



**Board of Trustees Meeting Minutes
February 15, 2019
NPRC Administrative Offices – Warren, PA
10:00 a.m.**

Attendees:

Present

Mr. Andy Foyle
Mr. Ed Pitchford
Mr. Doug Morley
Mrs. Amanda Hetrick
Mr. Kevin Sprong
Mr. Hank LeMeur
Dr. Richard McDowell
Mrs. Susan Snelick
Mrs. Kate Brock

Present via Phone

Mr. Greg Mahon
Mr. Dennis Wilke

Administration/Staff

Dr. Joseph Nairn
Mr. Raymond Pring
Mr. Duane Vicini
Dr. Debra Teachman
Mr. Gary Sawtelle
Ms. Abigail Petrosky
Ms. Ann Nelson
Ms. Mindy Saunders

Absent

Ms. Mary Bula
Hon. Mary Jo White
Mr. Robert Kaemmerer

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Trustee Brock called the meeting to order at 10:01 a.m.	No follow-up action required.
Roll Call	Ms. Nelson completed roll call.	No follow-up action required.
Approval of Minutes	Minutes for January 18, 2019 were provided prior to the meeting. Motion to approve minutes was made by Trustee Foyle, second by Trustee Hetrick. The minutes were approved unanimously.	No follow-up action required.
Standing Committees Reports and Recommended Actions		
<u>Finance and Audit Committee</u>		
<i>Monthly Financial Reports as of 12/31</i>	Mr. Pring reviewed the December financial statements as well as budget and Z-6 bucket documents provided in the February Meeting Book. Discussion ensued. Motion requested to approve documents.	No follow-up action required.



	Motion made by Trustee LeMeur, second by Trustee Foley. Motion passed unanimously.	
<u>Executive Committee</u> <u>- Legislative Affairs</u>		
<i>Harrisburg Update</i>	<p>No update. Trustee Mahon was traveling and connected via phone and asked Trustee Brock and President Nairn to give update.</p> <p>The Governor's budget has been released and discussion occurred regarding what it means to the college. No action.</p>	No follow-up action required.
<u>Academic Affairs</u> <u>Committee</u>	<p>Dr. Teachman introduced Mindy Saunders and asked her to present on the two policies being brought forward from the committee for approval:</p> <p>NPRC 3025 Assessment of Student Learning NPRC 3030 Academic Program Review</p> <p>Motion requested to approve both documents. Motion made by Trustee McDowell, second by Trustee Foley. Motion passed unanimously.</p>	Safety statement will be put into Syllabus for all courses as a standard practice.
<u>Policy Development –</u> <u>Human Resources</u>	<p>NPRC 2400 College Employee Holidays and NPRC 2401 Personal Time Off – Chairperson Brock asked that these two policies be placed back on agenda for discussion purposes only, as they had been previously approved. No action.</p> <p>The following Policies were brought to the board by Mr. Pring on behalf of the committee for action:</p> <p>NPRC 5015 Technology Resources Acceptable Use – A typo was noted and discussion regarding the Review Statement commenced. For this Policy, it is recommended that students sign off annually.</p>	Mr. Pring will correct Typo and change the approval to annually.



	<p>NPRC 1115 Agenda and Consent Agenda Adoption of a consent agenda was proposed at the January 2019 Board meeting and this Policy was developed.</p> <p>Motion requested by Chairperson Brock to accept and approve NPRC 5015 and NPRC 1115. Motion made by Trustee Morley, second by Trustee LeMeur. Motion approved unanimously.</p> <p>NPRC 2402 Personal Day Leave NPRC 2404 Jury and Witness Duty NPRC 2406 Funeral/Bereavement Leave</p> <p>Motion requested by Chairperson Brock to accept and approve NPRC 2402; NPRC 2404; NPRC 2406. Motion made by Trustee Morley, second by Trustee Sprong. Motion approved unanimously.</p>	<p>Mr. Pring was asked that in a quest to be more consistent with all policies, that the Review Statements in All NPRC Policies include a five-year review, unless noted otherwise.</p>
<u>College Advancement Committee</u>	No Report – President Nairn mentioned that he is pursuing an idea regarding the establishment of a Foundation.	
<u>PR and Marketing Committee</u>	No Report	
<u>Nominating and Board Development Committee</u>	No Report	
Task Force Committee Reports and recommended Actions		
<u>Presidents Report</u>	Report included in packet. No action.	No follow-up action required.
<u>VPASA Report</u>	Report included in packet. No action.	No follow-up action required.



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Operational update on Gannon Program and Workforce Development		
<u>Workforce Development Update</u>	Dr Jackson's reports were included in packet as well as an Affiliation Agreement for review purposes only. No action.	
<u>Erie Advisory Group Update</u>	Chairperson Brock and Trustee Foyle gave a brief update on a recent meeting with representatives in Erie.	Will follow-up with this group within the next six weeks.
Executive Session	Chairperson Brock moved to go into Executive Session to discuss a personnel matter at 12:10pm. Trustee Pitchford so moved, second by Trustee Snelick.	
Adjourn	Trustee Brock adjourned the meeting at 12:32 p.m.	No follow-up action required.

Respectfully submitted by:

Ann M. Nelson

Signature on file

Hank LeMeur, Secretary of the Board

Date