

WESTMORELAND COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 22, 2025

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, October 22, 2025 at the Student Achievement Center, Youngwood, PA and also via video conference. Attendance was taken following the Pledge of Allegiance. With a quorum present, Tom Ceraso, Chair called the meeting to order at 5:40 pm.

Present:

Tyler Baum
Julie Benson
Ashley Frederick
Christina Gongaware
Bridget Johnston
Dr. William Kerr
Charles Nevins
Jim Smith
Jess Stairs
Ben Steinmeyer
Doug Weimer
John Wright

Absent:

Leia Kupris
Shujuane Martin

Also, Present:

Scott Avolio, Solicitor
Dr. Kristin Mallory, President
Dr. Matthew Reed, VP/Academic Affairs
Rob Sauritch, VP/Administrative Services
Dr. Anthony Underwood, VP/Student Affairs
Janet Corrinne-Harvey, Executive Director/Marketing & Communications
Kimberly R. Robertson, Executive Director/Human Resources
Megan Sheesley, Executive Director/Educational Foundation
Suzanne Barron, Recording Secretary
Faculty: Dr. Brian Dunst, Professor Stephanie Turin
Community: Renee Spalding – Element 451, Spencer Stern - Creatio

Students: Krishna Lakkimsetty, Student Government Association VP of Organizations, Emily Miller, Charity Ohler

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the August 27, 2025 meeting were approved as presented.

Comments from the Public

Emily Miller – Student, presenter at Pennsylvania National Association of Social Workers – Emily gave the Board an update on her recent experience at National Conference for Undergraduate Research (NCUR), for social work. She was able to present her research and was able to meet Rachel Winters, a senior evaluation coordinator at the University of Pittsburgh. Winters was inspired by Emily's research so much that Emily's work is now under review to be added to the updated Medical Indicators of Child Abuse module, and they are also considering creating a standalone training. Because Emily was able to attend this conference, and present her work, she is now part of changes that will be made at the state level.

Stephanie Turin, Professor, Social Work – Westmoreland Faculty – Emily presented her work among hundreds of researchers with bachelor, masters and doctorate level degrees. Emily was one of only a few students presenting with an associate's degree. I am extremely proud of her work and how she has grown. She presented in front of thousands of people and did an incredible job. Professor Turin thanked the Board for giving students that opportunity to attend these types of conferences.

Krishna Lakkimsetty and Charity Ohler – Charity and Krishna shared an update that includes details about Spill the Tea. Spill the Tea is an event that we have across all of the campuses, where we have students give us suggestions and comments about what we can do to improve both in the school and, events we host and other areas of the college. They also shared that in a recent Student Government Association meeting, Dr. Mallory was able to come, and they were able to discuss feedback from the most recent Spill the Tea. Both students also thanked the Board for the opportunity to share updates at the meeting.

Old Business

New Business

Consent Agenda

Upon a motion duly made by Jess Stairs, seconded by Ben Steinmeyer, and unanimously carried by voice vote, the following Consent Agenda was approved:

Resolution 57.12 Approval of Adjustment of Allowance for Bad Debts Account

The Adjustment of Allowance for Bad Debts account for the 2024-25 fiscal year in the amount of (\$396,428) hereby approved by the Board of Trustees.

Resolution 57.13 Approval of purchase of Xtool Equipment

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
XTL US INC. Pasadena, CA	Air Purifier, Metal Fab Laser Welder/CNC Cutter, Hyper Flow Inline Fan, Apparel Printer, Heat Press-T Shirts, Air Compressor/Air Dryer	\$36,461.00	1062

Resolution 57.14 Approval of purchase of Robotic Arms

<u>Vendor</u>	<u>Description</u>
FANUC America Corporation Rochester Hills, MI	Two (2) Standalone FANUC ER-4iA robotics with R-30iB mate plus controller, LR handling tool software – advanced cert configuration, MH IPendant with touch screen, R-20iB mate plus, 120V transformer and gripper. Six (6) Yamaha Single-Axis Training System. This trainer is designed specifically to align with and prepare students for operating the Yamaha 3-Axis Cartesian Robot System currently in use at the College. The single-axis unit utilizes the same core technology, programming environment, and control system architecture as the 3-axis platform, thereby ensuring compatibility and instructional continuity for students.

57.15 Approval of Contract for College Computer Refresh

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Paragon Micro, Inc. Buffalo Grove, IL	Dell Micro Core i7	\$194,550.75	1057

Finance Committee

Upon a motion duly made by Jim Smith, seconded by Ben Steinmeyer, and unanimously carried by voice vote, it was: (57.16)

MOVED: That the following PN Program Fees effective beginning January 2026 are hereby approved by the Board of Trustees.

Course	Exam Soft/Software	Clinical onboarding	Laboratory
NPN 101	\$75.00	\$20.00	\$80.00
NPN 151	\$75.00	\$20.00	\$80.00
NPN 201	\$75.00	\$20.00	\$80.00

Upon a motion duly made by Jess Stairs, seconded by Bridget Johnston, and unanimously carried by voice vote, it was: (57.17)

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

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Touchnet Information Systems Inc. Lenexa, KS	Services for all-in-one billing and payment solution that is a payment gateway and a payment processor for 36 months. 2/1/26-1/31/2029	Annual License Fee plus costs and fees associated per transaction type. (See Tally Sheet for Breakdown)	1052

Upon a motion duly made by Charles Nevins, seconded by Dr. Kerr, and unanimously carried by voice vote, it was: (57.18)

MOVED: That the following contract for a Customer Relationship Management (CRM) software is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Hubspot, Inc. Cambridge, MA	The CRM platform will serve as the central communication, marketing, and analytics tool for interactions with prospective, current, and former students, as well as community and employer partners.	TOTAL AWARD \$244,600.00 \$25,000.00 Professional Services-Year 1 \$219,600.00-Total 36-month Subscription (Annual Payment of \$73,200.00)	1049

