

WESTMORELAND COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
December 11, 2024

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, December 11, 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 7:10 pm.

Present:

Julie Benson
Tom Ceraso
Ashley Frederick
Christina Gongaware
Dr. William Kerr
Shujuane Martin
Charles Nevins
Leia Shilobod
Jess Stairs
Ben Steinmeyer
Doug Weimer
John Wright

Absent:

Tyler Baum
Jim Smith

Also, Present:

Dr. Kristy A. Bishop, Interim President
Daniel B. Pagliari, Solicitor
Cynthia Sexton Proctor, Interim VP/Academic Affairs
Dr. Anthony Underwood, VP/Enrollment Management
Janet Corrinne-Harvey, Executive Director/Marketing & Communications
Kimberly R. Bush, Executive Director/Human Resources
Rocky Kremer, Executive Director/Information Technology
Megan Sheesley, Executive Director/Educational Foundation
Suzanne Barron, Recording Secretary
Faculty: Brian Dunst, Cheryl Miller, Stephanie Turin

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the October 23, 2024 meeting were approved as presented.

Chair Bridget Johnston announced that an Executive Session was held on December 4, 2024 to discuss the Presidential Search and the process for hiring an Interim President.

Comments from the Public

Dr. Brian Dunst – As President of the Professional Association, Dr. Dunst wanted to share his concern regarding the filling of open positions at the college that are critical to success. He expressed the prolonged vacancies create a lack of strategic focus, decrease overall staff morale and make attracting talent a challenge. He commented that this also produces a feeling of an uncertain future, leadership challenges, and fragmented decisions. Dr. Dunst went on to request more information regarding recruiting practices for key positions and asked if the College might reexamine their current strategy to see if there is room for improvement. He closed with a reminder that the College has a proud history of academic excellence and thanked the board for their continued dedication to the College.

Old Business

New Business

Consent Agenda

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

Resolution 56.37 Approval of Contracts for Lawn Care Services

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFP</u>
G&P Custom Services Export, PA	Lawn care Services – New Kensington & Murrysville	April 1, 2025 to November 1, 2025	\$11,205.00	1034
Silvis Group Mt. Pleasant, PA	Lawn care Services – Indiana, Latrobe, PSTC	April 1, 2025 to November 1, 2025	\$28,881.22	1034

56.38 Approval of Contract for Courier Services

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Total</u>	<u>RFP</u>
On Time Delivery Inc. Pittsburgh, PA	Courier Services	Jan. 1, 2025 - Dec. 31, 2026	\$271/Day Monday & Wednesday and \$230/Day Tuesday and Thursday (YEAR 1) \$280/Day Monday and Wednesday and \$237/Day Tuesday and Thursday (YEAR 2)	1037

56.39 Ratification of purchase of Wolters Kluwer NCLEX Course Review - Nursing

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Wolters Kluwer Hagerstown, MD	Course Review	Fall 2024 (7/1/24 – 12/31/24) - 57 licenses @ \$708.31 = \$40,373.67

56.40 Approval of purchase of Wolters Kluwer NCLEX Course Review – Nursing

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
Wolters Kluwer Health Hagerstown, MD	Course Review	Spring 2025 (1/1/25 – 6/30/25) 57 licenses @ \$708.31 = \$40,373.67	
		Fall 2025 (7/1/25 – 12/31/25) 57 licenses @ \$708.31 = \$40,373.67	
		Spring 2026 (1/1/26 – 6/30/26) 57 licenses @ \$708.31 = \$40,373.67	
			\$121,121.01

56.41 Approval of extension of Contract for Blackbaud Award Management Software

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Blackbaud Charleston, SC	Award Management Software 1-year agreement 1/6/2025 – 1/5/2026	\$50,242.15

Finance Committee

Upon a motion duly made by Christina Gongaware, seconded by Jess Stairs, and unanimously carried by voice vote, it was: (56.42)

MOVED: That the Background statement to Resolution 56.26 is amended to state the funding source as "2016 Bond Funds" rather than the "College Operating Expenses (Capital Project Budget)".

BE IT FURTHER RESOLVED, upon recommendation of the President, previously adopted Resolution 56.26 is hereby adopted and ratified by the Board of Trustees.

Upon a motion duly made by Shujuane Martin, seconded by Ben Steinmeyer, and unanimously carried by voice vote, it was: (56.43)

MOVED: That the term of the previously approved loan must be revised to 42 months to match that period of reimbursement approved by the DOE for the Roof Replacement Project. The revised financing for the Roof Replacement Project previously approved at Resolution 56.24 is hereby approved by the Board of Trustees.

