

WESTMORELAND COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 28, 2023

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, June 28, 2023 at the Student Achievement Center, Youngwood, PA and also via video conference. Attendance was taken following the Pledge of Allegiance. With a quorum present, Dr. William H. Kerr, Chair called the meeting to order at 5:30 pm.

Present:

Chad M. Amond
Tom Ceraso
Dr. Barbara Ferrier
Bridget Johnston
Larry J. Larese
Charles Nevins
Ron Ott
Leia Shilobod
Jess Stairs
Doug Weimer
John D. Wright

Absent:

Ashley Frederick

Also, Present:

Dr. Tuesday L. Stanley, President
Daniel B. Pagliari, Solicitor
Dr. Sydney S. Beeler, VP/Enrollment Management
Dr. Kristy A. Bishop, VP/Academic Affairs
Steve Budny, Director/Information Technology
Janet Corrinne-Harvey, Executive Director Marketing & Communications
Kimberly R. Bush, Director/Human Resources
Sue Barron, Recording Secretary
Faculty: Dr. Stuart Silverberg
Students:

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the May 24, 2023 meeting were approved as presented.

Comments from the Public

Dr. Stuart Silverberg, Faculty and Advisor for Psi Beta, Psychology Honor Society thanked the Board of Trustees for the work they do for the College. He also shared that he has joined the Executive Board for the Professional Association. He mentioned that he wanted to continue the collaboration between the Board of Trustees and the Professional Association and that he enjoys working to move the College forward.

Old BusinessNew BusinessConsent Agenda

Upon requests from Tom Ceraso and Chuck Nevins, Resolutions 54.153, 54.154 and 54.165 were removed from the Consent Agenda and voted on directly after the Consent Agenda resolutions were approved.

Upon a motion duly made by Dr. Ferrier, seconded by Larry Larese and unanimously carried by voice vote, the following Consent Agenda was approved:

Resolution 54.149 Approval of 2023-2024 Fiscal Year Liability and Workers' Compensation Insurance

<u>Insurance</u>	<u>Premium</u>	<u>Agency</u>
Workers' Compensation	\$96,540	A.J. Gallagher
Liability Package	136,140	A.J. Gallagher
Umbrella	9,324	A.J. Gallagher
Educators Legal Liability	12,198	A.J. Gallagher
Sports Accident	9,700	A.J. Gallagher
Cyber Liability	31,083	A.J. Gallagher
Vocational Training Accident	2,329	A.J. Gallagher
Travel Accident	950	A.J. Gallagher
Liquor Liability	1,459	A.J. Gallagher
Law Enforcement Liability	<u>7,410</u>	A.J. Gallagher
Total	<u>\$307,133</u>	

Resolution 54.150 Approval of Renewal of VMWare License

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Dell Round Rock, TX	One-year agreement for VMware Beginning 8/22/2023 – 8/21/2024	\$13,757.38

Resolution 54.151 Approval of Fiscal Year 2023-2024 Quadient Postage Meter Postage Reimbursement Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Quadient Carol Stream, IL	Postage Meter Reimbursement Budget	\$60,000.00

Resolution 54.152 Approval of Fiscal Year 2023-2024 Gas Utility Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Direct Energy Houston, TX	Gas Utility	\$160,000.00

Peoples Gas Co.
Greensburg, PA

RIDC
Tarrs, PA

Resolution 54.155 Approval of Fiscal Year 2023-2024 Trash Collection Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Waste Management Pittsburgh, PA	Trash Collection	\$25,000.00

City of Latrobe
Latrobe, PA

Resolution 54.156 Approval of Fiscal Year 2023-2024 Centers and Youngwood Security Services Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Centurion Protection LLC Greensburg, PA	Centers and Youngwood security services	\$400,000.00

Resolution 54.157 Approval of Fiscal Year 2023-2024 Park Police Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Westmoreland County Treasurer's Office Greensburg, PA	Park Police	\$350,300.00

Resolution 54.158 Approval of Fiscal Year 2023-2024 Phone Services Budget

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Airespring Los Angeles, CA	College Desktop Phone Services	\$18,000.00
Verizon & Verizon Wireless New York, NY	Cell Phone Services	\$25,000.00

Resolution 54.159 Approval of Fiscal Year 2023-2024 Rent for the Fayette Education Center

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Community Opportunities Uniontown, PA	Rent	\$85,000.00

Resolution 54.160 Approval of Fiscal Year 2023-2024 Rent for the Senior Employment Program Office in Cambria County

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
The Buffalo Group, LLC Johnstown, PA	Rent	\$85,000.00

Resolution 54.161 Approval of Fiscal Year 2023-2024 Budget for Dental Kits

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Hu-Friedy Manufacturing Chicago, IL	Dental Kits	\$29,000.00

Resolution 54.162 Declaration of Salvage Material

The materials on the attached list are no longer used by the College. The College would like to declare these materials as salvage, prior to determining final disposition.

