

WESTMORELAND COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 27, 2024

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, March 27, 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, Charles Nevins, Vice Chair called the meeting to order at 5:30 pm.

Present:

Tyler Baum  
Julie Benson  
Tom Ceraso  
Dr. Barbara Ferrier  
Ashley Frederick  
Bridget Johnston  
Larry J. Larese  
Shujuane Martin  
Leia Shilobod  
Doug Weimer  
John Wright

Absent:

Chad M. Amond  
Dr. William H. Kerr  
Jess Stairs

Also, Present:

Dr. Tuesday L. Stanley, President  
Daniel B. Pagliari, Solicitor  
Dr. Sydney S. Beeler, VP/Enrollment Management  
Dr. Kristy A. Bishop, VP/Academic Affairs  
Janet Corrinne-Harvey, Executive Director/Marketing & Communications  
Kimberly R. Bush, Executive Director/Human Resources  
Suzanne C. Barron, Recording Secretary  
Faculty: Mike Hricik, Jonathan Wielbruda-Mayhew  
Staff: Megan Sheesley  
Students:  
Community: Brian Miller, Andrew Doherty, Jodi (last name not provided)

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the January 24, 2024 meeting were approved as presented.

Comments from the Public

Mike Hricik – Faculty and President, Professional Association – Mr. Hricik shared with the Board of Trustees how thankful he has been for the assistance by former Board of Trustees member Ron Ott and many others on the Board of Trustees. He was also inspired by John Wright and several others. Mr. Hricik thanked his wife for all his success and was extremely proud to accept the James Davenport national award from the National Council for Higher Education based on his advocacy on both a local and state level. Mr. Hricik is the first member of PSEA to win the prestigious national award. Mr. Hricik ended his comments by telling the Board that working at a community college has been an incredible highlight in his life and he is proud to work at Westmoreland County Community College.

Old Business

New Business

Consent Agenda

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Doug Weimer and unanimously carried by voice vote, the following Consent Agenda was approved:

Resolution 55.64 Declaration of Salvage Material

The materials on the attached lists are no longer used by the College. The College would like to declare these materials as salvage, prior to determining final disposition.

Resolution 55.65 Approval of the selection of a Lawn Care Provider – Youngwood Campus Commencement services only

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>
Dominic’s	Lawn care Services	April 1 – 26, 2024	Year 1 - \$17,975.00
Landscaping	for Commencement	April 1 – 26, 2025	Year 2 - \$19,100.00
Export, PA	Ceremony only	April 1 – 26, 2026	Year 3 - \$20,100.00

## Resolution 55.66 Approval of Refuse Services Contract

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFP</u>
GreenRidge Waste Services LLC dba – Republic Services Scottsdale, PA	Waste Disposal	July 1, 2024 – June 30, 2027  3 Year Contract	Year 1 - \$23,424 Year 2 - \$24,361 Year 3 - \$25,335  <u>Does not include additional services or extra roll-offs/dumpsters</u>	1012

## Resolution 55.67 Approval of Purchase of Dell Laptops and Desktop Computers

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Dell, Inc. Round Rock, TX	(40) Laptops – Latitude 3540 XCTO (40) Latitude 5540 (100) Desktops – Optiplex 3080	\$41,412.00 \$38,902.80 <u>\$75,091.00</u> Total \$155,405.80	1009

## Resolution 55.68 Approval of OnBoard Software

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
OnBoard Indianapolis, IN	Board Management Software	\$12,549.60

Audit

Upon a motion duly made by Tom Ceraso, seconded by Bridget Johnston and unanimously carried by voice vote, it was: (55.69)

**MOVED:** That the 2022-23 Fiscal Year Foundation Audit (990) is hereby approved by the Board Audit Committee and is hereby accepted and adopted by the Board of Trustees.

Finance Committee

Upon a motion duly made by Larry Larese, seconded by Shujuane Martin and carried by voice vote, Doug Weimer opposed, it was: (55.70)

MOVED: That the College Credit Tuition and Fees effective for the 2024-25 fiscal year are hereby approved by the Board of Trustees.

	2024-2025		2023-2024	
	Per Credit (12-18 credits)	Flat Tuition	Per Credit (12-18 credits)	Flat Tuition
<u>Tuition</u>				
In-County Residents	\$ 143	\$ 2,145	\$ 140	\$ 2,100
Out-of-County Residents	\$ 280	\$ 4,200	\$ 280	\$ 4,200
Out-of-State Residents	\$ 420	\$ 6,300	\$ 420	\$ 6,300
<u>General Fee</u>				
In-County Residents	\$ 72		\$ 70	
Out-of-County Residents	\$ 70		\$ 70	
Out-of-State Residents	\$ 70		\$ 70	
<u>Capital Fee</u>				
Out-of-County Residents	\$ 6		\$ 6	
Out-of-State Residents	\$ 6		\$ 6	

Upon a motion duly made by Tom Ceraso, seconded by Larry Larese and unanimously carried by voice vote, it was: (55.71)

MOVED: That the attached college credit course lab fees for the 2024-25 fiscal year are hereby accepted by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (55.72)

MOVED: That the extension of a contract with Anthology is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Anthology	1 Year extension	\$450,736.80
Boca Raton, FL	01/1/2029 – 12/31/2029	

Upon a motion duly made by Tom Ceraso, seconded by Dr. Barbara Ferrier and unanimously carried by voice vote, it was: (55.73)

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

Vendor	Description	Term of Agreement	Amount
CampusWorks Bradenton, FL	Information Technology Services	March 7, 2024 through June 30, 2024	\$79,416.00

Upon a motion duly made by Bridget Johnston, seconded by Shujuane Martin and unanimously carried by voice vote, it was: (55.74)

**MOVED:** That the Background statement to Resolutions 53.129, 54.27, 54.101 and 55.08 is amended to state the funding source as "ERP Bond Funds" rather than the "Operating Funds" is hereby adopted and ratified by the Board of Trustees.