Upon a motion duly made by John Wright, seconded by Jess Stairs, and unanimously carried by voice vote, it was: (57.19)

MOVED: That a contract for a managed services agreement with Anthology is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>
Anthology Boca Raton, FL	Managed Services agreement	November 1, 2025 – October 31, 2026	\$99,960.00

Facilities Committee

Upon a motion duly made by Bridget Johnston, seconded by Julie Benson, and unanimously carried by voice vote, it was: (57.20)

MOVED: That the following contract for the Murrysville Center Lobby flooring replacement is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Kuhns Brothers Construction Inc. New Derry, PA	Removal and replacement of all common area flooring and replacement with LVT flooring.	\$43,678.30	1058

Upon a motion duly made by Doug Weimer, seconded by Jess Stairs, and unanimously carried by voice vote, it was: (57.21)

MOVED: That the following contract for the Murrysville Center exterior railing replacement is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
MASCO Construction Inc. McMurray, PA	Removal and replacement of exterior railing from the side exit door to back parking lot and small section of front side steps to back parking lot.	\$44,000.00	1060

Upon a motion duly made by Charles Nevins, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (57.22)

MOVED: That the following contract for the Business & Industry Center exterior step replacement is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Hamacher Contracting, LLC Loyalhanna, PA	Replacement of BIC concrete steps and walkway to entry doors.	\$32,457.50	1059

Upon a motion duly made by Jess Stairs, seconded by Ben Steinmeyer, and unanimously carried by voice vote, it was: (57.23)

MOVED: That the following contract for the Health & Culinary Center concrete walkway replacement is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Arch Masonry Mt. Pleasant, PA	Replacement of 2 large side sections of concrete walkway and the small center diamond section	\$38,810.00	1067

Upon a motion duly made by Doug Weimer, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (57.24)

MOVED: That Resolution 57.24 Approval of purchase of facility ground utility task vehicle will be tabled. This action is hereby approved by the Board of Trustees.

Educational Affairs Committee

Upon a motion duly made by Dr. Kerr, seconded by Charles Nevins, and unanimously carried by voice vote, it was: (57.25)

MOVED: That the following program changes are hereby approved by the Board of Trustees.

1. Practical Nursing - New Diploma Program to begin in January 2026.
2. Healthcare Management Program Changes - Proposed Action/Change: To add a course to the HCM program. The course would be HCM 230 Revenue Cycle for Healthcare. The students take BUS 245 Principles of Marketing Change: Adding HCM 230 would be removing BUS 245 for the program. This would allow the program to remain at 63 credits and enhance the overall program.

Upon a motion duly made by Bridget Johnston, seconded by Tyler Baum, and unanimously carried by voice vote, it was: (57.26)

MOVED: That the following Mission, Vision, and Values statements are hereby approved by the Board of Trustees.

Mission

Driving student success, developing a skilled workforce and strengthening communities through education.

Vision

We envision a future where our students lead and uplift the communities of Southwestern Pennsylvania - driving regional growth, resilience, and opportunity through education.

Values

- **Academic and Professional Excellence:** We strive to offer high-quality purposeful education; rigorous programs; and promote critical thinking, intellectual curiosity, and lifelong learning.
- **Community Engagement:** We are committed to providing opportunities for all individuals and organizations in our communities to participate in educational, social, and civic initiatives.
- **Innovation and Adaptability:** We foster an environment where innovation, creativity, and a willingness to adapt to changing needs and technologies are embraced.
- **Student Success and Support:** We are dedicated to providing resources, guidance, and support to help all students with their academic, personal, and professional growth.
- **Integrity and Accountability:** We pursue the highest ethical standards in all our actions and hold ourselves accountable for our decisions and behaviors.

Upon a motion duly made by Dr. Kerr, seconded by John Wright, and unanimously carried by voice vote, it was: (57.27)

MOVED: That the following new policy for establishing tuition for dual enrollment students residing in the service area is hereby approved by the Board of Trustees.

WHEREAS, Westmoreland County Community College (the "College") is committed to expanding access to higher education opportunities for high school students through dual enrollment and College in the High School (CiHS) programs; and

WHEREAS, the College recognizes that its service to the broader regional community includes not only Westmoreland County but also neighboring counties and school districts; and

WHEREAS, the Board of Trustees defines the College's service area to include:

- Westmoreland County,
- Fayette County,
- Indiana County,
- Any county in which the College has established a permanent campus or education center, and
- Any student enrolled in a public-school district that includes within its boundaries any portion of a county within this defined service area; and

WHEREAS, the Board desires to ensure consistent tuition charges for students residing within this service area when participating in CiHS or other dual enrollment programs;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Westmoreland County Community College hereby establishes that:

1. All students participating in dual enrollment, College in the High School, or similar programs who meet any of the following criteria:
 - a. Reside in Westmoreland, Fayette, or Indiana Counties;
 - b. Reside in any county where the College operates a permanent campus or education center;
 - c. Attend a public school district whose boundary includes any portion of a county in the College's service area, shall be charged tuition equal to that of Westmoreland County residents for the purposes of such programs.

2. This resolution shall apply exclusively to dual enrollment and CiHS tuition charges and shall not alter the determination of residency for standard tuition classification for other College programs.

BE IT FINALLY RESOLVED, that Westmoreland's President cause to adopt and implement the above policy, ensure appropriate communication with affected school districts and families, and incorporate this tuition classification into all applicable enrollment, billing, and marketing processes.

Personnel Committee

Chair's Report

Adjournment

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

Respectfully submitted,


Doug Weimer
Secretary


Suzanne Barron
Recording Secretary