

WESTMORELAND COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 25, 2023

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, October 25, 2023 at the Student Achievement Center, Youngwood, PA and also via video conference. Attendance was taken following the Pledge of Allegiance. With a quorum present, Dr. William H. Kerr, Chair called the meeting to order at 5:30 pm.

Present:

Tyler Baum  
Dr. Barbara Ferrier  
Ashley Frederick  
Bridget Johnston  
Larry J. Larese  
Charles Nevins  
Ron Ott  
Leia Shilobod  
Jess Stairs  
Doug Weimer  
John Wright

Absent:

Chad M. Amond  
Tom Ceraso

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  
Steve Budny, Director/Information Technology  
Janet Corrinne-Harvey, Executive Director Marketing & Communications  
Kimberly R. Bush, Director/Human Resources  
Sue Barron, Recording Secretary  
Faculty: Mike Hricik, Stephanie Turin, Chef Scott Schmucker  
Staff: Megan Sheesley, Diane Metz  
Students: Erica Dix, Nikki Sarocky, Angelina Maman

### Approval of Minutes

Upon a motion duly made and seconded, the minutes of the August 23, 2023 meeting were approved as presented.

### Comments from the Public

Mike Hricik – Faculty and President, Professional Association – Mr. Hricik mentioned how much he enjoyed the most recent meeting of the Board of Trustees and the Board of Directors for the Educational Foundation, Inc. at Westmoreland. Mr. Hricik also congratulated all of the employees who were recently honored for their years of service and those that were honored on their recent retirements. His other comments included congratulations on the success of the Duane S. Molnar Speaker Series at Westmoreland and the applications by several faculty for promotion.

Chef Scott Schmucker – Chef Schmucker shared his career experience with the Board which included working at the Ritz Carlton in Atlanta. He also thanked the board for their continued support of the Culinary Arts and Hospitality program at Westmoreland. He talked about his recruiting efforts at the local Career and Technical schools affiliated with local high schools. Prior to COVID, Chef Schmucker was creating culinary videos. The popularity grew over time and he is now contacted by other Culinary Schools asking to use his videos as part of their class work with students.

Dr. Barbara Ferrier – Board of Trustees member - Dr. Barbara Ferrier introduced Diane Metz, Career Connections Center coordinator and congratulated her on winning the prestigious award from the YWCA, 2023 Rising Star.

Diane Metz - Diane thanked Dr. Ferrier for her kind words and thanked the YWCA for the award, the professional development scholarship she was awarded and the mentorship the United Way Women's Leadership Council has provided her in advancing her knowledge and skills.

Erica Dix – Ms. Dix is the vice-president of the Student Government Association (SGA). Ms. Dix presented to the board some requests that the students have that included improvements in Wi-Fi, additional private study areas and improved pricing for the supplies needed by the various students enrolled in selective programs like Nursing, Dental Hygiene, etc.

Nikki Sarosky – Ms. Sarosky is the campus events coordinator of the Student Government Association (SGA). She let the board know that she is honored to have the position with SGA.

Angelina Mamaron – Ms. Mamaron is the treasurer of the Student Government Association (SGA). She informed the board that she is in her first semester at Westmoreland.

### Old Business

### New Business

### Consent Agenda

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

#### Resolution 55.06 Declaration of Salvage Material

The 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 55.07 Approval of Campusworks Project Management Contract Extension

<u>Vendor</u>	<u>Description</u>	<u>Term of Agreement</u>	<u>Amount</u>
CampusWorks	Project Management	Six months	\$198,642.00
Bradenton, FL	Contract Extension	5/01/2024 – 10/31/2024	

#### Resolution 55.08 Approval of Computer License and Software Maintenance Contract – Ellucian

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>
Ellucian	Computer license and software maintenance contract	1/01/2024 – 6/30/2024	\$225,204.00
Fairfax, VA			

#### Resolution 55.09 Approval of Contract with Timeclock Plus, LLC

<u>Vendor</u>	<u>Description</u>	<u>Term of Agreement</u>	<u>Cost</u>
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TimeClock Plus, LLC San Angelo, TX	Time and attendance electronic time sheet	One Year 11/3/2023 – 11/2/2024	\$19,459.44
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## Resolution 55.10 Ratification of Payment for Student Recruitment Services

The ratification of payment in the amount of \$23,295.26 under the contract with ReUp Education for student recruitment services for the Summer, 2023 term is hereby approved by the Board of Trustees.

## Resolution 55.11 Approval of Extension of Contract for Virtual Bookstore Services

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
eCampus.com Lexington, KY	Virtual bookstore services	Extension through July 9, 2024 to cover the summer 2024 term	908

## Resolution 55.12 Approval of Contract for Charter Bus Services

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Budget Bus Service Adah, PA	Charter Bus Service Plus Additional Charges	\$450 per trip	995

## Resolution 55.13 Approval of Dental Hygiene Kits for the Spring 2024 Semester

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
HuFriedy Group Chicago, IL	Dental Hygiene Kits	\$21,341.76

## Resolution 55.14 Approval of Purchase of Copier Paper

<u>Vendor</u>	<u>Description</u>	<u>Quantity</u>	<u>Price</u>	<u>Quote</u>
Contract Paper Group Cuyahoga Falls, OH	Copier Paper	300 Boxes	\$35.95/Box	5502

## Resolution 55.15 Approval of Purchase of Custodial Supplies Annual Contract

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Quote</u>
L.M. Colker Co., Inc.	Custodial Supplies/Trash Bags	\$2,615.00	5506

