



**Board of Trustees Meeting Minutes
March 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. Greg Mahon
Mr. Robert Kaemmerer
Dr. Richard McDowell
Mrs. Susan Snelick
Mrs. Kate Brock
Hon. Mary Jo White

Present via Phone

Mr. Hank LeMeur
Mr. Dennis Wilke
Ms. Mary Bula

Administration/Staff

Dr. Joseph Nairn
Mr. Raymond Pring
Mr. Duane Vicini
Dr. Debra Teachman
Ms. Kelsey Kirkpatrick
Ms. Abigail Petrosky

Absent

Mr. Kevin Sprong

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Trustee Brock called the meeting to order at 10:10 a.m.	No follow-up action required.
Roll Call	Ms. Petrosky completed roll call.	No follow-up action required.
Approval of Minutes	Minutes for February 15, 2019 were provided prior to the meeting. Motion to approve minutes was made by Trustee Snelick, second by Trustee Foyle. The motion was passed unanimously.	No follow-up action required.
Standing Committees Reports and Recommended Actions		
<u>Finance and Audit Committee</u>		
<i>Monthly Financial Reports as of 1/31</i>	Financial documents were included in the meeting materials. Another invoice submission should be going to PDE at the end of next week. We should have a steady cash flow moving forward. The line of credit has been	No follow-up action required.



	<p>paid off. We are at 58% of our annual budget. The attached narrative shows an outline of the PDE budgets.</p> <p>Motion was made by Trustee Snelick to accept the financial statements from January, second by Trustee Hetrick. The motion was passed unanimously.</p>	
<i>PDE Budget Update</i>	<p>We are about a week behind in the process, but we are moving forward. The process is more robust than last year and will include an associated policy and procedure. A proposed draft should be prepared for the Board by the middle of April. We need a policy to PDE for authorization by May.</p> <p>Fourth floor expansion was brought up in budget conversation. A proposal will be developed to be submitted to the Budget and Finance to Committee. Expansion to the fourth floor will be recommended.</p>	<p>Mr. Pring will present a draft proposed budget to the Finance and Audit Committee by April.</p> <p>A budget policy will be drafted and submitted to PDE for an authorization requirement by May.</p> <p>Mr. Pring will draft a proposal to recommend NPRC's expansion to the fourth floor of the PNC building.</p>
<u>Executive Committee - Legislative Affairs</u>		
<i>Harrisburg Update</i>	<p>Letters about the future use of Pitt-Titusville were included in the meeting materials. The letters included inaccuracies and Senator Scarnati responded to them. The door is still open for conversations with Pitt-Titusville.</p> <p>The Op-Ed that Senator Scarnati wrote in response to an article about the Erie County Community College was also shared.</p> <p>Budget hearings wrapped up. Status quo, nothing particular to note for higher education. Our funding comes from a line noted "Regional College Services." Trustee Mahon brought up the possibility of working to put us on our own line in the budget.</p>	<p>No follow-up action required.</p>
<u>Academic Affairs Committee</u>		



<i>NPRC-3035 Course Syllabus Adoption and Use</i>	Dr. Teachman was prepared to present this policy, but the document did not appear in the meeting materials. Its presentation will be pushed to the April meeting.	
<i>PDE Authorization Update</i>	A list of policies that remain for PDE authorization was included in the meeting materials. There will be 11 coming from academics, including NPRC-3035.	With the number of policies going to the Board, Chairperson Brock would like to see a consent agenda used. Committee meeting minutes were requested to be placed on Board agenda.
<u>Policy Development – Human Resources</u>		
<i>Policy Progress Update</i>	Fourteen policies will be coming to the Board from HR next month.	
<u>College Advancement Committee</u>	No Report.	
<u>PR and Marketing Committee</u>	Working on developing a communication strategy. First committee meeting set for March 19.	
<u>Nominating and Board Development Committee</u>	No Report.	
Task Force Committee Reports and recommended Actions		
<u>Presidents Report</u>	Brief verbal report. No action	No follow-up action required.
<u>VPASA Report</u>	Report included in packet. No action.	No follow-up action required.
Operational update on Gannon Program and Workforce Development		
<u>Workforce Development Update</u>	Dr Jackson’s reports were included in packet. Warren site location for CDL was lost.	



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	No action.	
<u>Erie County Community College Update</u>	Meeting will be held with the Erie group at 1:45 p.m. this afternoon. No additional updates.	Update will be provided next Board meeting.
<u>Gannon Transition Update</u>	Good meeting with Gannon and everyone is on the same page about an additional semester with Gannon. We did establish a date for next semester in case we get caught up in the Department of Education.	No follow-up action required.
Chair Report		
<u>Acceptance of Retirement Letter</u>	Mr. Vicini submitted his letter of retirement. His last day will be March 29 th . He will continue part time – two days a week – through the transition. Motion to accept Mr. Vicini’s retirement of the letter was made by Trustee Foyle, second by Trustee Hetrick. Motion passed unanimously.	No follow-up action required.
<u>Resolution of Commendation</u>	The signed resolution of Mr. Vicini’s retirement was framed and presented to him.	No follow-up action required.
Adjourn	Trustee Brock requested a motion to adjourn the meeting. Motion made by Trustee Foyle. The motion passed. The meeting adjourned at 11:40 a.m.	No follow-up action required.

Respectfully submitted by:

Abigail Petrosky

Signature on file

Hank LeMeur, Secretary of the Board

Date