

WESTMORELAND COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
December 10, 2025

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, December 10, 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 7:00 pm.

Present:

Julie Benson  
Ashley Frederick  
Bridget Johnston  
Dr. William Kerr  
Leia Kupris  
Shujuane Martin  
Charles Nevins  
Jim Smith  
Ben Steinmeyer  
Doug Weimer  
John Wright

Absent:

Tyler Baum  
Christina Gongaware  
Jess Stairs

Also, Present:

Scott Avolio, Solicitor  
Dr. Kristin Mallory, President  
Rob Sauritch, VP/Administrative Services  
Rocky Kremer, Executive Director/Information Technology  
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

Upon a motion duly made by Charles Nevins, seconded by Ashley Frederick, and unanimously carried by voice vote, the agenda was amended to add Resolution 57.56 - Approval of revisions to 4.14 Purchasing Policy.

### Approval of Minutes

Upon a motion duly made and seconded, the minutes of the October 22, 2025 meeting were approved as presented.

### Comments from the Public

Dr. Dunst provided the board with a recap of some of the accomplishments of the faculty since the previous board meeting. His highlights included providing a recap of the success of instructor Kathy Dlugos' art show titled Entanglements. The display in the gallery was well attended by faculty, students, and the community. Dr. Dunst also shared the growing attendance at the Duane S. Molnar Speaker Series. Some of the topics of the series included the Evolution of Media and Workplace Leadership. His comments also included highlights from the radiology program led by Peggy Pust. Peggy and Diane Metz, coordinator, Career Connections Center partnered to provide a "speed dating" between students and potential employers. In the past four years, the Radiology program had a near 100% upon graduation with a couple of students choosing to go for additional education and therefore, not accepting a position. In cooperation with the celebration of America's 250th, instructor Alan Laick's class competed on a state level for the creation of a campaign to celebrate the milestone. Westmoreland was the only community college to reach the finals. Competition included Seton Hill and Penn State. Laike's class placed in the Top 5, with a third-place finish. In the spotlight on the future, Dr. Dunst shared that faculty are teaming up for Social Justice Week in 2026. Leading the efforts of this week will be Julie Zappone and Stephanie Turin.

### Old Business

### New Business

### Consent Agenda

Upon a motion duly made by John Wright, seconded by Jim Smith, and unanimously carried by voice vote, the following Consent Agenda was approved:

#### Resolution 57.28 Declaration of Salvage Material

The following 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 57.29 Approval of purchase of Lab Computer Equipment

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Paragon Micro, Inc. Buffalo Grove, IL	55-Intel Core i7-14700 55-Dell 27-inch Monitors	\$61,383.85	1074

## Resolution 57.30 Approval of purchase of Postage Mail Machine Replacement

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Quadient, Inc. Milford, CT	Model #IX7 S.M.A.R.T Mail Machine 5 Year Maintenance Plan Shipping / Training, Printer, Monitor and Scale 5-year Rental of Postage Meter	Total \$27,160.90	1071

## 57.31 Approval of purchase of Metal Working Equipment

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Taza Supplies, Inc. South Holland, IL	Tilting electric furnace, tabletop quik melt furnace, sand casting set, jewelers hand tool set, flame retardant apron, heat resistant gloves	\$34,965.28	1073

Finance Committee

Upon a motion duly made by Ashley Frederick, seconded by John Wright, and unanimously carried by voice vote, it was: (57.32)

**MOVED:** That upon recommendation of the President and Audit Committee, the 2024-2025 Fiscal Year College Audits are hereby accepted and adopted by the Board of Trustees.

Upon a motion duly made by Ben Steinmeyer, seconded by Shujuane Martin, and unanimously carried by voice vote, it was: (57.33)

**MOVED:** That the following contract for an Advancement Software Solution for the Foundation is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>
Blackbaud Charleston, SC	Award Management Software	1/6/2026 – 1/5/2027	\$60,170.58

Upon a motion duly made by Dr. Kerr, seconded by Jim Smith, and unanimously carried by voice vote, it was: (57.34)

**MOVED:** That the following contract for Event Management software is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
CollegeNET Portland, OR	Event Management Software for 36 months	\$183,828.75	1048

Upon a motion duly made by Jim Smith, seconded by Ben Steinmeyer, and unanimously carried by voice vote, it was: (57.35)

**MOVED:** That the following contract for Dual Enrollment software is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Canusia, Inc. Manlius, NY	Dual enrollment software development, implementation, integration, and training	\$118,000.00 (\$39,000.00 per year for 3-year term) \$1,000.00 for training session	1047

Upon a motion duly made by Julie Benson, seconded by Shujuane Martin, and unanimously carried by voice vote, it was: (57.36)

