

# Amended Agenda



## Board of Trustees Meeting

Westmoreland County Community College

**Wednesday, December 10, 2025** at 7:00 PM EST to Wednesday, December 10, 2025  
at 8:30 PM EST

Boardroom

**Meeting Details:** <https://westmoreland-edu.zoom.us/j/98735078291>, +1 305 224 1968

**Meeting ID:** 98735078291

## Agenda

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Recording of Attendance**

**IV. Approval of Minutes - October 22, 2025**

**V. Comments from the Public**

**VI. Old Business**

**VII. New Business**

**VIII. Finance/Facilities Committee Agenda**

**IX. Consent Agenda**

**A. 57.28 Declaration of Salvage Material**

**B. 57.29 Approval of purchase of Lab Computer Equipment**

**C. 57.30 Approval of purchase of Postage Mail Machine Replacement**

**D. 57.31 Approval of purchase of Metal Working Equipment**

**X. Finance**

**A. 57.32 Acceptance of the 2024-2025 Fiscal Year College Audits**

**B. 57.33 Approval of contract for Advancement Software Solution - Foundation**

**C. 57.34 Approval of contract for Event Management software**

**D. 57.35 Approval of contract for Dual Enrollment software**

**E. Approvals of Policies**

**1. 57.36 Approval of 4.1 Basis of Accounting Policy**

**2. 57.37 Approval of 4.2 Chart of Accounts Policy**

**3. 57.38 Approval of revisions to 4.3 Budget Preparation and Adoption Policy**

**4. 57.39 Approval of revisions to 4.4 Fiscal Year Audit Policy**

**5. 57.40 Approval of 4.5 Bonding of Employees Policy**

6. 57.41 Approval of 4.6 Bank Depositories Policy
7. 57.42 Approval of revisions to 4.7 Signing of Checks Policy
8. 57.43 Approval of revisions to 4.10 Capitalization Guidelines Policy
9. 57.44 Approval of revision to 4.11 Sale of Equipment and Personal College Property Policy
10. 57.45 Approval of revision to 4.12 Tuition and Fees Policy
11. 57.46 Approval of revisions to 4.16 Sale of Real Estate Property Policy
12. 57.47 Approval of revisions to 4.17 Electronic Signature (eSignature) Policy
13. 57.48 Approval of revisions to 4.18 Bad Debt Policy
14. 57.56 Approval of revisions to 4.14 Purchasing Policy – was removed from first read and added as a Resolution

#### **XI. Financials**

- A. Operating & Capital Fund Financial Reports 2025-2026 for the four months ended October 31, 2025
- B. Healthcare Reserve Report July 1, 2025-November 30, 2025

#### **XII. Facilities Agenda**

- A. 57.49 Amendment to Lease Agreement between Community Opportunities, Inc. and Westmoreland County Community College
- B. 57.50 Ratification of purchase of facility ground utility task vehicle
- C. 57.51 Approval of contract for Theater Lighting and Equipment - Science Innovation Center Theater

#### **XIII. Educational Affairs**

- A. Policies for first read
  1. 3.11 Revision to Drug and Alcohol Policy
  2. 3.14 Revision to Residency Policy
  3. 3.31 Revision to Noncredit Refund Policy
  4. 3.20 Transfer of Credit Policy
  5. 3.5 Grading System Policy

#### **XIV. Personnel Agenda**

- A. 57.52 Salary Adjustment - Vice President/Student Affairs - Dr. Anthony Underwood
- B. 57.53 Expansion of Duties - Executive Director of Advancement and Community Engagement - Megan Sheesley
- C. 57.54 Approval of revisions to 2.3.2 Administrative Performance Evaluation Policy
- D. First Read Policies
  1. Revisions to 2.2.12 Title IX Policy and Complaint Procedure

#### **XV. New Hire Summary Report**

#### **XVI. Vacancy Report**

#### **XVII. Miscellaneous**

**A. 57.55 Approval of Calendar for Committee and Board of Trustees Meetings - 2026**

**XVIII. Workforce Development Committee**

**XIX. Legislative Committee**

**XX. Governance Committee**

**XXI. Ad Hoc Strategic Plan Committee**

**XXII. Reports**

**A. Dr. Mallory**

**B. Cabinet Updates**

**XXIII. Chair**

**XXIV. Board of Trustees**

**XXV. Solicitor**

**XXVI. Adjournment**