSF audit is planned to be completed before the end of the fall semester.

Security Incidents: Recent phishing attacks were swiftly resolved without any downstream issues. We have implemented new software and processes to mitigate future attempts.

Future Recommendations:

- Implement RADIUS Network
- Complete NIST Audit
- Conduct Student Cyber Security Training
- Increase Outreach in the Community

CONSENT AGENDA

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 Consent Agenda as presented.

- Approval of the Minutes from June 18, 2024, Board of Trustees Meeting
- Medical Assisting – New Program and Program Deletion (AASS 1012-2024)
- Early Childhood Education AA – Program Deletion (AASS 1013-2024)

CHAIRPERSON'S REPORT

Mr. Greg Winger stated the Bellefonte Center Ribbon Cutting and Open House was a fantastic event with great attendance. He expressed his gratitude to everyone who attended and to the staff who made it possible. He also announced that the Chef Auction is scheduled for October 9th. Last year, the Board of Trustees sponsored a table, and he is requesting their support to sponsor a table again for this year's event.

PRESIDENT'S REPORT

Disclosure of Conflicts of Interest of Dr. Nunez – Dr. Nunez stated that following board policy he must disclose any potential conflicts of interest to both the Cabinet and the Board annually. The Cabinet has confirmed that they have no conflicts to report. His disclosure form is included in the packet. Dr. Nunez serves on multiple boards, and he is disclosing his involvement with those boards.

State Appropriations and Legislative Updates – Dr. Nunez stated that the State Budget was passed with a favorable increase of 6% in appropriations for all community colleges. The 6% is one of the highest increases community colleges have received in a decade or more. The College budgeted for a 3.5% increase. The State Budget did not include an increase to the Capital Funds. There are substantial capital funds available for community colleges and this year all of the capital fund projects for community colleges were funded. Our capital funds will be used to pay for 50% of the Bellefonte Center Renovations Loan and Lease Agreement. Additionally, several legislative acts were approved alongside the budget that will affect higher education. He is currently awaiting further details on how these changes will impact the College and will update the board once more information is available.

Pennsylvania Highlands Centre County (Bellefonte) Update – Dr. Nunez stated that the opening of the Bellefonte location is a very proud moment for the College. He thanked all the employees who worked to make that possible. He is proud to have a great team that works so well together.

Strategic Plan Update – Dr. Nunez stated that the College regularly reviews the progress we are making on the strategic plan initiatives. We are currently at 27% of our objectives are complete, 73% are on track, and None are off track or dropped. The Strategic Plan is coming near the end of life. The next Strategic Plan may be shorter than 5 years as higher education moves and changes very quickly.

Accreditation Update – Dr. Nunez stated that the steering committee is currently drafting the report. Dr. Zaborowski will also be sending regular newsletters to the College community to keep everyone informed about the accreditation steps. Additionally, evidence inventory is being developed and populated.

EXECUTIVE COMMITTEE

Report from Committee Chair – Mr. Winger reported the minutes are included in the packet from August 13, 2024. Mr. Winger presented the following action items:

- **Equal Opportunity, Harassment, and Nondiscrimination for Incidents Occurring on or After August 1, 2024 (EXEC 1012-2024)**- As discussed earlier, the new Title IX policy and procedures are needed for incidents after August 1, 2024, and incidents before that will be heard and dealt with under the policy and procedure that was previously in place.

A motion was made by Dr. Leah Spangler, seconded by Ms. Jennifer Anderson, and unanimously carried by voice vote, it was:

MOVED: The Board of Trustees approves the Equal Opportunity, Harassment, and Nondiscrimination Policy for Incidents Occurring After August 1, 2024.

- **Appointment of Joseph Hurd to the Board of Trustees (EXEC 1013-2024)** - Mr. Winger stated that the motion recommends the Board of Trustees appoint Joseph Hurd to complete the remainder of Jim Foreman's term, which ends in August 2026. Mr. Hurd has been the President and CEO of the Blair County Chamber of Commerce for 26 years. He has served on numerous boards and is very active in the Blair County community.

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 appoints Joseph Hurd, effectively immediately, to the Board of Trustees for a term which ends August 2026.

FINANCE & FACILITIES COMMITTEE

Report from Committee Chair – Mr. DeYulis stated that the minutes from the August 8, 2024, meeting are included in the packet.

