

WESTMORELAND COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 24, 2023

MINUTES

The Board of Trustees of Westmoreland County Community College held a scheduled Board meeting on Wednesday, May 24, 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:

Chad M. Amond
Tom Ceraso
Dr. Barbara Ferrier
Ashley Frederick
Bridget Johnston
Larry J. Larese
Charles Nevins
Ron Ott
Leia Shilobod
Jess Stairs
Doug Weimer
John D. Wright

Absent:

Anthony Paletta

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, Director/Human Resources
Sue Barron, Recording Secretary
Faculty: Mike Hricik, William Racin, Stephanie Turin
Students:

Approval of Minutes

Upon a motion duly made and seconded, the minutes of the April 26, 2023 meeting were approved as presented.

Comments from the Public

Mike Hricik, Professor of English and President of the Professional Association shared about his work as a Middle States representative with an institution in Niagara Falls. He shared how several people noted the success of our Culinary program to him while he was there. He also mentioned School House Bakery owner Julie Dickert served as a judge for a recent competition held by the School of Culinary and Hospitality Management. Mr. Hricik also noted the success of the 2023 Distinguished Alumnus, Richard Rosendale. He was pleased to learn of all the successes of Chef Rosendale.

William Racin, Chef Racin recently took over the apprenticeship and internship programs in the School of Culinary and Hospitality Management. He noted that this was a great opportunity for him to give back to the students in his field. Chef Racin offered comments on the recent Culinary Olympic event held at Westmoreland, increases in enrollment in his program, and a thank you to the Board of Trustees for approving the new ranges that were needed in the kitchens.

Old Business

New Business

Consent Agenda

Upon a motion duly made by Leia Shilobod, seconded by Bridget Johnston and unanimously carried by voice vote, Resolution 54.126 Approval of Cisco Umbrella Cloud Security Software was removed from the Consent Agenda for further research.

Upon a motion duly made by Tom Ceraso, seconded by Larry Larese and unanimously carried by voice vote the following Consent Agenda was approved:

Resolution 54.123 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 54.124 Approval of Uniforms, Branded Apparel, and Athletic Equipment

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
BSN Sports Pittsburgh, PA	Uniforms, Branded Apparel, and Athletic Equipment	As per exclusive supplier agreement and pricing sheet	986

Resolution 54.125 Approval of Renewal of Third Generation Maintenance Agreement

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Third Generation Bridgeville, PA	Three-year agreement Beginning 7/1/2023 – 8/1/2026	\$64,820.00

Resolution 54.127 Approval of Purchase of Vortex Mixers

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Quote</u>
VWR Radnor, PA	Vortex Mixers	\$12,071.89	5498

Finance Committee

Upon a motion duly made by John Wright, seconded by Dr. Ferrier and unanimously carried by voice vote, it was: (54.128)

MOVED: That the Board of Trustees hereby approves for fiscal year 2023-2024, the attached proposed operating budget with revenues of \$34,489,920, expenditures of \$34,489,920, and reserve transfers of (\$1,187,486) and the attached proposed capital fund budget with revenues of \$7,061,589 expenditures of \$8,249,075 and total transfers of \$1,187,486.

Upon a motion duly made by Ron Ott, seconded by Dr. Ferrier and unanimously carried by voice vote, it was: (54.129)

MOVED: That the following renewal of the College Zoom license is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Zoom Video Communications Inc.	Zoom Site License	Year 1: \$43,903.50 Year 2: \$43,903.50

San Jose, CA

Year 3: \$43,903.50

Upon a motion duly made by Jess Stairs, seconded by Ashley Frederick and unanimously carried by voice vote, it was: (54.130)

MOVED: That the following purchase of Event Management software is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Brightly Carey, NC	1-year agreement	\$13,555.78

Upon a motion duly made by Tom Ceraso, seconded by Larry Larese and unanimously carried by voice vote, it was: (54.131)

MOVED: That the following renewal of the Respondus license is hereby approved by the Board of Trustees.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Respondus Redmond, WA	Lockdown Browser and Monitor	Lockdown Browser: \$3,745.00 Monitor: \$6,900.00 Total: \$10,645.00

Facilities Committee

Upon a motion duly made by Doug Weimer, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.132)

MOVED: That the following purchase of Genetec software upgrade and installation is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Quote#</u>
Dagostino Electronic Services, Inc. (DES)	Labor	\$11,936.00	JQ01735
	Genetec Advantage Renewal	\$42,030.86	JQ01735
	Omnicast Enterprise Camera 3-year renewal		
	Genetec Advantage Renewal	<u>\$11,945.14</u>	
	Omnicast Enterprise Door Readers 3-year renewal		

\$65,912.00

Upon a motion duly made by Chuck Nevins, seconded by Leia Shilobod and unanimously carried by voice vote, it was: (54.133)

MOVED: That the following contract for a roof replacement project for the Student Achievement Center is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
TRS Roofing, Inc. Williamsburg, PA	Base Bid – replacement of Sections A,B,C,D and E (110,084 sq. ft.). Five (5) skylights in Section A will be replaced.	\$1,319,400.00	907

Upon a motion duly made by Tom Ceraso, seconded by Chuck Nevins and unanimously carried by voice vote, Resolution 54.134 Approval of HVAC Replacement – Science Innovation Center was removed from the agenda.