Johnstown, PA

Janitors Supply Washington, PA	Custodial Supplies/Paper Products	\$9,313.20	5506
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## Resolution 55.16 Approval of Purchase of Replacement Cameras and Installation

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Dagostino Electronic Services, Inc. (DES) Pittsburgh, PA	Seven (7) cameras Labor Bucket truck rental	\$5,440.81 2,368.00 <u>242.13</u> \$8,050.94

## Resolution 55.17 Approval of six (6) months of Digital Marketing Services with Clarus Corporation

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Clarus Corporation A Carnegie Company Westford, MA	Digital Marketing Services	Not to exceed \$63,950.00

## Resolution 55.18 Approval of Contracts for Snow Removal Services

<u>Location</u>	<u>Vendor</u>	<u>Amount</u>	<u>Quote</u>
Youngwood	Silvis Group, Inc.	See attached per occurrence	5507
Indiana	Cummings Contracting, LLC	See attached per occurrence	5510
Latrobe	Silvis Group, Inc.	See attached per occurrence	5509
Murrysville	Silvis Group, Inc.	See attached per occurrence	5511
New Kensington	G&P Custom Service	See attached per occurrence	5508
Public Safety	Silvis Group, Inc.	See attached per occurrence	5512

## Resolution 55.19 Approval of Adjustment of Allowance for Bad Debts Account

The Adjustment of Allowance for Bad Debts account for the 2022-23 fiscal year in the amount of \$84,867.20 is hereby approved by the Board of Trustees.

## Resolution 55.20 Approval of Waste Management Contract Extension

<u>Vendor</u>	<u>Description</u>	<u>Term</u>	<u>Amount</u>	<u>RFP</u>
Waste Management	Waste and	One Year	See attached	937

Moon Township, PA Cardboard Disposal Extension cost for remaining  
8 months -\$26,791.00

Resolution 55.21 Approval of a three (3) year contract with Pittsburgh Mailing Systems

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
Pittsburgh Mailing McKees Rocks, PA	Courier Services	See Attached	994

### Finance Committee

Upon a motion duly made by John Wright, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (55.22)

**MOVED:** That a contract for the Anthology Azure Account Creation Package is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Anthology Boca Raton, FL	Three (3) year agreement 10/26/2023 – 10/25/2026	\$30,000.00 (Billed annually \$10,000/yr)

### Facilities Committee

Upon a motion duly made by Bridget Johnston, seconded by Jess Stairs and unanimously carried by voice vote, it was: (55.23)

**MOVED:** That the following contract for the construction of two new offices (Educational Foundation and Business and Industry Center) is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Double V Construction LLC Greensburg, PA	Construction of two new offices	BIC \$6,985.00 SAC <u>4,180.00</u>
	Total	\$11,165.00

Upon a motion duly made by Ron Ott, seconded by Charles Nevins and unanimously carried by voice vote, it was: (55.24)

**MOVED:** That a Grant of Right of Way and Easement Agreement with Maronda Homes, LLC is 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: (55.25)

**MOVED:** That the amendment to the Lease Agreement between Westmoreland County Community College and the Private Industry Council of Westmoreland/Fayette, Inc. is hereby approved by the Board of Trustees.

Upon a motion duly made by Jess Stairs, seconded by Tyler Baum and unanimously carried by voice vote, it was: (55.26)

**MOVED:** That a Lease Agreement between Westmoreland County Community College and MAE Technical Advisory, LLC. is hereby approved by the Board of Trustees.

#### Educational Affairs Committee

Upon a motion duly made by Ron Ott, seconded by Dr. Barbara Ferrier and unanimously carried by voice vote, it was: (55.27)

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

Change Program Name from Paralegal to Legal Studies/Paralegal

MTH 104 program Updates and Changes

Additive Manufacturing Program Updates/Changes

Engineering Technology AAS Program and Course Changes

Deactivate EUT AAS and Related Courses

Medical/Healthcare Management - Change the Title of Program

Replacing WEB 102 with OFT 102: Acrobat Essentials

#### Personnel Committee

Upon a motion duly made by John Wright, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (55.28)

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

Upon a motion duly made by Larry Larese, seconded by Dr. Barbara Ferrier and unanimously carried by voice vote, it was: (55.29)

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

Upon a motion duly made by John Wright, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (55.30)

**MOVED:** That upon recommendation of the Executive Committee of the Board of Trustees, a contribution to Dr. Stanley's 401(a) retirement plan equal to 3% of Dr. Stanley's current salary to be made to her 401(a) retirement plan on or before December 31, 2023 is hereby approved by the Board of Trustees.

#### Miscellaneous

Upon a motion duly made by Dr. Barbara Ferrier, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (55.31)

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

**WHEREAS**, it is the desire of the Board of Trustees of the College to act quickly to form and activate an ad hoc committee to search for candidates and to make recommendations to the College Board of Trustees to aid the Board of Trustees in the selection and the appointment of a College President effective July 1, 2024; 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 Board of Trustees of the College does hereby establish the Westmoreland County Community College Presidential Search Committee ("Search Committee"), consisting 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  
Tom Ceraso  
Chuck Nevins  
Larry J. Larese  
William Kerr, ex officio

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 five (5) 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 by July 1, 2024.

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 Selection 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 in accordance with the College Purchasing Policy. The Search Committee shall submit a budgetary amendment to the Finance Committee to finance the search.
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 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 Doug Weimer, seconded by Jess Stairs and unanimously carried by voice vote, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,  
*Bridget Johnston*  
Bridget Johnston  
Secretary

*Suzanne Barron*  
Suzanne Barron  
Recording Secretary