

WESTMORELAND COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
May 28, 2025

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, May 28, 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, Bridget Johnston, Chair called the meeting to order at 5:30 pm.

Present:

Tyler Baum  
Julie Benson  
Tom Ceraso  
Ashley Frederick  
Christina Gongaware  
Leia Kupris  
Shujuane Martin  
Charles Nevins  
Jim Smith  
Jess Stairs  
Ben Steinmeyer  
Doug Weimer

Absent:

Dr. William Kerr  
John Wright

Also, Present:

Dr. David Devier, Interim President  
Daniel B. Pagliari, Solicitor  
Dr. Matthew Reed, VP/Academic Affairs  
Dr. Anthony Underwood, VP/Enrollment Management  
Cynthia Sexton Proctor, Dean/School of Business, Math, Science & Engineering  
Janet Corrinne-Harvey, Executive Director/Marketing & Communications  
Kimberly R. Robertson, Executive Director/Human Resources  
Rocky Kremer, Executive Director/Information Technology  
Megan Sheesley, Executive Director/Educational Foundation  
Suzanne Barron, Recording Secretary  
Faculty: Dr. Brian Dunst, Stephanie Turin  
Students: Suryavasanta Lakkimsetty

### Approval of Minutes

Upon a motion duly made and seconded, Doug Weimer abstained, the minutes of the April 23, 2025 Board meeting were approved as presented.

### Comments from the Public

Dr. Brian Dunst – Dr. Dunst thanked the Board for their time as he wanted to take a few minutes to express some thoughts from the Association. He welcomed Dr. Reed to the college and let him know the Association and Faculty look forward to working with him. He wanted to take a minute to thank Dean Proctor for serving as interim Vice-President, Academic Affairs. They appreciated all of her help and guidance. And lastly, he wanted to remind the board about the Fall Speaker Series. It will be returning, and he extended an invitation to the board if they would like to attend or if they would like to be a featured speaker in the series.

Suryavasanta (Krishna) Lakkimsetty – Ms. Lakkimsetty addressed the board on behalf of the Student Government Association (SGA). She informed the Board that reports from student organizations are being filed with SGA. SGA has logged over 250 hours of student service and they are currently implementing a Training Day session for all members of SGA. For Fall 2025, SGA will return 7 members and be bringing aboard one new member. The structure will then represent six centers and online. SGA is planning to participate in Accepted Students Day in June and New Student Orientation in the Fall. They also let the Board know that new SGA members would be sworn into office in August.

### Old Business

### New Business

### Finance Committee

Upon a motion duly made by Charles Nevins, seconded by Christina Gongaware, and unanimously carried by voice vote, it was: (56.91)

**MOVED:** That the Board of Trustees hereby approves for fiscal year 2025-2026 the attached proposed operating budget with revenues of \$33,138,777, expenditures of \$36,442,854, and reserve transfers of \$3,304,077 and the attached proposed capital fund budget has revenues of \$8,387,423 expenditures of \$9,152,389 and total transfers of \$764,966.

Upon a motion duly made by Shujuane Martin, seconded by Ashley Frederick, and unanimously carried by voice vote, it was: (56.92)

**MOVED:** That the request for approval to renew with AVI Foodsystems, Inc. for a comprehensive food service agreement covering Student Food Service, Vending, and College Catering for a three (3) year period beginning July 1, 2025 and ending June 30, 2028 is hereby approved by the Board of Trustees.

#### Facilities Committee

Upon a motion duly made by Tyler Baum, seconded by Doug Weimer, and unanimously carried by voice vote, it was: (56.93)

**MOVED:** That following ratification of service agreements for the Otis Elevator Company are hereby ratified by the Board of Trustees.

