

WESTMORELAND COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 23, 2024

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, October 23, 2024 at the Student Achievement Center, Youngwood, PA and also via video conference. Attendance was taken following the Pledge of Allegiance. With a quorum present, Bridget Johnston, Chair called the meeting to order at 5:30 pm.

Present:

Tyler Baum  
Julie Benson  
Tom Ceraso  
Christina Gongaware  
Dr. William Kerr  
Shujuane Martin  
Charles Nevins  
Jim Smith  
Jess Stairs  
Doug Weimer  
John Wright

Absent:

Ashley Frederick  
Leia Shilobod  
Ben Steinmeyer

Also, Present:

Dr. Kristy A. Bishop, Interim President  
Daniel B. Pagliari, Solicitor  
Cynthia Sexton Proctor, Interim VP/Academic Affairs  
Janet Corrinne-Harvey, Executive Director/Marketing & Communications  
Kimberly R. Bush, Executive Director/Human Resources  
Rocky Kremer, Executive Director/Information Technology  
Suzanne Barron, Recording Secretary  
Faculty: Brian Dunst, Stu Silverberg, Lauren Eicher, Vicky Krug  
Staff: Lindsay Herrod, Matthew Hogue  
Students: Erica Dix, Kate Hughes

### Approval of Minutes

Upon a motion duly made and seconded, the minutes of the August 28, 2024 meeting were approved as presented.

Chairman Johnston announced that an Executive Session was held on September 10, 2024 to discuss the selection of a new president.

### Comments from the Public

1. Stewart Silverberg, Assistant Professor Psychology and Grievance Chair for the Professional Association – Professor Silverberg opened his remarks by thanking the Board of Trustees and Dr. Bishop for all their hard work. On behalf of the Professional Association, he expressed concern over the Anthology STUDENT system. He mentioned that it was challenging for Advising and it has overextended the staff. He thanked Lindsay Herrod for all her hard work on the system along with Dr. Bishop but asked that the College move on and find a new system to implement. He stated that the Association has no named solution but feels it is in the best interest of the College to leave Anthology STUDENT.
2. Kate Hughes, Student and Board of Directors for the Humanitarian/Social Work Club – Kate addressed the Board of Trustees about her struggle with learning that started at an early age. She highlighted what she found at Westmoreland County Community College was a place where she could be happy and choose her pathway in life. She was able to pick the classes that were best for her and her education was affordable and achievable. One area of improvement would be if the College advocated to the public about all the services they provide to help students achieve their goals.

### Old Business

### New Business

### Consent Agenda

Doug Weimer requested Resolutions 56.18 and 56.19 be removed from the Consent Agenda and moved to the Finance Agenda.

Upon a motion duly made by Doug Weimer, seconded by Tom Ceraso, and unanimously carried by voice vote, the following Consent Agenda was approved:

Resolution 56.17 Ratification of Contract for purchase of AED Equipment

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFO</u>
Cintas-Safety Bridgeville, PA	AED Equipment Program Management & monitoring	Three-years 10/15/24 – 10/15/27	\$79,380.00	5545

56.20 Approval of a four-month contract with Clarus Corporation for Digital Marketing Services

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Term</u>
Clarus Corporation, A Carnegie Company Westford, MA	Digital Marketing Services	\$21,475.00	October 25, 2024 - January 31, 2025

56.21 Declaration of Surplus Property

	Fixed Asset Name	Acquisition Date	Acquisition Cost
1.	2011 Ford Transit Van	4/5/18	\$5,200.00

56.22 Approval of Adjustment of Allowance for Bad Debts Account

The Adjustment of Allowance for Bad Debts account for the 2023-24 fiscal year in the amount of \$363,806 is hereby approved by the Board of Trustees.

Finance Committee

Upon a motion duly made by Tom Ceraso, seconded by Jess Stairs and unanimously carried by voice vote, it was: (56.18)

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

<u>Vendor</u>	<u>Description</u>	<u>Term of Agreement</u>	<u>Cost</u>
Dennis W. Matthews	Consulting Services	September 27, 2024 – January 31, 2025 Not to exceed twelve months	\$100/hr.