Resolution 54.163 Approval of the extension of the Copier Lease and Print Management Solution

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
ComDoc Murrysville, PA	Copier Lease and Usage	As per current contract

Resolution 54.164 Approval of Cisco Umbrella Cloud Security

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Link Computer Corp. Bellwood, PA	Cisco Umbrella Cloud Security software Beginning 7/13/2023 – 7/12/2024	\$10,797.50

Resolution 54.166 Approval of Fiscal Year 2023-2024 Budget for Uniforms

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Cintas Mt. Pleasant, PA	Uniforms for Facilities staff	\$10,000.00

Resolution 54.167 Approval of Fiscal Year 2023-2024 Budget for Food Services Agreement (AVI Foodsystems, Inc.) Management Fee (Dining Subsidy)

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
AVI Foodsystems, Inc. Warren, OH	Budget for Management Fee (Dining Subsidy)	Not to exceed \$188,293.00

Upon a motion duly made by John Wright, seconded by Bridget Johnston and carried by voice vote, Chuck Nevins abstained, it was: (54.153)

MOVED: That the Board of Trustees hereby approves the following electric utility budget for 2023-2024:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
West Penn Power Greensburg, PA	Electric Utility	\$1,000,000.00

Penelec
Akron, OH

RIDC
Tarrs, PA

- Upon a motion duly made by Dr. Ferrier, seconded by Chad Amond and carried by voice vote, Tom Ceraso abstained, it was: (54.154)

MOVED: That the Board of Trustees hereby approves the following water and sewage budget for 2023-2024:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
MAWC New Stanton, PA	Water and Sewage	\$60,000.00

ICSMA
Indiana, PA

Latrobe Municipal Authority
Latrobe, PA

Franklin Township Municipal
Sanitary Authority
Murrysville, PA

RIDC
Tarrs, PA

Upon a motion duly made by Tom Ceraso, seconded by Jess Stairs and carried by voice vote, Chuck Nevins abstained, it was: (54.165)

MOVED: That the Board of Trustees hereby approves the utilities budget for the Indiana Education Center for 2023-2024.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
REA Indiana, PA	Utilities	\$60,000.00

Finance Committee

Upon a motion duly made by Chuck Nevins, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.168)

MOVED: That the Board of Trustees hereby approves for fiscal year 2023-2024, the attached operating budget with revenues of \$34,489,920, expenditures of \$34,489,920, and reserve transfers of (\$1,187,486) and the attached capital fund budget with revenues of \$7,061,589 expenditures of \$8,249,075 and total transfers of \$1,187,486.

Upon a motion duly made by John Wright, seconded by Ron Ott and unanimously carried by voice vote, it was: (54.169)

MOVED: That the following contract with Dennis Matthews for consulting services is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Term of Agreement</u>	<u>Cost</u>
Dennis Matthews	Consulting Services	July 5, 2023 – June 30, 2024 Not to exceed twelve months	\$100/hr. not to exceed 450 hrs. or \$45,000.00

Travel expenses will be billed as incurred and invoiced monthly.

Upon a motion duly made by Bridget Johnston, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.170)

MOVED: That the following contract with CampusWorks for consulting services is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Term of Agreement</u>	<u>Amount</u>
CampusWorks Bradenton, FL	Consulting Services	11- week period July 11, 2023 – September 25, 2023	\$45,099.00 \$15,033/month

Upon a motion duly made by Dr. Ferrier, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.185)

MOVED: That the following ratification of purchase of dental equipment is hereby ratified by the Board of Trustees.

<u>Contractor</u>	<u>Description</u>	<u>Amount</u>
Benco Dental Pittston, PA	Dental Equipment	\$30,479.94

Facilities Committee

Upon a motion duly made by Doug Weimer, seconded by Ron Ott and unanimously carried by voice vote, it was: (54.171)

MOVED: That the following ratification of a contract for HVAC Unit Replacement is hereby ratified by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Bid</u>
Limbach Company, LLC Warrendale, PA	HVAC Unit Replacement	\$129,155.00	*Exception to Purchasing Policy

*In the beginning of June, 2023, the HVAC unit became non-functional. To ensure the comfort and safety for visitors to this rented space, the unit needed to be purchased immediately. This purchase constitutes an exception to competitive bidding under the College's Purchasing Policy.