**MOVED:** That the 4.1 Basis of Accounting policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Shujuane Martin, seconded by John Wright, and unanimously carried by voice vote, it was: (57.37)

**MOVED:** That the 4.2 Chart of Accounts policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Jim Smith, seconded by Shujuane Martin, and unanimously carried by voice vote, it was: (57.38)

MOVED: That the revisions to the 4.3 Budget Preparation and Adoption policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Ashley Frederick, seconded by Ben Steinmeyer, and unanimously carried by voice vote, it was: (57.39)

MOVED: That the revisions to the 4.4 Fiscal Year Audit policy are hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Julie Benson, and unanimously carried by voice vote, it was: (57.40)

MOVED: That the 4.5 Bonding of Employees policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Shujuane Martin, seconded by John Wright, and unanimously carried by voice vote, it was: (57.41)

MOVED: That the 4.6 Bank Depositories policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Jim Smith, seconded by Doug Weimer, and unanimously carried by voice vote, it was: (57.42)

MOVED: That the 4.7 Signing of Checks policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Jim Smith, seconded by John Wright, and unanimously carried by voice vote, it was: (57.43)

MOVED: That the revisions to the 4.10 Capitalization Guidelines policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Ben Steinmeyer, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (57.44)

MOVED: That the revision to the 4.11 Sale of Equipment and Personal College Property policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Kerr, seconded by Jim Smith, and unanimously carried by voice vote, it was: (57.45)

MOVED: That the revision to the 4.12 Tuition and Fees policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Doug Weimer, seconded by Julie Benson, and unanimously carried by voice vote, it was: (57.46)

MOVED: That the revisions to the 4.16 Sale of Real Estate policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Shujuane Martin, seconded by John Wright, and unanimously carried by voice vote, it was: (57.47)

MOVED: That the revisions to the 4.17 Electronic Signature (eSignature) policy are hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Jim Smith, and unanimously carried by voice vote, it was: (57.48)

MOVED: That the revisions to the 4.18 Bad Debt policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Ben Steinmeyer, seconded by Julie Benson, and unanimously carried by voice vote, it was: (57.56)

MOVED: That the revisions to the 4.14 Purchasing policy are hereby approved by the Board of Trustees.

#### Facilities Committee

Upon a motion duly made by Charles Nevins, seconded by John Wright, and unanimously carried by voice vote, it was: (57.49)

MOVED: That the Amendment to the Lease Agreement between Community Opportunities, Inc. and Westmoreland County Community College is hereby approved by the Board of Trustees.

Upon a motion duly made by Julie Benson, seconded by Jim Smith, and unanimously carried by voice vote, it was: (57.50)

MOVED: That the ratification of purchase of a facility ground utility task vehicle is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
EH Griffith Pittsburgh, PA	Toro Workman UTX, gasoline with electric dump bed, cab enclosure. Attachments for plow and salt spreader.	\$44,424.94	N/A

Upon a motion duly made by Dr. Kerr, seconded by John Wright, and unanimously carried by voice vote, it was: (57.51)

MOVED: That the following contract for the Theater Lighting and Equipment – Science Innovation Center Theater is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Twisted Computing, Inc. Delmont, PA	Removal and replacement of dimmer rack. Replacement of house and stage lights with LED dimmable lighting.	\$151,570.00	1072

#### Educational Affairs Committee

#### Personnel Committee

Upon a motion duly made by Ben Steinmeyer, seconded by Doug Weimer, and unanimously carried by voice vote, it was: (57.52)

MOVED: That upon recommendation of the Personnel Committee, Dr. Anthony Underwood's annual salary be adjusted to \$144,000 effective July 1, 2025 and is hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Dr. Kerr, and unanimously carried by voice vote, it was: (57.53)

MOVED: That upon recommendation of the Personnel Committee, the expansion of duties to also provide leadership for the Workforce Development, Event Services, and Community Engagement teams for Ms. Megan Sheesley as Executive Director/Advancement and Community Engagement is recommended with an increase of \$2,000 per month. The

College will evaluate this arrangement prior to making a permanent leadership change. This action is hereby approved by the Board of Trustees.

Upon a motion duly made by Jim Smith, seconded by Julie Benson, and unanimously carried by voice vote, it was: (57.54)

**MOVED:** That the revisions to the 2.3.2 Administrative Performance Evaluation policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Doug Weimer, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (57.55)


**MOVED:** That the Calendar for Committee and Board of Trustees Meetings – 2026 is hereby approved by the Board of Trustees.


Chair's Report

Adjournment

There being no further business, upon a motion duly made by Doug Weimer, seconded by Jim Smith, and unanimously carried by voice vote, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

  
Doug Weimer  
Secretary

  
Suzanne Barron  
Recording Secretary