- **Financial Statements ending June 30, 2024 (FF 1014-2024)** – Mr. DeYulis introduced the motion to approve the Financial Statements ending June 30, 2024 (FF 1014-2024) for approval. Omar Strohm provided an overview of the financial statements for the fiscal year-end of 2024. He stated that the numbers are unaudited, and auditors are currently working on the audit. Due to lower enrollment revenue was down. ACE Dual Enrollment and Workforce Education revenues were higher than what was expected. Overall, the Operating Budget Summary shows a positive change in net position. A draft of the dashboard was presented. The new dashboard will list all campuses, compare online and in-person credits, and list fully online programs.

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

MOVED: The Board of Trustees approves the Financial Statements ending June 30, 2024 (FF 1014-2024).

Richland Main Gym Renovations Bid Award (FF 1015-2024) – Ms. Susan Fisher stated that bids were received through Penn Bid for the replacement of athletic equipment and scoreboards, as well as resurfacing the Main Gym floor. The lowest bid received for both contracts was from All American Athletics Flooring, LLC of Freedom, PA, in the amount of \$136,826.00. The work is scheduled for fall in coordination with the athletics schedule.

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 bid of All American Athletics Flooring, LLC to complete the renovations of the Richland Campus Gymnasium.

Report from the Associate Vice President of Administration – Ms. Susan Fisher stated that renovations to the athletic area at the Richland campus formerly occupied by East Hills Recreation are underway. The first project, which was painting of the main gym, will be finishing up this week. The next phase will be to replace all the athletic equipment and scoreboards and refinish and rebrand the gym floor.

Report from the Associate Vice President of Technology and Analytics – Mr. Gary Boast stated that his update on cyber security was covered earlier.

Report from the Associate Vice President of Finance – Mr. Omar Strohm stated that an RFP for food service providers was circulated. The College received one proposal but after review, the proposal has been deemed to be cost-prohibitive. The College is currently looking at the potential of offering a micro-market or staffing the Café with an employee.

ACADEMIC AFFAIRS/STUDENT SERVICES COMMITTEE

Report from Committee Chair – Dr. Janet Grady stated that the minutes from August 6, 2024, are in the packet and the committee had two action items on the consent agenda. She gave some details on those action items approved earlier.

Report from the Vice President of Academic Affairs – Dr. Cindy Doherty stated that her full report is included in the packet. Academic Affairs has been focused on getting goals up and running and filling faculty positions.

Report from the Vice President of Student Services – Ms. Trish Corle stated that her complete report is included in the packet. She gave an enrollment report with current credits numbers. The Fall Semester kicks off on Monday. New Student Orientation is set for tomorrow, with 200 students expected to attend. Last year, we concluded the fall semester with 493 new students enrolled. Currently, we have 544 new students enrolled. New student numbers in Cambria, Somerset, and Centre County are on the rise.

EXTERNAL AFFAIRS COMMITTEE

Report from Committee Chair – Linda Thomson stated that the minutes from August 7, 2024, are included in the packet.

Marketing Report – Dr. Nunez reported that the marketing team has finalized the Integrated Marketing & Communications (IMC) Plan for 2024-25. A key component of the plan is the new strategy to market new programs simultaneously. After reviewing last year's advertising statistics, the team has made adjustments to better meet benchmarks. Marketing is in the final

stages of completing the viewbook and the community report. The Bellefonte Center Ribbon-cutting/Open House event was a success, garnering both regional and national coverage.

Foundation Report – Ms. Carole VanMeter announced that the foundation is organizing an Alumni Homecoming Weekend from November 14-16. The event will feature a mixer night, a reception, and a hall of fame ceremony for inductees before the gym dedication and the first basketball game. Additionally, a bus trip to New York City is planned for alumni and is open to staff. Alumni who attend will also receive a special 30th Anniversary gift.

Two master chef tables, six executive chef tables, one sous chef table, and sixteen individual tickets have been sold for the Chef Auction. Invitations for the event will be emailed over Labor Day. Several restaurants have already signed up to participate. Last year, the Foundation raised a total of \$63,000 in proceeds (\$48,000 before the match). This year, the goal is to surpass last year's proceeds.

REPORTS/COMMENTS FROM BOARD MEMBERS

Mr. Ralph Stewart thanked everyone who assisted with the Bellefonte Center Ribbon-Cutting and Open House. He stated that he was very proud to be part of the event.

EXECUTIVE SESSION

None.

ADJOURN

With no further business to be discussed, at 5:53PM, Ms. Linda Thomson and Mr. Brett Smith made a motion to adjourn the Board meeting which was unanimously approved by voice vote.