#### Service Locations - 5-year period from 6/17/2024-6/16/2029

Youngwood Price: Wheelchair Lift- \$135.00 per month, payable annually in advance (\$1,620.00 Annual)

Youngwood Price: Elevator- \$175.00 per month, payable annually in advance (\$2,100.00 Annual)

Latrobe Price: Elevator- \$175.00 per month, payable annually in advance (\$2,100.00 Annual)

New Kensington Price: Elevator- \$175.00 per month, payable annually in advance (\$2,100.00 Annual)

Total Annual Commitment of \$7,920.00

Total Five-Year Commitment of \$39,600.00

#### Educational Affairs Committee

Upon a motion duly made by Ben Steinmeyer, seconded by Shujuane Martin, and unanimously carried by voice vote, it was: (56.94)

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

The following program information is listed for the Board's approval:



1. For Forensics AAS and Certificate programs – change the Chemistry requirement from CHM 255 (Chemistry for the Health Sciences) to CHM 225 or CHM 108 (Introductory Concepts in Chemistry I)
2. Math Redesign – Phase out MTH 050, MTH 052, MTH 100, and the 1-credit corequisite MTH 061. Introduce two 4-credit courses – MTH 055 The Basics of Algebra and MTH 056 The Language of Algebra
3. Legal Studies/Paralegal Program – Update curriculum; CRJ 160 Criminal Law will move to fall semester, and LAS 200 – Constitutional Law will be reactivated and added to the spring semester of the second year.

Upon a motion duly made by Tom Ceraso, seconded by Christina Gongaware, and unanimously carried by voice vote, it was: (56.95)

**MOVED:** That the revisions to the Admissions Policy establishing the admissions process and standards for international students are hereby approved by the Board of Trustees.

#### Personnel Committee

Upon a motion duly made by Charles Nevins, seconded by Tyler Baum, and unanimously carried by voice vote, it was: (56.96)

**MOVED:** That the 2025-26 HM Group Insurance medical stop loss renewal increase of 7.36% is hereby approved by the Board of Trustees.

Per Subscriber Per Month (PSPM)	2023-24 Based on Highmark Projected Claims	2024-25 Based on Highmark Projected Claims	2025-26 Based on College Budgeted Claims
Enrolled Employees	207	212	208
Administrative Fee	\$55.37	\$55.37	\$55.37
Pharmacy Rebates	(\$93.56)	(\$88.62)	(\$97.48)
Total Administrative Fee Costs	(\$38.19)	(\$33.25)	(\$42.11)
Variance from Prior Year	(\$19.60)	\$4.94	(\$8.86)
% Variance from Prior Year	(5.43%)	12.94%	(26.65%)
Stop Loss Rates			
Individual/Specific	\$164.52	\$213.62	\$229.83
Aggregate	\$6.00	\$6.54	\$6.54
Combined Stop Loss Rates	\$170.52	\$220.16	\$236.37
Variance from Prior Year	\$19.20	\$49.64	\$16.21
% Variance from Prior Year	12.69%	29.11%	7.36%
Total Fixed Costs	\$132.33	\$186.91	\$194.26
Variance from Prior Year	(\$0.40)	\$54.58	\$7.35

% Variance from Prior Year	-0.30%	41.25%	3.93%
Projected Claims - Highmark	\$1,813.49	\$2,228.05	\$2,282.41
Variance from Prior Year	\$177.80	\$414.56	\$54.36
% Variance from Prior Year	10.87%	22.86%	2.44%
Budgeted Claims - Westmoreland			\$2,450.86
Variance from Prior Year			\$222.81
% Variance from Prior Year			10.00%
Estimated Total - Fixed Costs and Claims	\$1,945.82	\$2,414.96	\$2,645.12
Variance from Prior Year	(\$21.49)	\$469.14	\$230.16
% Variance from Prior Year	-1.09%	24.11%	9.53%

For the 2025-26 fiscal year, Highmark provided a lower than anticipated projected claims increase, because of this the college is using our budgeted claims increase to calculate the Estimated Total - Fixed Cost and Claims.

### Chair's Report

Bridget Johnston, Chair called on the Nominating Committee for a report.

Ben Steinmeyer placed before the Board, per the College Bylaws and by unanimous declaration of the Nominating Committee, the following slate of officers to serve a one-year term on the Board of Trustees from July 1, 2025 – June 30, 2026:

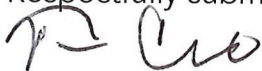
Chair	Tom Ceraso
Vice Chair	Ashley Frederick
Secretary	Dr. William Kerr
Treasurer	Charles Nevins

Pursuant to the Bylaws, nominations will remain open until the actual voting at the June 25, 2025 Board of Trustees meeting.

### Adjournment

There being no further business, upon a motion duly made by Doug Weimer, seconded by Tom Ceraso, and unanimously carried by voice vote, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Tom Ceraso  
Secretary



Suzanne Barron  
Recording Secretary