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (55.75)

**MOVED:** That the purchase of a five-year contract for a Customer Relationship Management (CRM) software system is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFP</u>
ConexED Salt Lake City, UT	Customer Relationship Management Software System	July 1, 2024 – June 30, 2029	See tally sheet for 5-year breakdown	1001

Upon a motion duly made by Shujuane Martin, seconded by John Wright and unanimously carried by voice vote, it was: (55.76)

**MOVED:** That the Agreement with A Conscious Choice, LLC for an all-inclusive fixed fee of \$23,750 for a Leadership Coaching Program is hereby approved by the Board of Trustees.

Upon a motion duly made by Tyler Baum, seconded by Tom Ceraso and unanimously carried by voice vote, it was: (55.77)

**MOVED:** That the purchase of Robotics equipment is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
NEFF PAWNY Warrendale, PA	Robotics Equipment (Details Attached)	\$73,659.75	1010

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Tyler Baum and unanimously carried by voice vote, it was: (55.78)

**MOVED:** That a contract for bookstore services and online course materials is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>
Ambassador Education Solutions Melville, NY	Bookstore Services and Online Course Materials	July 1, 2024 – June 30, 2027  3 Year Contract	Commission charged on books by the College if approved would be the expense No implementation costs were confirmed.

Upon a motion duly made by Bridget Johnston, seconded by Shujuane Martin and unanimously carried by voice vote, it was: (55.79)

**MOVED:** That the approval of the Privacy Policy for the College website is hereby ratified by the Board of Trustees.

Upon a motion duly made by Ashley Frederick, seconded by Bridget Johnston and unanimously carried by voice vote, it was: (55.80)

**MOVED:** That the revision to the Purchasing Policy is hereby approved by the Board of Trustees.

#### Facilities Committee

Upon a motion duly made by Tyler Baum, seconded by Larry Larese and unanimously carried by voice vote, it was: (55.81)

**MOVED:** That an Amendment to the Lease Agreement between Westmoreland County Community College and Agile Additive is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (55.82)

**MOVED:** That a contract for the installation of electronic door hardware with Dagostino Electronic Services (DES) is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Quote</u>
Dagostino Electronic Services Pittsburgh, PA	Complete the remaining work required to bring the access control systems to full functionality. Prepare the main entrance doors with ADA capability.	\$44,931.96	JQ03273 RO

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Shujuane Martin and unanimously carried by voice vote, it was: (55.83)

MOVED: That ratification of the following payment to Silvis Landscaping is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Silvis Landscaping Mt. Pleasant, PA	Snow Removal	\$28,695.50

Upon a motion duly made by Larry Larese, seconded by Julie Benson and unanimously carried by voice vote, it was: (55.84)

MOVED: That a contract for the replacement of the hot water tank in the Health and Culinary Center is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Quote</u>
Lawrence Plumbing Vandergrift, PA	Purchase and installation of 120-gallon A.O. Smith water storage tank	\$11,585.41	1782

### Educational Affairs Committee

Upon a motion duly made by John Wright, seconded by Doug Weimer and unanimously carried by voice vote, it was: (55.85)

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

Change the names from Office Technology to Office Administration for the AAS, Diploma, Certificate, and to Office Administration - Customer Service.

Create a certificate in Plastic Manufacturing Technology.

### Personnel Committee

Upon a motion duly made by Bridget Johnston, seconded by Tom Ceraso and unanimously carried by voice vote, it was: (55.86)

**MOVED:** That the promotions for Vicky Krug, Brandi Slider, and Scott Schmucker for 2024-25 are hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by Dr. Barbara Ferrier and unanimously carried by voice vote, it was: (55.87)

**MOVED:** The revisions to the Compensatory Time - Overtime Policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Larry Larese, seconded by Shujuane Martin and unanimously carried by voice vote, it was: (55.88)

**MOVED:** That the revisions to the Salary Administration Policy are hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Tom Ceraso and unanimously carried by voice vote, it was: (55.89)

**MOVED:** That the revisions to the Telephone – Voicemail Usage Policy are hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (55.90)

**MOVED:** That the revisions to the Tuition Reimbursement Policy are hereby approved by the Board of Trustees.

### Chair's Report

Mr. Nevins appointed the following board members to serve on the Nominating Committee:




Larry Larese, Chair  
John Wright  
Ashley Frederick

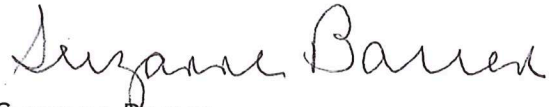
Mr. Nevins instructed the committee to present at the May 22, 2024 Board of Trustees meeting a slate of officers for fiscal year 2024-25. The election of officers will take place at the June 26, 2024 board meeting.

Adjournment

There being no further business, upon a motion duly made by Doug Weimer, seconded by Ashley Frederick and unanimously carried by voice vote, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

  
Bridget Johnston  
Secretary

  
Suzanne Barron  
Recording Secretary