Not to exceed 200 hrs. or \$20,000.00

Upon a motion duly made by Chuck Nevins, seconded by Christina Gongaware and unanimously carried by voice vote, it was: (56.19)

MOVED: That the following contracts for snow removal services for November 1, 2024 – April 30, 2025 are hereby approved by the Board of Trustees:

<u>Location</u>	<u>Vendor</u>	<u>Amount</u>	
Youngwood	Silvis Group, Inc.	See attached per occurrence	RFP 1030
Indiana	Don Huey	See attached per occurrence	RFP 1030
Latrobe	PA Landscaping	See attached per occurrence	RFP 1030
Murrysville	Silvis Group, Inc.	See attached per occurrence	RFP 1030
New Kensington	G&P Custom Service	See attached per occurrence	RFP 1030
Public Safety	Silvis Group, Inc.	See attached per occurrence	RFP 1030

Upon a motion duly made by Jess Stairs, seconded by Chuck Nevins, and unanimously carried by voice vote, it was: (56.23)

MOVED: That the financing for the Public Safety Training Center Burn Building renovations is hereby approved by the Board of Trustees.

Upon a motion duly made by Christina Gongaware, seconded by Tom Ceraso, and unanimously carried by voice vote, it was: (56.24)

MOVED: That the financing for the Roof Replacement Project is hereby approved by the Board of Trustees.

Upon a motion duly made by Jess Stairs, seconded by Christina Gongaware, and unanimously carried by voice vote, it was: (56.25)

MOVED: That the contract for the purchase of an LMS for student and staff training is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFP</u>
Vector Solutions	LMS for student and	11/1/24 – 10/31/27	\$35,426.50	1029



Tampa, FL                      Staff training

Facilities Committee

Upon a motion duly made by Chuck Nevins, seconded by Tom Ceraso, and unanimously carried by voice vote, it was: (56.26)

MOVED: That a contract for a system-wide building automation system software upgrade and addition of boiler controls at BIC is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Building Control	HVAC Controls and System	\$56,700.00	1036
Integrators	Upgrade and adding Boiler		
Pittsburgh, PA	Controls		

Upon a motion duly made by Christina Gongaware, seconded by Jess Stairs, and unanimously carried by voice vote, it was: (56.27)

MOVED: That a contract for Burn Building repairs Phase III is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Raimondo, Inc.	Repairs to the Burn Building	\$107,230.00	1033
Greensburg, PA	Phase III		

Upon a motion duly made by Julie Benson, seconded by Tom Ceraso, and unanimously carried by voice vote, it was: (56.28)

MOVED: That an additional payment of \$3,952 which was made over the initial contract amount of \$63,920 (approved at resolution 55.92) is hereby ratified and approval for payment of a change order in the amount of \$11,972 to A. Raimondo, Inc. for repairs to the Public Safety Training Center Burn Building is hereby approved by the Board of Trustees.

Upon a motion duly made by Doug Weimer, seconded by Jess Stairs, and unanimously carried by voice vote, it was: (56.29)

MOVED: That a contract for repairs to the baseball field on the Youngwood Campus is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Thomas Proturf Inc. Adah, PA	Repairs to the Baseball Field	\$32,101.00	5538

Upon a motion duly made by Julie Benson, seconded by Doug Weimer, and unanimously carried by voice vote, it was: (56.30)

MOVED: That a contract for repairs to the softball field on the Youngwood Campus is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Thomas Proturf Inc. Adah, PA	Repairs to the Softball Field	\$19,700.00	5537

#### Educational Affairs Committee

Upon a motion duly made by Julie Benson, seconded by Dr. William Kerr, and unanimously carried by voice vote, it was: (56.31)

MOVED: That the following changes to the academic programs listed below are hereby approved by the Board of Trustees.

1. RISE - an inclusive neurodiversity support program to help individuals with intellectual disabilities complete college courses and prepare for sustainable employment. RISE students are fully included with the campus community through classes, academic support, and student life involvement.
2. Legal Studies/Paralegal - Add CRJ 255 Juvenile Delinquency Course as Restricted Elective

Upon a motion duly made by Christina Gongaware, seconded by Jim Smith, and unanimously carried by voice vote it was: (56.32)

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

Personnel Committee

Upon a motion duly made by Chuck Nevins, seconded by Tom Ceraso, and unanimously carried by voice vote, it was: (56.33)

MOVED: That upon recommendation of the Executive Committee the appointment of Dr. Kristy A. Bishop as interim President at an increase in salary of \$6,000 per month through June 30, 2025 or until a new President takes office, whichever occurs sooner, is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by Dr. William Kerr, and unanimously carried by voice vote, it was: (56.34)

MOVED: That upon recommendation of the Executive Committee the appointment of Cynthia Proctor as Interim Vice President of Academic Affairs at an increase in salary of \$3,000 per month through June 30, 2025 or until a new President takes office, whichever occurs sooner, is hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Christina Gongaware, and carried by voice vote, Doug Weimer opposed, it was: (56.35)

MOVED: That upon the recommendation of the Executive Committee of the Board of Trustees the College enter into an employment agreement with Dr. Stanley to perform consulting services as assigned by the Board of Trustees for a term of six (6) months from January 1, 2025 through June 30, 2025. Dr. Stanley will be paid a salary of \$6,000 per month.