Facilities Committee

Upon a motion duly made by Charles Nevins, seconded by Leia Shilobod, and unanimously carried by voice vote, it was: (56.44)

MOVED: That a contract for HVAC system repairs/replacement at the Business and Industry Building is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
SSM Industries, Inc. Latrobe, PA	Repair/replacement of building HVAC controls	\$308,350.00	1031

Upon a motion duly made by Christina Gongaware, seconded by Tom Ceraso, and carried by voice vote, Shujuane Martin abstained, it was: (56.45)

MOVED: That the renewal of a five-year lease to Career Link of 8400 square feet of space at Business and Industry Center at the following lease rates: 1st year, \$11.89 per sq. ft.; 2nd

year, \$11.89 per sq. ft.; 3rd year, \$13.20 per sq. ft.; 4th year, \$14.65 per sq. ft.; and 5th year, \$16.27 per sq. ft. is hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Ben Steinmeyer, and carried by voice vote, Shujuane Martin abstained, it was: (56.46)

MOVED: That the renewal of a five-year lease to Career Link of 6110 square feet of space in the New Kensington campus at the following lease rates: 1st year, \$13.39 per sq. ft.; 2nd year, \$13.39 per sq. ft.; 3rd year, \$14.06 per sq. ft.; 4th year, \$14.76 per sq. ft.; and 5th year, \$15.50 per sq. ft. is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by, Charles Nevins, and unanimously carried by voice vote, it was: (56.47)

MOVED: That the renewal of a five year lease to the Workforce Investment Board of 2812 square feet of space in Business and Industry Center at the following lease rates: 1st year, \$15.30 per sq. ft.; 2nd year, \$15.84 per sq. ft.; 3rd year, \$16.40 per sq. ft.; 4th year, \$16.98 per sq. ft.; and 5th year, \$17.58 per sq. ft. is hereby approved by the Board of Trustees.

Educational Affairs Committee

Upon a motion duly made by Julie Benson, seconded by Dr. William Kerr, and unanimously carried by voice vote, it was: (56.48)

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

1. New Culinary, Baking, and Hospitality Certificates have been created.
2. The Video Production & Photography, AAS – Photography is being revised.
3. The Social Work, AAS is being revised.
4. The Office Administration Program Certificate, Diploma, and AAS are being revised.
5. The Special Alloy Welding Certificate is being deactivated.

Upon a motion duly made by Christina Gongaware, seconded by Leia Shilobod, and unanimously carried by voice vote it was: (56.49)

MOVED: That the Change of Program Deadline Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Kerr, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (56.50)

MOVED: That the Course Substitution Policy is hereby approved by the Board of Trustees.

Personnel Committee

Upon a motion duly made by Shujuane Martin, seconded by Julie Benson, and unanimously carried by voice vote, it was: (56.51)

MOVED: That the Civil Rights Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Charles Nevins, and unanimously carried by voice vote, it was: (56.52)

MOVED: That the revision to the Employee Conduct and Work Rules Policy is hereby approved by the Board of Trustees.

Miscellaneous

Upon a motion duly made by Ashley Frederick, seconded by Tom Ceraso, and unanimously carried by voice vote, it was: (56.53)

MOVED: That the Calendar for Committee and Board of Trustees Meetings – 2025 is hereby approved by the Board of Trustees.

Upon a motion duly made by Leia Shilobod, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (56.54)

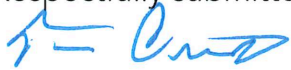
MOVED: That the Registry be engaged to provide an Interim President acceptable to the Board of Trustees. The contract of engagement will be from January 20, 2025 through June 30, 2025, be cancellable upon 30 days written notice to the Registry and may be extended on a month-to-month basis if necessary. The College will engage the Interim President as an independent contractor for an annualized salary of up to \$212,600 payable in monthly installments. The Interim President will receive no fringe benefits but will be provided housing, if necessary, the cost of which would be paid directly by the College. The Registry will be paid in monthly installments up to 33% of the annualized salary of the Interim President as a placement fee.

Chair's Report

Adjournment

There being no further business, upon a motion duly made by John Wright, seconded by Tom Ceraso, and unanimously carried by voice vote, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,



Tom Ceraso
Secretary



Suzanne Barron
Recording Secretary