Upon a motion duly made by Tom Ceraso, seconded by Larry Larese and unanimously carried by voice vote, it was: (54.147)

MOVED: That the following contract for the Business and Industry Center Roof Design is hereby approved by the Board of Trustees:

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>RFP</u>
REI Engineers Mechanicsburg, PA	Business and Industry Center Roof Design	\$78,175.00	989

Upon a motion duly made by Ron Ott, seconded by Jess Stairs and unanimously carried by voice vote, it was: (54.148)

MOVED: That the following Amendment to the Lease Agreement between Westmoreland County Community College and Westmoreland County Behavioral Health and Developmental Services (WCBH) is hereby approved by the Board of Trustees.

Educational Affairs Committee

Upon a motion duly made by John Wright, seconded by Ron Ott and unanimously carried by voice vote, it was: (54.135)

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

Add ART 174 Creative Business Basics Course Proposal

Changes to Nursing Curriculum:

The courses in Level I will not change in name, course description, course code or credits, these include NSG 112, NSG 114, NSG 116 and NSG 124. Exemplars for specific content areas will be selected by faculty and align with the NCLEX test map.

The courses in Level II will be combined as follows:

NSG 225, NSG 240 and NSG 255 will be combined into a 15-week course:

NSG 2 XX: Specialty Nursing Across the Lifespan (9 credits). Exemplars for specific content areas will be selected by faculty and align with the NCLEX test map.

NSG 260 and NSG 270 will be combined into one 10-week course

NSG 2XX: Advanced Medical Surgical Nursing Care of the Adult (7 credits). Exemplars for specific content areas will be selected by faculty and align with the NCLEX test map.

NSG 280 manager of Nursing Care will become NSG 2XX Transition to Nursing Practice/RN (4 credits). This course will focus on clinical decision making, professional communication and transition to practice as an RN. Course content will include NCLEX preparation, student assessment for readiness for NCLEX, remediation if needed and clinical practice.

Upon a motion duly made by Bridget Johnston, seconded by Dr. Ferrier and unanimously carried by voice vote, it was: (54.136)

MOVED: That the revision to the Academic Honors Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Chuck Nevins, seconded by Dr. Ferrier and unanimously carried by voice vote, it was: (54.137)

MOVED: That the revision to the Transfer Credit Policy is hereby approved by the Board of Trustees.

Personnel Committee

A motion was duly made by Tom Ceraso and seconded by Dr. Ferrier for Resolution 54.138. During discussion, Dr. Ferrier moved to call for the question which was seconded by John Wright. Chairman Kerr stated it has been moved and seconded that a vote be taken to end discussion on Resolution 54.138 Revision to the Transgender Employee Policy. A vote was taken with 2/3 in favor of stopping the discussion. Doug Weimer and Chuck Weimer opposed. Chairman Kerr called for the vote to the original motion. Resolution 54.138 is hereby approved by the Board of Trustees with Doug Weimer and Chuck Nevins opposed.

Upon a motion duly made by Ron Ott, seconded by Jess Stairs and unanimously carried by voice vote, it was: (54.139)

MOVED: That the revision to PA Criminal Record Check and PA Child Abuse History Clearance and FBI Federal Criminal History Record Clearance for All Employment Applications is hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Ferrier and seconded by Tom Ceraso, Resolution 54.140 was amended to include Executive Director. Upon a motion duly made by Dr. Ferrier, seconded by Tom Ceraso and unanimously carried by voice vote, it was: (54.140)

MOVED: That the revision to Background Checks and Clearances for Coordinator, Director, Executive Director, Dean, and Vice President for New Hires Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by John Wright, seconded by Chad Amond and unanimously carried by voice vote, it was: (54.141)

MOVED: That the revision to Social Media Policy is hereby approved by the Board of Trustees.

Upon a motion duly made by Ron Ott, seconded by Jess Stairs and unanimously carried by voice vote, it was: (54.142)

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

Upon a motion duly made by Bridget Johnston, seconded by Dr. Ferrier and carried by voice vote, it was: (54.143)

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

Upon a motion duly made by John Wright, seconded by Chuck Nevins and carried by voice vote, Dr. Kerr abstained, it was: (54.144)

MOVED: That the 2023-24 Highmark medical insurance pharmacy rebate discount and the 2023-24 HM Group medical stop loss renewal is hereby approved by the Board of Trustees.

Upon a motion duly made by Tom Ceraso, seconded by John Wright and unanimously carried by voice vote, it was: (54.145)

MOVED: That MetLife as the provider for dental insurance with a multi-year renewal that includes a 9.7% increase for the 2023-24 fiscal year and a rate cap not to exceed 7% for the 2024-25 and 2025-26 fiscal years respectively, is hereby approved by the Board of Trustees.

Upon a motion duly made by Dr. Ferrier, seconded by Chad Amond and unanimously carried by voice vote, it was: (54.146)

MOVED: That the attached initial placement rate schedules for fiscal year 2023-24 are hereby approved by the Board of Trustees.

Chair's Report

Dr. Kerr called on the Nominating Committee for a report.

John Wright 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, 2023 – June 30, 2024:


Chair	Dr. William H. Kerr
Vice Chair	Charles Nevins
Secretary	Ashley Frederick
Treasurer	Bridget Johnston


Pursuant to the Bylaws, nominations will remain open until the actual voting at the June 28, 2023 Board of Trustees meeting.

Adjournment

There being no further business, upon a motion duly made by Dr. Ferrier, seconded by Ron Ott and unanimously carried by voice vote, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,


Bridget Johnston
Secretary


Suzanne C. Barron
Recording Secretary