Upon a motion duly made by Chad Amond, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.172)

MOVED: That the following purchase of a Brightly Software Upgrade is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Brightly Software, Inc. Carey, NC	Asset Essentials Core Plus	\$10,028.26
	Dude Analytics	Included
	Multi Product Bundle Promotion	(\$1,504.24)
	Subtotal:	<u>\$8,524.02</u>
	Asset Essentials Implementation	<u>\$3,322.15</u>
	Total:	\$11,846.17

Upon a motion duly made by Larry Larese, seconded by Jess Stairs and unanimously carried by voice vote, it was: (54.173)

MOVED: That the amendment to the Lease Agreement between Westmoreland County Community College and Agile Space Industries, Inc. is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by John Wright and unanimously carried by voice vote, it was: (54.174)

MOVED: That the amendment to the Lease Agreement between Westmoreland County Community College and Westmoreland County Behavioral Health and Developmental Services (WCBH) is hereby approved by the Board of Trustees.

Educational Affairs Committee

Upon a motion duly made by Dr. Ferrier, seconded by Ron Ott and unanimously carried by voice vote, it was: (54.175)

MOVED: That the rescission of the Academic Guarantee Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by John Wright and unanimously carried by voice vote, it was: (54.176)

MOVED: That the Credit Refund Policy is hereby approved by the Board of Trustees.

Personnel Committee

Upon a motion duly made by Jess Stairs, seconded by Dr. Ferrier and unanimously carried by voice vote, it was: (54.177)

MOVED: That the revision to the Equal Employment Opportunity Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Larry Larese, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.178)

MOVED: That the rescission of the Employee's Children on College Property Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Chad Amond, seconded by Doug Weimer and unanimously carried by voice vote, it was: (54.179)

MOVED: That the rescission of the Employee Travel Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Ron Ott, seconded by John Wright and unanimously carried by voice vote, it was: (54.180)

MOVED: That the Administrative & Coaches wage increases for Fiscal Year 2023-24 are hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.181)

MOVED: That the following appointment is hereby approved by the Board of Trustees.

<u>Candidate</u>	<u>Position</u>	<u>Amount</u>
Megan Sheesley	Executive Director/Educational Foundation	\$92,872.00

Governance Committee

Upon a motion duly made by Leia Shilobod, seconded by John Wright and unanimously carried by voice vote, it was: (54.182)

MOVED: That the revision to the Board of Trustees Travel Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by Chuck Nevins, and unanimously carried by voice vote, it was: (54.183)

MOVED: That the Board of Trustees/Power and Duties Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Ferrier, seconded by Doug Weimer and unanimously carried by voice vote, it was: (54.184)

MOVED: That the Communication Amongst Board Members Policy is hereby approved by the Board of Trustees.

Chair's Report

Dr. Kerr called on the Nominating Committee for a report.

John Wright placed before the Board, per the College Bylaws and by unanimous declaration of the Nominating Committee, the following slate of officers to serve a one-year term on the Board of Trustees from July 1, 2023 – June 30, 2024:

Chair	Dr. William H. Kerr
Vice Chair	Charles Nevins
Secretary	Ashley Frederick
Treasurer	Bridget Johnston

Upon a motion duly made by Dr. Ferrier and seconded by Jess Stairs the slate of Officers for July 1, 2023 – June 30, 2024 was amended as follows:

Chair	Dr. William H. Kerr
Vice Chair	Charles Nevins
Secretary	Bridget Johnston
Treasurer	Ashley Frederick

Pursuant to the Bylaws, nominations remained open until the actual voting at the June 28, 2023 Board of Trustees meeting.

Upon a motion duly made by Dr. Ferrier, seconded by Ron Ott and unanimously carried by voice vote, it was: (54.185)

MOVED: That the Board of Trustees does hereby cast a unanimous ballot and elect the following slate of officers for a one-year period, July 1, 2023 to June 30, 2024.


Chair	Dr. William H. Kerr
Vice Chair	Charles Nevins
Secretary	Bridget Johnston
Treasurer	Ashley Frederick

Adjournment

There being no further business, upon a motion duly made by Dr. Ferrier, seconded by Leia Shilobod and unanimously carried by voice vote, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,


Bridget Johnston
Secretary


Suzanne C. Barron
Recording Secretary