Miscellaneous

Upon a motion duly made by Jess Stairs, seconded by Tom Ceraso, and carried by voice vote, Doug Weimer opposed, it was: (56.36)

WHEREAS, Dr. Tuesday Stanley, President of Westmoreland County Community College ("College") announced her resignation as President of the College, effective July 1, 2024; and

WHEREAS, the College Board of Trustees at Resolution 55.31 formed an ad hoc committee ("Search Committee") to search for candidates and to make recommendations to

the College Board of Trustees to aid the Board of Trustees in selecting a replacement for Dr. Stanley; and

WHEREAS, the College Board of Trustees did not select a new president who would take office on July 1, 2024; and

WHEREAS, it is the desire of the College Board of Trustees to revise the structure of the Search Committee through this resolution to further its efforts in selecting a new President; and

WHEREAS, it is the intention of the College Board of Trustees to appoint six (6) Trustees and up to six (6) other persons from among the College faculty and administrative staff, the College student body, the Westmoreland Educational Foundation, the College Support Association and potentially from the Westmoreland County citizenry; and

NOW, THEREFORE, IT HEREBY IS RESOLVED THAT,

1. The College Board of Trustees does hereby restructure the Search Committee to consist of up to twelve (12) members hereinafter named or described.
2. The following Trustees are hereby appointed to the Search Committee:

John D. Wright, Co-Chair  
Bridget Johnston, Co-Chair  
Julie Benson  
Leia Shilobod  
Ashley Frederick  
William Kerr

3. The following persons from the following categories are appointed to the Search Committee:

A College student selected by the College student body.

A full-time College faculty member selected by the full-time College faculty.

A Westmoreland Educational Foundation representative selected by the Westmoreland Educational Foundation Board of Directors.



A full-time College Support Association Representative selected by the College Support Association.

A member of the College Administrative Staff selected by the Chair of the College Board of Trustees.

A Westmoreland County citizen who may be chosen at the discretion of the Chair of the College Board of Trustees.

4. The Search Committee is authorized and directed when constituted, to commence a search for candidates for the position of President, of the College and to recommend at least three (3) candidates to the College Board of Trustees in sufficient time to enable the Board of Trustees to select and, by appointment, to fill the position of College President on or before July 1, 2025.
5. The Search Committee is authorized to engage other members of the College community to participate in the candidate selection process such as participation in group interviews and providing feedback. Such College community members may include additional student, faculty, administration, or support employee representatives. Members of the College community so engaged will not become members of the Search Committee.
6. The Search Committee is authorized to expend the necessary funds and to utilize the services of outside agencies for their assistance, guidance, and recommendations during the search process within the budgetary constraints previously adopted by the College Board of Trustees.
7. Suzanne Barron is appointed as secretary to the Search Committee and shall perform such duties as assigned by the Co-Chairs to support the efforts of the Search Committee in finding and recommending qualified candidates to the Board of Trustees.
8. If, after appointment, any Search Committee member resigns or is unable or unwilling to perform their duties, such committee member may be replaced by appointment at the discretion of the Chair of the College Board of Trustees.

**BE IT FINALLY RESOLVED**, that the Interim College President cause to affect the final formation of the Search Committee by taking necessary steps to enable selection of Search Committee members from the College Educational Foundation, College

student body, the full-time faculty, and the College Support Association and to take any other steps necessary for formation of the Selection Committee consistent with this resolution.

Chair's Report

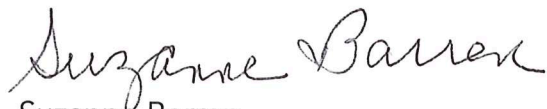
Adjournment

There being no further business, upon a motion duly made by Jess Stairs, seconded by Tom Ceraso, and unanimously carried by voice vote, the meeting was adjourned at 6:40 p.m.

Respectfully submitted,



Tom Ceraso  
Secretary



Suzanne Barron  
Recording Secretary